

Selattyn and Gobowen Parish Council

Minutes of the Finance and Executive Committee meeting held on 22.09.21 at The Pavilion, Gobowen commencing at 18.00

Present: Cllr Broom, Cllr Crow, Cllr Dyke, Cllr Emery, Cllr Morgan.

In attendance: B Laraway – Parish Clerk & RFO

FE / 253. Election of Chairman

*Cllr Emery moved that this item be deferred to later in the meeting. It was **RESOLVED** to agree the motion and this item was taken after Agenda Item 267. The minutes record the items in the order of the published agenda.*

It was **RESOLVED** to elect Cllr Erica Morgan as Chairman of the Finance and Executive committee.

FE / 254. Election of Vice Chairman

It was **RESOLVED** to elect Cllr Craig Emery as Vice Chairman of the Finance and Executive Committee.

Cllr Emery chaired the meeting.

FE / 255. To receive and approve apologies and reasons for absence

Apologies for absence were received from Councillor Ellis and Councillor Macey.

FE / 256. Disclosable Pecuniary Interests

- a. No Disclosable Pecuniary Interests were declared.
- b. There were no applications for dispensation.

FE / 257. Public Participation Session

There were no members of the public present.

FE / 258. To confirm the minutes of the meeting held on 30 June 2021.

It was **RESOLVED** to confirm the minutes of the meeting held on 30 June 2021 as a true record of the meeting.

FE / 259. Clerk's Progress report

It was **RESOLVED** to note the Clerk's progress report ([Appendix A](#)).

Selattyn and Gobowen Parish Council

FE / 260. Finance

a. Draft 2nd quarter budget report and reconciliation

It was **RESOLVED** to agree the draft 2nd quarter budget report and reconciliation ([Appendix B](#)).

b. LO1-18 NALC briefing document 'Financial Assistance to the Church'.

It was **RESOLVED** to add this to the agenda for the next Full Council meeting for wider consideration.

c. HSBC Community Account

- i. It was **RESOLVED** to note the variation of terms for the HSBC Community Account.
- ii. It was **RESOLVED** to close the HSBC Community Account before the new terms come into effect on 1st November 2021.

Cllr Morgan entered the meeting.

FE / 261. Insurance renewal quote

Cllr Crow and the Parish Clerk were thanked for their work in reviewing the insurance provision and policy.

It was **RESOLVED** to approve the renewal quote for £2108.26.

It was further **RESOLVED** that damage to streetlights would remain excluded from the policy.

FE / 262. Peninsula contract for HR and Health and Safety Services

It was **RESOLVED** to minute the expiry date of the Peninsula Contract and the notice period required. The expiry date is 20 January 2025. The required notice period is a minimum of 6 months' written notice.

It was further **RESOLVED** to add the contract to the Clerk's issues log to ensure that the relevant notice is given to ensure that the policy doesn't auto-renew.

FE / 263. Expenses policy

The current expenses policy was reviewed. It was **RESOLVED** to add expenses for caring responsibilities as a claimable expense for Councillors and to review again at the next Finance and Executive Committee meeting.

Selattyn and Gobowen Parish Council

FE / 264. Grant awarding policy

The draft grant awarding policy was reviewed. It was **RESOLVED** to set the maximum grant value as £1,000 for grants from the Roundabout Community Fund and to add appropriate wording to the policy to clarify the staff costs that can be funded.

It was further **RESOLVED** to adopt the revised policy subject to these two changes being made.

FE / 265. Document disposal

It was **RESOLVED** to securely dispose of the following paper only documents:

- Invoices and receipts from financial years prior to the 2015/16 financial year
- Meeting attendance signing in sheets from 2003 to 2015.

FE / 266. Future Agenda items

It was **RESOLVED** to agree the following as agenda items for the next meeting of the Finance and Executive committee:

- Green policy
- Parish Council 5-year plan
- Engaging with the Community in advance of next year's annual meeting of the Parish.

FE / 267. Next meeting

It was **RESOLVED** to note the next meeting: 18:00hrs Wednesday 24th November 2021.

FE / 268. Closed Session

It was **RESOLVED** that in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of confidential information.

FE / 269. New website and gov.uk domain names

The Parish Clerk's report on potential website suppliers and options was considered.

