

Selattyn and Gobowen Parish Council

Minutes of the Finance and Executive Committee meeting held on 5.10.22 at The Pavilion, Gobowen commencing at 18:00

In the Chair: Cllr Morgan
Present: Cllr Broom, Cllr Crow, Cllr Emery, Cllr Macey,
In attendance: Mrs B Laraway - Parish Clerk and RFO
Apologies: Cllr Dyke
Absent: Cllr Ellis, Cllr Westwood Bate

FE / 321 To receive and approve apologies and reasons for absence

RESOLVED: Apologies and reasons for absence from Cllr Dyke were received and approved.

FE / 322 Disclosable Pecuniary Interests

- a. No disclosable pecuniary interests were declared
- b. There were no applications for dispensation

FE / 323 Public Participation session

There were no members of the public present.

FE / 324 To confirm the minutes of the 29 June 2022 meeting

RESOLVED: The minutes of the meeting held on 29 June 2022 were confirmed as a true record of the meeting.

FE / 325 To consider the Clerk's progress report

RESOLVED: To note the Clerk's progress report ([Appendix A](#)) and verbal update.

FE / 326 Policies – to review existing policy and agree changes

- a. Grant awarding policy (minor changes proposed)

RESOLVED: To accept the proposed minor changes and to add wording concerning grant applications at other times of the year.

FE / 327 Risk Management documents – to consider the proposed changes and make a recommendation to Full Council.

- a. Risk Management Policy

RESOLVED: To recommend to Full Council to adopt the updated policy.

- b. Accounting Procedures Risk Assessment

RESOLVED: To include the requirement to appoint a new internal every 4 years.

RESOLVED: To recommend to Full Council to adopt the updated policy.

- c. Asset inspection schedule

RESOLVED: To make additional minor wording changes

RESOLVED: To recommend to Full Council to adopt the updated policy.

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FE / 328 Business Continuity – to consider and make recommendations to Full Council.

- a. Draft Business Continuity Plan (new policy document)

RESOLVED: To recommend to Full Council that the policy is adopted

RESOLVED: To consider Cyber Insurance policy and costs

RESOLVED: To obtain costs for external SSD hard drive and associated set up for automatic back up.

- b. Purchase of SaaS Protection for Microsoft 365 (Cloud to Cloud backup) for Clerk.
Annual licence cost £28.80+vat

RESOLVED: To recommend purchase to Full Council.

FE / 329 Banking

- a. To note the Clerk's report on current bank and investment accounts values and interest rates.

RESOLVED: To note

- b. To consider the Clerk's proposal for transfers between bank accounts to reduce the risk of financial loss.

RESOLVED: To reduce the balances in HSBC, Nationwide and Redwood Bank accounts to a maximum of £85,000. Excess balances to be transferred to Unity Trust current account.

- c. To consider options for re-investing £85,000 matured deposit from United Trust Bank.

RESOLVED: To recommend to Full Council that the £85,000 matured deposit is re-invested into an 18month bond with an interest rate of 3.25%. Deposit to come from HSBC (£42,500) and Unity Trust (£42,500).

FE / 330 Streetlights assets – to consider and agree approach to streetlight valuation for asset register.

RESOLVED: To agree the Clerk's proposed approach to streetlight valuation, resulting in asset valuation of £32,346 on 30.9.22

FE / 331 Internal Control – to note the report from Cllr Clare regarding Quarter 2 financial checks carried out in August 2022.

RESOLVED: To note the report

FE / 332 Document disposal - to agree the secure disposal of the following paper-only documents.

- a. Councillor records 2007-2015 including Declarations of Acceptance of Office, Registers of Interests, applications for co-option, contact information, resignation letters and general correspondence.
- b. Correspondence and complaints from residents between 2004 and 2011.
- c. Correspondence from Oswestry Borough Council's Parish Renumeration Panel dated 2003 and 2005.

Items FE/332a - FE/332c were considered en bloc

RESOLVED: To agree the secure disposal of the paper-only documents.

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FE / 333 *Document disposal – to consider offering the following documents held in the Parish Council files to the newly formed local history group.*

- a. Original typed copy Parish Council Chairman's annual report from 1988
- b. Order of service from 20th August 1995 for a service at Preeshenlle URC to mark the 50th Anniversary of the Second World War.

Items FE/333a & FE/333b were considered en bloc

RESOLVED: To offer the documents to the local history group for their archives.

FE / 334 *Future Agenda Items*

There were no future agenda items agreed.

FE / 335 *Future meetings*

RESOLVED: To note the date of the next meeting: Wednesday 23 November 2022 6pm

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Appendix A – Clerk's progress report

1. Parish Council website

The progress towards launching the new Parish Council website has been delayed due to the Clerk's workload and other priorities.

2. Update on Policies

- Lone working policy - The identification of a suitable device or app to support lone working remains outstanding (Item FE312 June meeting).
- Green Policy - The simpler version of the green policy is still in development.
- Equality and Diversity – no progress
- Health and Safety policy and statement – the Clerk has been in contact with Peninsula regarding the content and format of the policy and it's suitability for a Parish Council. Updated information has been received from Peninsula. Next steps are to work through the information and bring back to the committee for approval.
- Defibrillator Policy – policy structure in place. Draft policy will be available for review / approval at next committee meeting.
- Memorial Safety Policy – a draft policy has been developed and will be reviewed at the next meeting of the Amenities and Services committee.