

PONTESBURY PARISH COUNCIL
Finance & General Purposes Committee
Held at The Pavilion
At 7pm on 12 May 2022

PRESENT

Cllr D Fletcher, Cllr N Hignett, Cllr A Hodges, Cllr M Trow, Cllr N Manning

CLERK: Debbie Marais

No members of the public were present.

FGP41.21 APOLOGIES FOR ABSENCE - Cllr J Pritchard, Cllr P Heywood, Cllr S Davies and Cllr N Lewis

FGP42.21 DECLARATIONS OF INTEREST AND DISPENSATIONS - None

FGP43.21 MINUTES OF COUNCIL -The minutes were submitted and circulated as read. It was proposed by Cllr Hodges and seconded by Cllr Trow and **RESOLVED that the minutes of the Finance & General Purposes Committee Meeting held on 9th March 2022 be approved and signed as a correct record.**

FGP44.21 PUBLIC QUESTIONS AND COMMENTS - None

FGP45.21 REVIEW OF FINANCIAL REGULATIONS

It was proposed by Cllr N Hignett and seconded by Cllr a Hodges that the following be recommended for approval by Full Council at the meeting on 16/05/2022:

(i) Amendments to the Financial Regulations as prepared by Clerk as follows:

Section 4. Budgetary control and authority to spend

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- The council for all items over £5000 (**increased from £2000**)
- A duly delegated committee of the council for items under £5000 (**increased from £2000**)
- The Clerk/RFO, in conjunction with Chairman of the Council or Chairman of the appropriate committee, for any items below £1000 (**remains the same**)

Such authority is to be evidenced by a minute

4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council

4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement (**in conjunction with the Chair and Vice-Chair**) is necessary to carry out. Such expenditure includes..... subject to a limit of £1000 (**increased from £500**)

Section 5. Banking arrangements and authorisation of payments

5.5c) Fund transfers within the councils banking arrangements up to the sum of £15,000 (**increased from £10,000**) provided that a list of such payments shall be submitted to the next appropriate meeting of council.

(ii) Delegated authority to Finance & General Purposes Committee to authorise expenditure up to £5000 as long as any expenditure, thus authorised, does not exceed the amount provided in the revenue budget for that class of expenditure, other than by resolution of the council

FGP46.21 STATUTORY BUSINESS AND FINANCE

It was proposed by Cllr A Hodges and seconded by Cllr Trow that the following be **recommended for approval by Full Council at the meeting on 16/05/2022:**

- i) £150 for a special Platinum Jubilee insert in the village newsletter for June 2022 from the £2250 earmarked for this event by the council at the January 2022 meeting
- ii) £75 for compost for the flower beds as requested by Tony Bishton who maintains the beds
- iii) Transfer of remaining £166,995.15 CIL/Precept monies out of the Lloyds Pavilion account (paid into this account in error, by Shropshire Council) into the Unity current account for general council payments throughout the year
- iv) Transfer of £81,000 from the Unity current account to the CCLA Public Sector Deposit account in order to satisfy the requirements of the Financial Services Compensation Scheme (£85,000 limit in any one bank)
- v) £30 for Deputy Clerk to attend virtual SLCC webinar on committees/working groups
- vi) Transfer of £2794.70 VAT refund from Unity current account to Pavilion Lloyds account for VAT relating to Pavilion expenditure
- vii) Change to payment numbering system (as requested by Internal Auditor) to numbers generated by Scribe and back-date this for all payments since 1 April 2022 and Chair to sign amended R& P list for April payments
- viii) List of DD and SO for 2022-23 as below:

Recipient	What for	When	Amount	Review Date	Account
SSE	Public Toilets	Quarterly	Fixed 3 year rate	March 2024	Unity
SSE	School Green Streetlights	Quarterly	Fixed 3 year rate	March 2024	Unity
ICO	Data Protection Fee	Annual	£35	August 2022	Unity
SSE	Pavilion Electricity	Quarterly	Fixed 3 year rate	March 2024	Lloyds
British Gas Lite	Pavilion Gas	Quarterly	Fixed 3 year rate	March 2024	Lloyds
Unity	Bank Charges	Quarterly	£18 + transaction fee of 15p		Unity
Veolia	Pavilion refuse collection	Monthly	£38.30	April 2022	Unity

FGP47.21 INTERNAL AUDIT/END OF YEAR ACCOUNTS FOR 2021-2 – It was proposed by Cllr Trow and seconded by Cllr Hodges that the following be **recommended for approval by Full Council at the meeting on 16/05/2022:**

- i) Internal Auditor’s report be NOTED along with comments/actions to be taken
- ii) Internal Controls policy & Statement of Internal Financial Controls as prepared by Clerk
- iii) Working Summary of Receipts & Payments for 2021-22 as prepared by Clerk and Chair to sign as correct record
- iv) Explanation of Variances to be submitted to External Auditor be NOTED.

FGP48.21 EARMARKED RESERVES

It was proposed by Cllr Fletcher and seconded by Cllr Hignett that the following be **recommended for approval by Full Council at the meeting on 16/05/2022:**

- i) Transfer of reserves as at 31/03/2022 as prepared by Clerk. A further reserves document will be prepared and reported to June Full Council to give updated report once EMR included in the 2022-23 budget are transferred

The meeting closed at 7.50pm.

Signed
Chairman

Date