It was **RESOLVED** to contract separately for website design and email provision and a website supplier was selected from the shortlist. Quotes for email provision will be considered at the next Finance and Executive committee meeting.

It was further **RESOLVED** that the current domain name will be re-directed for 12 months and that the new domain name will be **www.selattyn gobowen-pc.gov.uk**.

Meeting closed 7:20pm

Selattyn and Gobowen Parish Council

Appendix A – Item FE / 259 Clerk’s report

1. External Audit

The external auditor’s report was received on 3rd September 2021 and reported no exceptions. The ‘Notice of Conclusion of audit’ will be displayed on Parish Council noticeboards and website from 17th September 2021. It is a legal requirement to display this Notice but the length of time that it must be displayed for is not specified.

2. Internal Control

The internal control checks for Q1 and Q2 are planned for Monday 11th October. Cllr Clare is the nominated Councillor for internal control and will be supported by Cllr Emery for the first checks.

3. HSBC mandate

The process for updating the signatories on the HSBC accounts is still underway. The first mandate was not accepted by HSBC due to an error in filling it in. The account remains frozen. This issue will still have to be resolved if Council agree to the closure of the Community Account (Agenda item FE260c (ii)) as the Business Money Manager account is also affected.

Selattyn and Gobowen Parish Council

Appendix B – Item FE/260a 2021-22 Accounts (2nd Quarter)

INCOME	2020/21 actual	2021/22 budget	Taken from Earmarked Reserves	Qtr 1 & 2 2021/22 actual	%	Notes
PRECEPT	83320.00	84781.00		84781.00	100%	
NEIGHBOURHOOD FUND	28886.20	0.00		23290.78		
OTHER INCOME						
Bank Interest	326.67	150.00		3.56	2%	
Allotment tenancy payments	1435.00	840.00		183.75	22%	2021/22 rents banked 2020/21
Wayleave	13.09	14.00		13.09	94%	
Pavilion Lettings	260.00	1600.00		660.00	41%	All income in Q2
Broadband Contribution	0.00	180.00		0.00	0%	
Roundabout advertising and grants	150.00	1500.00		0.00	0%	
Grants	10000.00	0.00		0.00		
Sale of Plots	5025.00	3000.00		2500.00	83%	
Interment Charges	7445.00	1250.00		1690.00	135%	
Memorial Charges	n/a	1250.00		1420.00	114%	
<u>TOTAL INCOME</u>	<u>136860.96</u>	<u>94565.00</u>		<u>114542.18</u>	121%	

Selattyn and Gobowen Parish Council

EXPENDITURE	2020/21 actual	2021/22 budget	Taken from Earmarked Reserves	Qtr 1 & 2 2021/22 actual	%	
STAFF COSTS						
Parish Clerk & RFO Salary	15851.85	22883.00		9,276.35	41%	
PAYE & NI	8403.28	8427.00		3,479.69	41%	
Pensions	587.60	1867.00		654.30	35%	
STAFF COSTS TOTAL	24842.73	33177.00		13410.34	40%	
ADMINISTRATION						
Peninsula - HR / H & S	2304.00	2304.00		0.00	0%	Due January 2022
Parish Council Insurance	2017.21	2100.00		0.00	0%	Due September 2021
Affiliation Fees (SALC)	1453.12	1650.00		1489.64	90%	
Local Council Award Scheme	0.00	1000.00		0.00	0%	
Software licences	0.00	900.00		388.04	43%	split out from office expenses this year
Office expenses (general)	1513.51	600.00		384.36	64%	
Audit Fees	790.00	800.00		200.00	25%	Will be paid October
Payroll Services	363.50	380.00		150.00	39%	
Professional / membership fees	337.00	350.00		60.00	17%	SLCC membership due Jan 2022
Office Equipment	0.00	300.00		0.00	0%	Addition to earmarked reserves
Staff telephone costs	332.39	250.00		96.00	38%	
Staff travel	62.10	250.00		0.00	0%	Not yet claimed. Clerk to claim asap
Subscriptions	25.00	200.00		0.00	0%	
Parish Council website	85.00	85.00		0.00	0%	Due December 2021
Room hire	0.00	40.00		100.00	250%	Will be higher than budget.

