

# Pontesbury Parish Council

NOTICE IS HEREBY GIVEN THAT A **FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF PONTESBURY PARISH COUNCIL** WILL TAKE PLACE ON **THURSDAY 1<sup>st</sup> SEPTEMBER 2022 AT THE PAVILION AT 6.30PM.**

## AGENDA

1. **ELECTION OF CHAIR**
2. **ELECTION OF VICE-CHAIR**
3. **APOLOGIES FOR ABSENCE**
4. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
5. **PUBLIC QUESTIONS AND COMMENTS** – (Fifteen minutes will be allowed)
6. **MINUTES OF COUNCIL** - To approve the Minutes of the Finance & General Purposes Committee Meeting held on 12 May 2022
7. **STATUTORY BUSINESS & FINANCE** - to approve the following payments under delegated authority (as approved at May 22 Full Council meeting Min Ref:8.22(ii))
  - i) £348 for Scribe booking software for The Pavilion
  - ii) Retrospective approval of £143.88 for zoom licence for 2022-23 (Cllr D Fletcher to be reimbursed)
  - iii) £260.00 to ANPRcheq for the August ANPR consultancy fee
  - iv) £30 for SALC Finance for Councillors training for Cllr Trow – 6/9/22
  - v) £90 for SALC Internal Controls training for Clerk/Cllr M Trow – 22/09/2022 and 12/10/22
  - vi) £30 for SALC procurement training for Clerk – 8/9/22
  - vii) £60 for SALC Budgeting training for Clerk/Finance Officer 18/10/22
  - viii) Retrospective approval for £188.18 for new desk riser for Clerk, including 3 year warranty (Clerk to be reimbursed)
  - ix) To consider Qtr 1 2022-23 bank reconciliation for all accounts
  - x) To consider Qtr 1 2022-23 budget monitoring report
  - xi) To consider verbal report from Cllr Trow on any issues arising from Internal Checks for Qtr 1 2022-23
  - xii) To approve transfer of £15,000 from Nationwide to Unity Current Account
  - xiii) to consider and recommend to full council amended earmarked reserves for 2022-23 as prepared by Clerk
  - xiv) approve maximum budget of £700 for laptop and printer for Finance Officer
8. **EXTERNAL AUDIT** – to consider the option of ‘opting out’ of the External audit central procurement regime managed by SAAA
9. **PARISH NEWSLETTER** – to consider paper on provision of parish newsletter following resignation of Editor and to make recommendation to Full Council meeting on 12<sup>th</sup> September 2022
10. **PARISH COUNCIL RISK ASSESSMENTS (FINANCIAL/ORGANISATIONAL) & BUSINESS CONTINUITY PLANS** – to review parish council risk assessments and Business Continuity plans (*no major changes - risk assessments/Business Continuity plans available on parish council website*)
11. **PARISH COUNCIL ASSET REGISTER** – to approve council’s Fixed Asset Register as approved by Clerk
12. **PARISH COUNCIL HEALTH & SAFETY POLICY** - to review parish council Health & Safety policy (no major changes - *H&S policy available on parish council website*)
13. **CIL MONITORING FORM** – to approve signing of 2022-23 CIL monitoring form for Shropshire Council
14. **PARISH COUNCIL INSURANCE RENEWAL 2022-23** – to approved delegated authority to Cllrs Fletcher and Hodges, in conjunction with Clerk to review insurance policy and make recommendation to Full Council meeting on 12<sup>th</sup> September 2022.
15. **DATE OF NEXT MEETING**

Clerk to the council 26/082022

