



# 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 7:15 pm on Monday 16<sup>th</sup> January 2023 in Grafty Green Village Hall**

**Present:** Cllrs: B Adams; N Eastwood; R Galton; G Kennaird; R Turner (Chair)

**Clerk:** Mrs Vickie Ford

Cllr Turner opened the Meeting at 7:15 pm.

1. **Declaration of anybody filming/recording this meeting** – none
2. **Apologies for Absence** – none
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 7<sup>th</sup> November 2022** – approved and signed as a true and accurate record
5. **Parish Council Staffing –**
  - (i) **Clerk's Working Hours**

At the request of the Staffing and Finance Committee (minute ref 4, 7.11.22), the Clerk had made a record of her working hours and had presented a report to Committee members. It was noted that the Clerk was working a mean average of 10.4 hours per week.

### **(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.

RESOLVED: to recommend to Full Council £1 per hour increase in Clerk's salary 2022/23, in line with NJC pay scales.

The Clerk re-joined the meeting.

The Committee expressed its concern regarding the hours being worked by the Clerk and asked that she continue to maintain a record, which she agreed to do.

### **6. Review of Revised Draft 2023/24 Budget and 2023/24 Precept**

The Chairman summarised the letter received from Maidstone Borough Council, which gave details of the provisional tax base for 2023/24: maintaining the present Band D equivalent charge of £27.84 per household per annum would generate a

precept of £7,113; maintaining the 2022/23 precept of £7,005 would decrease the charge per household per annum by 42p.

The Chairman stated that the Parish Council had resolved to earmark the remaining Quinn donation money (£52,899.38) for the potential purchase of the Village Green for 12 months and proposed that the funds be earmarked for a further year. Cllr Eastwood stated that he would not support earmarking the funds for a further year on the basis that no approach towards permanent acquisition of the Village Green had been proposed to Council. The Clerk undertook to investigate.

The Clerk gave an update on the situation regarding the 59 bus service: maintenance of a bus service through the Parish from July 2023 would be dependent on financial support from the Parish Council but it may be possible to apply for a grant from Kent County Council, eligibility to be confirmed.

RESOLVED: to recommend the revised draft budget to the Full Council, subject to maintaining the existing charge per Band D equivalent household per annum with the additional £108 allocated to "contingency".

RESOLVED: to recommend setting a precept of £7,113 to the Full Council.

**7. Internal Audit Review**

RESOLVED: to accept the review of the effectiveness of the internal audit 2021/22, as presented by the Clerk.

**8. Internal Audit Plan**

RESOLVED: to adopt the internal audit plan 2022/23 as presented by the Clerk.

**9. Review of Terms of Reference for the Finance and Staffing Committee**

RESOLVED: to recommend to Full Council as presented by the Clerk, subject to paragraph 7 being amended to read:

***"Terms of Reference***

*The Committee may review the Terms of Reference of the Finance and Staffing Committee and make appropriate recommendations to Full Council."*

The meeting closed at 8.10 pm