Selattyn and Gobowen Parish Council

EXPENDITURE	2020/21 actual	2021/22 budget	Taken from Earmarked Reserves	Qtr 1 & 2 2021/22 actual	%	
Data Protection fee	35.00	35.00		35.00	100%	
TOTAL ADMINISTRATION	9317.83	11244.00		2903.04	26%	
BANKING						
Bank Charges	188.55	220.00		51.30	23%	
TOTAL BANKING	188.55	220.00		51.30	23%	
TRAINING						
Staff	960.00	750.00		90.00	12%	
Councillors	387.00	1000.00		280.00	28%	
TOTAL TRAINING	1347.00	1750.00		370.00	21%	
ALLOTMENTS						
Allotment water	119.20	250.00		205.83	82%	
Allotment maintenance	306.81	300.00		411.76	137%	Repairs to shed roof
Allotment expansion	0.00	3000.00		0.00	0%	Addition to earmarked reserves
TOTAL ALLOTMENTS	426.01	3550.00		617.59	17%	
PARISH AMENITIES						
CCTV running costs	3482.00	3000.00		0.00	0%	DUE NOW
CCTV equipment	0.00	300.00		0.00	0%	Addition to earmarked reserves
Roundabout newsletter	0.00	2350.00		0.00	0%	
Noticeboards	0.00	400.00		0.00	0%	
Additional bins - purchase	0.00	0.00	300.00	0.00	0%	Invoice not yet received
Bus Shelter St Martins Road	0.00	0.00	2195.00	0.00	0%	

Selattyn and Gobowen Parish Council

EXPENDITURE	2020/21 actual	2021/22 budget	Taken from Earmarked Reserves	Qtr 1 & 2 2021/22 actual	%	
Parish signage / information points	0.00	250.00		0.00	0%	
War memorials / armistice	75.50	200.00		0.00	0%	
Total	3557.50	6500.00	2495.00	0.00	0%	
GRANTS and Civic Expenses						
Parish Grants	1470.00	3500.00		1604.00	46%	
Churchyard maintenance donations	1400.00	800.00		0.00	0%	
Members allowance / administration	0.00	500.00		0.00	0%	
Chairman's allowance	0.00	360.00		0.00	0%	
Councillors' expenses	0.00	200.00		76.09	38%	
TOTAL CIVIC	2870.00	5360.00	0.00	1680.09	31%	
PARISH MAINTENANCE						
Gobowen planters	643.95	1200.00		539.16	45%	
Selattyn Planters	148.17	200.00		49.17	25%	
Bus Shelter maintenance	0.00	500.00		0.00	0%	
Bus Shelter cleaning	499.00	540.00		225.00	42%	
General maintenance	36.00	500.00		0.00	0%	
Additional bins - emptying		125.00		0.00	0%	No invoice received
Defibrillator maintenance	143.70	200.00		0.00	0%	
TOTAL PARISH MAINTENANCE	1470.82	3265.00	0.00	813.33	25%	

Selattyn and Gobowen Parish Council

EXPENDITURE	2020/21 actual	2021/22 budget	Taken from Earmarked Reserves	Qtr 1 & 2 2021/22 actual	%	
STREETLIGHTS						
Streetlight upgrade phase 3	0.00	26012.94	13987.06	1346.00	3%	Phase 3 delayed due to lamp availability
Concrete column replacement	0.00	10000.00		0.00	0%	Delayed due to parts availability
Streetlight maintenance	15248.79	3000.00		54.00	2%	
Streetlight electricity	3532.44	3500.00		1664.18	48%	
TOTAL STREETLIGHTS	18781.23	42512.94	13987.06	3064.18	7%	
HENGOED CEMETERY						
Grass cutting	3670.00	3,700.00		0.00	0%	Contractor invoices October
Cemetery Expansion	0.00	2,000.00		0.00	0%	Addition to earmarked reserves
Refuse emptying	461.15	600.00		277.35	46%	Likely to be above budget by year end
Cemetery general maintenance	1431.39	250.00	820.00	820.00	77%	£820 soil storage area
TOTAL CEMETERY	5562.54	6550.00	820.00	1097.35	15%	
PAVILION						
Caretaking and cleaning	537.43	2000.00		779.71	39%	
Council tax	0.00	1000.00		0.00	0%	confirmed no charges due
Pavilion Gas & Electricity	471.06	600.00		132.93	22%	
Pavilion broadband	728.58	450.00		195.30	43%	
Maintenance	357.50	400.00		929.28	232%	LEGIONELLA TESTING
Pavilion equipment	0.00	250.00		41.67	17%	Addition to earmarked reserves
Pavilion hire	150.00	50.00		0.00	0%	
Water	183.84	225.00		85.44	38%	
TOTAL PAVILION	2428.41	4975.00	0.00	2164.33	44%	

