



Boughton Malherbe Parish Council

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NOTICE OF MEETING of the FINANCE and STAFFING COMMITTEE of the PARISH COUNCIL

To: All members of the Finance and Staffing Committee,

You are hereby summoned to a Meeting of Boughton Malherbe Parish Council Finance and Staffing Committee at 7:30 pm on Monday 15th January 2024 in Grafty Green Village Hall. Members of the public are welcome to attend.

Dated 11th January 2024

Vickie Ford, Parish Clerk

AGENDA

1. **Anybody filming or recording this meeting is kindly requested to declare**
2. **Declarations:** (i) Declarations of Interest in items on the agenda
(ii) Declarations of Lobbying
3. **Apologies:** to receive and accept apologies for absence
4. **Approve Minutes of 6th November 2023**
5. **Parish Council Staffing:**
(i) to exclude the press and public under subsection (2) of the Public Bodies (Admission to Meetings) Act 1960 for the following item (5 (ii)) of the agenda on the grounds that it concerns the Clerk's terms of employment
(ii) to approve £1 per hour increase in Clerk's salary 2023/24, in line with NJC pay scales
6. **Review of Draft 2024/25 Budget:** to discuss and agree a budget for 2024/25 for recommendation to the Full Council; draft below
7. **2024/25 Precept:** to discuss and agree a precept for consideration by the Full Council
8. **Internal Audit Review:** to review the effectiveness of the internal audit 2022/23
9. **Internal Audit Plan:** to agree an internal audit plan commencing 2023/24
10. **Further information**

	Budget 2022/23	Budget 2023/24	Actual to 31.12.23	Projected to 31.3.24	Draft budget 2024/25	Note ref
	£	£	£	£	£	
RECEIPTS						
Precept	7,005	7,113	7,113	7,113	7,177	1.
Parish Services Scheme	327	262	262	262	262	2.
Bank interest		300	1,231	1,900	2,000	
Community Transport			11,750	11,750	-	3.
Misc						
VAT Refund	150	-	559	559	-	
TOTAL RECEIPTS	7,482	7,675	20,915	21,584	9,439	
Balance brought forward from previous year		22,844	82,468	82,468	81,905	4.
PAYMENTS						
Staff Costs - Clerk's Salary	4,196	4,700	3,352	4,834	5,075	5.
Other Costs						
Village Green Maintenance:	500					
Grass etc		500	339	500	500	
Trees		900	450	450	900	6.
Fencing		500	1,467	1,467	3,500	7.
Village Hall Hire	250	250	-	250	280	
Christmas Tree	300	350	325	375	400	8.
Christmas functions	-	400	476	476	500	
Litter Collection/lengthsman	-	800	602	800	900	9.
PRoW replacement gates	-	2,600	-	-	5,000	10.
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	11.
Emergency Plan	-	-	-	-	-	
Training Courses	300	300	183	300	300	
Internal/external Auditor	100	300	90	90	300	12.
Insurance	400	500	500	500	525	13.
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	14.
Stationery, postage, admin	200	500	191	600	500	15.
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	16.*
Clerk additional hours		2,010			2,175	17.
Community bus		5,000		-	-	
CLOSING BALANCE		1,045		81,905	45,337	18.

*100% budgeted payments 2023/24