PONTESBURY PARISH COUNCIL

Caroline Higgins
Responsible Financial Officer
Holmsdale
Station Road
Meole Brace
Shrewsbury
SY3 9HD

16th October 2025

To All Members of the Finance & General Purposes Committee

Dear Councillor
Notice is hereby given that a meeting of **Pontesbury Parish Council, Finance & General Purposes Committee** will be held at **The Pavilion** at **6:30pm on Thursday 23rd October 2025** and members are hereby summoned to attend for the purpose of transacting the following business.

C Higgins

Caroline Higgins
Responsible Financial Officer

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
   2.1. To receive declarations of interest from Councillors on items on the agenda
   (Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a Disclosable Pecuniary Interest, whether or not the Interest is entered in the Register of Members' Interests maintained by the Monitoring Officer.)
   2.2. To grant any requests for dispensation as appropriate
3. **MINUTES OF COUNCIL -** To approve the Minutes of the Finance & General Purposes Committee Meeting held on 27th May 2025 (*attached*)
4. **PUBLIC QUESTIONS AND COMMENTS** – 15 minutes will be allowed
5. **VAT PARTIAL EXEMPTION** - To note the outcome of the partial exemption calculations and confirm all VAT was recoverable in 2024-25
6. **PAYROLL SERVICE –** To approve the renewal of the external payroll service contract for the year 2026-27
7. **EQUALS CARD -** To approve the issue of an Equals(debit) card to the Deputy Clerk for online purchases to a maximum value of £500
8. **ELECTRONIC BANKING POLICY**
   8.1. To review updated policy to reflect adoption of revised Financial Regulations in July 2024.
   8.2. To approve the continued use of electronic banking in accordance the Electronic Banking Policy.

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8.3. To consider and approve additional signatories on any account. *(Current signatories listed in policy attached)*

9. INTERNAL CONTROLS POLICY AND STATEMENT OF INTERNAL FINANCIAL CONTROLS

9.1. To approve an updated and combined Internal Controls policy and Statement of Internal Controls in compliance with the minimum controls required by our insurance policy. *(To follow)*

10. REVIEW OF PENSIONS DISCRETIONS POLICY – It is a requirement that the Parish Council keeps its discretions policy under review. *(Attached)*

11. DATE OF NEXT MEETING – 4th December 2025