Selattyn and Gobowen Parish Council

EXPENDITURE	2020/21 actual	2021/22 budget	Taken from Earmarked Reserves	Qtr 1 & 2 2021/22 actual	%	
PLAYING FIELD						
Grass cutting	3875.00	4000.00		210.00	5%	Contractor invoices October
Playing field general maintenance	8583.81	2500.00		597.00	24%	
Playing Field inspections	1450.00	1450.00		0.00	0%	
Equipment repairs	0.00	1000.00		22.11	2%	
Litter Picking	940.00	900.00		570.00	63%	
Sports Court maintenance	0.00	500.00		0.00	0%	Addition to earmarked reserves
Events	0.00	100.00		0.00	0%	
Playing field equipment	202.50	0.00		0.00		
TOTAL PLAYING FIELD	15051.31	10450.00	0.00	1399.11	13%	
SUMMARY	85843.93	129553.94	17302.06	27570.66	19%	

Selattyn and Gobowen Parish Council

2nd Quarter Budget Report (14.09.21) - note this is 2 weeks before the end of the qtr

Cemetery

INCOME	2020/21 actual	2021/22 budget	14.09.21	%
Sale of Plots	5025.00	3000.00	2500.00	83%
Interment Charges	7445.00	1250.00	1690.00	135%
Memorial Charges	n/a	1250.00	1420.00	114%
TOTAL CEMETERY INCOME	12470.00	5500.00	5610.00	

EXPENDITURE	2020/21 actual	2021/22 budget	14.09.21	%
Grass cutting	3670.00	3700.00	0.00	0%
Cemetery Expansion	0.00	2000.00	0.00	0%
Refuse emptying	461.15	600.00	277.35	46%
Cemetery general maintenance	1431.39	250.00	820.00	328%
TOTAL CEMETERY EXPENDITURE	5562.54	6550.00	1097.35	17%

Summary Position 14.09.21	
Income 14.09.21	5610.00
Allocated reserves	820.00
Expenditure 14.09.21	-1097.35
Balance	5332.65

Allotments

INCOME	2020/21 actual	2021/22 budget	14.09.21	%
Allotment tenancy payments	1435.00	840.00	183.75	22%

EXPENDITURE	2020/21 actual	2021/22 budget	14.09.21	%
Allotment water	119.20	250.00	205.83	82%
Allotment maintenance	306.81	300.00	411.76	137%
Allotment expansion	0.00	3000.00	0.00	0%
TOTAL ALLOTMENTS EXPENDITURE	426.01	3550.00	617.59	17%

Summary Position 14.09.21	
Income 14.09.21	183.75
Allocated reserves	0.00
Expenditure 14.09.21	-617.59
Balance	-433.84

Selattyn and Gobowen Parish Council

Pavilion

INCOME	2020/21 actual	2021/22 budget	14.09.21	%
Pavilion Lettings	260.00	1600.00	660.00	41%
Broadband contribution	0.00	180.00	0.00	0%
TOTAL PAVILION INCOME	260.00	1780.00	660.00	37%
EXPENDITURE	2020/21 actual	2021/22 budget	14.09.21	%
Caretaking and cleaning	537.43	2000.00	779.71	39%
Council tax	0.00	1000.00	0.00	0%
Pavilion Gas & Electricity	471.06	600.00	132.93	22%
Pavilion broadband	728.58	450.00	195.30	43%
Maintenance	357.50	400.00	929.28	232%
Pavilion equipment	0.00	250.00	41.67	17%
Pavilion hire	150.00	50.00	0.00	0%
Water	183.84	225.00	85.44	38%
TOTAL PAVILION EXPENDITURE	2428.41	4975.00	2164.33	44%

Summary Position 14.09.21	
Income 14.09.21	660.00
Allocated reserves	0.00
Expenditure 14.09.21	-2164.33
Balance	<u>-1504.33</u>

