

# Selattyn and Gobowen Parish Council

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## Minutes of the Finance and Executive Committee meeting held on 25.10.23 at The Pavilion, Gobowen commencing at 7pm

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

### ***FE / 391 To receive and approve apologies and reasons for absence***

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

### ***FE / 392 Disclosable Pecuniary Interests***

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

### ***FE / 393 Public Participation session***

There were no members of the public present.

### ***FE / 394 To confirm the minutes of the 26 July 2023 meeting***

**RESOLVED:** The minutes of the meeting held on 26 July 2023 were confirmed as a true record of the meeting.

### ***FE / 395 To consider the Clerk's progress report***

The Clerk gave a verbal update on the action to write to Shropshire Council regarding the Solar Farm grant

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

### ***FE / 396 Policies – to review the following Parish Council policies***

- a. Accessibility statement (minor changes proposed)

**RESOLVED:** To agree the policy with the minor changes.

- b. Grant Awarding Policy

**RESOLVED:** To make no changes to the policy other than correct a spelling error.

- c. Internal audit terms of reference

**RESOLVED:** To make no changes

- d. Business Continuity plan

**RESOLVED:** To remove 'war memorial' from the list of services that the Parish Council provides. To add Vice Chairman to the document wherever there is reference to the Chairman.

- e. Expenses Policy

The Clerk was asked to check the reference to the Parish Remuneration Panel. To be re-considered at a future meeting.

- f. Risk Management scheme:

- i. Accounting Procedures risk assessment
- ii. Risk Management policy

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## iii. Asset inspection schedule

**RESOLVED:** To recommend to Full Council that no changes are made to the Risk Management policies.

### **FE / 397 2023-24 Accounts**

a. 2<sup>nd</sup> Quarter budget report – to consider ([Appendix B](#))

There were no questions or comments about the report.

b. Invoices – to agree to cancel 4 invoices totalling £109.87+vat (unprinted Parish Roundabout adverts)

**RESOLVED:** To cancel invoice 306 (£41.25+vat), invoice 324 (£27.50+vat), invoice 328 (£20.50+vat) and invoice 334 (£20.62+vat) and delete them from the Scribe accounts system.

### **FE / 398 Internal Control Q1 & Q2 reports – to consider**

The Clerk responded to questions arising from the reports. There were no actions.

### **FE / 399 Biodiversity duty – to consider draft statement**

**RESOLVED:** To adopt the statement with one formatting change (to group the Planning actions / comments together under one sub-heading). The statement will be published on the Parish Council website.

### **FE / 400 Devices for Councillors – to receive report and consider next steps.**

The Clerk gave a verbal report covering research into provision of devices at other Councils in Shropshire, general feedback on types of devices in use by some Councillors in England, and progress with obtaining quotes.

To be re-considered at a future meeting.

### **FE / 401 Prioritisation of Council projects and workload management – to discuss.**

**RESOLVED:** To agree that the following ‘in progress’ projects should be continued to completion:

- St Martins Road Bus Shelter,
- Christmas Tree pit
- Chirk Road Vehicle Activated Signage (on hold awaiting Shropshire Council)
- Pavement Clearance Works contract
- Maintenance Contract Tenders
- Playing Field Hedge
- Devices for Councillors

**RESOLVED:** To prioritise the new Parish Council website and follow up letters from Memorial Safety inspections carried out in August.

**RESOLVED:** To explore the possibility of the Parish Roundabout Magazine being managed by volunteers. An article will be printed in the next edition.

**RESOLVED:** To defer the Clerk’s involvement in digitising cemetery records for a 3 week period. To review priorities again at the February committee meeting

### **FE / 402 Future Agenda Items**

### **FE / 403 Date of next meeting – 22nd November 2023 6:30pm (budget meeting)**

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## ***FE / 404      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 / 405      Councillors Skills Audit - review results and agree next steps***

The Skills Audit was discussed and Councillors agreed that it will be a useful document when starting any new projects.

