

PONTESBURY PARISH COUNCIL
Finance & General Purposes Committee
Held at The Pavilion
At 6:30pm on 25th June 2024

PRESENT

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

CLERK: RFO, C Higgins

No members of the public were present.

FGP 12.24 APOLOGIES FOR ABSENCE - Cllr N Manning, Cllr S Davies, Cllr A Windows and Cllr J Pritchard

FGP 13.24 DECLARATIONS OF INTEREST AND DISPENSATIONS - None

FGP 14.24 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 15th May 2024 be approved and signed as a correct record.**

FGP 15.24 PUBLIC QUESTIONS AND COMMENTS – No members of the public were present.

FGP 16.24 RESERVES REPORT –

16.1 The updated list of approved transfers between reserves to 13th June was **NOTED**.

16.2 The RFO tabled an updated Reserves Balance Report showing a total of £239,623.24 in earmarked reserves. The balance in the CIL Streetlight reserve was reported as £4,376.50 following the adjustment of the LED Conversion invoice to reflect work done since the start of the contract. It was proposed by Cllr Hignett, seconded by Cllr Hodges and **RESOLVED UNANIMOUSLY to recommend** that £2,000 be retained in the Earmarked Reserve to cover any shields required as a result of LED conversions and to return the balance of £2,376.50 to the General Reserve.

FGP 17.24 STATUTORY FINANCE

17.3 S137 Expenditure – The 2024/25 expenditure limit of £28,808.65, based on a maximum of £10.81 per 2,665 electors was **noted**.

17.4 Approval of Payments –

17.4.1 Newsletter printing - It was proposed by Cllr Trow, seconded by Cllr Hignett and unanimously **RESOLVED** to recommend approval of additional expenditure of £12.00 per month for 25 additional newsletter copies for delivery to Mount Close (18 new properties). Spare copies to be distributed to areas that are sometimes short. The new regular monthly printing cost was noted as **£591.00**.

17.4.2 Streetlighting Contract – A revised invoice, including a reduction of £1,750.00 against that authorised by the Council in June was approved for payment, taking account of the work invoiced to date against the total contract value. Revised invoice value **£25,282.50 & VAT**.

17.5 Approval of Transfers between accounts – It was noted that there were insufficient funds in the Unity account to cover payments in July and August. It was **unanimously resolved to recommend** a transfer of £15,000 from CCLA with immediate effect and a further £15,000 in July to cover payments becoming due between Council meetings.

FGP 18.24 REVIEW OF ASSET REGISTER POLICY –

18.1 Value of items to be included – It was proposed by Cllr Lewis, seconded by Cllr Hodges and resolved unanimously to **recommend a minimum value of £50 for newly purchased items to be added to the Asset Register**. It was noted that this does not exclude items of greater value that are acquired by gift or other means and valued at a nominal value of £1.00. These items will be added to the register and covered by insurance at replacement value.

18.2 Revaluation of asset register - It was unanimously **resolved** that the Asset Register be restated to exclude low value items which would not have been included had the above policy been in place at time of purchase. The revised Asset Register will be presented to the next FGP meeting for review prior to approval by full council.

FGP 19.24 FINANCIAL REGULATIONS – The Committee reviewed the recently revised NALC Model Financial Regulations and the draft amendments prepared by the RFO in consultation with the Clerk.

Clause 4.11 - The **committee recommended a further revision to draft clause 4.11**, to read:

4.11 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council *following recommendation by the relevant committee*.

Clause 5.20 - The Committee **resolved to recommend** that an email to a supplier from an officer with appropriate delegated authority, using their official council email, be deemed to constitute an official order for orders over £500, unless a formal contract is to be prepared or an official order would be appropriate.

Clause 5.9 – The committee recommended an amendment to the clause to read;

5.9 where the value is between £500 and £3,000 excluding VAT the Clerk or RFO shall try to obtain 3 estimates, which might include evidence of online prices or recent prices from regular suppliers, *providing evidence is kept for audit purposes*.

Clause 6.3 – In the interests of efficiency, it was **recommended** that the RFO be issued with a stamp to confirm batched payments have been 'examined, verified and certified' prior to approval by council.

Clause 6.7 – Recommend delete - impractical to implement

Clause 13.7 – Recommend delete – not relevant, no cash accepted

Clause 13.8 – Recommend delete - not relevant, no charitable trust account

Clause 15.4 – Recommend delete – consumables monitored by Pavilion staff

It was then proposed by Cllr N Hignett, seconded by Cllr M Trow and **resolved unanimously to recommend the adoption of the draft document, including the above detailed amendments by full council**. *Amended document to be presented to July full council*.

DATE OF NEXT MEETING – To be arranged.

The Chairman closed the meeting at 7:20pm having thanked the RFO, Committee for their input.

Signed
Chairman

Date