

PONTESBURY PARISH COUNCIL
Finance & General Purposes Committee
Held at The Pavilion
At 7pm on 9 September 2021

PRESENT

Cllr D Fletcher, Cllr N Hignett, Cllr A Hodges, Cllr P Heywood, Cllr M Trow and Cllr S Davies

CLERK: Debbie Marais

No members of the public were present.

FGP1.21 ELECTION OF CHAIR

Cllr D Fletcher was elected as Chair of the Committee

FGP2.21 APOLOGIES FOR ABSENCE - Cllr J Pritchard, Cllr N Lewis

FGP3.21 DECLARATIONS OF INTEREST AND DISPENSATIONS - None

FGP4.21 MINUTES OF COUNCIL

The minutes were submitted and circulated as read. It was proposed by Cllr P Heywood and seconded by Cllr N Hignett and **RESOLVED** that the minutes of the Finance & General Purposes Committee Meeting held on 9th December 2020 be approved and signed as a correct record

FGP5.21 PUBLIC QUESTIONS AND COMMENTS - None

FGP6.21 AMENDED DIRECT DEBIT LIST

It was proposed by Cllr N Hignett and seconded by Cllr M Trow and **Resolved to recommend to Full Council at the meeting on 13/09/2021 that the amended direct debit list as prepared by Clerk be approved.**

FGP7.21 REVIEW OF INTERNET BANKING MANDATE

It was proposed by Cllr P Heywood and seconded by Cllr A Hodges that the following mandate be **recommended to Full Council at the meeting on 13/09/2021 for approval and Clerk to update the Banking Policy accordingly:**

Unity Bank

Cheque signatories: Cllrs J Pritchard, N Lewis, D Fletcher, N Hignett,
Authorisation of internet payments: Cllrs D Fletcher, D Gregory and N Hignett.
Submission of payments: Clerk and Deputy Clerk

Lloyds Bank

Cheque signatories: Cllrs D Fletcher, N Hignett, D Gregory
Authorisation/Verification of internet payments: Cllrs D Fletcher, N Hignett, D Gregory.
Cllr P Bradbury removed following resignation as parish councillor
Submission of payments: Clerk and Deputy Clerk

CCLA

Signatories: Cllrs D Fletcher and N Hignett

Nationwide

Signatories: Cllrs D Fletcher, Nick Hignett and D Gregory

FGP8.21 SCHEME OF DELEGATION OF DECISIONS AND PAYMENTS BETWEEN MEETINGS – It was proposed by Cllr P Heywood and seconded by Cllr A Hodges that the following recommendation be made to Full Council at the meeting on 13th September 2021:

Full Council to approve continuation of scheme of delegation of decisions and payments between meetings to Cllrs Hignett, Evans, Fletcher and Clerk/Deputy Clerk until May 2022 meeting when it will be reviewed. Payments will be subject to limits set under Agenda Item on Changes to Financial Regulations

FGP9.21 CHANGES TO FINANCIAL REGULATIONS – it was proposed by Cllr A Hodges and seconded by Cllr P Heywood that the following recommendation be made to Full Council at the meeting on 13th September 2021:

Full Council to approve changes to Financial Regulations as listed below: (*Updated Financial Regulations available on parish council website under parish council/policies & procedures*)

Financial Regulations updated to reflect financial limits increased as below:

Financial Regulations section 4. Budgetary control and authority to spend will read:

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- The council for all items over **£1000 (increased from £500)**
- A duly delegated committee of the council for items under **£1000 (increased from £500)** e.g. Clerk/RFO, Cllrs Fletcher, Hignett and Evans as have been making such decisions since March 2020 and reporting back to full council at next meeting
- The Clerk/RFO, in conjunction with Chairman of the Council or Chairman of the appropriate committee, for any items below **£500 (increased from £250)**

Such authority is to be evidenced by a minute.

4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council

FGP10.21 SECTION 137 PAYMENTS – the following recommendation would be made Full Council at the meeting on 13th September 2021:

Full Council to note the S.137 payment limit for 2021-22

“This is to notify you that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2021-22 is £8.41”. Local Government Policy Directorate.

This means that the section 137 limit for Pontesbury Parish for 2021-22 is £8.41 x 2643 electors = £22,227.63

FGP11.21 INTERNAL AUDIT RECOMMENDATIONS – It was It was proposed by Cllr N Hignett and seconded by Cllr M Trow and **resolved to recommend approval by Full Council at the meeting on 13/09/2021 of the following actions in response to the recommendations by the Internal Auditor after auditing accounts for 2020-21:**

1. Clerk to contact Internal Auditor to ask if current mitigations included in the Financial Risk Assessment and Electronic Banking Policy will satisfy the recommendation to mitigate risk of supplier fraud
2. Deputy Clerk/RFO to draft three-year forecast of revenue and capital receipts and payments and five year budget forecast by November 2021 to satisfy recommendation concerning medium term financial planning.

FGP12.21 FIXED ASSET REGISTER

It was **RESOLVED** to recommend to Full Council meeting on 13/09/2021 that the Fixed Asset Register as prepared by Clerk be approved.

FGP13.21 RISK ASSESSMENT (ORGANISATIONAL AND FINANCIAL) AND BUSINESS CONTINUITY PLAN

It was **RESOLVED** to recommend to Full Council meeting on 13/09/2021 that the Risk Assessment (Organisational and Financial) and the Business Continuity Plan, as prepared by Clerk be approved.

FGP14.21 It was **RESOLVED** to recommend to Full Council meeting on 13/09/2021 that Full Council approve that the Severe Weather Working Group become the parish council Emergency Planning Group and draw up an Emergency Plan for the parish by March 2022. SALC will be offering training to Clerk/Councillors on this in order to link parish plans with other parishes and Shropshire Council's Emergency Plan.

FGP15.21 INSURANCE RENEWAL OF 3 YEAR CONTRACT FOR PARISH COUNCIL GENERAL INSURANCE

It was proposed by Cllr A Hodges and seconded by Cllr N Hignett and resolved that Cllrs Fletcher, Trow, Hodges, Heywood and Davies would consider schedules and quotes received by Clerk from three insurance companies and meet on Monday 13th September to draft a recommendation to Full Council at the meeting on 13/09/2021.

FGP16.21 SCRIBE BOOKING SOFTWARE

It was proposed by Cllr N Hignett and seconded by Cllr D Fletcher and **RESOLVED** to make the following recommendation to Full Council at the meeting on 13/09/2021:

Full Council to approve purchase of Scribe booking software to link to Scribe accounting software that the parish council already use. This will save a lot of staff time and make a more efficient booking and marketing process for room hire at The Pavilion.

FGP17.21 EARMARKED RESERVES FOR 2021-22

It was proposed by Cllr A Hodges and seconded by Cllr P Heywood **RESOLVED** to make the following recommendation to Full Council at the meeting on 13/09/2021.

Full Council to approve earmarked reserves for 2021-22 as prepared by Clerk

The meeting closed at 8.40pm.

Signed
Chairman

Date