*Meeting closed: 8:36pm*

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## *Appendix A – Clerk's progress report*

### 1. Staff Training

In the last quarter, the Clerk has attended short briefings / webinars / training on the following topics:

- Website accessibility and compliance
- Using Scribe for budgeting and forecasting
- SLCC Finance summit
- Legal Armour – 5 key documents that every Council should have  
Note: the documents are Data Protection policy, Website privacy policy, Data retention policy, Website terms and conditions, Hire agreements.

### 2. Performance Management

The Clerk's annual performance review is due to take place in early November. The date has yet to be arranged.

### 3. Solar Farm grant

The action to write to Shropshire Council regarding the grant (FE/380) is outstanding.

# Selattyn and Gobowen Parish Council

## *Appendix B – 1<sup>st</sup> Quarter Budget report and Earmarked Reserves*

### Headlines

- 2023/24 payments budget was set at £167,611. Current year end forecast is £164,889.
- 2023/24 receipts budget (excluding neighbourhood fund) was set at £106,732. Current year end forecast is £183,063 (includes £58,850 neighbourhood fund).

### Receipts Forecast – explanation of variances

Note: Highlighted in orange on the budget report.

<b>Budget Line</b>	<b>Value</b>	<b>Comments</b>
<b>Pavilion Maintenance</b>	£235	Payment received to cover costs of replacement door.
<b>Pavilion Hire</b>	£2790	Twice weekly use of Pavilion by Shropshire Council has increased forecasted income.
<b>Sale of plots</b>	£4510	This forecast is based on year-to-date numbers.
<b>Interment Charges</b>	£2200	This forecast is based on year-to-date numbers.
<b>Memorial Charges</b>	-£1165	Policy change has affected application volumes.
<b>Planters</b>	£297	Insurance payment to cover costs of damaged planters.
<b>Bank Interest</b>	£6107	Interest on CCLA Public Sector investment will result in interest higher than budget.

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## Payments forecast – explanation of under / overspend

Note: Forecast underspend is highlighted in green on the budget report; forecast overspend is highlighted in red

<b>Budget Line</b>	<b>Forecast under / overspend</b>	<b>Comments</b>
<b>River Perry Engineering project</b>	£2630 underspend	Quotes were lower than budget. Underspend can be used for bank maintenance
<b>Pavilion Gas &amp; Electricity</b>	£795 underspend	Credit on account from overestimated bill in 22/23.
<b>Pavilion broadband</b>	£335 overspend	Set up costs associated with transfer to local supplier
<b>Councillors Expenses</b>	£165 overspend	No budget set. Will be offset against £523.84 underspend in members' allowance.
<b>New bus shelter</b>	£854 underspend	Quotes were lower than budget.
<b>Misc Parish Amenities</b>	£199 overspend	Storage box for litter pickers. There was no allocated budget so shows as overspend.

# Selattyn and Gobowen Parish Council

17 October 2023 (2023-2024)

## 2nd Quarter Budget report and forecast

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

Summary	Receipts					Payments					Net Position
	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	
NET TOTAL	106,732.09	167,263.74	15,799.71	183,063.45	76,331.36	167,611.49	48,725.46	116,164.06	164,889.52	2,721.97	79,053.33
V.A.T.				1,922.50					3,380.11		
GROSS TOTAL				184,985.95					168,269.63		

### Precept

		Receipts				Payments				Net Position		
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
1	Precept	92,028.00	92,028.00		92,028.00							
3	Neighbourhood Fund		58,850.05		58,850.05	58,850.05						58,850.05
5	VAT refund											
<b>SUB TOTAL</b>		<b>92,028.00</b>	<b>150,878.05</b>		<b>150,878.05</b>	<b>58,850.05</b>						<b>58,850.05</b>

### Allotments

		Receipts				Payments				Net Position		
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
11	Tenancy Payments	941.00	10.99	941.00	951.99	10.99						10.99
13	Allotment water						350.00	217.73	100.00	317.73	32.27	32.27
15	Allotment maintenance						610.40	301.86	301.86	603.72	6.68	6.68
16	Allotment Hedge maintenance (roadside)						500.00		475.00	475.00	25.00	25.00
<b>SUB TOTAL</b>		<b>941.00</b>	<b>10.99</b>	<b>941.00</b>	<b>951.99</b>	<b>10.99</b>	<b>1,460.40</b>	<b>519.59</b>	<b>876.86</b>	<b>1,396.45</b>	<b>63.95</b>	<b>74.94</b>

