

Selattyn and Gobowen Parish Council

Minutes of the Finance and Executive Committee meeting held on 23.3.22 at The Pavilion, Gobowen commencing at 18:00

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

FE / 286 To receive and approve apologies and reasons for absence

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

RESOLVED: To appoint Cllr Crow as the chairman for the meeting.

FE / 287 Disclosable Pecuniary Interests

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

FE / 288 Public Participation session

There were no members of the public present.

FE / 289 To confirm the minutes of the 24 November 2021 meeting

RESOLVED: The minutes of the meeting held on 24 November 2021 were confirmed as a true record of the meeting.

FE / 290 To consider the Clerk's progress report

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

RESOLVED: To note the Clerk's verbal update advising that Peninsula have confirmed that the HR & Business Services contract will not auto-renew in 2025.

FE / 291 Financial Matters

- a. HM The Queen's Platinum Jubilee events - to consider and agree the process for distributing the funds for community events included in the budget.

RESOLVED: To agree the following process for distributing the funds for Platinum Jubilee Community events:

- Initial amount of £500 earmarked for the confirmed event in Gobowen, and the possible events in Selattyn and Hengoed. Total earmarked £1500.
- Event organisers to specify what they will use the funds for when they contact the Council for funding. Parish Clerk to check that legal powers exist to fund these items.
- Payments can be made direct to suppliers (if invoice addressed to Selattyn and Gobowen Parish Council) or to a community group account. Payments will not be made to individuals.
- Delegate spending decisions to Parish Clerk up to the earmarked total of £500 for each event, to be reported at each Full Council meeting.

Selattyn and Gobowen Parish Council

- Requests for total funding over £500 for an event to be referred to Full Council.
- Any requests for funding towards additional events to be referred to Full Council.

RESOLVED: To agree funding of up to £250 for an additional event for Meadowbrook Court Residents' Association.

b. Payroll Costs

To note the fee increase to £30 +VAT per month (from £25+VAT) from 1 April 2022. Annual cost will now be £360 + VAT. (2022-23 budget is £418)

RESOLVED: To note

c. Unity Trust Instant Access Savings Account interest.

To note two increases in credit interest on this account:

- From 0% to 0.15% from 17 December 2021
- From 0.15% to 0.25% from 4 February 2022

RESOLVED: To note

FE / 292 Outstanding income

To consider the list of outstanding sales invoices and agree next steps.

RESOLVED: Recommend to Council that the debts totalling £660 for invoices raised between October 2018 and January 2020 are written off.

[Cllr Morgan entered the room and took the Chair]

FE / 293 Staff pensions

To note the new Employer Terms and conditions for the NEST pension scheme and summary of key changes.

RESOLVED: To note

FE / 294 Parish Council Logo.

To consider and agree 1 or 2 logo choices to recommend to Full Council

RESOLVED: To recommend logo choice 8 to Full Council ([Appendix B](#))

RESOLVED: To recommend that the wording "working with our community" is incorporated into a version of this logo.

FE / 295 Insurance renewal

a. To note that the 3 year contract with the current insurer expires on 30 September 2022.

RESOLVED: To note

b. To consider obtaining up to date valuation of the Pavilion building in advance of requesting quotes for future insurance.

RESOLVED: Quotes for valuations to be obtained for consideration at next Finance & Executive Committee meeting.

FE / 296 Policies

a. To note the list of current policies and review dates

RESOLVED: To note

Selattyn and Gobowen Parish Council

b. **To consider and agree** next steps for those policies with an overdue review.

RESOLVED: Policies to be reviewed as follows:

- i. Memorial Safety Policy - Cllr Crow
- ii. Privacy Policy and Data Protection Documents - Parish Clerk
- iii. Health & Safety Policy; Health & Safety General Statement - Parish Clerk (to request support from Cllr Emery and Cllr Evans.
- iv. Community Engagement Strategy - Cllr Morgan
- v. Lone worker policy - Parish Clerk
- vi. Equality & Diversity Policy - Parish Clerk

RESOLVED: Frequency of review for each policy to be considered and changed to longer than annually if appropriate.

FE / 297 *Internal Control*

To receive and consider a verbal report from Cllr Clare on the Internal Control checks carried out in January 2022.

Agenda item to be carried forward as Cllr Clare had sent his apologies.

FE / 298 *Terms of Reference review*

To review the document introduction and the terms of reference of the Finance and Executive committee and its sub-committees and **consider** any changes to recommend to Council.

RESOLVED: To recommend three minor changes to Full Council for consideration when the document is reviewed at the annual meeting.

FE / 299 *Future Agenda Items*

There were no future agenda items

FE / 300 *Future meetings*

RESOLVED: **To note** proposed date of the next meeting: Wednesday 29 June 2022 6pm.

FE / 301 *Closed session*

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 / 302 *NJC National Salary Award for 2021-22*

a. **To note** the NALC briefing document

RESOLVED: To note

b. **To agree** to implement the pay award as recommended by NALC.

RESOLVED: To implement the pay award as recommended by NALC

Selattyn and Gobowen Parish Council

FE / 303 Parish Clerk annual appraisal

a. **To note** the draft minutes of the Staff Management sub-committee meeting held on 7th February 2022.

RESOLVED: To note the draft minutes

b. **To consider** the recommendation of the sub-committee to appoint a reserve sub-committee member.

RESOLVED: To agree the recommendation. Cllr Crow was appointed as a reserve sub-committee member until the committees are re-appointed at the Parish Council's May meeting.

c. **To consider** annual pay increment from 1 April 2022 in line with contract of employment.

RESOLVED: To recommend to Full Council to award annual pay increment from 1 April 2022.

FE / 304 Parish Clerk Annual Leave

a. **To consider** request for 3.5 days annual leave to be carried forward to 2022/23

RESOLVED: To agree for 3.5 days annual leave to be carried forward to 2022/23

b. **To consider** request for annual leave in 2022/23

RESOLVED: To agree Parish Clerk's annual leave request

Meeting closed 19.20pm

Selattyn and Gobowen Parish Council

Appendix A - Clerk's Progress report

1. Making Tax Digital

Local Councils are required to submit digital VAT returns from 1 April 2022. Scribe Accounts software package includes the facility to connect digitally to HMRC and the Parish Council's Scribe licence has been updated with this functionality. There is no additional charge from Scribe.

2. HSBC mandate

The Parish Clerk has now visited a branch of HSBC with identity documents. Confirmation that the safeguarding process has now been completed is awaited.

3. Nationwide account

The process of registering for online banking (as agreed at 24 November 2021 meeting) is underway.

4. Parish Council website

The structure of the new website has been completed and the migration of information from the existing website is underway.

The website developer requires the new Parish Council logo / branding to complete the colour scheme prior to the website launch.

5. Peninsula Contract

Notice has been served on this contract. Confirmation that the contract will not auto - renew in 2025 is now awaited.

Appendix B - Logo

The following logo was agreed to recommend to Full Council

