

Selattyn and Gobowen Parish Council

Minutes of the Finance and Executive Committee meeting held on 23.11.22 at The Pavilion, Gobowen commencing at 18:00

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

FE / 336 To receive and approve apologies and reasons for absence

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

FE / 337 Disclosable Pecuniary Interests

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

FE / 338 Public Participation session

The member of the public spoke about future funding for Selattyn Burial Ground.

The member of the public left the meeting.

FE / 339 To confirm the minutes of the 5 October 2022 meeting

RESOLVED: The minutes of the meeting held on 5 October 2022 were confirmed as a true record of the meeting.

FE / 340 To consider the Clerk's progress report

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

FE / 341 Staff Management sub-committee

- a. To note that the Parish Clerk's annual appraisal took place on 7th November 2022.

RESOLVED: Noted

- b. To consider recommendations from the sub-committee in the following areas:

- i. Volunteer involvement in formatting / typing the quarterly Parish Roundabout newsletter.

RESOLVED: To advertise for a volunteer opportunity through Facebook / volunteer centre.

- ii. Workload management and scheduling of projects

RESOLVED: The proposed schedule for non-routine work was approved. The Clerk was asked to include an update in their monthly progress report to Full Council.

- iii. Standing orders and Financial Regulations training / familiarisation

RESOLVED: To hold a training session. The Clerk was asked to find a suitable trainer.

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iv. New motion request process

RESOLVED: To introduce a motion request form for Councillors to complete and return to the Clerk for any items for future agendas. The form will align with Standing Orders.

v. Staff training

RESOLVED: The Clerk plus one or two Councillors will attend memorial safety & inspection training.

FE / 342 ***Expenses policy (no changes proposed)***

To review policy and agree any changes

RESOLVED: To make the minor wording changes discussed and agreed at the meeting.

FE / 343 ***Banking***

To discuss the Council's banking arrangements and make a recommendation to Full Council following recent issues with one of the Council's banks.

RESOLVED: To consider requesting that the precept is paid in 2 instalments in 2023/24.

RESOLVED: To recommend to Full Council that the HSBC account is closed.

RESOLVED: To recommend to Full Council that a CCLA investment account is opened.

FE / 344 ***Councillor Skills audit***

To consider setting up a Councillor Skills Audit, review example templates and agree next steps.

RESOLVED: To recommend to Full Council that a Councillor Skills Audit is undertaken using the template form agreed at the meeting.

RESOLVED: To recommend that new Councillors undertake 'Fundamentals for Councillors' training and 'Code of Conduct' training within the first 6 months of co-option / election and postpone any other training until they have been in post for 6 months.

FE / 345 ***Staffing levels – Motion from Cllr Dyke***

NOTED: The recommendations from the Staff Management committee (FE/341), and the introduction of the Business Continuity Plan address some of the issues raised in the motion.

RESOLVED: To be monitored by Staff Management sub-committee and reported back to Finance & Executive committee.

FE / 346 ***Correspondence from Trustees of Selattyn Burial Ground – to consider***

The Clerk was asked to investigate options for providing financial support.

FE / 347 ***2023/24 Budget – for consideration and recommendation to Full Council.***

a. Current earmarked reserves

RESOLVED: To remove Parish Event (£307.02) and Locum Staff Costs (£5839.46) from earmarked reserves.

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b. Draft budget (excluding Amenities and Services)

RESOLVED: To make the following changes to the draft budget

- Parish Grants to be increased by 10% to £3850
- Churchyard maintenance donations to be increased to £1000
- Members allowance / administration to be increased to £50 per Councillor
- Councillors expenses £200 to be removed.

4 members of the public entered the meeting

FE / 348 *Document disposal - to agree the secure disposal of the following paper-only documents.*

- a. Community Meals volunteer records
- b. 2013-14 Invoices
- c. 2009-10 Invoices and receipts

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

FE / 349 *Future Agenda Items*

Review of Financial Regulations

FE / 350 *Future meetings*

NOTED: The date of the next meeting: Wednesday 22nd March 2023 6pm.

FE / 351 *Closed Session*

RESOLVED: 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 / 352 *Staff pay scale – to consider recommendation from Staff Management sub-committee.*

RESOLVED: To agree the recommendation from the Staff Management sub-committee

Meeting closed: 19:22

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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. Banking – update on actions agreed at October meeting

- Nationwide – 95 days' notice has been given to withdraw the balance in excess of £85,000 and the instruction has been acknowledged by Nationwide
- Redwood Bank – 95 days' notice has been given to withdraw the balance in excess of £85,000. No acknowledgement has been received.
- HSBC – the instruction to withdraw £45,000 from the deposit account has been issued and HSBC have confirmed receipt. The Clerk was advised that the instruction could not proceed as the account had been frozen due to inactivity and a safeguarding review is needed to 'unfreeze' the account. The Clerk was then advised that a safeguarding review cannot take place as there is a 'gone away' marker on the account. The Clerk was advised that the only way to resolve this is to go to a branch with identification, see a member of staff and then telephone the HSBC call centre from the branch in the presence of the member of staff. The Clerk was advised to allow up to two hours for this as the wait times for the Call centre can be long. The Clerk plans to do this before the end of the month.
- United Trust Bank – the re-investment in the high interest bond cannot go ahead until the funds are received from HSBC. It is likely that the time window for re-investing as an existing customer will have expired before the issue with HSBC is resolved and the Council will have to re-apply to United Trust Bank as a new customer.

3. Internal Control Checks

The 2nd quarter internal control checks have not yet taken place.

4. Business Continuity Plan

The Clerk has started to implement the plan and will confirm when all the arrangements are in place.