

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

VAT Registration Number: 296 9715 35 / Email: www.marketlavingtonparishcouncil.gov.uk

Minutes of the **Management & Finance (M&F) Committee Meeting**
Of the Parish Council
Held on Tuesday 1st June 2021
At 7.15pm in the Old School, Market Lavington

Councillors Present: Cllr Fraser (Chairman), Cllr Davis, Cllr Osborn, Cllr Steele, Cllr Stevens, Cllr Earley, and Cllr Turner-Scott.

In attendance: Carol Hackett (Parish Clerk).

	AGENDA ITEM
21/22-31	Apologies for Absence None – all Councillors present.
21/22-32	Declarations of Interest and Dispensations to Participate There were none.
21/22-33	Minutes of Council Committee meeting The minutes of the Management & Finance committee meeting held on the 8th December 2020 having been previously circulated to Councillors, were approved as a correct record (proposed Cllr Osborn, seconded Cllr Davis) – Cllrs Stevens, Earley and Turner-Scott were not present at the December meeting.
21/22-34	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 7.19pm.
21/22-35	Year-end balances 2020/21 The Clerk referred to the draft document that had been circulated to members prior to the meeting, outlining proposals for carrying forward some of the unspent budget provisions as at 31/3/21, into 'Earmarked Reserve' (as per financial regulations para. 4.3). She noted that the level of General Reserves at the year-end had equated to approximately 7 months revenue spending at current levels, which had been considered appropriate by the Internal Auditor. Alongside this, she suggested that it would be prudent to retain a large proportion of the unspent budget provision in the General Reserve, to off-set any negative financial impact on the Old School income, due to the ongoing uncertainty regarding COVID-19. Following further discussion, it was proposed by Cllr Turner-Scott, seconded by Cllr Davis, and resolved to recommend to Full Council that the following amounts, totalling £1,957, be carried forward into 'Earmarked Reserve' <ul style="list-style-type: none">➤ £175 Training➤ £800 Defibrillator fund➤ £982 Oil Old School
21/22-36	Parish Council Bank Account Signatories The Chairman noted that following the May elections, there were now only four Councillor bank signatories. Following further discussion, it was proposed by Cllr Earley, seconded by Cllr Osborn, and resolved to recommend to Full Council that Cllr Fraser, as Chairman of the Management & Finance Committee, be added to the list of approved signatories.
21/22-37	Internal Audit Report 2020/21 recommendation (regarding Asset Register) The Clerk briefed members on how the existing values detailed on the Asset Register had been obtained. It was accepted that the current values of the Old School (£414,404) and the Elisha Field Pavilion (£62,265) may need up-dating to more realistic figures. Following further discussion, it was

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

VAT Registration Number: 296 9715 35 / Email: www.marketlavingtonparishcouncil.gov.uk

	agreed to review any restrictions and covenants that may be attached to each building, and then to make enquiries regarding the cost of obtaining a professional valuation for each of the buildings – ACTIONS – Clerk to make enquires, and provide an update for consideration at the June Parish Council meeting.
21/22-38	Enrolment of Parish Council in qualifying Pension Scheme The Parish Council Chairman noted that he had yet to receive the recommendations and final documentation from the Financial Advisor – ACTIONS – Clerk to follow-up and ensure available for consideration at June Parish Council meeting.
21/22-39	Parish Council Financial Regulations The Chairman referred to the annotated version of the document prepared by the Clerk, which had been circulated to members prior to the meeting, talking through each of the proposed revisions and updates. It was proposed by Cllr Fraser, seconded by Cllr Earley, and resolved to recommend to Full Council that that the proposed amendments be approved.
21/22-40	Meeting with representatives from Wiltshire Council Library Service and the Parish Council 28/5/21 The Parish Council Chairman briefed members about the matters discussed during the meeting. The Library Service would now prepare a formal written proposal, which would be sent to the Parish Council for its consideration.
21/22-41	Other M&F Committee business There were none.
21/22-42	Date of next Meeting To be arranged as needed.
21/22-43	Closure of meeting There being no further business the meeting was closed at 7.52pm.