

Selattyn and Gobowen Parish Council

Minutes of the Finance and Executive Committee meeting held on 22.3.23 at The Pavilion, Gobowen commencing at 18:00

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

FE / 353 To receive and approve apologies and reasons for absence

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

FE / 354 Disclosable Pecuniary Interests

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

FE / 355 Public Participation session

There were no members of the public present.

FE / 356 To confirm the minutes of the 23 November 2022 meeting

RESOLVED: The minutes of the meeting held on 23 November 22 were confirmed as a true record of the meeting.

FE / 357 To consider the Clerk's progress report

The Clerk gave a verbal update on the following items:

- Redwood Bank has now been contacted by one of the Council's signatories and the instruction issued in October is being implemented.
- HSBC account has now been closed, a cheque for the balance received and banked with Unity Trust.
- The Casual vacancy is being advertised with a closing date of 5th April to co-opt at April Full Council.

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

FE / 358 Financial – to consider and make a recommendation to Full Council

- a. To consider applying for a Unity Corporate Multipay Card for use by the Clerk and to set item and monthly expenditure limits.

RESOLVED: To recommend to Full Council to apply for a Unity Corporate Multipay Card for use by the Clerk with a single item spending limit of £200 and a monthly spending limit of £500.

- b. To agree to make arrangements to pay the Clerk's salary by standing order

RESOLVED: To recommend to Full Council that the Clerk's salary is paid by standing order from April 2023.

- c. To agree to make arrangements to pay HMRC by direct debit (will require a change to Financial regulation 6.7.

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RESOLVED: To recommend to Full Council that arrangements are made to pay HMRC by direct debit from April 2023.

FE / 359 *Terms of Reference review*

To review the document introduction, the terms of reference of the Finance Committee and its sub-committees, the responsibilities delegated to the Clerk and consider any changes to recommend to Full Council

RESOLVED: To recommend the following changes to Full Council for consideration at the Annual Parish Council meeting in May:

- Item 4 - To insert the word 'committee' to distinguish between the Committee Chairman and the Chair of the Council.
- Item 21 - To change the frequency of review of policies from 'annually' to 'regularly'
- Item 21 – To add Risk Management Policies and Business Continuity to the list of policies that this committee has responsibility to review.
- Item xiv (page 7) – to update to reflect current practice of referring urgent planning applications to the Planning Committee Chairman, not the Council Chairman.

FE / 360 *Standing Orders review*

To review the Council's standing orders and consider any changes to recommend to Full Council.

RESOLVED: To recommend the following changes to Full Council for consideration at the Annual Parish Council meeting in May:

- 9b – To add reference to an 'appropriate form' if the proposal to introduce a form for requesting motions to be added to the agenda is agreed at the April Full Council meeting.
- 15b (xiv) - to update to reflect current practice of referring urgent planning applications to the Planning Committee Chairman, not the Council Chairman.
- 18a (v) - Update value from £25,000 to £30,000 in line with the Public Contracts (Amendments) Regulations 2022, effective from 21 December 2022.
- 18c - Update value from £25,000 to £30,000 in line with the Public Contracts (Amendments) Regulations 2022, effective from 21 December 2022.

The Clerk was also asked to check the consistency of pronoun use (he / they) in the document.

FE / 361 *Financial Regulations Review*

To review the Council's Financial Regulations and consider any changes to recommend to Full Council.

RESOLVED: To recommend the following changes to Full Council for consideration at the Annual Parish Council meeting in May:

- 2.6 – Grammar corrected in final bullet point
- 6.7 – Insert 'refuse collection, broadband, pensions, HMRC and Corporate Credit Card' into the list of services that can be paid by direct debit.

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- 6.7 – Change to wording to reflect current practice of setting up direct debit arrangements online or by telephone rather than signing forms.
- 11.1a(i) – Insert 'broadband' and 'refuse collection' to reflect current practice.
- 11.1b - Update value from £25,000 to £30,000 in line with the Public Contracts (Amendments) Regulations 2022, effective from 21 December 2022
- 11.1b (footnote) – update values to reflect legislation in place from 1 January 2022.
- 11.1(h) - Update value from £25,000 to £30,000 in line with the Public Contracts (Amendments) Regulations 2022, effective from 21 December 2022

FE / 362 Asset register – to review and agree any changes ([Appendix B](#)).

RESOLVED: To approve the updates made by the Clerk.

RESOLVED: To dispose of 3 mobile phones no longer in use and remove from the Asset Register.

RESOLVED: To add the two milestones in Gobowen village with a nominal value of £1 each.

FE / 363 Parish Council telephone landline – to consider transfer of contract to local supplier.

RESOLVED: To transfer telephone landline contract to a local supplier. Monthly cost £12+vat. No set up fees.

FE / 364 Pavilion broadband – to consider renewal of existing contract or transfer to local supplier.

RESOLVED: To transfer the contract to a local supplier. Monthly cost £35.00 + vat. £500 set up costs.

