

PONTESBURY PARISH COUNCIL
Finance & General Purposes Committee
Held at The Pavilion
At 6:30pm on 16th May 2024

PRESENT

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

CLERK: Debbie Marais, RFO, C Higgins

No members of the public were present.

FGP 1.24 ELECTION OF CHAIR – Cllr D Fletcher was proposed by Cllr Trow, seconded by Cllr Hignett and elected unanimously to serve as Chair.

FGP 2.24 ELECTION OF VICE CHAIR – Cllr M Trow was proposed by Cllr Fletcher, seconded by Cllr Hignett and elected unanimously to serve as Vice Chair.

FGP 3.24 APOLOGIES FOR ABSENCE - Cllr P Heywood, Cllr S Davies, Cllr N Lewis and Cllr J Pritchard

FGP 4.24 DECLARATIONS OF INTEREST AND DISPENSATIONS - None

FGP 5.24 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 7th December 2023 be approved and signed as a correct record.**

FGP 6.24 PUBLIC QUESTIONDRAFTS AND COMMENTS – No members of the public were present.

FGP 7.24 YEAR END STATEMENT OF ACCOUNTS 2023-24 –

7.1 Annual Statement of Accounts 2023-24 - The RFO tabled a revised draft Annual Statement showing a restatement of Box 9, Fixed Assets for the previous year, to include the ANPR camera purchased in March 2022. It was proposed by Cllr Hignett, seconded by Cllr Trow and **RESOLVED** that the updated statement be recommended for approval by the Full Council in June.

7.2 Reconciliation between boxes 7 & 8 – The Committee noted the adjustments to convert the accounts from Receipts and Payments to Income and Expenditure as explained by the RFO.

7.3 Summary of income and expenditure in the year – The RFO tabled a revised summary of income and expenditure which took account of the findings of the internal audit report, specifically removing the insurance receipt from staff income to avoid netting off against staff costs on the annual return. The amendments were unanimously approved for presentation to Full Council.

7.4 Year-end working document – Noted.

7.5 Explanation of variances – This document will be presented to full council when available

7.6. Bank Reconciliation – The bank reconciliation to 31 March 2024 detailing total cash and short-term investments of £317,192.07 was noted.

7.7 Balance Sheet – The Committee noted the balance to carry forward of £336,351.99. The balance comprises £231,848.85 in Earmarked Reserves and a General Fund balance of £104,503.14, equating to approximately 5 months Net Revenue Expenditure.

7.8 Asset Register – The Committee noted the updated asset register, including the ANPR camera purchased at a cost of £9,043 in 2022. It was agreed to review the policy for allocating purchases to the asset register, which currently includes a number of low value items.

It was proposed by Cllr Hignett, seconded by Cllr Hodges and RESOLVED unanimously to recommend papers 7.1 - 7.4 and 7.5 – 7.8 for approval by Full Council.

FGP 8.24 INTERNAL AUDITOR'S REPORT – The RFO tabled the findings of the year-end internal audit report and confirmed the two recommendations had been actioned. The report was noted.

FGP 9.24 INTERNAL CONTROLS POLICY AND STATEMENT OF INTERNAL FINANCIAL CONTROLS – The Committee reviewed the Internal Controls Policy and noted the highlighted updates confirming the financial responsibility of the RFO, in consultation with the Clerk (p1) and the method of salary payments, (by BACS transfer, reconciled to external payroll provider reports), P5.

The Committee made no recommendations relating to the Statement of Internal Controls.

FGP10.24 MOVEMENT TO AND FROM RESERVES

10.1 Year-end reserves transfers – The Committee noted the following year-end reserves transfers and recommended that they be approved by full council.

Year End Reserves Transfers – 31 March 2024

| Reserve Name | Amount | Comment |
|--|---------------|--|
| Training (new) | £1,000 | Unspent budget, codes 32 (Admin) & 72 (Pavilion) |
| Bus Shelter (existing) | £500 | Unspent budget, code 65 |
| Community Grants (new) | £950 | Unspent budget, code 68 |
| Tree inspection (existing) | £125 | Unspent budget, code 42 |
| Tree work (existing) | £600 | Unspent budget, code 43 |
| Environmental Maintenance Grant (new) | £1,302 | Balance of unspent grant – two-year project, code 105 |
| Newsletter (new) | £1,120 | Unspent budget, code 38 |
| Health & Safety Management (new) | £745 | Unspent budget, code 72 – will offset costs of Worknest support |
| Pavilion Website (existing) | £450 | Unspent budget, code 77 |
| Play Area Refurbishment (existing) | £2,270 | Unspent play area repair budget, code 47, towards major refurbishment |
| Play Area Refurbishment (existing) | £1,000 | Unspent BMX repair budget, code 48 |
| Public Toilet Refurbishment (existing) | £800 | Unspent toilet repair budget, code 51, towards major toilet refurbishment project. |

10.2 2024-25 Reserves movements – The Committee noted the following proposed movements to the general reserve. It was proposed by Cllr Fletcher, seconded by Cllr Hodges and RESOLVED to recommend they be approved by full council.

Reserves Transfers for 2024/25 – 1 April 2024

| From (Reserve Name) | To (Reserve Name) | Amount | Comment |
|--------------------------------|------------------------------|---------------|--|
| Unallocated CIL Reserve | General Reserve | £4,000 | Sports Association Grant – Awarded April 2024 |
| Hall Bank Grounds Maintenance | General Reserve | £2,000 | Takes account of underspend in 2023-24 and extends life of reserve |

FGP 11.24 STATUTORY FINANCE

11.1 Review of Internet Banking Mandate – The Committee reviewed the names of authorised signatories and recommended no changes to cheque signatories or internet payment authorisations. It was recommended that the RFO be added to the list of approved payments submitters for Unity Bank and Lloyds Bank, reflecting current practice.

11.2 Review list of Direct Debits and Standing orders – The Committee noted the increased charge for non-domestic rates for the pavilion, due to the expiry of the transitional relief period. They requested further representations be made to Shropshire Council but approved the increased monthly instalments of £1,609. The committee also approved the new three-year fixed rate direct debit arrangements for electricity charges for the Public Toilets, School Green lights and the Pavilion, by British Gas Lite, replacing the expired contracts with SSE.

11.3 S137 Expenditure – The RFO reported expenditure of £14,000 against a permitted maximum of £26,215.20. This was noted.

11.4 Approval of Payments – None

11.5 Approval of Transfers between accounts – None

It was proposed by Cllr D Fletcher, seconded by Cllr N Hignett and RESOLVED that the revised list of direct debits and standing orders and mandate updates be recommended to full council for approval.

DATE OF NEXT MEETING – Tuesday 25th June 2024, at 6:30pm.

The Chairman closed the meeting at 7:16pm having thanked the RFO, Clerk and Committee for their input.

Signed
Chairman

Date