



Boughton Malherbe Parish Council

www.boughtonmalherbe.co.uk

MINUTES OF A MEETING of the FINANCE and STAFFING COMMITTEE of BOUGHTON MALHERBE PARISH COUNCIL held at 7:30 pm on Monday 15th January 2024 in Grafty Green Village Hall

Present: Cllrs: B Adams; T Andrews; N Eastwood; R Turner (Chair)
Clerk: Mrs Vickie Ford

Cllr Turner opened the Meeting at 7:35 pm.

1. **Declaration of anybody filming/recording this meeting:** none
2. **Apologies for Absence:**
Apologies from Cllr R Galton were received and accepted.
3. **Declarations:**
(i) **Declarations of Interest in items on the Agenda:** none
(ii) **Declarations of Lobbying:** none
4. **Approval of Minutes of the Finance and Staffing Committee Meeting held on 6th November 2023:** approved and signed as a true and accurate record
5. **Parish Council Staffing:**
(ii) **Annual Pay Increase (Clerk)**
RESOLVED: to exclude the press and public under subsection (2) of the Public Bodies (Admission to Meetings) Act 1960 for the following item on the grounds that it concerned the Clerk's terms of employment.
The Clerk also left the meeting temporarily.
The Clerk was asked to re-join the meeting, which she did.
RESOLVED: to recommend to Full Council £1 per hour increase in Clerk's salary 2023/24, in line with NJC pay scales. (3 for, 1 against)
6. **Review of Revised Draft 2024/25 Budget and 2024/25 Precept**
The Chairman expressed his view that regular revenue payments should be covered by the annual precept. In order to inform his thinking, he had asked the Clerk to separate regular revenue payments from somewhat likely and contingency payments envisaged in 2024/25. The Chairman pointed out that the regular revenue payments amounted to almost £13,000, which far exceeded the 2023/24 precept of £7,113. He informed the Council that increasing the precept to £10,000 would lead to a rise of £10.95 per annum (91 p per month) per Band D equivalent household; and that increasing the precept to £13,000 would lead to a rise of £22.59 per annum (£1.90 per month) per Band D equivalent household.
RESOLVED: to recommend the revised draft budget (below) to the Full Council.

RESOLVED: to recommend setting a precept of £10,000 to the Full Council, the precept increase to be reviewed in January 2025. (3 for, 1 against)

7. Internal Audit Review

Cllr Eastwood stated that he had no confidence in the effectiveness of monitoring of resolutions and action taken.

RESOLVED: to accept the review of the effectiveness of the internal audit 2022/23, as presented by the Clerk. (3 for, 1 against)

8. Internal Audit Plan

RESOLVED: to adopt the internal audit plan 2023/24 as presented by the Clerk.

The meeting closed at 8.25 pm

DRAFT

	Budget 2022/23	Budget 2023/24	Actual to 31.12.23	Projected to 31.3.24	Rev draft budget 2024/25
	£	£	£	£	£
RECEIPTS					
Precept	7,005	7,113	7,113	7,113	10,000
Parish Services Scheme	327	262	262	262	262
Bank interest		300	1,231	1,900	2,000
Community Transport			11,750	11,750	-
Misc					
VAT Refund	150	-	559	559	-
TOTAL RECEIPTS	7,482	7,675	20,915	21,584	12,262
Balance brought forward from previous year		22,844	82,468	82,468	81,905
PAYMENTS					
Staff Costs - Clerk's Salary	4,196	4,700	3,352	4,834	5,075
Other Costs					
Village Green Maintenance:	500				
Grass etc		500	339	500	500
Trees		900	450	450	900
Fencing		500	1,467	1,467	3,500
Village Hall Hire	250	250	-	250	280
Christmas Tree	300	350	325	375	400
Christmas functions	-	400	476	476	500
Litter Collection/lengthsman	-	800	602	800	900
PRoW replacement gates	-	2,600	-	-	5,000
Community grants:					
Churchyard Maintenance	500	500	-	500	500
Air Ambulance		50	300	300	50
Community Grants e.g. Coronation event		1,000	982	982	1,000
Community Transport (59 bus)	-	-	-	5,180	7,800
Emergency Plan	-	-	-	-	-
Training Courses	300	300	183	300	300
Internal/external Auditor	100	300	90	90	300
Insurance	400	500	500	500	525
KALC Membership	300	250	239	239	250
SLCC membership fees (Clerk)	-	120	112	112	120
Contingency (incl defib spares)	-	408	-	408	408
CPRE Membership	36	36	-	100	60
Stationery, postage, admin	200	500	191	600	500
Total Other Costs	2,886	10,264	6,256	13,629	23,793
Repairs Fund contribution	-	-	-	-	-
Village Green Fund	400	-	-	-	-
TOTAL PAYMENTS	7,482	14,964	9,608	18,463	28,868
Ringfenced reserves (CIL)				3,684	
Earmarked reserve (Village Green)				-	
Contingencies					
Emergency reserve		7,500			14,964
Clerk additional hours		2,010			2,175
Community bus		5,000		-	-
CLOSING BALANCE		1,045		81,905	48,160