



# Boughton Malherbe Parish Council

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## **MINUTES OF A MEETING of the FINANCE and STAFFING COMMITTEE of BOUGHTON MALHERBE PARISH COUNCIL held at 6.55pm on Monday 17<sup>th</sup> January 2022 in Grafty Green Village Hall**

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**Present:** Cllrs: R. Turner, R. Galton, G Kennaird; B Adams; N Eastwood

Clerk: Mr Chris Hume

Cllr Turner opened the Meeting at 7.30pm.

1. **Anybody filming or recording this meeting to declare it** - none
2. **Apologies** – none
3. **Approved Minutes of 8<sup>th</sup> November 2021**
4. **Matters Arising** – none.
5. **Matters Arising** - none
6. **Parish Council Staffing** –
  - 6.1 noted the comparison of the Clerk's hours with other similar sized parishes and agreed that the Clerk's hours are increased to 7 hours per week. It was further agreed that this committee will keep this under review and ask the new Clerk to monitor their hours and report back to the Committee
  - 6.2 reviewed the advice from KALC and our Internal Auditor below regarding funding the cost of the increased Clerk hours from reserves and agreed in principle to fund the increased cost through the precept, subject to approval by the full council
  - 6.3 reviewed and agreed a revised job description for the Clerk. The Clerk was asked to reduce the number of tasks by consolidating points 17 -24 into two tasks supporting councillors with these functions
  - 6.4 agreed to move from a single point salary for the Clerk at SCP 9 (£10.86) to a range dependent on experience and qualifications covering SCP 7 to SCP 12 (£10.44 to £11.53). However, it was agreed that the Council will retain discretion to appoint at a higher level in order to attract the right candidate, if necessary
  - 6.5 received the resignation from the current Clerk Mr Chris Hume and agreed a timetable, process and advert for the recruitment of a new Clerk
7. **Review of Draft 2022/23 Budget** – agreed the draft budget below for 2022/23 for recommendation to the full council. It was noted that the budget is subject to further amendment once the PSS is known. Cllr Eastwood proposed that the budget increase from

2021/22 be funded from reserves rather than an increase in the precept by removing items that are not commitments. It was agreed to delete the Christmas function and fund this in 2022/23 from an anticipated underspend in 2021/22 carried forward into reserves. It was also agreed to delete the TCPA membership and litter collection in view of the lengthsman plans. These three deductions, plus any increased PSS, will be used to reduce the increase in precept. It was agreed that any staffing costs above budget in 2022/23 arising from the appointment of the new Clerk will be met from reserves.

8. **2022/23 Precept** – agreed to recommend a precept of £7550 to the full council, subject to amendment by the Clerk once the PSS is known.
9. **Further information** - none

The meeting closed at 9.50pm

## 2022/23 DRAFT BUDGET

£	Budget 2021/22	Budget 2022/23	Notes
<b>RECEIPTS</b>			
Precept	5731.48	7523	
Parish Services Scheme	409	327	guesstimate - no details available
	6140.48	7850	
VAT Refund	200	150	
<b>TOTAL RECEIPTS</b>	<b>6340.48</b>	<b>8000</b>	
<b>PAYMENTS</b>			
Staff Costs - Clerks Wages	2498	4196	
Other Costs			
Village Green			
Maintenance	500	500	
Village Hall Hire	250	250	
Christmas Tree	300	300	
Litter Collection	100	0	
Churchyard			
Maintenance	500	500	
Emergency Plan	0	0	
Training Courses	300	300	
Internal Auditor	70	100	
Insurance	370	400	
KALC Membership	300	300	
Contingency	50	50	
Chairman's Expenses	50	50	
CPRE Membership	36	36	
Stationery, postage	200	200	
<b>Total Other Costs</b>	<b>3026</b>	<b>2986</b>	
Repairs Fund contribution	500	500	
Village Green fund		300	for repairs and tree surveys
<b>TOTAL PAYMENTS</b>	<b>6324</b>	<b>7982</b>	

<b>Staff Budget</b>	Salary	4033	7 hours per week at £11.08 assumes 2% increase - award pending
	Mileage	113	250 at 45p per mile
	Expenses	50	
<b>TOTAL</b>		<b>4196</b>	