## Gobowen Playing Field

		Receipts				Payments				Net Position		
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
31	Grass cutting						4,330.13	159.00	4,155.73	4,314.73	15.40	15.40
33	Playing field general maintenance						2,500.00	1,050.00	1,249.98	2,299.98	200.02	200.02
35	Playing Field inspections						490.50		490.50	490.50		
37	Equipment repairs						1,000.00		420.00	420.00	580.00	580.00
39	Litter Picking						1,093.05	697.60	380.55	1,078.15	14.90	14.90
41	Sports Court maintenance						500.00		500.00	500.00		
45	Wayleave	13.09	13.09		13.09							
49	Playing field equipment						23,115.00		23,115.00	23,115.00		
51	River Perry Maintenance						1,000.00		499.98	499.98	500.02	500.02
411	River Perry Engineering Project						11,000.00	6,069.75	2,300.00	8,369.75	2,630.25	2,630.25
<b>SUB TOTAL</b>		<b>13.09</b>	<b>13.09</b>		<b>13.09</b>		<b>45,028.68</b>	<b>7,976.35</b>	<b>33,111.74</b>	<b>41,088.09</b>	<b>3,940.59</b>	<b>3,940.59</b>

## Pavilion

		Receipts				Payments				Net Position		
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
61	Caretaking and cleaning						3,073.80	1,550.98	1,550.98	3,101.96	-28.16	-28.16
63	Council tax											
65	Pavilion Gas & Electricity						1,000.00	-294.85	499.98	205.13	794.87	794.87
67	Pavilion broadband						450.00	575.06	210.00	785.06	-335.06	-335.06
69	Maintenance		235.00		235.00	235.00	1,500.00	364.86	750.00	1,114.86	385.14	620.14
71	Pavilion equipment											
73	Pavilion hire	1,100.00	1,945.00	1,945.00	3,890.00	2,790.00						2,790.00
75	Water						269.78	135.50	134.88	270.38	-0.60	-0.60
<b>SUB TOTAL</b>		<b>1,100.00</b>	<b>2,180.00</b>	<b>1,945.00</b>	<b>4,125.00</b>	<b>3,025.00</b>	<b>6,293.58</b>	<b>2,331.55</b>	<b>3,145.84</b>	<b>5,477.39</b>	<b>816.19</b>	<b>3,841.19</b>



## Hengoed Cemetery

Code	Title	Budget	Receipts			Payments				Net Position		
			Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
91	Grass cutting						3,700.00		3,700.00	3,700.00		
93	Cemetery Expansion						2,000.00		2,000.00	2,000.00		
95	Refuse emptying						697.35	296.14	296.14	592.28	105.07	105.07
97	Cemetery general maintenance						1,500.00	1,247.98		1,247.98	252.02	252.02
99	Sale of plots	3,500.00	4,005.00	4,005.00	8,010.00							4,510.00
101	Interment charges	2,400.00	2,300.00	2,300.00	4,600.00							2,200.00
103	Memorial charges	1,500.00	80.00	255.00	335.00							-1,165.00
105	Cemetery Management Software						561.60		561.60	561.60		
107	ICCM Membership						95.00	95.00		95.00		
<b>SUB TOTAL</b>		<b>7,400.00</b>	<b>6,385.00</b>	<b>6,560.00</b>	<b>12,945.00</b>	<b>5,545.00</b>	<b>8,553.95</b>	<b>1,639.12</b>	<b>6,557.74</b>	<b>8,196.86</b>	<b>357.09</b>	<b>5,902.09</b>

