**PONTESBURY PARISH COUNCIL**
**Finance & General Purposes Committee**
**Held at The Pavilion at 6:00pm on 5TH November 2026**

**PRESENT:**

Cllrs D Fletcher, N Hignett, R Evans, M Trow , K Day, A Hodges

**CLERK:** RFO, C Higgins

**No members of the public present**

**FGP 12.26 APOLOGIES FOR ABSENCE –** Cllrs J Pritchard, A Windows

**FGP 13.26 DECLARATIONS OF INTEREST AND DISPENSATIONS –**

13.26.1 No interests declared

13.26.2 No requests for dispensation received

**FGP 14.26 MINUTES OF COUNCIL -** The Minutes of the Finance & General Purposes Committee Meeting held on 28th May 2026 having been circulated with the agenda were taken as read. It was proposed by Cllr Day, seconded by Cllr Trow and unanimously **RESOLVED** that they be accepted as a true record and the Chairman authorised to sign them.

**FGP 15.26 PUBLIC QUESTIONS AND COMMENTS** – No public present

**FGP 16.26 REVIEW SCHEME OF DELEGATION**

**16.26.1** With reference to minute FGP 10.26.6 it was confirmed that the Deputy Clerk has authority to spend up to £500, within agreed budgets without prior consultation, provided such expenditure is reported to the next appropriate meeting of the Council. This includes the use of the Equals debit card, which is limited to a daily spend limit of £500 per officer.

**16.26.2** When the Deputy Clerk is acting as Clerk in their absence, they have automatic authority to spend to the Clerk's delegated levels of authority. Both items were proposed by M Trow, seconded by N Hignett and resolved unanimously.

**FGP 19.26 REVIEW OF INTERNAL CONTROLS POLICY –** The draft policy amendments were tabled by the RFO and following one further amendment to the Payments section, it was proposed by Cllr Hodges, seconded by Cllr Evans and resolved that the amendments be made to the adopted policy

**FGP 18.26 STATUTORY FINANCE**

**18.26.1 MOVEMENT TO AND FROM RESERVES –** It was proposed by Cllr Hignett, seconded by Cllr Day and unanimously resolved that the following reserves transfers be noted and approved;

**18.26.1.1 Play area inspections reserve –** Add £300 to cover additional 6 months monthly inspections by Shropshire Council between October 2025 – March 2026 (minute 52.25/3)

**18.26.1.2 Website reserves –** Merge Pavilion Website reserve (£700) with Website Review reserve (£800) and close Pavilion Website reserve

**18.26.2 Review of direct debits –** It was proposed by Cllr Hodges, seconded by Cllr Trow and resolved that a direct debit be set up to enable HMRC to collect tax and NI deductions automatically, in accordance with the monthly P30 prepared by the payroll agency.

**18.26.3 VAT Partial Exemption 2025-26 –** It was proposed by Cllr Evans, seconded by Cllr Day and resolved that the VAT on exempt activities amounted to £3,103.84 and did not exceed the limit of £7,500 for the year.

**18.26.4 Budget Monitoring –** The committee reviewed the budget position at the six-month point and noted the expenditure was in line with expectations. Some additional expenditure was identified for maintenance of the Pavilion, which will be reviewed for the next budget. It was recommended that budgets allow for additional tree maintenance and climate projects in the next financial year.

Cllr Hodges suggested confirming that the parish receives 25% of qualifying CIL. It was noted that Shropshire Council does not provide a breakdown of the calculations with the annual CIL statement.

*At 6:50PM Cllr Hignett gave his apologies and left to join another meeting.*

**FGP 19.26 INVESTMENT STRATEGY –** The Committee noted that it is a requirement that any council having more than £100,000 in investments is required to have an investment strategy and keep it under review.

**19.26.1 General principles –** The Committee noted that the guidance requires the Council to have regard to security, then liquidity and lastly yield when investing its funds to ensure it can meet the day-to-day costs of delivering it services. Investments should therefore be low risk, invested with UK based deposit accounts or approved pooled funds, subject to proper due diligence, full council approval and regular review. Sufficient member and officer time must be allocated to allow for proper monitoring of any investment. The Council should not expect staff to have specialist knowledge of investments. The RFO recommended selecting two or three suitable investment vehicles and setting upper limits for each account to spread the risk.

**19.26.2 Draft strategy –** The Committee resolved to defer detailed discussion on the draft strategy prepared by the RFO and to bring any suggestions or amendments to the next meeting.

**FGP 20.26 DATE OF NEXT MEETING –** Thursday 3rd December 2026 at 6pm

*The Chair thanked all members for their attendance and contributions.*

*The meeting closed at 7:05pm*

**Signed**

**Chairman** ..... **Date** .....