

Selattyn and Gobowen Parish Council

Minutes of the Finance and Executive Committee meeting held on 24.1.24 at The Pavilion, Gobowen commencing at 6:30pm

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

FE / 414 To receive and approve apologies and reasons for absence

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

FE / 415 Disclosable Pecuniary Interests

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

FE / 416 Public Participation session

There were no members of the public present.

FE / 417 To confirm the minutes of the 22 November 2023 meeting

RESOLVED: The minutes of the meeting held on 22 November 2023 were confirmed as a true record of the meeting.

FE / 418 To consider the Clerk's progress report

The Clerk's progress report was noted. ([Appendix A](#))

FE / 419 Policies – to review the following Parish Council policies

- a. Expenses policy (deferred from 25.10.23 meeting)

RESOLVED: To agree the policy.

The Clerk was asked to investigate the following:

- Mileage payments to Councillors for travel within the parish
- Ex gratia payments for Councillors for covering staff duties

The Clerk was asked to create a checklist of documents that should be checked by the Council (e.g. Clerk's car insurance policy).

FE / 420 2023-24 Accounts

- a. 3rd Quarter budget report ([Appendix B](#))

The budget report was considered and there were no questions or comments.

FE / 421 Prioritisation of Council projects and workload management.

RESOLVED: To prioritise the Parish Council website and Health and Safety policy.

Digitising Cemetery records to be re-started (1-2 hrs per week). Priorities to be reviewed again at the next meeting.

RESOLVED: Cllr Crow and Cllr McKenna will visit the cemetery and identify the graves in the 3rd quarter that require plot markers.

RESOLVED: To add Playing Field path and drainage to the agenda for the next Amenities and Services committee meeting.

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FE / 422 *Consultation – to discuss*

RESOLVED: To recommend to the Council that a community consultation is carried out in 2024. The new website will need to be finalised and the Pavilion redecoration completed.

FE / 423 *Training – to discuss the Council's strategy for Councillor and staff training.*

RESOLVED: The Clerk will continue to circulate details of all training courses, events and webinars to Councillors and Councillors may attend any courses that are of interest to them, subject to the training cost being approved by the Council.

In accordance with the Parish Council training policy, all Councillors are required to attend Code of Conduct and Fundamentals for Councillors training.

FE / 424 *Document disposal*

RESOLVED: To agree to dispose of the following paper-only documents:

- a. Wages records 2001-02 (shred and secure disposal)
- b. Bank statements 2001-02 (shred and secure disposal)
- c. Report of the 3rd seminar of the Old Oswestry Landscape and Archaeology project, October 24th 2009 (donate to Local History Group)

FE / 425 *To consider whether to apply for the free official portrait of His Majesty King Charles III.*

RESOLVED: Not to apply for a copy of the portrait.

FE / 426 *Future Agenda Items*

None

FE / 427 *Date of next meeting – Wednesday 24th April 2024 7pm*

FE / 428 *Closed session*

RESOLVED: In accordance with s1(2) of the Public Bodies (Admission to 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 involve the likely disclosure of confidential information.

FE / 429 *Staff matters*

- a. The report from the Staff Management sub-committee was **NOTED**.

RESOLVED: To agree the sub committee's recommendations with minor wording changes, as follows:

- i. To update the Council's Terms of Reference and Delegated Powers to include delegating powers to the Clerk to attend meetings with existing and potential contractors, suppliers, members of the public etc. on behalf of the Council. (subject to adherence with the Council's lone working guidance). The Clerk will request that they are accompanied by a Councillor if warranted.
- ii. To review and update the Council's lone working guidance to include that the Clerk will risk assess any meetings with existing and potential contractors, suppliers, members of the public etc. and will request that they are accompanied by a Councillor if warranted by the risk assessment.

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- iii. To carry out a thorough review of the 'Councillor-Clerk' protocol to ensure that the policy meets the needs of the Council and the Clerk.
- iv. To prepare a short handout on the Code of Conduct principles for distribution to all Councillors and ready reference at meetings.