FE / 365 Devices – to discuss purchase / provision of devices for all Councillors

Cllr Ellis entered the meeting.

A discussion took place covering the following issues:

- Chromebooks vs tablets
- Need to keep operating systems current
- Turnover of Councillors
- Wifi only or SIM capable
- Improved security of data.

The Clerk took an action to contact NALC / SALC to ask if there is the possibility of devices being bought in bulk to reduce cost.

The Clerk took an action to contact the new broadband provider (FE/364) for recommendations / suggestions.

To be reconsidered at a future meeting.

FE / 366 Three Parishes Big Local Legacy Fund – to suggest and discuss potential projects for investing the remaining funds (£8718)

Two projects were suggested – Installation of Christmas tree groundworks in Gobowen village and enhancements of local green spaces. To be discussed at Full Council.

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FE / 367 *Defibrillator Management and Maintenance*

- a. To agree policy

RESOLVED: To agree the draft policy.

- b. To consider and agree stock levels to be maintained for electrode pads.

RESOLVED: To purchase a spare set of electrode pads and maintain stock at one spare set.

FE / 368 *Document disposal - to agree the secure disposal of the following paper-only documents.*

- a. Invoices issued (Income) 2012/13 financial year.

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

FE / 369 *Future Agenda Items*

- Use of 'The Cloud' for Council business (Cllr Crow).
- Recruitment and Retention of Councillors (Cllr Morgan)

FE / 370 *Future meetings*

The Clerk was asked to draft and circulate a proposed meeting schedule for all Parish Council and committee meetings for 2023/24.

FE / 371 *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 / 372 *Staff matters.*

To consider and make recommendations to Full Council concerning updates to the Statement of Main Terms of Employment in accordance with changes to the NJC Green Book and changes to employment legislation made under the Good Work Plan 2020.

RESOLVED: To recommend to Full Council that the Statement of Main Terms of Employment is updated with the changes.

Meeting closed: 19:21

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Appendix A – Clerk's progress report

1. Banking – update on outstanding actions previously agreed.

- Redwood Bank – 95 days' notice was given in October to withdraw the balance in excess of £85,000. No acknowledgement has been received, and the withdrawal has not appeared in the current account. This is being chased.
- HSBC – the instruction to close the account has been issued. Two signatories have received phone calls regarding the closure to verify it; one of the signatories was advised that a letter would be sent. No letter yet received.
- United Trust Bank – the re-investment in the high interest bond cannot go ahead until the funds are received from HSBC. The window for re-investing as an existing customer has now expired and the Council will have to re-apply to United Trust Bank as a new customer.
- CCLA – it will be on the agenda for full Council to sign application forms when the HSBC account has been closed. Hopefully, this will be the April meeting.

2. Financial Support for community group

The Clerk took an action at the November meeting (FE/346) to investigate options for financial support. The Clerk investigated the options that had been discussed and can advise that none were feasible.

3. Councillor Skills Audit

Completed Skills audits have been received from 7 (of 13) Councillors. The items were removed from this meeting agenda as analysis has not been able to be carried out.

4. Casual vacancy

The Clerk has been advised by Shropshire Council that no request for a by-election has been received and that the Council is to co-opt to fill the vacancy as soon as practicable. The vacancy will be advertised as soon as possible.

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Appendix B – Asset Register (updated)

Selattyn and Gobowen Parish Council Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value
Administration			
Civic Regalia	2005	735.00	735.00
Cross Cut Shredder	2019	100.00	100.00
Filing cabinet (4 drawer lockable)	unknown	1.00	1.00
Laminator	unknown	1.00	1.00
Laptop (HP - Clerk's current laptop)	2017	510.00	510.00
Laptop (not in use)	2013	216.00	216.00
Mobile Phone (Samsung Galaxy A13 Smartphone)	18/10/22	179.99	179.99
Phonak hearing equipment	20/09/2021	885.00	885.00
Printer (Brother Laserjet DCP-L2500D B/W)	2017	129.99	129.99
		2,757.98	2,757.98
Allotments			
Allotment Land	2019	8,010.00	8,010.00
Allotment Shed	2009	750.00	1,000.00
		8,760.00	9,010.00
Gobowen Playing Field			
2 x Plastic Benches	2011	725.00	725.00
3 x metal benches	unknown	1.00	1.00
4 x small metal benches	unknown	1.00	1.00
Aerial Runway (Zipwire)	2011	5,350.00	5,350.00
Cantilever swing	2011	4,000.00	4,000.00
Car Park Barrier	2017	1,850.00	1,850.00
Climbing frame (3 x small metal units)	unknown	1.00	1.00
Climbing frame (metal car)	unknown	1.00	1.00
Fencing	2020	6,515.00	2,718.15
Fencing - playing field	unknown	1.00	1.00
Gossip Shelter	2007	4,200.00	4,200.00
Low Rotator	2014	2,980.00	2,980.00
MUGA Accessories	2009	1.00	1.00
MUGA Fencing	2015.00	25,613.00	10,872.61
Multi Use Games Area	2009	1.00	70,000.00
Multiplay Climber	2017	16,240.00	16,240.00

