



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 Tuesday 22nd January 2019 in Grafty Green Village Hall

Present: Cllrs: J. Collins; R. Turner, A. Allum, R. Galton, C. Davies

Clerk: Mr Chris Hume

Cllr Collins opened the Meeting at 6.55pm.

1. **Anybody filming or recording this meeting to declare it** - there were no declarations
2. **Apologies** – there were no apologies for absence
3. **Declarations** – there were no declarations with regard to: lobbying, interest in items on the agenda or pecuniary interests
4. **Approve Minutes of 1st October 2018** – The minutes were approved and signed.
6. **Matters Arising** – there were no matters arising

FINANCE BUSINESS

6. **Estimated Expenditure at Year End 2018/19** – Draft previously circulated approved with one amendment - the training spend to be increased to £500
7. **Draft Budget 2019/20** – Draft previously circulated approved for referral to the full council with the addition of an extra £550 for Christmas activities and an increase in PSS to £639 producing a total budget with receipts of £6,754 and expenditure of £6,680 producing a small surplus of £74
8. **Parish Services Scheme 2019/20** – noted MBC allocation of £639
9. **Precept 2019/20** – agreed the recommend Band D precept of £24 for approval by the full council
10. **Annual List of Delegation to the Clerk** – approved the attached list of items delegated to the Clerk for spending purposes per section 5.6 of the Financial Regulations
11. **Annual record of s. 137 spending** – to noted the attached list of spending under s 137 in 2018/19

STAFFING BUSINESS

12. **Clerk Salary Annual Uplift** – approved the annual uplift in the Clerks salary from £10.09 per hour to 10.301 per hour in line with the NJC for Local Government (2% increase)
13. **Staffing Budget for 2019/20** – noted the staffing budget previously circulated
14. **Clerk Annual Appraisal** – Councillors agreed that they were very satisfied with the Clerk’s performance and there were no specific issues mentioned that needed to be addressed
15. **Further information-** there was no further information

The meeting closed at 7.22pm

Appendix 1

Items of expenditure delegated to the Clerk in 2019/20 under section 5.6 of the Financial Regulations

- Stationery
- Postage Stamps
- Postage special delivery
- Printer Ink
- Printer paper
- Village Green Christmas Tree
- Training courses
- KALC subscription
- CPRE subscription
- Internal audit fees
- Annual insurance premium
- Village hall hire

Expenditure under s.137 in 2018/19 to date (ceiling =)

Donation to Platts Heath School for learning materials and decorations £2,500

DRAFT