RESOLVED: To make a recommendation to Full Council regarding the Clerk's salary.

- b. The report from the Internal Auditor on staffing matters was **NOTED**.

RESOLVED: To write to the Clerk whenever a change in pay is agreed by the Council either through an uplift in the NJC rates or a change in scale point. The letter should be signed by the Parish Council Chairman.

RESOLVED: To issue a copy of the updated contract of employment to the Clerk, signed by the Parish Council Chairman.

Meeting closed: 7:48pm

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Appendix A – Clerk’s progress report

1. Staff Training and Development

Since the last Committee meeting, the Clerk has attended the following training:

- 3 x ½ day sessions Emergency Planning training (zoom)
- The role of Local Councils in Planning (2 hrs – zoom). The Clerk also has recordings of two more sessions in this series to watch.
- Martyn’s law briefing by Society of Local Council Clerks (1.5 hrs – zoom)
- Allotment Tenancies and Policies (1.5 hrs – zoom)

The Town Clerk from Shrewsbury has set up monthly meetings for Clerks in 2024 to discuss and share good practice and work together to develop policies on new issues such as Martyn’s law. The first meeting will be a half day meeting held face to face in Shrewsbury on 8th Feb and subsequent meetings will be 1hr meetings held by zoom.

2. Parish Council Laptop

The battery has failed on the laptop purchased in June 2023 and it was returned to the manufacturer for repair / replacement under warranty on 17th January. This is expected to take 2-3 weeks.

Appendix B – 3rd quarter budget report

Headlines

- 2023/24 receipts budget (excluding neighbourhood fund) was set at £106,732. Current year end forecast is £179,432 (includes £58,850 neighbourhood fund).
- 2023/24 payments budget was set at £167,611. Current year end forecast is £160,727

Receipts Forecast – explanation of significant variances

Note: Highlighted in orange on the budget report.

Budget Line	Value	Comments
Pavilion Hire	£1983	Twice weekly use of Pavilion by Shropshire Council has increased forecasted income.
Sale of plots	£2393	This forecast is based on year-to-date numbers.
Interment Charges	£1446	This forecast is based on year-to-date numbers.
Memorial Charges	-£1080	Policy change has affected application volumes.
Bank Interest	£6697	Interest on CCLA Public Sector investment will result in interest higher than budget.

See pages 5-11 for the full budget report.

Selattyn and Gobowen Parish Council

18 January 2024 (2023-2024)

3rd 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	171,971.94	7,460.09	179,432.03	72,699.94	167,611.49	98,843.83	61,883.31	160,727.14	6,884.35	79,584.29
V.A.T.				4,531.20					10,761.22		
GROSS TOTAL				183,963.23					171,488.36		

		Receipts					Payments					Net Position
		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											
SUB TOTAL		92,028.00	150,878.05		150,878.05	58,850.05						58,850.05

		Receipts					Payments					Net Position
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
11	Tenancy Payments	941.00	376.99	564.01	941.00							
13	Allotment water					350.00	305.63	30.00	335.63	14.37	14.37	
15	Allotment maintenance					610.40	410.86	70.85	481.71	128.69	128.69	
16	Allotment Hedge maintenance (roadside)					500.00	475.00		475.00	25.00	25.00	
SUB TOTAL		941.00	376.99	564.01	941.00		1,460.40	1,191.49	100.85	1,292.34	168.06	168.06

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	217.60	4097.13	4,314.73	15.40	15.40
33	Playing field general maintenance						2,500.00	1,050.00	624.99	1,674.99	825.01	825.01
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	937.40	190.55	1,127.95	-34.90	-34.90
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		249.99	249.99	750.01	750.01
SUB TOTAL		13.09	13.09		13.09		33,528.68	2,625.00	28,768.16	31,393.16	2,135.52	2,135.52

