

MARKET LAVINGTON PARISH COUNCIL

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22nd July 2026

To Councillors:

Fred Davis; Di Fraser; Duncan Poole (Chair); Chloe Stevens; Laura Turner-Scott.

You are hereby summoned to attend a **Meeting** of the **Finance Committee** of Market Lavington Parish Council to be held at the **Old School, Church Street**, Market Lavington on **Tuesday 28th July 2026 at 7.15pm** for the purpose of transacting the business detailed below.



Tanya West
Parish Clerk & RFO



AGENDA

Meeting of the Finance Committee

7.15pm

Please note that this Parish Council meeting may be recorded in accordance with the Openness of Local Government Bodies Regulations 2014. If you wish to record the meeting, please inform the Chair or Clerk in advance so that any necessary arrangements can be made. The Parish Clerk will also record the meeting for administrative purposes; this recording will be deleted once the draft minutes are approved in accordance with Standing Orders.

It is reminded that Market Lavington Parish Council has signed up to the NALC Civility & Respect Pledge under which the Council has agreed to treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles.

Item for Discussion	
26/27-094-FINC2807	Attendance and Apologies for Absence To receive any apologies for absence and consider reasons for non-attendance.
26/27-095-FINC2807	Declarations of Interest and Dispensations to Participate a) To receive declarations of interest in respect of matters contained in this agenda. b) To receive any dispensation requests received.
Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.	
26/27-096-FINC2807	Adjournment for Public Participation (maximum of 5 minutes) Opportunity for councillors to hear questions or comments sent in by the public on agenda matters, or for public participation.
26/27-097-FINC2807	Minutes of Council Meetings Meeting of the Finance Committee held on the 9 th April 2026 - To approve and sign the minutes as a correct record of the meeting.
26/27-098-FINC2807	Committee Membership and Terms of Reference To review the Finance Committee Terms of Reference and discuss any suggested changes for recommendation to Full Council for adoption.
26/27-099-FINC2807	Finance Committee Related Strategic Documents To review the list of MLPC Strategic Documents that have been allocated to the Finance Committee and make plans for their review throughout the forthcoming council year and to suggest/consider any new policies required making plans for their establishment. To include Policies, Procedures, Risk Register. Discussion to include some proposed amendments to the Financial Regulations (linked to the NALC Model) and associated bank mandate and adherence to the Practitioners' Guide 2026/27.

26/27-100-FINC2807	Review of Finances and Budget Planning
a) Budget Monitoring Report 2026/27 – To review the agreed budget for the 2026/27 financial year and associated receipts and payments. b) Reserves – To review the updated report of existing Reserves (ear marked reserves, restrictive reserves, general reserves) and make any associated recommendations to Full Council. c) Future Projects – To review the updated future project list and note any agreed contributions towards existing ear marked reserves in order to plan for asset renewal/replacement. d) Budget for MLNP2 – To consider where additional budget funds can be sourced in order to meet requirements to see the new Neighbourhood Plan through to completion. e) Budget Planning for 2027/28 Financial Year – To consider plans for the new financial year in order to make recommendations at the September Full Council meeting for any proposed changes to the process.	
26/27-101-FINC2807	Internal & External Audits
To receive an update on the Internal and External Audits for the financial year ending 31 st March 2026. To make plans for the Internal Audit for the financial year ending 31 st March 2027.	
26/27-102-FINC2807	Financial Reporting and Accounting Software
a) To review the effectiveness of the new monthly and quarterly financial reporting. b) To receive update on the review of alternative accounting software packages, including Scribe accounts.	
26/27-103-FINC2807	Other Finance Matters
Opportunity for Councillors / Clerk to bring any matter not on the agenda to the committee for attention (for information, anything requiring decision will be carried forward to a future meeting).	
26/27-104-FINC2807	Adjournment for Public Participation (maximum of 5 minutes)
Opportunity for councillors to hear questions or comments sent in by the public on non-agenda matters, or for public participation.	
26/27-105-FINC2807	Items for Next Agenda
Opportunity for Councillors to identify any matter to be included on the agenda for the next Finance Committee meeting.	
26/27-106-FINC2807	Date and Time of Next Meeting
The next meeting of the Finance Committee is scheduled to be held on Tuesday 5 th January 2027, unless another meeting is deemed necessary beforehand.	