

Wrockwardine Parish Council

Minutes of the Finance & General Purposes Committee Meeting held on Wednesday 7th September 2022 at 7.15p.m at Admaston House, Admaston

Present: Cllr E Anderson (Committee Chairwoman)
Cllr K Ballantyne
Cllr P Cooper

In Attendance: Ms J Hancox (Clerk)

22/F01 Welcome

The Chairwoman welcomed everyone to the meeting.

22/F02 Apologies for absence

None

22/F03 Declaration of Interests & Dispensations

- a) Pecuniary – None declared
- b) Personal – None declared

22/F04 Public Session – No matters raised

22/F05 Minutes

It was **RESOLVED** to confirm and sign the Minutes of the F&GP Meeting held on 3rd December 2021 as a true record and which were received and noted by Full Council on 9th February 2022.

22/F06 Review of Terms of Reference

Following discussion, the following amendments were **RESOLVED**:

4. Meetings

“F&GP Committee meetings shall be for a maximum, not exceeding 2 hours”

8. Functions

Add – “Proposing Parish Council objectives”

(Appendix 1)

Membership of the Committee was discussed and it was agreed to invite the vice-chairman to future meetings as an ex-officio voting member as it was not clear that he should attend having not been appointed by the Council at the Annual Council Meeting in May.

22/F07 AGAR 2021/22

The Committee **RESOLVED** the receipt of the successful external audit notification for 2021/22 with no matters raised by the auditors. The Committee thanked the Clerk for guiding the Council through another successful audit.

22/F08 Mid-Year Budget Update

The Committee discussed the details of the mid-year budget (Appendix 2).

22/F09 Solar Lights, Wrockwardine Playing Fields

The Committee considered a quote of £3,303 + VAT for the installation of 2 solar powered lights on the road side of the playing field and **RESOLVED** to recommend to Full Council that the quote be accepted,

after the completion of the car park and on receipt of Telford & Wrekin Council's Highways Department approval for the lights.

22/F10 Grass Cutting Tender

The Committee discussed the current grass cutting tender, which ends on 31st March 2023, and recommended that the Conservation Management & Maintenance Group meet as soon as possible to discuss the options to be brought to Full Council.

(Cllr Cooper temporarily left the meeting at 7.44p.m and returned at 7.46p.m during which time standing orders were suspended and then re-instated)

22/F11 Allotments at Allscott Meads

The Committee was advised that transference of the Allotment site at Allscott Meads to the Parish Council would be on the condition that the site would be ready for use on the occupation of the 240th dwelling on the development, and that this was estimated to be around the 3rd/4th quarter of 2023 and therefore had major cost implications for next years budget. The Committee recommended that the Working Group, set up to look at setting up the Allotments, meet as soon as possible. Cllr Anderson offered to start investigating the detail of setting up the site.

22/F12 Budget 2023/24

The Committee discussed Parish Council objectives to feed into the budget. Further discussion took place around the precept amount and freezing the amount requested in an effort to help residents during the current difficult financial times. The following items were considered as priorities within the new budget:

- Allscott Meads Allotments
- Potential increase in charges for street lighting provision (currently on a fixed contract until 2023)
- Increase Community Initiative amount to look at ways of helping residents in the Parish;
- Replacement street lights due to deterioration in Admaston (whether solar or like for like)

Dependant on Full Council decisions:

- Outdoor Gyms, Wrockwardine
- Bus shelters

22/F13 Date of next meeting

The Committee agreed the date of the next meeting to be **Wednesday 5th October 2022 at 6.00p.m** at Admaston House.

The meeting closed at 8.40p.m

Signed: _____ **E Anderson** _____ (Chairman)

Date: _____ **2nd November 2022** _____

Appendix 1

Finance & General Purposes Committee

Terms of Reference

Purpose

To manage Wrockwardine Parish Council's (the Council's) financial resources and to debate and recommend strategy and action on policy and operational matters concerned with the Council's finances, property, resources and land.

1. The Committee

The Finance & General Purposes Committee (F&GP) is constituted as a Standing Committee of Wrockwardine Parish Council.

2. Members

Membership shall be a minimum of 3 and a maximum of 7 Members of the Council, including the Chairman and Vice-Chairman of the Council, being ex-officio, appointed annually at the Annual Meeting of the Council.

The quorum of the Committee shall be 3 Members.

3. Chairman

The Chairman is to be elected annually by Full Council at the Annual Meeting of the Council in May.

4. Meetings

The Committee will meet 4 times per year with the option of additional meetings when necessary.

The Clerk & Responsible Finance Officer shall attend the meetings.

The Committee will review the Terms of Reference each year at their first meeting after the Annual Meeting of the Council in May.

F&GP meeting shall be for a maximum, not exceeding 2 hours.

All meetings are open to the public and press.

5. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

If a Member, who has declared an interest, then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates.

6. Voting

Only Members of F&GP may vote and participate at a meeting. In the case of an equal vote, the Chairman of F&GP shall have a second or casting vote.

