

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 10th May 2022
At 7.15pm in the Old School, Market Lavington

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

In attendance: Carol Hackett (Parish Clerk).

	AGENDA ITEM
21/22-306	Apologies for Absence Cllr Steele had sent apologies due to personal commitments, which were accepted.
21/22-307	Declarations of Interest and Dispensations to Participate There were none.
21/22-308	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 7.16pm.
21/22-309	Minutes of Council Committee meeting The minutes of the Management & Finance committee meeting held on the 14th December 2021 having been previously circulated to Councillors, were approved as a correct record - proposed Cllr Fraser, seconded Cllr Osborn (Cllr Davis abstained from the vote as he had not been present at the meeting).
21/22-310	Internal Audit Report 2021/22 The Clerk referred to the report which had been circulated to members prior to the meeting, noting the two observations which had been made. 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: ➤ To receive and approve the Internal Auditors report (copy to be provided to all Councillors).
21/22-311	Parish Council Accounts year ending 31st March 2022 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: ➤ 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).
21/22-312	Year-end balances 2021/22 The Chairman and 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 31/3/22, into 'Earmarked Reserve' (as per financial regulations para. 4.3). It was noted that the level of General Reserves at the year-end had been considered to be on the high side by the Internal Auditor. With this in mind, and considering the requests from the HRAF committee meeting, it was resolved to recommend to Full Council the following: ➤ To approve carrying forward the following unspent budget provisions as at 31/3/22 totalling £12,006 into 'Earmarked Reserve' <ul style="list-style-type: none">• £ 600 Skateboard Pro-show Event• £3,900 Broadwell Play Area (EMR 320)

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	<ul style="list-style-type: none">• £ 351 Clerk Salary• £ 155 Training (EMR 334)• £ 500 Tree works (EMR 324)• £1,500 HRAF projects (EMR 330)• £5,000 Canada Woods & Community Park Project (EMR 337)
21/22-313	<p>Governance, Finance & Management Risk Register half yearly review</p> <p>The Chairman and Clerk referred to the document which had been circulated to members prior to the meeting. Following a brief discussion, during which it was noted that no changes had been made to the Council's Management and Administration operations, it was resolved to recommend to Full Council the following:</p> <ul style="list-style-type: none">• To approve the Governance, Finance & Management Risk Register un-amended (copy of document to be provided to all Councillors).
21/22-314	<p>Other M&F Committee business</p> <p>There was none.</p>
21/22-315	<p>Date of next Meeting</p> <p>To be arranged as needed.</p>
21/22-316	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 7.31pm.</p>