

MINUTES OF THE MEETING OF CALNE WITHOUT PARISH COUNCIL FINANCE COMMITTEE
HELD AT LANSDOWNE HALL, DERRY HILL
MONDAY 03 JULY 2023 7.30PM

CALNE WITHOUT COUNCILLOR ATTENDANCE

Present (P): Apologies (A): Did Not Attend (X)

John Barnes	P	Ioan Rees	A	Bruce MacInnes	P
Rob Hislop	P	Pauline Crane	P	Doug Price	A
Keith Robbins	A				

53/23/FC Election of a Chair of the Committee

Cllr Barnes was nominated and explained his reasons for why he wished to decline the nomination.

Prior to the meeting Cllr Price informed the Chairman and Clerk of the Parish Council that he would be happy to be nominated to Chair the finance committee. In his absence Cllr Price was proposed and seconded to be Chair of the finance committee.

It was unanimously resolved that Cllr Price be elected Chair of the Finance Committee.

Cllr Barnes agreed to chair this meeting in Cllr Price absence.

54/23/FC Apologies

To receive apologies.

Apologies were received from Cllrs Price, Robbins and Rees,

It was unanimously resolved to approve the reasons for the apologies,

55/23/FC Public participation/ Correspondence

55.1/23/FC Public participation

Opportunity for members of the public to address the Committee.

55.2/23/FC Correspondence

For the Clerk to report any correspondence not circulated.

There were no members of the public in attendance or correspondence to circulate.

56/23/FC. Declarations of Interest

Declarations from Councillors of any disclosable pecuniary interest (Standing Orders 13b) or other interest (Standing Orders 13c) in respect of matters being considered by the Council.

There were no declarations of interest.

57/23/FC. Chairman Announcements

The chairman had no announcements to make.

58/23/FC. Minutes

Recommendation: That the Committee approve the [Minutes](#) of the meeting held on 3rd April 2023 as a true and fair reflection of the motions agreed by the Committee and the discussion that took place and that these be signed by the Chairman as such.

It was unanimously resolved that the minutes were a true and fair reflection of the meeting on 3rd April 2023.

59/23/FC. Internal Audit Recommendation – Finance regulations

To review the issues raised in the [internal audit report](#)

Recommendation; that the committee review if they wish to set the tendering limit at **£15000 or £25000**

It was unanimously resolved to amend the tendering limit down to £15000

A vote of thanks was given to K Checchia as RFO for hard work in preparing the documents for audit.

60/23/FC. Committee Terms of reference and Finance Regulations

[Terms of reference](#) and [Finance Regulations](#) Circulated for Review.

Recommendation; That the Committee review the documents and ensure that they are consistent with each other.

It was resolved to amend item 4.1 of the Finance regulations;
From; • the council for all items over [£5,000]
To; • the council for all items over [£1,000]

Amendments to be made to the document for submission to Full Council.

61/23/FC. Review Risk register,

[Risk Register](#) circulated for review

Recommendation that the committee review and discuss the financial aspects of the risk register.

The risk register was reviewed and changes agreed to send to Full Council for approval.

62/23/FC. Review of Investment Strategy

62.1/23/FC To inform of updated interest rates.

To consider the [investment strategy](#) and updated interest rates.

The minor amendments were noted and accepted.

62.2/23/FC Charity Bank – choices at end of fixed term

To consider the attached [report](#)

Proposal to lock away for another 1 year fixed term

It was unanimously resolved to enter into a further 1 year fixed term with charity bank once the initial term ends.

62.3/23/FC Balance of Accounts – Consideration of any movement of funds required.

To consider the [report](#) re the bank balances

The report was considered and it was resolved to monitor the bank balances over the summer period and liaise with the Chair and Chair of the finance Committee if movement of funds between accounts is required.

It was agreed that if working capital should be required it will be drawn from the Bath Building Society Account.

It was noted that in a few more months the Nationwide 125 account will breach the £85000 level.

It was resolved to give Nationwide 125 days notice to take £2000 and place it into Bath Building Society.

It was resolved to reinvest £85000 into a further 1 year fixed rate account with Charity Bank and withdraw the interest and invest it into the Bath Building Society.

63/23/FC. Q1 budget review

To review the [budget spend](#) for Q1

The budget spend was reviewed. There was a brief discussion about the budget and it was noted that no changes were necessary at this point. This will be reviewed again at the next Finance Committee meeting.

64/23/FC. Review of Long Term Contracts

Supplier	Good /services	Contract price
Simon Day& Co	Payroll and HMRC reporting of same	£45 per quarter
Idverde	Servicing of the Council's 9 bins	£2118 +vat, 12 equal payments of 176.50 + vat
Greg Fowler	Noticeboard maintenance	£85 per Board (6 Noticeboards)
Oakford IS	IT support	PAYG contract £1000 retainer paid for period 18/1/23 to 17/1/24
Clearwater	Website support	£25 plus VAT per month for half an hour support

Recommendation that the committee review and agree any further actions in relation to the ongoing contracts.

The Idverde account was selected for a deeper review.

It was agreed to write letter to head office letting know the recent issues with the service levels and explain the council is likely to retender the contract.

Action; councillors to identify alternative suppliers for each long term contract.

Cllr MacInnes to try and find local carpenters for the Well House works.

Cllr Hislop to try and find dog waste contractors.

65/23/FC Frequency of waste bins servicing

To consider the frequency of dog waste bin servicing in Lower Compton.

Important to ensure that the bins are in the right place. Are there any that are barely used?

Approve second collection on the two dog waste bins in lower Compton.

It was Unanimously resolved to approve a second collection on the two dog waste bins in Lower Compton.

66/23/FC. Update on Asset Maintenance

For the committee to receive updates on Asset maintenance discussed at the last committee meeting.

Cllr Barnes to speak to Greg Fowler about repairs of the well house.

Derry Hill Phone box maintenance works have started,

Stockley phone box still needs a clean, Cllr Barnes and MacInnes offered to come and help clean it.

67/23/FC. To agree date and time of the next meeting,

Monday 25th September 2023 7.30pm.

Date agreed.

The meeting closed at 21.26 by Cllr John Barnes,