

PONTESBURY PARISH COUNCIL
Finance & General Purposes Committee
Held at The Pavilion
At 6pm on 5th October 2023

PRESENT

Cllr D Fletcher, Cllr A Hodges, Cllr M Trow, Cllr N Lewis, Cllr A Windows,

CLERK: Debbie Marais

No members of the public were present.

FGP 15.23 APOLOGIES FOR ABSENCE - Cllr P Heywood, Cllr N Hignett, Cllr S Davies and Cllr J Pritchard

FGP 16.23 DECLARATIONS OF INTEREST AND DISPENSATIONS - None

FGP 17.23 MINUTES OF COUNCIL -The minutes having been circulated with the agenda were taken as read. It was proposed by Cllr Trow, seconded by Cllr Hodges, all in favour, and **RESOLVED** that the minutes of the Finance & General Purposes Committee Meeting held on 22nd May 2023 be approved and signed as a correct record.

FGP 18.23 PUBLIC QUESTIONS AND COMMENTS - None

FGP 19.23 PAYROLL CONTRACT – It was proposed by Cllr Lewis, seconded by Cllr Trow, all in favour, and **RESOLVED** to **APPROVE** the rollover of the contract for payroll with **DM Payroll Services for 2024-25**. There will not be an increase in fees for 2024-25 from the 2023-24 fee of £230.

FGP 20.23 STATUTORY BUSINESS & FINANCE – It was proposed by Cllr Windows, seconded by Cllr Hodges, all in favour and **RESOLVED** to **APPROVE** the following;

20.23.1 Transfer of £2000 (for Hall Bank Maintenance, additional to the initial £60,00 transferred in May 2023) from Unity account to CCLA account

20.23.2 Payment of £187 for SLCC membership for Deputy Clerk for 2023-24

It was proposed by Cllr Windows, seconded by Cllr Hodges, all in favour and **RESOLVED** to **recommend to Full Council at the meeting on 09/10/2023 Retrospective Approval** of;

20.23.3 transfer of £125,000 from Unity account to CCLA account to ensure maximum interest on monies held in accounts

20.23.4 utilities contracts (electricity) for Streetlights on School Green, Public Toilets and The Pavilion from April 2024 with British Gas Lite for 36 months. The current charges remain until 31 March 2024. The new contracts are at a significantly higher rate.

FGP 21.23 EARMARKED RESERVES – it was proposed by Cllr Windows and seconded by Cllr Hodges, all in favour, and **RESOLVED** to **recommend to Full Council at the meeting on 09/10/2023 the following:**

21.23.1 Approval of updated Reserves Balance report

21.23.2 Approval of unallocated CIL Neighbourhood Funds to separate Earmarked Reserves as detailed in the Reserves Transfers report

21.23.3 Approval of the transfer of £500 Neighbourhood Plan reserve to the general fund to cover expenditure incurred for the Neighbourhood Plan

It was proposed by Cllr Trow, seconded by Cllr Hodges (Cllr Windows voted against) and **RESOLVED to recommend to Full Council at the meeting on 09/10/2023 the following;**

21.23.4 Approval of retention of CIL ANPR Earmarked Reserve of £1000 and to transfer £2000 to unallocated CIL Earmarked Reserve

FGP 22.23 CHANGES TO BANK ACCOUNT DETAILS

22.23.1 the changes to the Nationwide account name – now Business Instant Saver Issue 9 – Monthly was **NOTED**.

22.23.2 The CCLA will appoint FNZ TA Services Ltd. As its transfer agent with affect from 13th October 2023. CCLA will remain the point of contact for enquiries. New client and account numbers will be issued with effect from 16th October. Full changes are provided in a booklet which is available on request from the Finance Officer. This was **NOTED**.

22.23.3 After a proposal by Cllr Lewis and seconded by Cllr Trow, all in favour, it was **RESOLVED to recommend to Full Council at the meeting on 09/10/2023 that the External Auditor recommendation that all bank accounts should be in the parish council name be approved and The Pavilion account be renamed Pontesbury Parish Council Pavilion.**

FGP 23.23 PRE-PAID DEBIT CARD – After a proposal by Cllr Hodges, seconded by Cllr Lewis, all in favour, it was **RESOLVED to recommend to Full Council at the meeting on 09/10/2023 the approval of:**

23.23.1 two pre-paid Equals Cards (debit cards)one for the Finance Officer and one for Clerk.

23.23.2 Expenditure limit for each card would be £500 agreed in conjunction with Clerk and Cllr Fletcher.

The council Electronic banking policy would be updated to include this information.

FGP 24.23 ELECTRONIC BANKING POLICY– After a proposal by Cllr Trow, seconded by Cllr Windows, all in favour, It was **RESOLVED to recommend to Full Council at the meeting on 09/10/2023 the approval of the amendments to Electronic Banking policy including the changes agreed in 23.23**

FGP 25.23 REVIEW OF RISK ASSESSMENTS/BUSINESS CONTINUITY - After a proposal by Cllr Hodges, seconded by Cllr Trow, all in favour, It was **RESOLVED to recommend to Full Council at the meeting on 09/10/2023 the approval of the Organisational/Financial Risk Assessments and Business Continuity plan as prepared by Clerk.**

FGP 26.23 INSURANCE RECOMMENDATIONS – The committee received a verbal update from Cllr Fletcher following the working group of Cllrs Hodges, Fletcher, Finance Officer and Clerk to review the general insurance premium for 2023-24. After a proposal by Cllr Windows, seconded by Cllr Lewis, all in favour, It was **RESOLVED to recommend to Full Council at the meeting on 09/10/2023 that no additional premium was required.**

FGP 27.23 STREETLIGHT CONVERSION CONTRACT – this was deferred until the Full Council meeting on 09/10/2023

FGP 28.23 DATE OF NEXT MEETING – 7th December 2023, 6pm at The Pavilion, Hall Bank
The meeting closed at 6:50pm having thanked the RFO, Clerk and Committee for their input.

Signed
Chairman

Date