

MINUTES MAY BE UPDATED BEFORE THEY ARE APPROVED AT THE NEXT PARISH COUNCIL MEETING

MINUTES OF THE MEETING OF CALNE WITHOUT PARISH COUNCIL FINANCE COMMITTEE
HELD AT LANSDOWNE HALL, DERRY HILL
MONDAY 24th JUNE 2024

CALNE WITHOUT COUNCILLOR ATTENDANCE

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

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

Minutes

94/24/FC Election of a Chair of the Committee

As the current chair of the committee Cllr Price opened the meeting.

It was unanimously resolved to vote Cllr Price to the position of Cllr Price to the Chair of the Finance Committee.

95/24//FC Apologies

To receive apologies.

Apologies were received from Cllrs MacInnes and Hislop

It was unanimously resolved to accept the apologies.

96/24/FC Public participation/ Correspondence

There were no members of the public in the meeting or correspondence to report.

97/24/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 declaration of interests made.

98/24/FC Chairman Announcements

Cllr Price reiterated that we are on the countdown, just 3 months to get the first draft of initial budget for Derry Hill and Studley Parish Council written, including the summer, this is not a huge amount of time to do this.

99/24/FC Minutes

Recommendation: That the Committee approve the [Minutes](#) of the meeting held on 25th March 2024 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.

100/24/FC. Internal Audit Recommendation

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

Recommendation; To assess the recommendations and input the control measures.

The report was noted and recommendations implemented.

101/24/FC. Updated Finance Regulations

To consider the updated Finance Regulations circulated for discussion of amendments prior to being approved by full council.

Recommendation; That the Committee review the document and ensure that they are happy with the regulations and want anything added or amended.

The committee went through the new finance regulations and made necessary amendments to take to full council for approval.

102/24/FC. Review Risk register,
[Risk Register](#) circulated for review

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

There was a query to double check if election costs are covered effectively by reserve.

103/24/FC. Review of Investment Strategy

103.1/24/FC To inform of updated interest rates.

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

Minor amendments to be made before approval at full council.

103.2/24/FC Charity Bank – choices at end of fixed term

To consider the attached [report](#)

It was unanimously resolved to move to 40 day notice account.

103.3/24/FC Bank account Notice periods

To review notice periods against [bank balances](#) and make plan for movement of funds before May 2025.

It was noted that this was best discussed after the next strategic plan committee meeting.

104/24/FC. Q1 budget review

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

The RFO presented the report.

105/24/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 14 bins	£2372.16 +vat, 12 equal payments of 197.68 + vat
Greg Fowler	Noticeboard maintenance	£85 per Board (6 Noticeboards)
Oakford IS	IT support	PAYG contract £1000 retainer paid for period 18/1/24 to 17/1/25
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.

It was resolved that no further action required. Contracts would be reviewed in time for the new council budget setting.

106/24/FC. Update on Asset Maintenance

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

Well House- The Tree from behind the well house which has been damaging the structure has been removed so risk of damage is reduced. Waiting communication from a contractor to mend the roof/finial.

107/24/FC. Timeline for budget setting for Derry Hill and Studley Parish Council.

To Identify and what information is needed and by what date.

Discussion about what is required and how this information might be established. Conversations with BKV and village committee about funding constitutions etc.. funding streams.

Engagement and participation group to formalise what a meeting will look like and to ensure that the message is fully informed.

108/24/FC. To agree date and time of the next meeting,
2nd September 2024 7.30

The meeting closed at 21.34

DRAFT