

PONTESBURY PARISH COUNCIL
Finance & General Purposes Committee
Held at The Pavilion at 6:30pm on 23rd October 2025

PRESENT:

Cllrs D Fletcher, N Hignett, M Trow, A Windows, K Day

CLERK: RFO, C Higgins

No members of the public present

FGP 15.25 APOLOGIES FOR ABSENCE – Cllrs J Pritchard, A Hodges and L Jones

FGP 16.25 DECLARATIONS OF INTEREST AND DISPENSATIONS –

16.1.25 No interests declared

16.2.25 No requests for dispensation received

FGP 17.25 MINUTES OF COUNCIL - The Minutes of the Finance & General Purposes Committee Meeting held on 27th May 2025 having been circulated with the agenda were taken as read. It was unanimously **RESOLVED** that they be accepted as a true record and the Chairman authorised to sign them.

FGP 18.25 PUBLIC QUESTIONS AND COMMENTS – No public present

FGP 19.25 VAT PARTIAL EXEMPTION – The Committee noted that the total VAT relating to VAT Exempt activities during the 2024-25 financial year had been calculated as £6,218.66, including an apportionment for non-attributable VAT for overheads. As this is below the £7,500 threshold, all the VAT has been recovered.

FGP 16.25 PAYROLL SERVICE – The benefits of retaining a payroll service independent of employees was noted and it was **RESOLVED UNANIMOUSLY** to renew the contract with DM Payroll Services at the annual cost of £230. It was noted that the costs will be reviewed for 2026-27.

FGP 17.25 EQUALS (PRE-PAID DEBIT) CARD – It was **RESOLVED** that the Deputy Clerk shall be issued with a card to purchase items up to a value of £500. All such spend shall be subject to financial regulations relating to expenditure under delegated authority, (usually within an agreed budget and with the approval of the Clerk in consultation with the Chair). Expenditure on the card by all staff shall be subject to checks by the Internal Controller.

FGP 18.25 ELECTRONIC BANKING POLICY

18.1.25 Update of policy to reflect latest Financial Regulations – The Committee approved the amendments reflecting the adoption of revised NALC Model Financial Regulations 2024 on 8th July 2024. It noted the closure of the Nationwide Business Savings account and reviewed the list of approved signatories for the Unity and Lloyds bank accounts and the CCLA Public Sector Deposit Fund. Paragraph xvii was amended to permit three debit cards to be issued, to the Clerk, the RFO and the Deputy Clerk

18.2.25 Approval of use of electronic banking - It was confirmed that cheques are issued infrequently and that BACS is the preferred means of payment. It was **RESOLVED** to approve the continued use of electronic banking in accordance with the electronic banking policy. It was confirmed that the Chair retained a sealed envelope containing passwords for bank accounts and that back-ups of all Council laptops are carried out periodically by a trusted external technician.

18.3.25 Review of Signatories - It was recommended that Cllr A Windows be added as a signatory to the Lloyds and Unity accounts and for Cllr Pritchard to be removed if he was content.

FGP 19.25 INTERNAL CONTROLS POLICY & STATEMENT OF INTERNAL FINANCIAL CONTROLS - The Committee reviewed a combined document comprising the previously separate Internal Controls Policy and Statement of Internal Financial Controls. The need to comply with the minimum standards of control set out in the council's insurance policies was noted together with the challenge of meeting all the separation requirements with a small staff. It was **RESOLVED** to write to the insurers to seek clarification that our Internal Controls satisfy their requirements.

FGP 20.25 REVIEW OF PENSIONS DISCRETIONS POLICY – The Committee reviewed the Pensions Discretions Policy adopted on 11th February 2019. It was **RESOLVED** to recommend that the policy be re-adopted without change and to be kept under regular review.

FGP 21.25 DATE OF NEXT MEETING – 4th December 2025, at 6:00pm. (*Budget discussion*)

The Chair thanked all members for their contributions.

The meeting closed at 7:20pm

Signed

Chairman

Date