

**PONTESBURY PARISH COUNCIL**  
**Finance & General Purposes Committee**  
**Held at The Pavilion**  
**At 7pm on 9 September 2021**

**PRESENT**

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

**CLERK:** Debbie Marais

**No members of the public were present.**

**FGP1.21 ELECTION OF CHAIR**

Cllr D Fletcher was elected as Chair of the Committee

**FGP2.21 APOLOGIES FOR ABSENCE** - Cllr J Pritchard, Cllr N Lewis

**FGP3.21 DECLARATIONS OF INTEREST AND DISPENSATIONS** - None

**FGP4.21 MINUTES OF COUNCIL**

The minutes were submitted and circulated as read. It was proposed by Cllr P Heywood and seconded by Cllr N Hignett and **RESOLVED** that the minutes of the Finance & General Purposes Committee Meeting held on 9<sup>th</sup> December 2020 be approved and signed as a correct record

**FGP5.21 PUBLIC QUESTIONS AND COMMENTS** - None

**FGP6.21 AMENDED DIRECT DEBIT LIST**

It was proposed by Cllr N Hignett and seconded by Cllr M Trow and **Resolved to recommend to Full Council at the meeting on 13/09/2021 that the amended direct debit list as prepared by Clerk be approved.**

**FGP7.21 REVIEW OF INTERNET BANKING MANDATE**

It was proposed by Cllr P Heywood and seconded by Cllr A Hodges that the following mandate be **recommended to Full Council at the meeting on 13/09/2021 for approval and Clerk to update the Banking Policy accordingly:**

**Unity Bank**

Cheque signatories: Cllrs J Pritchard, N Lewis, D Fletcher, N Hignett,  
Authorisation of internet payments: Cllrs D Fletcher, D Gregory and N Hignett.  
Submission of payments: Clerk and Deputy Clerk

**Lloyds Bank**

Cheque signatories: Cllrs D Fletcher, N Hignett, D Gregory  
Authorisation/Verification of internet payments: Cllrs D Fletcher, N Hignett, D Gregory.  
Cllr P Bradbury removed following resignation as parish councillor  
Submission of payments: Clerk and Deputy Clerk

**CCLA**

Signatories: Cllrs D Fletcher and N Hignett

**Nationwide**

Signatories: Cllrs D Fletcher, Nick Hignett and D Gregory

**FGP8.21 SCHEME OF DELEGATION OF DECISIONS AND PAYMENTS BETWEEN MEETINGS** – It was proposed by Cllr P Heywood and seconded by Cllr A Hodges that the following recommendation be made to Full Council at the meeting on 13<sup>th</sup> September 2021:

**Full Council to approve continuation of scheme of delegation of decisions and payments between meetings to Cllrs Hignett, Evans, Fletcher and Clerk/Deputy Clerk until May 2022 meeting when it will be reviewed. Payments will be subject to limits set under Agenda Item on Changes to Financial Regulations**

**FGP9.21 CHANGES TO FINANCIAL REGULATIONS** – it was proposed by Cllr A Hodges and seconded by Cllr P Heywood that the following recommendation be made to Full Council at the meeting on 13<sup>th</sup> September 2021:

**Full Council to approve changes to Financial Regulations as listed below: (*Updated Financial Regulations available on parish council website under parish council/policies & procedures*)**

Financial Regulations updated to reflect financial limits increased as below:

Financial Regulations section 4. Budgetary control and authority to spend will read:

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 **£1000 (increased from £500)**
- A duly delegated committee of the council for items under **£1000 (increased from £500)** e.g. Clerk/RFO, Cllrs Fletcher, Hignett and Evans as have been making such decisions since March 2020 and reporting back to full council at next meeting
- The Clerk/RFO, in conjunction with Chairman of the Council or Chairman of the appropriate committee, for any items below **£500 (increased from £250)**

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

**FGP10.21 SECTION 137 PAYMENTS** – the following recommendation would be made Full Council at the meeting on 13<sup>th</sup> September 2021:

**Full Council to note the S.137 payment limit for 2021-22**

“This is to notify you that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2021-22 is £8.41”. Local Government Policy Directorate.

This means that the section 137 limit for Pontesbury Parish for 2021-22 is £8.41 x 2643 electors = £22,227.63

**FGP11.21 INTERNAL AUDIT RECOMMENDATIONS** – It was It was proposed by Cllr N Hignett and seconded by Cllr M Trow and **resolved to recommend approval by Full Council at the meeting on 13/09/2021 of the following actions in response to the recommendations by the Internal Auditor after auditing accounts for 2020-21:**

1. Clerk to contact Internal Auditor to ask if current mitigations included in the Financial Risk Assessment and Electronic Banking Policy will satisfy the recommendation to mitigate risk of supplier fraud
2. Deputy Clerk/RFO to draft three-year forecast of revenue and capital receipts and payments and five year budget forecast by November 2021 to satisfy recommendation concerning medium term financial planning.

#### **FGP12.21      FIXED ASSET REGISTER**

It was **RESOLVED** to recommend to Full Council meeting on 13/09/2021 that the Fixed Asset Register as prepared by Clerk be approved.

#### **FGP13.21      RISK ASSESSMENT (ORGANISATIONAL AND FINANCIAL) AND BUSINESS CONTINUITY PLAN**

It was **RESOLVED** to recommend to Full Council meeting on 13/09/2021 that the Risk Assessment (Organisational and Financial) and the Business Continuity Plan, as prepared by Clerk be approved.

**FGP14.21      It was RESOLVED to recommend to Full Council meeting on 13/09/2021 that Full Council approve that the Severe Weather Working Group become the parish council Emergency Planning Group and draw up an Emergency Plan for the parish by March 2022. SALC will be offering training to Clerk/Councillors on this in order to link parish plans with other parishes and Shropshire Council's Emergency Plan.**

#### **FGP15.21      INSURANCE RENEWAL OF 3 YEAR CONTRACT FOR PARISH COUNCIL GENERAL INSURANCE**

It was proposed by Cllr A Hodges and seconded by Cllr N Hignett and resolved that Cllrs Fletcher, Trow, Hodges, Heywood and Davies would consider schedules and quotes received by Clerk from three insurance companies and meet on Monday 13<sup>th</sup> September to draft a recommendation to Full Council at the meeting on 13/09/2021.

#### **FGP16.21      SCRIBE BOOKING SOFTWARE**

It was proposed by Cllr N Hignett and seconded by Cllr D Fletcher and **RESOLVED to make the following recommendation to Full Council at the meeting on 13/09/2021:**

**Full Council to approve purchase of Scribe booking software to link to Scribe accounting software that the parish council already use.** This will save a lot of staff time and make a more efficient booking and marketing process for room hire at The Pavilion.

#### **FGP17.21      EARMARKED RESERVES FOR 2021-22**

It was proposed by Cllr A Hodges and seconded by Cllr P Heywood **RESOLVED to make the following recommendation to Full Council at the meeting on 13/09/2021.**

**Full Council to approve earmarked reserves for 2021-22 as prepared by Clerk**

The meeting closed at 8.40pm.

Signed .....  
Chairman

Date .....