

Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 17th January 2022

PRESENT: Councillor S Rabey (Chair)
Councillor J Crundell (Vice-Chair)
Councillor C Forgacs
Councillor C Goodhind
Councillor C Houghton
Councillor J Hubbard
Councillor S Mortimer

IN ATTENDANCE: Councillor T Price

OFFICERS:	Linda Roberts	Town Clerk
	Patsy Clover	Acting Deputy Town Clerk
	Christine Hunter	Committee Clerk

1/22 Apologies

There were no apologies.

2/22 Declarations of Interest

There were no declarations of interest.

3/22 Minutes

The minutes of 22 November 2021, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Rabey.

4/22 Draft Procurement Policy

Amendments agreed to the Procurement Policy were:

Supplier Selection and Appraisal:

- bullet point 1, after “pre-qualification document” add “where appropriate”
- paragraph 4, after the words “contract documentation” add “which will be decided on a project-by-project basis”.
- 4.1 reduce the threshold to carry out credit checks from £5,000 to £2,500.
- 4.3.1 After “£5 million” add “and only more where there is a legal requirement for it to be more”
- 10.1 add “A purchase order must be raised for all goods”.
- 11 include a table in the Procurement Policy showing the process for the three bands of purchasing.

- 11.2 amend the wording to "Invitations to quote should be in writing or by email and sent to all suppliers selected to quote"
- 11.3 bullet point 3, after the word "including" delete "relevant" and "European".
- 12 remove wording "above £5,000" and "£5,000" and refer to the Financial Regulations.
- 13 remove wording "between £10,000 and £25,000" and include "refer to the Financial Regulations".
- 13.2 change the word "and" to "or".
- 14 remove all wording that relates to "£25,000" and include "refer to the Financial Regulations".
- 14.1 amend the wording to state "would be advertised in the local press, the Government 'contracts finder' website, the Council Website and social media, and in any other manner that is appropriate, including promoting to local businesses who may be interested".
- 15. remove wording "above £25,000" and include "refer to the Financial Regulations", and to
 - amend the Financial Regulations to reflect the tender threshold figure changes in items 12, 13, 14 and 15.
 - remove all duplicate information in the Procurement Policy and the Financial Regulations leaving all financial limits for purchasing in the Financial Regulations only.
 - redacting of all future quotes for submission in agendas to continue, however the companies will be identified but not be linked with their quotes.

It was proposed by Councillor Rabey, seconded by the Town Mayor, Councillor Hubbard, and

UNANIMOUSLY RESOLVED to amend the Procurement Policy as debated, that the Financial Regulations are amended to accord with the Procurement Policy and recommend both documents for adoption to the full Council meeting scheduled for 14 March 2022.

5/22 Finances

5/22.1 Monthly Financial Statement Year to Date to 30 November 2021 (Month 8)

The monthly Financial Statement was noted.

5/22.2 Detailed Income & Expenditure Report at 30 November 2021 (Month 8)

The Income and Expenditure report was noted.

5/22.3 Earmarked Reserves Year to Date to 30 November 2021 (Month 8)

The Earmarked Reserves report was noted.

6/22 Interim Internal Audit Report 2021/2022

The Interim Internal Audit Report and report from the Acting Deputy Town Clerk were noted. The Interim Internal Audit report was recommended for adoption at the Full Council meeting scheduled for 24 January 2022.

Meeting Closed at: 8.50 pm

Signed:

Dated: