

Minutes of Calne Without Parish Council Finance Committee  
Virtual Meeting  
Thursday 25<sup>th</sup> June 2020

Calne Without Councillor Attendance

Present (P) Apologies (A) Did not attend (x)

Jim Cook	P	Richard French	P
Katharina Kronig	P	Rob Hislop	P
Ed Jones	P	Alan Malpas	P
Keith Robbins	A		

**1 Apologies**

Apologies were received from Cllr Robbins.

**2 Public Speaking**

The Chairman agreed to allow Cllr Rees to speak immediately prior to item 6 in the agenda.

**3 Declarations of Interest**

None

**4 Minutes**

Proposed: Cllr Malpas

Seconded: Cllr Kronig

Agreed unanimously: That the Council approve the Minutes of the meeting held on 26<sup>th</sup> November 2019 as a true and fair reflection of the motions agreed by the Committee and the discussions that took place and that these be signed by the Chairman as such.

**5 Items arising from the Internal Audit Report**

Councillors discussed the report from the Clerk and agreed to recommend that the Council carry out formal inspection of the goal posts and Well House as part of the Asset Register review.

Proposed: Cllr French

Seconded: Cllr Jones

Agreed unanimously: That the Finance Committee recommend to the Parish Council that inspections of both the Goal posts and Well House are carried out by qualified inspectors as part of its review of the Asset Register. Costs and Funding to be considered and approved.

**6 Standing Orders, Financial Regulations, Risk Assessment and Code of Conduct**

Public Speaking

Cllr Rees spoke on Item 6 Standing Orders regarding length of time for Cllrs and Members of the public to speak, draft agenda and timing of Notice of Motion.

**6.1 Standing Orders**

Councillors discussed proposed changes to the Standing Orders and agreed the following for presentation to Council:

**6.1.1 Paragraph 1t**

Proposed: Cllr Malpas

Seconded: Cllr Jones

Agreed: That the following wording for 1t be recommended:

1t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 10 minutes without the consent of the chairman of the meeting.

#### 6.1.2 Paragraph 3f

Proposed: Cllr Malpas

Seconded: Cllr Jones

Agreed: That the following wording for 3f be recommended:

The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.

#### 6.1.3 Paragraph 3g

Proposed: Cllr Malpas

Seconded: Cllr Jones

Agreed: That the following wording for 3g be recommended:

Subject to standing order 3(f) above, an individual member of the public shall not speak for more than 3 minutes.

Cllr Hislop left the meeting (internet connection issues)

#### 6.1.4 Paragraph 8a

Proposed: Cllr French

Seconded: Cllr Kronig

Agreed: That the following wording of 8a be recommended:

When a Councillor vacancy occurs, it must first be advertised by Wiltshire Council. A by-election will be held, if within fourteen working days a poll is claimed by ten electors. If a poll is not claimed, the vacancy may be filled by co-option.

A meeting of the Council will be called immediately it becomes known that a poll has not been demanded and the Council will decide how to organise the advertising and process to fill the vacancy through co-option.

Any vacancy to be completed by Council co-option, will be advertised for not less than two weeks:

- at least once, in one or more local papers
- prominently in the parish council website
- on all council notice boards
- by any other appropriate means, agreed by council

All applicants shall be invited to meet Councillors and give a short presentation on why they would like to be a Councillor and what benefits they can bring to the community. Council will review and agree the acceptability of proposed applicants and by majority decision select a new Councillor. The co-opted person will complete the Declaration of Acceptance of Office and serve for the remainder of the term of the Councillor replaced.

#### 6.1.5 Paragraph 8b

Proposed: Cllr Malpas

Seconded: Cllr French

Agreed unanimously: That the following wording to 8b be recommended:

Where more than two persons have applied for a position to be filled by the council through co-option and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

There is no statutory requirement to give public notice of local council vacancies which remain unfilled after an ordinary election (s.21(2) Representation of the People Act 1985). The Parish Council, where such an instance does occur, will give public notice of vacancies which arise in these circumstances to encourage transparency and to attract more applicants. The co-option procedure will be as described in this document.

#### 6.1.6 Paragraph 9b

Councillors debated the practicalities of a motion being submitted to an Agenda and agreed that Councillors should submit any Motions in time for the Clerk to discuss any detail with them before the deadline for the Agenda to be issued. Cllrs asked the Clerk to propose a wording for consideration by the Council.

#### 6.1.7 Paragraph 15b

Councillors discussed Cllr Rees request to put into Standing Orders the issuing of a draft agenda 2 weeks before the meeting. It was suggested that to avoid confusion a trial be run of the Clerk putting out a news item on the matters likely to be covered at the meeting and that the Standing Orders remain unaltered.

#### 6.1.8 Paragraph 18a

Proposed Cllr Malpas

Seconded: Cllr French

Agreed unanimously that following wording of paragraph 18b be recommended:

The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;
- ii. the assessment and management of financial risks faced by the council;
- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
- v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £15,000.

Cllr Jones left the meeting at this point.

#### 6.1.9 Paragraphs 18c and 18f

Proposed: Cllr Malpas

Seconded: Cllr French

Agreed unanimously that the following wording for paragraphs 18c and 18f be recommended:

18c

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £15,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the

Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

18f

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

#### 6.1.10 Paragraph 20b

Proposed: Cllr Malpas

Seconded: Cllr Kronig

Agreed unanimously: that the following wording for paragraph 20b be recommended:

Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Parish Council. The Parish Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

The full version of the Standing Orders to be recommended to the Parish Council is given in Appendix 1.

## 6.2 Financial Regulations

Cllrs discussed the proposed changes to the Financial Regulations and made further alterations to paragraphs 1.4, 5.1, 6.17.

In discussion Cllrs highlighted the need to consider a debit/credit card for the Council particularly for use in making internet purchases.

Proposed: Cllr Malpas

Seconded: Cllr Kronig

Agreed unanimously:

1. That the wording for the Financial Regulation as shown in Appendix 2 be recommended.
2. That the Parish Council be asked to approve the Finance Committee to work with the Clerk to identify the options available for a debit/credit card.

## 6.3 Risk Schedule

Councillors considered the proposed changes to the Risk schedule and asked the Clerk to include alternative meeting venues under "Meeting Location". If approved the requirements of the Risk Schedule will need to be referred back to the Finance Committee for further work.

Proposed: Cllr Malpas

Seconded: Cllr Kronig

Agreed unanimously:

1. That the wording of the Risk Schedule as shown in Appendix 3 be recommended.
2. That on approval the matters arising from the Risk Schedule be referred back to the Finance Committee for consideration.

#### 6.4 Code of Conduct

No additional alterations proposed.

### 7 Spending Priorities for 2020/21

Due to time constraints this item was restricted to a discussion on spending in response to the Covid-19 recovery phase.

Councillors suggested that a sum of £1000 be approved to support clubs and non-profit organisations to restart activities as part of the Covid-19 recovery. It was suggested that to aid the ability to respond quickly to requests that the Finance Committee be given the power to consider and approve grants. All grants to be assessed using the applications and assessment process laid out in the Councils Grant application documents and to be supplemented with the relevant Risk Assessment documentation.

Proposed: Cllr Kronig

Seconded: Cllr French

Agreed unanimously:

1. That the Finance Committee recommend that £1000 be allocated to support clubs and non-profit organisations to restart activities as part of the Covid-19 recovery.
2. That the Council be requested to give approval to the Finance Committee under 9g of the its ToR to manage and approve the spending of the grant. All grants made to be reported to the Parish Council at the next available meeting.

Meeting ended at 12.07pm

Appendices are attached as separate documents.