

PONTESBURY PARISH COUNCIL
Finance & General Purposes Committee
Held at The Pavilion
At 6.30pm on 9 March 2022

PRESENT

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

CLERK: Debbie Marais

No members of the public were present.

FGP27.21 APOLOGIES FOR ABSENCE - Cllr N Manning

FGP28.21 DECLARATIONS OF INTEREST AND DISPENSATIONS - None

FGP29.21 MINUTES OF COUNCIL

The minutes were submitted and circulated as read. It was proposed by Cllr M Trow and seconded by Cllr S Davies and **RESOLVED that the minutes of the Finance & General Purposes Committee Meeting held on 9th December 2021 be approved and signed as a correct record**

FGP30.21 PUBLIC QUESTIONS AND COMMENTS - None

FGP31.21 ANPR CAMERA PROJECT

The main item was deferred until the meeting on 14th March 2022 as contract documents were not ready.

Cllr Fletcher gave a verbal update on the project which was **NOTED**. The position of the camera within the village was discussed. Two positions at either end of the village were looked at – The Sports Association and The Horseshoes. It is important to maximise the effectiveness of the project by positioning the cameras between the three parishes at optimum interviews. The other factor is the suitability of the lamp posts. There are a number of streetlights not working at the Horseshoe site and so it was proposed by Cllr Heywood and seconded by Cllr Pritchard and **RESOLVED to APPROVE the Sports Association site for the first year. There is the potential to move the camera in the future so the position would be reviewed.** The group will be advised by Shropshire Council and the consultant about the optimum positioning of the associated signage.

FGP32.21 INTERNAL AUDITOR'S INTERIM MEETING REPORT – the report from the meeting between the Clerk and the Internal Auditor was considered and the following recommendations for action would be considered at Full Council at 14 March 2022 meeting.

- i) approval for Deputy Clerk to work with Pavilion Working group to review charges for hiring and bring a report to the April meeting and work with the Building Assistant to update the information on the invoices for clarity around pricing
- ii) Removal of approval for Cllrs Hignett, Fletcher, Evans and Clerk to make decisions between meetings as previously agreed to reduce the impact of COVID. Decision making would revert to Financial Regulations/Standing Orders in place
- iii) approval for additional annual Interim audit meeting in January each year. Clerk to contact JDH to get a quote for additional internal audit work to be done.

The following were **NOTED**:

i) PKF Littlejohn (External auditors) will require 2022-23 accounts to be submitted as Income & Expenditure rather than Receipts & Payments, due to the turnover of the parish council exceeding £200k for three consecutive years

ii) As the council has grown significantly in recent years with new services being provided, the internal auditor felt it would be beneficial to review the Terms of Reference of all committees, the committee structure and Financial Regulations to ensure that they adequately reflect and respond to, the current scope and activity of the council.

FGP33.21 THREE YEAR FORECAST OF REVENUE AND CAPITAL RECEIPTS AND PAYMENTS – It was proposed by Cllr Heywood and seconded by Cllr Hignett and **RESOLVED to recommend to full council that this document requested by the Internal Auditor will be drawn up in conjunction with new Finance/Admin Officer and be presented to future full council meeting.**

FGP34.21 GROUNDS MAINTENANCE CONTRACT EXTENSION – to consider continuation of existing grounds maintenance contract for 3 months until parish council can tender for Hall Bank open spaces in addition to existing grounds maintenance. The existing contractor had been approached and is happy to do this but wished to charge the actual cost of the cut each month £331.42 rather than spreading the cost over 12 months as currently done. It was proposed by Cllr Pritchard and seconded by Cllr Lewis and **RESOLVED to recommend to full council approval of a 3-month extension from 1 April 2022 for existing grounds maintenance contract paying the actual cost of work each month (£331.42) to be reviewed at May council meeting or if contractor requests review sooner.** Cllr Lewis would speak to the contractor about cutting right up to the hedge on the play area.

FGP35.21 CYBER LIABILITY INSURANCE COVER AND CYBER SECURITY TRAINING – Cllr Hodges reported back on a training session he and Clerk had attended with BHIB (the existing parish council insurers) about the cyber liability insurance cover they offer and the risks local councils face. Cllr Hignett reported that it was mandatory for Shropshire Council to have such cover and that as a local council it was important to demonstrate that reasonable steps are being taken to protect the council, so evidence of training undertaken by councillors was important.

