

Pontesbury Parish Council

NOTICE IS HEREBY GIVEN THAT A **FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF PONTESBURY PARISH COUNCIL** WILL TAKE PLACE ON **THURSDAY 5TH OCTOBER 2023 AT THE PAVILION AT 6:00PM.**

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST AND DISPENSATIONS**
- 3. MINUTES OF COUNCIL** - To approve the Minutes of the Finance & General Purposes Committee Meeting held on 22nd May 2023
- 4. PUBLIC QUESTIONS AND COMMENTS** – (15 minutes allowed)
- 5. PAYROLL CONTRACT** – to recommend full council approve rollover of contract with DM Payroll Services for 2024-25. There will not be an increase in fees for 2024-25 from the 2023-24 figure of £230.
- 6. STATUTORY BUSINESS & FINANCE**
 - 6.1 Retrospective approval of the transfer of £2000 (for Hall Bank Maintenance, additional to initial £60,000 transferred in May 2023) from Unity account to CCLA account
 - 6.2 Retrospective approval of the transfer of £125,000 from Unity account to CCLA account to ensure maximum interest gained on monies held in accounts
 - 6.3 Retrospective approval of utilities supply contracts (gas and electricity) as recommended by Utilities Working group, in accordance with Financial Regulation 11.1.a
 - 6.4 Approval of £187 for SLCC membership for Deputy Clerk for 2023-24
- 7. EARMARKED RESERVES**
 - 7.1 To receive and approve an updated Reserves Balance report
 - 7.2 To approve the transfers of unallocated CIL Neighbourhood Funds to separate Earmarked reserves, as detailed in the Reserves Transfers report
 - 7.3 To approve the transfer of £500 Neighbourhood Plan reserve to the general fund to cover expenditure in 2023-24
 - 7.4 To consider the requirement for the CIL ANPR Earmarked Reserve, (£3000) and to approve transfer to unallocated CIL Earmarked Reserve if no longer required
- 8. CHANGES TO BANK ACCOUNT DETAILS**
 - 8.1 To note the report detailed changes to Nationwide account name
 - 8.2 To note the planned change to CCLA account number from 16th October 2023 (account number to follow)
 - 8.3 To consider the report of the External Auditor and recommendation that the council changes the name of the Lloyds Bank Pavilion account to Pontesbury Parish Council Pavilion
- 9. PRE-PAID DEBIT CARD** – to approve the recommendation that the council applies for one or more pre-paid debit card(s), in accordance with Financial Regulations 6.18 and 6.19 and to set appropriate expenditure limits for named officers.
- 10. REVIEW ELECTRONIC BANKING POLICY** – to approve amended policies as prepared by Clerk (*policy available on parish council website*)
- 11. REVIEW OF RISK ASSESSMENTS** – to approve amended risk assessments as prepared by Clerk (*all available on parish council website*)
 - 11.1 Organisational Risk Assessment
 - 11.2 Financial Risk Assessment
 - 11.3 Business Continuity Plan
- 12. INSURANCE RECOMMENDATIONS** – to receive and consider the recommendations of the Insurance Working Group (meeting 5th October 2023) and make recommendations for any adjustments to the level of cover to the Full council meeting on 9th October 2023.
- 13. STREETLIGHT CONVERSION CONTRACT** – to receive and consider recommendations of the Streetlight Working Group (meeting 28th September 2023)
- 14. DATE OF NEXT MEETING** – 7th December 2023, 6pm at The Pavilion, Hall Bank

Caroline Higgins Finance Officer to the council 28/9/2023