7. Minutes

Minutes of the meeting will be produced by the Clerk & Responsible Finance Officer and be submitted to Full Council for approval.

Minutes will be open for inspection by Members of the Parish Council and the public.

8. Functions

The committee will be responsible for:

- a. Monitoring the income and expenditure of the Council;
- b. Propose Parish Council objectives
- c. Recommending the annual budget and Parish precept to the Council for agreement;
- d. Monitoring the internal and external auditing of the Council;
- e. All insurance matters.

Powers and responsibilities

- To monitor the Council's financial position;
- To propose amendments to the Council's budget as required;
- To review the Council's internal controls;
- To propose the budget and precept for the forthcoming year;
- To consider the end of year accounts and the annual return;
- To review and propose accounting practices and systems;
- To review the Council's insurance;
- To review the Council's reserves;
- To review the Council's assets;
- To review and agree all tenders including agreement of scope of works;
- To annually assess the financial risks facing the Council;
- To review the governance and policies of the Council;
- To recommend to the Council such delegated powers to the Clerk as thought appropriate.

9. Members of the Public

The committee allows members of the public to address the committee meeting about items on the agenda. Members of the public may speak for 3 minutes in accordance with the Council's function. Members of the public may be excluded from the meeting if confidential business is to be transacted.

10. The Responsible Finance Officer

- The Responsible Finance officer (RFO) is responsible for the proper administration of the Council's financial affairs.
- The RFO is responsible for the maintenance of any documents and records necessary for the effective fulfilment of F&GP's duties as listed in these terms of reference.

Appendix 2
Finance & General Purposes Committee
Item 8 Mid-Year Budget 2022/23

Parish Management

	Cost Code	Budget Amount	Mid-Year Spend	Variance (remaining)
1	Grants s137	1,000	350	650
2	Grass/Hedge cutting	10,000	3,513	6,487
3.	Lighting Provision	8,000	2,567	5,433
4	Lighting Maintenance	7,000	1,225	5,775
5	Playing Fields Maintenance	10,000	1,445	8,555
6	Allotments	10	0	10
7	Bus Shelters maintenance	50	0	50
8	SID management	3,600	1,800	1,800
9	Defibrillator Maintenance	300	133	167
10	Bins – Emptying/Maintenance	2,500	0	0
11	Notice Boards Maintenance	100	0	100
12	Seats maintenance	100	0	100
13	War memorial	100	0	100
14	Sign Maintenance	100	0	100
15	Community Initiatives	500	0	500
16	Memorial (Wreaths/poppies)	100	0	100
17	Traffic Calming	5,000	0	5,000
18	Jubilee Fayre	750	473	277
19	Parish Improvements	7,000	0	7,000
	Total	56,210	11,506	44,704

Council Administration

	Cost Code	Budget Amount	Mid-Year Spend	Variance (remaining)
20	Subs & Fees	2,500	2,270	230
21	Chairman's Allowance	600	0	0
22	Councillor Travel	100	36	64
23	Councillor Expenses	100	8	92
24	Hall Hire	500	0	500
25	Audit Fees	700	546	154
26	Bank Charges	100	18	82
27	Councillor Training	100	75	25
28	IT Equipment	1,000	42	958
29	Website	100	15	85
30	Staff Training	100	30	70
31	Staff Travel	250	54	196
32	Office/Telephone	600	229	371
33	Stationery/Postage	250	69	181
34	Parish Newsletter	50	0	50
35	Insurance	1,500	1,353	147
	Total	8,550	4,745	3,805

Staffing Costs

Cost Code	Budget Amount	Mid-Year Spend	Variance (remaining)	
36	Staff Gross Salaries	17,920	8,762	9,073
37	WPC NI Contributions	1,850	748	1,102
38	WPC Pension Contributions	1,000	1,000	0
	Total	20,770	10,376	10,175
	VAT		1,922	
	Total Budget Spend 2022/23	85,530	28,549	56,981

Earmarked Capital Reserves

39	Traffic Calming (Admaston Scheme)	35,000	0	35,000
40	Community Initiatives	1,000	0	1,000
41	Admaston Green Grant Monies	2,832	0	2,832
42	Bin Emptying Contract 2021/22	2,100	0	2,100

Earmarked Revenue Reserves

43	Staff Salaries	3,335		
44	WPC Pension Contributions	4,500	866	3,634

Total Budget & Reserves	134,297	29,415	101,547
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Additional Notes

- 17 & 19. Gateways cost £6,103 (Traffic Calming & Parish Improvements)
18. 13/4/22 Full Council approved £750 to put on a Jubilee Summer Fayre on 16th July 2022
19. Gateways & new bins for Wrockwardine approx. £928 inc. installation
36. Salaries does not include Sept payments as monthly payroll not completed yet
37. NI contributions does not include Sept payment
38. WPC pension contributions now using earmarked reserve (44) & does not include Sept payment

Prepared by: J Hancox
Clerk & Responsible Finance Officer
1st September 2022