

PONTESBURY PARISH COUNCIL
Finance & General Purposes Committee
Held at The Pavilion
At 6.30pm on 1st September 2022

PRESENT

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

CLERK: Debbie Marais

No members of the public were present.

FGP1.22 ELECTION OF CHAIR – following a proposal by Cllr Hignett, seconded by Cllr Windows and all in favour, it was **RESOLVED to APPROVE Cllr Fletcher as Chair.**

FGP2.22 ELECTION OF VICE CHAIR - following a proposal by Cllr Fletcher, seconded by Cllr Windows and all in favour, it was **RESOLVED to APPROVE Cllr Trow as Vice-Chair.**

FGP3.22 APOLOGIES FOR ABSENCE - Cllr S Davies

FGP4.22 DECLARATIONS OF INTEREST AND DISPENSATIONS - None

FGP5.22 PUBLIC QUESTIONS AND COMMENTS - None

FGP6.22 MINUTES OF COUNCIL -The minutes were submitted and circulated 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 12th May 2022 be approved and signed as a correct record.**

FGP7.22 STATUTORY BUSINESS AND FINANCE - Under delegated authority, as approved at May 22 Full Council meeting (Min.Ref: 8.22ii) It was proposed by Cllr Pritchard, seconded by Cllr Lewis, all in favour and **RESOLVED to APPROVE the following payments.**

- i) £348 for Scribe booking software for the Pavilion room hire
- ii) Cllr Fletcher be reimbursed £143.88 for zoom licence for 2022-23
- iii) £260 to ANPRcheq for the August 2022 ANPR consultancy fee
- iv) £30 for SALC Finance for Councillors training for Cllr Trow – 06/09/2022
- v) £60 for SALC Internal Controls training for Clerk/Cllr Trow 22/9/2022 and 12/10/2022
- vi) £30 for SALC procurement training for Clerk – 08/09/2022
- vii) £60 for SALC Budgetting training for Clerk/Finance Officer – 18/10/2022
- viii) Clerk to be reimbursed £188.18 for new desk riser for Clerk, including 3 year warranty
- ix) The Qtr 1 2022-23 bank reconciliation was **NOTED.**
- x) The Qtr 1 2022-23 budget monitoring report was **NOTED.**
- xi) Cllr Trow gave a verbal report saying no issues of concern to raise from the Internal Checks for Qtr 1, 2022-23.
- xii) Following a proposal by Cllr Trow, seconded by Cllr Pritchard, all in favour, it was **RESOLVED to APPROVE the transfer of £15,000 from the Nationwide Instant Savings account to Unity Current account for general funds payments**
- xiii) Following a proposal by Cllr Pritchard, seconded by Cllr Trow, all in favour, it was **RESOLVED to RECOMMEND APPROVAL by Full Council at the meeting on 12th**

September 2022, the amended earmarked reserves for 2022-23, as prepared by Clerk

FGP8.22 EXTERNAL AUDIT OPT OUT – It was proposed by Cllr Pritchard, seconded by Cllr Hignett, all in favour and **RESOLVED to RECOMMEND APPROVAL by Full Council at the meeting on 12th September 2022 that the council do not ‘opt out’ of the external audit central procurement regime managed by SAAA.**

FGP9.22 PARISH NEWSLETTER – the editor of the newsletter had resigned in August with immediate effect. Councillors wished to minute their thanks to the Deputy Clerk for stepping in and producing the September edition and providing such a professional and seamless service for the community.

It was proposed by Cllr Pritchard, seconded by Cllr Trow, all in favour and **RESOLVED to RECOMMEND APPROVAL by Full Council at the meeting on 12th September 2022 of the following:**

- i) **Delegate authority to a working group to review the following:**
 - Appointment of newsletter editor and any agreements/job descriptions needed
 - Options to mitigate price increases for printing the newsletter
- ii) **Deputy Clerk be paid for any additional hours involved in producing the newsletter whilst the review is being undertaken**
- iii) **An advert be placed in the October newsletter for a newsletter editor on a paid contract**
- iv) **Any recommendations from the working group to be brought back to a future FGP meeting for examination before going to full council**

FGP10.22 PARISH COUNCIL RISK ASSESSMENTS (FINANCIAL/ORGANISATIONAL) AND BUSINESS CONTINUITY PLAN ANNUAL REVIEW - It was proposed by Cllr Hodges, seconded by Cllr Hignett, all in favour and **RESOLVED to RECOMMEND APPROVAL by Full Council at the meeting on 12th September 2022, the Risk Assessments and Business Continuity Plan as amended by Clerk.** All published on the parish council website.

FGP11.22 PARISH COUNCIL ASSET REGISTER – the register as prepared by Clerk was reviewed and **NOTED.**

FGP12.22 PARISH COUNCIL HEALTH & SAFETY POLICY ANNUAL REVIEW - It was proposed by Cllr Hodges, seconded by Cllr Pritchard, all in favour and **RESOLVED to RECOMMEND APPROVAL by Full Council at the meeting on 12th September 2022, the amended Health & Safety Policy as prepared by Clerk.**

FGP13.22 CIL NEIGHBOURHOOD FUND ANNUAL MONITORING FORM - It was proposed by Cllr Hodges, seconded by Cllr Trow, all in favour and **RESOLVED to APPROVE the signing and return to Shropshire Council of the CIL Annual Monitoring Form, as prepared by Clerk.**

FGP14.22 PARISH COUNCIL INSURANCE RENEWAL 2022-23 - It was proposed by Cllr Pritchard, seconded by Cllr Hignett, all in favour and **RESOLVED to APPROVE delegated authority to Cllrs Fletcher, Hodges and Clerk to review the insurance renewal documents and make recommendations to the full council meeting on 12th September, paying particular attention to the replacement value of council buildings.**

The meeting closed at 7.26pm.

Signed
Chairman

Date