It was proposed by Cllr Hodges and seconded by Cllr Pritchard and **RESOLVED to recommend to Full Council meeting on 14/03/2022 that the council approve £299 for the cyber liability insurance cover offered by BHIB and that cyber security training by Shroptech would take place on 11th April 2022, before the council meeting.** Clerk and councillors would continue to research the risks and cover available and review the cover in place, when the insurance renewal comes up in September 2021.

FGP36.21 PAVILION WORKING GROUP – The Pavilion Working group had reviewed the Pavilion insurance. The payment of £1072.14 to Allied Westminster for Pavilion insurance for 2022-23 was **NOTED**.

FGP37.21 STREETLIGHT WORKING GROUP – Cllr Fletcher gave a verbal report of the meeting with Jason Hughes (Streetlight Officer, Shropshire Council). Conversion to LED for the remaining lights was felt to be important to save maintenance and electricity costs. The group had also discussed the importance of looking at the streetlamp poles and especially the concrete ones. Jason had explained the importance of a contractor having accreditation to be able to connect a new lamp post to the mains electricity, this would also reduce the costs substantially. It was

proposed by Cllr Hignett and seconded by Cllr Pritchard and **RESOLVED** to recommend to full council to approve delegated authority to the Streetlight Working Group (Cllrs Gregory, Evans, Fletcher, Hignett and Clerks) to draw up a draft tender document for the work to posts and LED conversion for the rest of the streetlights.

FGP38.21 RECOMMENDATIONS FROM JOINT CIL WORKING GROUP. The recommendations from the Joint Cil Working Group were considered and it was proposed by Cllr Heywood and seconded by Cllr Trow and **RESOLVED** to recommend the following for approval by full council at the Extraordinary meeting on 14/03/2022:

- i) **To split the £44,460 CIL Neighbourhood Fund from the Shingler development 60% for Hanwood projects and 40% for Cruckton/Cruckmeole.** There was unanimous agreement by those present for this proposal.
- ii) **To allocate £2000 (£1000 from each council) towards signage for a Quiet Lane along Pound Lane, with four signs where Pound Lane intersects with other roads)**
- iii) **To retain £2000 (£1000 from each council) for seed funding for speed restriction projects in Cruckton/Cruckmeole.** It was assumed that the majority of funding for such projects would be drawn from CIL Local Funds for Pontesbury, but a contribution may be needed from CIL Neighbourhood Fund. If monies were not needed for such projects they would be used for other projects – to be decided by the Joint Working Group.
- iv) **Pontesbury Parish Clerk to contact Shropshire Council to ask for agreement on designating Pound Lane as a Quiet Lane and to elicit their views on implementing speed restrictions for Pound Lane.** Cllr C Sandells asked that it be borne in mind that speed humps would have a negative impact on agricultural vehicles using the lane.
- v) **The remaining £24,276 for Hanwood projects to be allocated to projects by Hanwood Parish Council**
- vi) **The remaining £16,184 for Cruckton/Cruckmeole projects to be allocated for Cruckton Village Hall**
- vii) **A detailed procedure be put in place by Hanwood/Pontesbury Clerks (agreed at a future Joint CIL Working Group meeting), about how monies for projects be reclaimed from Pontesbury Parish Council.**

FGP39.21 EXCLUSION OF THE PUBLIC It was proposed by Cllr Hignett and seconded by Cllr N Pritchard and **RESOLVED** to APPROVE exclusion of the Press & Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (s1(2) Public Bodies (Admission of Meetings) Act 1960).

FGP40.21 AMENDMENT TO PAY SCALE FOR CLERK FOLLOWING STAFFING REVIEW IN JANUARY 2022 – it was proposed by Cllr Fletcher and seconded by Cllr Pritchard and **RESOLVED** to APPROVE recommendation to full council at Extraordinary meeting on 14/03/2022 that pay scale for Clerk to be NJC LC2 scp.29-32. Subject to satisfactory performance Clerk to progress automatically through the range in salary scale LC2 scp. 29-32 by annual increments, on 1st April each year until the maximum salary in the range is reached.

The meeting closed at 7.15pm.

Signed
Chairman

Date