Earmarked and General Reserves 31.08.21

Bank Balances 31.08.21	
Cash	£0.00
Unity Trust Current A/c	£49,031.20
Unity Trust Deposit	£62,725.17
HSBC Community	£0.00
HSBC Business Money	£85,111.82
United Trust Bank	£85,000.00
Redwood Bank	£0.00
Nationwide Business Saver	£85,650.54
Total all accounts	£367,518.73
Less unrepresented payments	£0.00
Plus unrepresented receipts	£10,000.00
Adjusted Bank Balance	<u>£ 377,518.73</u>

Selattyn and Gobowen Parish Council

Current Earmarked Reserves	Total in reserves 01.04.21	+ / - to reserves 31.08.21	Total amount 31.08.21	Propose +/- to reserves 31.03.22	Proposed total in reserves 31.03.22	Comments
Office Equipment	£ 700.00	£ -	£700.00	£300.00	£1,000.00	£300 to be repeated annually
Staff costs	£ 5,839.46	£ -	£ 5,839.46	£0.00	£5,839.46	Should come from general Reserves to cover a period of Clerk absence - leave in place
Allotment deposits	£ 75.00	£ 25.00	£100.00	£0.00	£100.00	Deposits held
Allotment expansion	£ -	£ -	£0.00	£3,000.00	£3,000.00	
Playing field equipment - adult gym	£ 10,000.00	£ -	£10,000.00	£0.00	£10,000.00	Subject to Community Consultation
Sports Court	£ 3,000.00	£ -	£ 3,000.00	£ 500.00	£3,500.00	£500 to be repeated annually towards resurfacing
Hengoed Cemetery	£ 3,000.00	£ 820.00	£ 2,180.00		£2,180.00	An equipment / repair plan in place - this is capped at £3000 and topped up as necessary,
Hengoed Cemetery Expansion	£ 11,495.00	£ -	£ 11,495.00	£ 2,000.00	£13,495.00	Reserves to expand the Cemetery - time frame should be in place
Elections	£ 4,500.00	£ -	£ 4,500.00	£ -	£4,500.00	Monies to cover an election, a by election and a referendum - capped at £4500
Pavilion	£ 500.00	£ 41.67	£ 458.33	£ 250.00	£708.33	An equipment / repair plan should be in place with annual accrual.
Parish Event	£ 307.02	£ -	£ 307.02	£ -	£307.02	
Streetlights - column replacement	£ 10,000.00	£ -	£ 10,000.00	£ 10,000.00	£0.00	
New streetlight (solar) Opp All Saints Church	£ 1,500.00	£ 778.00	£ 2,278.00	£ 2,278.00	£0.00	Increased to reflect up to date quote
Road Safety Measures	£ 10,000.00	£ -	£ 10,000.00	£ -	£10,000.00	Subject to Community Consultation
Neighbourhood Fund 2017/18 USE BY 2021/22	£ 162.48	£ -	£ 162.48		£162.48	Remaining after budget allocated for bus shelter.
Neighbourhood fund 2018/19 USE BY 2022/23	£ 11,504.44	£ -	£ 11,504.44	£ -	£11,504.44	
Neighbourhood Fund 2019/20 USE BY 2023/24	£ 20,734.23	£ -	£ 20,734.23	£ -	£20,734.23	
Neighbourhood Fund 2020/21 USE BY 2024/25	£28,886.20	£ -	£ 28,886.20	£ -	£28,886.20	
Neighbourhood Fund 2021/22 USE BY 2025/26	£23,290.78	£ -	£ 23,290.78	£ -	£23,290.78	
Solar Farm grant	£ 19,957.98	£ -	£ 19,957.98	£ -	£19,957.98	Grant payment received from Ebnal Lodge Solar Project
Covid 19 Grant - pavilion	£ 10,000.00	£ -	£ 10,000.00	£ -	£10,000.00	Redecoration and OHP purchase proposed by A & S? Costs to be confirmed.
CCTV equipment	£ 300.00	£ -	£ 300.00	£ 300.00	£600.00	Equipment is out of warranty.
Consultation	£ 4,000.00	£ -	£ 4,000.00	£ -	£4,000.00	Agreed FC 13.1.21
Community Meals surplus	£ -	£ 8,295.89	£ 8,295.89	£ -	£8,295.89	NEW RESERVE
Total Earmarked reserves	£ 165,452.59	£ 8,237.22	£ 187,989.81	£ 5,928.00	£ 182,061.81	