## Streetlights

Code	Title	Budget	Receipts			Payments				Net Position		
			Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
121	Streetlight LED conversions (phased)						774.00		387.00	387.00	387.00	387.00
123	Concrete column replacement						19,101.00		19,101.00	19,101.00		
125	Streetlight maintenance						2,300.00	698.00	698.00	1,396.00	904.00	904.00
127	Streetlight electricity						3,673.90	1,539.74	1,539.74	3,079.48	594.42	594.42
131	Streetlight LED conversions ad hoc											
<b>SUB TOTAL</b>							<b>25,848.90</b>	<b>2,237.74</b>	<b>21,725.74</b>	<b>23,963.48</b>	<b>1,885.42</b>	<b>1,885.42</b>

## Parish Maintenance

Code	Title	Budget	Receipts			Payments			Net Position			
			Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
141	Planters Selattyn & Gobowen		297.90		297.90	297.90	800.00	355.63	400.00	755.63	44.37	342.27
145	Bus Shelter maintenance											
147	Bus Shelter cleaning					641.57	294.30	294.30	588.60	52.97	52.97	
149	General maintenance					100.00	62.06		62.06	37.94	37.94	
151	Additional bins - emptying					810.00		405.00	405.00	405.00	405.00	
153	Defibrillator maintenance					200.00	111.80		111.80	88.20	88.20	
<b>SUB TOTAL</b>			<b>297.90</b>		<b>297.90</b>	<b>297.90</b>	<b>2,551.57</b>	<b>823.79</b>	<b>1,099.30</b>	<b>1,923.09</b>	<b>628.48</b>	<b>926.38</b>

## Parish grants, donations and

Code	Title	Budget	Receipts			Payments			Net Position			
			Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
171	Parish Grants						3,850.00	3,850.00	3,850.00			
173	Churchyard maintenance donations						1,000.00	1,000.00	1,000.00			
175	Members allowance / administration						750.00	113.08	113.08	226.16	523.84	523.84
177	Chairman's allowance						360.00			360.00	360.00	
179	Councillors' expenses						82.61	82.61	165.22	-165.22	-165.22	
181	Election costs											
185	Operation London Bridge											
<b>SUB TOTAL</b>							<b>5,960.00</b>	<b>195.69</b>	<b>5,045.69</b>	<b>5,241.38</b>	<b>718.62</b>	<b>718.62</b>

## Parish Amenities

Code	Title	Budget	Receipts			Payments				Net Position		
			Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
191	CCTV running costs						3,006.85		3,006.85	3,006.85		
193	CCTV equipment						300.00		300.00	300.00		
195	Roundabout newsletter	1,750.00	170.00	1,550.00	1,720.00	-30.00	3,632.00	1,840.00	1,816.00	3,656.00	-24.00	-54.00
199	Additional bins - purchase						700.00		700.00	700.00		
201	Bus Shelter St Martins Road						8,000.00		7,146.00	7,146.00	854.00	854.00
203	Miscellaneous Parish Amenities							199.16		199.16	-199.16	-199.16
205	War memorials / armistice						150.00		100.00	100.00	50.00	50.00
208	Civic and Seasonal Occaions						2,200.00	1,000.00		1,000.00	1,200.00	1,200.00
<b>SUB TOTAL</b>		<b>1,750.00</b>	<b>170.00</b>	<b>1,550.00</b>	<b>1,720.00</b>	<b>-30.00</b>	<b>17,988.85</b>	<b>3,039.16</b>	<b>13,068.85</b>	<b>16,108.01</b>	<b>1,880.84</b>	<b>1,850.84</b>

## Training

Code	Title	Budget	Receipts			Payments				Net Position		
			Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
221	Staff training						750.00	380.00	60.00	440.00	310.00	310.00
223	Councillor training						1,000.00	30.00	162.68	192.68	807.32	807.32
<b>SUB TOTAL</b>							<b>1,750.00</b>	<b>410.00</b>	<b>222.68</b>	<b>632.68</b>	<b>1,117.32</b>	<b>1,117.32</b>