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Oyster roundabout	2014	4,566.00	4,566.00
Playing field	1970	1.00	1.00
Pole Spin	2014	1,670.00	1,670.00
Quad flyer	2011	3,800.00	3,800.00
Slide (1 x embankment slide)	unknown	1.00	1.00
Small multiplay unit	2013	12,000.00	12,000.00
Spring rider (4 seat)	2011	1,000.00	1,000.00
Spring Rider (single seat)	2011	650.00	650.00
Swings (1 x 4 swing unit cradle seats)	unknown	1.00	1.00
Swings - 1 x 4 swing unit flat seats	unknown	1.00	1.00
		91,170.00	142,631.76

Hengoed Cemetery

Hengoed Cemetery	1992	1.00	1.00
Notice Board	unknown	1.00	1.00
Stone Shelter	unknown	1.00	1,000.00
Wrought Iron Gates	unknown	1.00	1.00
		4.00	1,003.00

Parish Amenities

3 Tier Floral Fountain Planter	2014	594.00	594.00
3 x Barrel Planters	2014	224.00	224.00
4 x Barrel Baskets and liners	2014	599.00	599.00
Bleed Control Kit - Selattyn	21/11/2022	85.00	85.00
Blockwork bus shelter	unknown	3,000.00	3,000.00
Blockwork bus shelter	not known	3,000.00	3,000.00
Blockwork bus shelter	unknown	3,000.00	3,000.00
Bus Shelter	unknown	2,000.00	2,000.00
Bus Shelter	unknown	2,000.00	2,000.00
Bus Shelter	unknown	2,000.00	2,000.00
Bus Shelter	unknown	2,000.00	2,000.00
Bus Shelter	unknown	2,000.00	2,000.00
CCTV Camera	2014	315.00	315.00
CCTV Camera	2014	315.00	315.00
CCTV Camera x 2	2014	630.00	630.00
CCTV Dome Camera	2014	1,258.00	1,258.00
CCTV Dual PTZ & Fixed, Pole Mount & POE injector	07.10.22	1,388.00	1,388.00
CCTV Operating equipment	2014	1,705.00	1,705.00
Defibrillator	2021	1.00	1.00
Defibrillator and Storage cabinet	2017	1.00	1.00

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Defibrillator and Storage cabinet	2017	1,680.00	1,680.00
Defibrillator Cabinet	01/05/2018	480.00	480.00
Litter Bin	16/4/21	300.00	300.00
Litter Bin	15/9/22	350.00	350.00
Litter Bin	15/9/22	350.00	350.00
Litter Bin	29/4/22	350.00	350.00
Milestone	unknown	1.00	1.00
Milestone	unknown	1.00	1.00
Noticeboard	2009	500.00	500.00
Noticeboard	2012	330.00	330.00
Noticeboard	unknown	1.00	1.00
Noticeboard	2010	185.00	185.00
Noticeboard	2013	185.00	185.00
Phone Kiosk	2011	1.00	1.00
Phone Kiosk	2017	1.00	1.00
Road Closure Signs	2017	235.62	235.62
Seat	unknown	1.00	1.00
Seat	2010	200.00	200.00
Seat (metal)	unknown	1.00	1.00
Seat (metal)	unknown	1.00	1.00
Seat (plastic)	unknown	1.00	1.00
Seat (plastic)	unknown	1.00	1.00
Seat (plastic)	2012	500.00	500.00
Seat (Wooden)	unknown	1.00	1.00
Stone Bus Shelter	2003	5,000.00	5,000.00
Trough Planter	2016	199.00	199.00
Trough Planter	2017	199.00	199.00
War Memorial	unknown	1.00	7,558.47
		37,170.62	44,728.09

Pavilion

Chairs and Trolley	2013	1,185.00	1,185.00
CPR manikins	2017	1.00	1.00
Crockery	unknown	1.00	1.00
Filing cabinet (4 drawer)	unknown	1.00	1.00
Fire Extinguisher	unknown	1.00	1.00
Fire extinguishers x 2	2018	80.00	80.00
Fire proof safe	unknown	1.00	1.00
Noticeboards	2013	100.00	100.00
Past Chairman's Board x 2	unknown	1.00	1.00

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Pavilion Building	unknown	194,112.00	279,270.00
Tables (6 large, 1 small)	2010	1,000.00	1,000.00
Vacuum Cleaner & cleaning equipment	26/07/2021	105.00	105.00
		<hr/>	<hr/>
		196,588.00	281,746.00
 Streetlights			
Solar Streetlight	2014	1,380.00	1.00
Streetlights	Various	33,136.00	1.00
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		34,516.00	2.00
 Grand Total:		 370,966.60	 481,878.83