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	2,513.83	837.94	3,351.77	-277.97	-277.97
63	Council tax											
65	Pavilion Gas & Electricity						1,000.00	-114.92	249.99	135.07	864.93	864.93
67	Pavilion broadband						450.00	680.06	105.00	785.06	-335.06	-335.06
69	Maintenance		235.00		235.00	235.00	1,500.00	571.59	375.00	946.59	553.41	788.41
71	Pavilion equipment							15.99		15.99	-15.99	-15.99
73	Pavilion hire	1,100.00	2,312.50	770.83	3,083.33	1,983.33						1,983.33
75	Water						269.78	196.84	67.44	264.28	5.50	5.50
SUB TOTAL		1,100.00	2,547.50	770.83	3,318.33	2,218.33	6,293.58	3,863.39	1,635.37	5,498.76	794.82	3,013.15

Hengod 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		2733.00	2733.00	967.00	967.00
95	Refuse emptying						697.35	472.77	157.59	630.36	66.99	66.99
97	Cemetery general maintenance						1,500.00	1,534.97		1,534.97	-34.97	-34.97
99	Sale of plots	3,500.00	4,420.00	1,473.33	5,893.33	2,393.33						2,393.33
101	Interment charges	2,400.00	2,885.00	961.67	3,846.67	1,446.67						1,446.67
103	Memorial charges	1,500.00	165.00	255.00	420.00	-1,080.00						-1,080.00
105	Cemetery Management Software						561.60	561.60		561.60		
107	ICCM Membership						95.00	95.00		95.00		
SUB TOTAL		7,400.00	7,470.00	2,690.00	10,160.00	2,760.00	6,553.95	2,664.34	2,890.59	5,554.93	999.02	3,759.02

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		193.50	193.50	580.50	580.50
123	Concrete column replacement						19,101.00	20,100.77		20,100.77	-999.77	-999.77
125	Streetlight maintenance						2,300.00	2,475.00	825.00	3,300.00	-1,000.00	-1,000.00
127	Streetlight electricity						3,673.90	2,309.61	769.87	3,079.48	594.42	594.42
131	Streetlight LED conversions ad hoc											
SUB TOTAL							25,848.90	24,885.38	1,788.37	26,673.75	-824.85	-824.85

Parish Maintenance

Code	Title	Budget	Receipts		Total	Variance	Payments			Net Position		
			Actual	Forecast			Budget	Actual	Forecast	Total	Variance	Net Position
141	Planters Selattyn & Gobowen		297.90		297.90	297.90	800.00	1,006.38		1,006.38	-206.38	91.52
145	Bus Shelter maintenance											
147	Bus Shelter cleaning						641.57	441.45	147.15	588.60	52.97	52.97
149	General maintenance						100.00	90.44		90.44	9.56	9.56
151	Additional bins - emptying						810.00		202.50	202.50	607.50	607.50
153	Defibrillator maintenance						200.00	111.80		111.80	88.20	88.20
SUB TOTAL			297.90		297.90	297.90	2,551.57	1,650.07	349.65	1,999.72	551.85	849.75

Parish grants, donations and c

Code	Title	Budget	Receipts		Total	Variance	Payments			Net Position		
			Actual	Forecast			Budget	Actual	Forecast	Total	Variance	Net Position
171	Parish Grants						3,850.00	100.00	3,750.00	3,850.00		
173	Churchyard maintenance donations						1,000.00		1,000.00	1,000.00		
175	Members allowance / administration						750.00	152.49	50.83	203.32	546.68	546.68
177	Chairman's allowance						360.00				360.00	360.00
179	Councillors' expenses							78.30	26.10	104.40	-104.40	-104.40
181	Election costs											
185	Operation London Bridge											
SUB TOTAL							5,960.00	330.79	4,826.93	5,157.72	802.28	802.28

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	2,500.00	506.85	3,006.85		
195	Roundabout newslet	1,750.00	215.63	1,450.00	1,665.63	-84.37	3,632.00	2,709.50	908.00	3,617.50	14.50	-69.87
199	Additional bins - purchase						700.00		700.00	700.00		
201	Bus Shelter St Martins Road						8000.00	5,955.00		5,955.00	2,045.00	2,045.00
203	Miscellaneous Parish Amenities							199.16		199.16	-199.16	-199.16
205	War memorials / armistice						150.00	107.74		107.74	42.26	42.26
208	Civic and Seasonal Occasions						2,200.00	1,000.00		1,000.00	1,200.00	1,200.00
	SUB TOTAL	1,750.00	215.63	1,450.00	1,665.63	-84.37	17,688.85	12,471.40	2,114.85	14,586.25	3,102.60	3,018.23

