

PONTESBURY PARISH COUNCIL
Finance & General Purposes Committee
Held at The Pavilion
At 6:30pm on 22nd May 2023

PRESENT

Cllr D Fletcher, Cllr N Hignett, Cllr A Hodges, Cllr M Trow, Cllr N Lewis, Cllr A Windows, Cllr S Davies and Cllr J Pritchard

ACTING CLERK: Nicola Young, Finance Officer, C Higgins

No members of the public were present.

FGP 1.23 ELECTION OF CHAIR – Cllr D Fletcher was elected unanimously

FGP 2.23 ELECTION OF VICE CHAIR – Cllr M Trow was elected unanimously

FGP 3.23 APOLOGIES FOR ABSENCE - Cllr P Hayward, (ill health)

FGP 4.23 DECLARATIONS OF INTEREST AND DISPENSATIONS - None

FGP 5.23 MINUTES OF COUNCIL -The minutes having been circulated with the agenda were taken as read. It was proposed by Cllr Trow, seconded by Cllr Hignett, all in favour, and **RESOLVED** that the minutes of the Finance & General Purposes Committee Meeting held on 6th December 2022 be approved and signed as a correct record.

FGP 6.23 PUBLIC QUESTIONS AND COMMENTS - None

FGP 7.23 FEES AND SUBSCRIPTIONS – It was unanimously **resolved** to renew the Council's membership of the Shropshire Association of Local Councils at a cost of £1,395.54. It was further **resolved** to authorise the reimbursement of SLCC membership for the Clerk and Deputy Clerk.

FGP 8.23 APPROVAL OF PAYMENTS OVER £1,000 – The Committee unanimously approved payment of the following invoices;

Shropshire Council PSG SLA Annual fee for provision of planned maintenance - £1,340 & VAT
Shropshire Council Joint Energy Q1 invoice - £2,021.02 & VAT
Shropshire Council Non-business rates instalment £1,463.00

It was noted that 19.9% of all costs of running the Pavilion are recovered from the police who lease part of the building.

FGP 9.23 STATUTORY BUSINESS & FINANCE – The Committee considered the following recommendations;

1. Direct Debits and Standing Orders for 2023-24 – **The Committee resolved to approve an updated list including monthly instalments of Non-domestic rates and water bills for the Pavilion**
2. Bad Debts – None identified
3. S137 Expenditure – The Committee noted that expenditure of £3,889.66 is well within the permitted expenditure limit of £23,83.64

4. Asset list – The Committee approved the updated value of the Fixed Asset Register as £299,231.47 with a request that the insurance value of the rebuilt bus shelter at Hall Bank is confirmed by revaluation.

FGP 10.23 EARMARKED RESERVES – The Committee RESOLVED to RECOMMEND APPROVAL of the following reserves transfers by Full Council at the meeting on 12th June 2023

1. **Year End Reserves Transfer** of £5,000 for legal fees relating to PCC lease, effective 31 March 23
2. **Earmarked Reserves Transfers**, effective 1 April 23;
 - a. Transfer £500 unspent budget from Bus shelter R&M to a new EMR for bus shelter R&M
 - b. Transfer £400 unspent grant budget to existing EMR for Grants & Donations
 - c. Transfer £500 unspent budget for Neighbourhood Plan Consultation and Promotion to the existing Neighbourhood Plan EMR
 - d. Transfer £700 unspent budget for Pavilion furniture to Pavilion EMR for office furniture and,
 - e. Transfer £350 unspent budget for Pavilion supplies and incidentals to Pavilion EMR for office supplies (increases Pavilion EMR to £17,677)
 - f. Transfer £350 unspent budget for Pavilion Website to new EMR budget for Pavilion Website re-build
 - g. Transfer £4,500 unspent Play Area & BMX budget to existing Play Area EMR (increases Play Area EMR to £6,000)
 - h. Transfer £1,000 unspent Public Toilets budget to existing Public Toilet Review EMR (increases EMR to £6,000)

The Committee noted that a Street Light Working Group meeting would review the estimated cost of street lighting LED conversion on 1st June 23.

FGP 11.23 INTERNAL FINANCIAL CONTROLS STATEMENT– It was **RESOLVED** unanimously to recommend for approval, the amendments to the Internal Controls Statement to reflect the appointment of a separate RFO.

FGP 12.23 END OF YEAR ACCOUNTS FOR 2022/23 - It was **UNANIMOUSLY RESOLVED** to recommend the following documents, as prepared by the RFO for approval by the Full Council on 12th June 2023:

- a. Summary of Income and Expenditure as 31 March 2023
- b. Adjustments reports (2021-22 and 2022 -23)
- c. Year End Working Document 2022-23
- d. Bank reconciliation on 31 March 2023
- e. Balance Sheet
- f. Summary of VAT position
- g. Draft Annual Return – showing previous year restated on income and expenditure basis
- h. Reconciliation between boxes 7 and 8

FGP 13.23 INTERNAL AUDITOR’S REPORT – It was noted that this was not yet available but would be presented to full council for consideration.

FGP 14.23 DATE OF NEXT MEETING – 14th September 2023 at 6:30pm

The meeting closed at 7:25pm having thanked the RFO and Committee for their input.

Signed
Chairman

Date