

# MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

Tel: 01225 760372 or Email: [clerk@marketlavingtonparishcouncil.gov.uk](mailto:clerk@marketlavingtonparishcouncil.gov.uk)

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Minutes of the **Management & Finance (M&F) Committee Meeting**  
Of the Parish Council  
**Held on Tuesday 2nd May 2023**  
**At 7.18pm in the Old School, Market Lavington**

**Councillors Present:** Cllr Fraser (Chairman), Cllr Osborn, Cllr Davis, and Cllr Steele.

**In attendance:** Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
22/23-267	<b>Apologies for Absence</b> None – All Councillors present.
22/23-268	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
22/23-269	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.19pm.
22/23-270	<b>Minutes of Council Committee meeting</b> The minutes of the Management & Finance committee meeting held on the 6th December 2022 having been previously circulated to Councillors, were approved as a correct record - proposed Cllr Davis, seconded Cllr Osborn.
22/23-271	<b>Internal Audit Report 2022/23</b> The Clerk referred to the report which had been circulated to members prior to the meeting. The report had concluded that the Council continues to maintain adequate and effective internal control arrangements, and in light of this, had not made any formal recommendations. It was therefore resolved to make the following recommendation to Full Council:  <ul style="list-style-type: none"><li>•To receive and approve the Internal Auditors report (copy to be provided to all Councillors).</li></ul>
22/23-272	<b>Parish Council Accounts year ending 31<sup>st</sup> March 2023</b> a) Having already reviewed the Internal Audit Report, members were in a position to consider the responses to be submitted on the Annual Governance Statement (section 1 of the Annual Governance and Accountability Return – AGAR). Following consideration of all the statements, it was resolved to make the following recommendation to main Council:  <ul style="list-style-type: none"><li>•To accept the review findings of the Management and Finance Committee and approve responding positively (Yes) to statements 1 to 8 in Section 1, the Annual Governance Statement (statement 9 refers to Trust Funds and is therefore N/A). (Copy of Annual Return to be provided to all Councillors).</li></ul> b) The Chairman reported that she had checked the figures quoted in the Accounting Statements (section 2 of the Annual Governance and Accountability Return – AGAR) as part of her quarterly check of the accounts, with the Internal Auditor also having checked them, as part of the year end audit. It was therefore resolved to make the following recommendation to Full Council:  <ul style="list-style-type: none"><li>•To approve for signing the year end figures quoted in section 2, the Accounting Statements. (Copy of Annual Return to be provided to all Councillors).</li></ul>
22/23-273	<b>Year-end balances 2022/23</b> The Chairman and Clerk referred to details of the year-end balances that had been circulated to members prior to the meeting. It was noted that the level of General Reserves at the year-end had equated to approx. 45% of the precept, which had been considered prudent by the Internal Auditor. With the 'Agreement for Lease' between the Parish Council and the Scouts currently being prepared by the Solicitors, it was recognised that there could be 'Professional Fees' payable during

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	<p>the new financial year. The £1,000 allocated in the 2022/23 budget for 'Professional Fees' had not been spent, and it was therefore considered appropriate to carry this amount forward into 'Earmarked Reserve' (as per financial regulations para. 4.3). It was therefore resolved to make the following recommendation to Full Council:</p> <ul style="list-style-type: none"><li>• To approve carrying forward the unspent 2022/23 £1,000 'Professional Fees' revenue budget into 'Earmarked Reserve'</li></ul> <p>It was also noted that in the approved 2023/24 budget the following amounts would be transferred into new Earmarked Reserve codes:</p> <ul style="list-style-type: none"><li>• £500 from OS Budget to save up for a new boiler or any other energy saving projects as required.</li><li>• £1,500 from HRAF budget to save up for resurfacing Broadwell carpark</li></ul>
22/23-274	<p><b>Governance, Finance &amp; Management Risk Register half yearly review</b></p> <p>The Chairman referred to the document which had been circulated to members prior to the meeting. With there now being two working groups and the Youth Council in operation alongside the Parish Council, and with fewer Councillors on the Parish Council at the current time, it was recognised that the likelihood of risk 11 occurring should perhaps be increased from 'low' to 'medium'. It was therefore resolved to make the following recommendation to Full Council:</p> <ul style="list-style-type: none"><li>• To approve increasing the 'likelihood' of risk 11 on the Register document from 'low' to 'medium' (copy of document to be provided to all Councillors).</li></ul>
22/23-275	<p><b>Parish Council Standing Orders - Bi-annual full review</b></p> <p>The Chairman and Clerk referred to the document which had been circulated to members prior to the meeting, and annotated with some suggested amendments. Following further discussion it was resolved to the make the following recommendation to Full Council:</p> <ul style="list-style-type: none"><li>• To approve an increase in the tendering and procurement threshold from £10,000 to £18,000 whereby as well as advertising the contract by any other means, the council shall also comply with the relevant requirements of the Regulation to advertise the contract opportunity on the Government Contracts Finder website (para.18av and c)</li></ul> <p>(copy of document to be provided to all Councillors).</p>
22/23-276	<p><b>Parish Council Financial Regulations - Bi-annual full review</b></p> <p>The Chairman and Clerk referred to the document which had been circulated to members prior to the meeting, and annotated with some suggested amendments. Following further discussion it was resolved to the make the following recommendation to Full Council:</p> <ul style="list-style-type: none"><li>• To approve giving the Clerk authorisation in extreme cases to approve expenditure up to a limit of £500 without the need for prior consultation with Parish Council Chairman etc. (para. 4.5)</li><li>• To approve amending the wording regarding the reporting of Direct Debit payments to Council (para 6.7)</li><li>• As per the amended Standing Orders, to approve an increase in the tendering and procurement threshold from £10,000 to £18,000 (para.11.1b and g)</li><li>• To approve amending the public supply and public works contracts threshold to the new amounts as advised, which came into effect 1/1/2022 (para 11.1c)</li></ul> <p>(Copy of document to be provided to all Councillors).</p>
22/23-277	<p><b>Electricity Contract Renewal for Old School and Elisha Field Pavilion (current contract ends 30/6/23)</b></p> <p>The Chairman and Clerk referred to the renewal options available which had been circulated to members prior to the meeting, and further updated with the most up-to-date prices. These included prices from SSE the Parish Council's current supplier, and also some provided by a Utility Broker. Following further discussion it was resolved to the make the following recommendation to Full</p>

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	<p>Council:</p> <ul style="list-style-type: none"><li>(Providing rates haven't changed - up-to-date prices to be obtained by the Clerk as close to the meeting as possible) to approve accepting the quote from BG Lite for a 1-year fixed contract to provide electricity for both the EF Pavilion and the Old School</li></ul>
22/23-278	<p><b>Old School Cleaner vacancy</b></p> <p>The Clerk reported that the vacancy had started to be advertised (magazine yet to be published) and some enquiries were now being received. The closing date for applications had been set as 31/5/23. It was suggested, and agreed, that a deep clean of the building would be undertaken prior to the new cleaner starting – Cllr Fraser and Clerk to organise.</p>
22/23-279	<p><b>Other M&amp;F Committee business</b></p> <p>It was noted that the length of public participation during meetings seemed to be increasing, and it was suggested that perhaps there could be more focus on the reporting of new matters – <b>ACTIONS</b> – Parish Council Chairman to monitor.</p>
22/23-280	<p><b>Date of next Meeting</b></p> <p>To be arranged as required.</p>
22/23-281	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 7.47pm.</p>