Training

Code	Title	Budget	Receipts				Payments				Net Position	
			Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
221	Staff training						750.00	440.00		440.00	310.00	310.00
223	Councillor training						1,000.00	312.68		312.68	687.32	687.32
	SUB TOTAL						1,750.00	752.68		752.68	997.32	997.32

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	7,647.78	2,549.26	10,197.04	6,697.04						6,697.04
233	Bank charges						180.00	164.15	45.00	209.15	-29.15	-29.15
	SUB TOTAL	3,500.00	7,647.78	2,549.26	10,197.04	6,697.04	180.00	164.15	45.00	209.15	-29.15	6,667.89

Administration

Code	Title	Budget	Receipts		Total	Variance	Payments			Net Position		
			Actual	Forecast			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	539.32	749.02	-9.70	-9.70
250	Councillor email addresses						810.00	876.00		876.00	-66.00	-66.00
251	Office expenses (general)						784.80	701.77	70.00	771.77	13.03	13.03
253	Audit Fees						680.00	680.75		680.75	-0.75	-0.75
255	Payroll Services						418.00	300.00	104.49	404.49	13.51	13.51
257	Professional / membership fees						270.00	298.00		298.00	-28.00	-28.00
261	Staff telephone costs						372.00	287.98	36.00	323.98	48.02	48.02
263	Staff travel						250.00	96.50	32.17	128.67	121.33	121.33
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
SUB TOTAL							11,346.63	7,360.31	3,085.98	10,446.29	900.34	900.34

Staff Costs

Code	Title	Budget	Receipts		Total	Variance	Payments			Net Position		
			Actual	Forecast			Budget	Actual	Forecast	Total	Variance	Net Position
291	Parish Clerk & RFO salary						26,077.03	20,373.74	6,519.27	26,893.01	-815.98	-815.98
293	PAYE & NI						10,793.98	5,104.56	2,698.50	7,803.06	2,990.92	2,990.92
295	Staff pensions						1,977.92	1,543.95	494.49	2,038.44	-60.52	-60.52
SUB TOTAL							38,848.93	27,022.25	9,712.26	36,734.51	2,114.42	2,114.42

Earmarked Reserves Projects - this just shows income and expenditure, not the balance of the reserve

Code	Title	Budget	Receipts			Payments				Net Position		
			Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
41	Sports Court maintenance						500.00				500.00	500.00
68	Pavilion Refurbishment (2023)							3,360.48		3,360.48	-3,360.48	-3,360.48
93	Cemetery Expansion						2000.00				2,000.00	2000.00
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
193	CCTV equipment						300.00				300.00	300.00
197	Noticeboards											
200	Additional benches - purchase							397.00		397.00	-397.00	-397.00
209	Road safety measures											
259	Office Equipment						800.00	837.46		837.46	-37.46	-37.46
299	Allotment deposits		25.00		25.00	25.00		25.00		25.00	-25.00	
303	Hengoed Cemetery Maintenance Reserve							1,235.48	855.00	2,090.48	-2,090.48	-2,090.48
411	River Perry Engineering Project						11000.00	6,069.75		6,069.75	4,930.25	4,930.25
412	3PBL Grant benches, planters, lights							895.00		895.00	-895.00	-895.00
413	3PBL Legacy Fund											
432	B5069 trees							903.88		903.88	-903.88	-903.88
433	Streetlight maintenance (from reserves)							138.53		138.53	-138.53	-138.53
	SUB TOTAL		2,525.00		2,525.00	2,525.00	14600.00	13,862.58	6,565.30	20,427.88	-5,827.88	-3,302.88

Youth Work

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