

# Selattyn and Gobowen Parish Council

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## **DRAFT Minutes of the Finance and Executive Committee meeting held on 24.4.24 at The Pavilion, Gobowen commencing at 7:00pm**

**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 Macey  
**Absent:** Cllr Morgan

### ***FE / 435 To receive and approve apologies and reasons for absence***

Apologies were received from Cllr Macey.

### ***FE / 436 Disclosable Pecuniary Interests***

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

### ***FE / 437 Public Participation session***

There were no members of the public present.

### ***FE / 438 Minutes***

- a. **RESOLVED:** The minutes of the meeting held on 24 January 2024 were confirmed as a true record of the meeting.
- b. **RESOLVED:** The minutes of the meeting held on 20 March 2024 were confirmed as a true record of the meeting.

### ***FE / 439 To consider the Clerk's progress report***

The Clerk's progress report was noted ([Appendix A](#)). The Clerk gave a verbal update on progress with quotes for the community consultation.

### ***FE / 440 Terms of reference review***

**RESOLVED:** To make the following recommendations to Full Council:

- Item 2.3. To increase the Finance & Executive Committee Membership from 8 to 9.
- Item 7.6.9. To delete this item as the Council does not have a Data Protection Officer and is not required to have one.
- Item 7.6.16. To delete this item as the Council does not have a 'seal of the Council'.

### ***FE / 441 Standing Orders review***

**RESOLVED:** Not to recommend any changes to the Council's Standing Orders.

### ***FE / 442 Financial Regulations review***

**RESOLVED:** Not to recommend any changes to the Council's Financial Regulations. It was NOTED that a revision to the model document is underway by the National Association of Local Councils and changes may need to be made when the model document is published.

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## **FE / 443**    *Internal Control*

**a. To receive** Internal Control reports for Qtrs 3 & 4

The Internal Control reports for January and April 2024 were discussed and noted.

**b. To review** the Internal Control policy and the effectiveness of the Council's system of internal control.

**RESOLVED:** To make three changes to the Council's Internal Control checklist.

## **FE / 444**    *Grant awarding policy and application form review*

The Grant awarding policy and application form was discussed. The Clerk was asked to draft a revised policy for consideration at a future committee meeting.

## **FE / 445**    *Prioritisation of Council projects and workload management – to discuss*

**RESOLVED:** To continue to prioritise the following projects:

- Parish Council Website
- Community Consultation
- Playing Field Fence
- Devices for Councillors
- Chirk Road VAS
- Health and Safety Policy
- Progress with digitising cemetery records.

**RESOLVED:** The following projects will be added to the priority list as existing priorities are completed.

- Playing field drainage and path
- Outdoor gym equipment

## **FE / 446**    *2023-24 Accounts 4<sup>th</sup> Quarter budget report – to consider*

The 4<sup>th</sup> Quarter budget report (January to March 2024) was discussed and noted.

## **FE / 447**    *Earmarked and General Reserves*

**a. To review** earmarked and general reserves

**RESOLVED:** The earmarked and general reserves as at 31<sup>st</sup> March 2024 for reporting on the 2023/24 AGAR were agreed with one minor change to the name of the Cemetery Expansion reserve to indicate that the reserve is earmarked for both the provision of a new cemetery and maintenance of Hengoed Cemetery after it is closed.

**b. To consider** draft investment and reserves policy

**RESOLVED:** To recommend to Full Council that the draft investment and reserves policy is adopted.

## **FE / 448**    *Asset register*

**To review** and **agree** asset list and values for 2023/24 year end accounts.

**RESOLVED:** To agree the asset list and values for 2023/24 year end accounts.

## **FE / 449**    *Future Meetings*

The draft Council and Committee meeting schedule 2024/25 and the date of the 2025 Annual Meeting of the Parish was discussed.

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**RESOLVED:** To recommend meeting dates and times for agreement at the Council's May meeting.

*Meeting closed 20.47*

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

### 1. Staff Training and Development

Since the last Committee meeting, the Clerk has undertaken the following development activities:

- Legionella Awareness refresh e-training (required in accordance with risk assessment).
- Shropshire Town Clerks monthly network meeting x 3.
- Allotment Management – site facilities and health and safety (1.5 hrs – zoom)

### 2. Councillor Expenses

At the January Finance & Executive committee meeting, the Clerk was asked to investigate and clarify the following:

- Mileage payments to Councillors for travel within the Parish.

Regulation 26 of the Local Authorities (Members' Allowances)(England) Regulations 2003 allows for the payment of a Parish Travelling and Subsistence Allowance for Councillors for attendance at meetings, performance of duties in connection with a tender process, performance of duties which require the inspection of any premises and the carrying out of any other duty approved by the Council.

The value of the allowance would be set by the Council and, following passing a resolution, the allowance would be paid to all Councillors through the PAYE system unless a Councillor gives notice to the Council that they don't wish to receive the allowance.

- Ex gratia payments for Councillors for covering staff duties.

Local Government Act 1972 S112 (5) states that a parish council may appoint one or more persons from among their number to be officers of the council, without remuneration.

There is no legislation that gives a Parish Council the power to pay a Councillor for covering staff duties.

### 3. Consultation

The Clerk has contacted a number of local councils in the immediate area in Wales for recommendations for consultants. From the replies received to date, none have carried out consultations recently.

The Clerk has made contact with three known consultants. One is providing a proposal and quote by the end of April; a phone meeting has been arranged with the second consultant for Tuesday 23<sup>rd</sup> April, and the third consultant has turned the opportunity down due to lack of availability during 2024.

### 4. HR and Health & Safety Support

As the contract with Peninsula will come to an end in January 2025, the Clerk has started to seek alternative suppliers for these services and has four potential suppliers to contact. This will be on the agenda for the Committee's July meeting.