## Banking

Code	Title	Budget	Receipts			Payments				Net Position		
			Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
231	Bank interest	3,500.00	4,803.71	4,803.71	9,607.42	6,107.42						6,107.42
233	Bank charges						180.00	124.70	90.00	214.70	-34.70	-34.70
<b>SUB TOTAL</b>		<b>3,500.00</b>	<b>4,803.71</b>	<b>4,803.71</b>	<b>9,607.42</b>	<b>6,107.42</b>	<b>180.00</b>	<b>124.70</b>	<b>90.00</b>	<b>214.70</b>	<b>-34.70</b>	<b>6,072.72</b>

## Administration

Code	Title	Budget	Receipts			Payments				Net Position		
			Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
241	Peninsula - HR / H & S						2,304.00		2,304.00	2,304.00		
243	Parish Council Insurance						2,175.51	1,984.71		1,984.71	190.80	190.80
245	Affiliation Fees (SALC)						1,760.00	1,735.90		1,735.90	24.10	24.10
249	Software licences						739.32	209.70	619.32	829.02	-89.70	-89.70
250	Councillor email addresses						810.00	810.00		810.00		
251	Office expenses (general)						784.80	542.85	190.00	732.85	51.95	51.95
253	Audit Fees						680.00	680.75		680.75	-0.75	-0.75
255	Payroll Services						418.00	210.00	208.98	418.98	-0.98	-0.98
257	Professional / membership fees						270.00		270.00	270.00		
259	Office Equipment						800.00	800.00		800.00		
260	Office Equipment Reserve							37.46		37.46	-37.46	-37.46
261	Staff telephone costs						372.00	194.58	72.00	266.58	105.42	105.42
263	Staff travel						250.00	96.50	96.50	193.00	57.00	57.00
265	Subscriptions						30.00	30.00		30.00		
267	Parish Council website						399.00	100.00		100.00	299.00	299.00
269	Room hire						20.00	24.00		24.00	-4.00	-4.00
271	Data Protection fee						35.00	35.00		35.00		
272	Cyber insurance						299.00		299.00	299.00		
273	Pavilion Defibrillator fund											
<b>SUB TOTAL</b>							<b>12,146.63</b>	<b>7,491.45</b>	<b>4,059.80</b>	<b>11,551.25</b>	<b>595.38</b>	<b>595.38</b>

## Staff Costs

Code	Title	Budget	Receipts			Payments				Net Position		
			Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
291	Parish Clerk & RFO salary						26,077.03	12,959.70	13,038.54	25,998.24	78.79	78.79
293	PAYE & NI						10,793.98	4,253.80	5,397.00	9,650.80	1,143.18	1,143.18
295	Staff pensions						1,977.92	965.34	988.98	1,954.32	23.60	23.60
<b>SUB TOTAL</b>							<b>38,848.93</b>	<b>18,178.84</b>	<b>19,424.52</b>	<b>37,603.36</b>	<b>1,245.57</b>	<b>1,245.57</b>

## Earmarked Reserves - No budget set

Code	Title	Budget	Receipts			Payments			Net Position		
			Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance
68	Refurbishment (2023)						3,360.48		3,360.48	-3,360.48	-3,360.48
144	EMG Project		1,500.00		1,500.00	1,500.00		5,710.30	5,710.30	-5,710.30	-4,210.30
183	Community Meals surplus grants		1,000.00		1,000.00	1,000.00					1,000.00
200	Additional benches - purchase						397.00		397.00	-397.00	-397.00
299	Allotment deposits		25.00		25.00	25.00					25.00
303	Hengoed Cemetery Maintenance Reserve							1,130.00	1,130.00	-1,130.00	-1,130.00
412	3PBL Grant benches, planters, lights							895.00	895.00	-895.00	-895.00
413	3PBL Legacy Fund										
	<b>SUB TOTAL</b>		<b>2,525.00</b>		<b>2,525.00</b>	<b>2,525.00</b>	<b>3,757.48</b>	<b>7,735.30</b>	<b>11,492.78</b>	<b>-11,492.78</b>	<b>-8,967.78</b>

## Youth Work

Code	Title	Budget	Receipts			Payments			Net Position		
			Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance
431	Youthwork programme development						1,000.00			1,000.00	1,000.00
	<b>SUB TOTAL</b>						<b>1,000.00</b>			<b>1,000.00</b>	<b>1,000.00</b>

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