



Boughton Malherbe Parish Council

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

To: Councillors on the Finance Committee,

You are hereby summoned to a Meeting of Boughton Malherbe Parish Council Finance and Staffing Committee at 7.30pm on Monday 17th January 2022 in Grafty Green Village Hall. Members of the public are welcome to attend.

Dated 10th January 2022.

Chris Hume, Parish Clerk

AGENDA

1. **Anybody filming or recording this meeting to declare it**
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 8th November 2021**
5. **Matters Arising**
6. **Parish Council Staffing –**
 - 6.1 to note the comparison of the Clerk's hours with other similar sized parishes listed below and agree that the Clerk's hours are increased to 7 hours per week
 - 6.2 to consider the advice from KALC and our Internal Auditor below regarding funding the cost of the increased Clerk hours from reserves and agree in principle to fund the increase cost through the precept, subject to approval by the full council
 - 6.3 to review and agree the revised job description for the Clerk circulated separately
 - 6.4 to agree 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). See full pay scale circulated separately. This will place the parish council in line with other similar sized councils in Kent.
 - 6.5 to receive the resignation from the current Clerk Mr Chris Hume and to review and agree the attached timetable, process and advert for the recruitment of a new Clerk
7. **Review of Draft 2022/23 Budget** – to discuss and agree a budget for 2022/23 for recommendation to the full council. Draft below

- 7. **2022/23 Precept** – to discuss and agree a precept for consideration by the full council
- 8. **Further information**

Item 6.1 – Comparison of Clerk’s Hours with Other similar sized councils

	Electoral Roll	Clerk Contracted Hours	Any other staff	Any major facilities managed by the Clerk?
Boughton Malherbe	414	4	No	Village green
Nettlestead	697	10	No	No
West Farleigh	424	15	No	green and play area
Linton	474	7 but plans to seek an additional 2 hours	No	No
Ulcombe	697	10	No	Recreation ground

Item 6.2 – advice regarding funding a budget increase from reserves

- (i) Advice from KALC

it’s usually NOT prudent to run down reserves (particularly now= time of uncertainty). So, on 1) just best practice not a legal requirement. I think on 2) again I would be concerned as its about sustainability and I think as above risk.

you refer to spending from Reserves. This can only be from the General Reserve and really for the first year only NOT a long-term solution UNLESS you have very large reserves, if so why??

- (ii) Advice from Internal Auditor

In the end it's up to the councillors.

I note Clive and David's comments and agree with the general sentiment but in the context of a £2.4k increase with reserves 35 times that amount the general sentiment hardly applies.

As long as there is a reasonable business case for the increase in hours (e.g. reflecting what already happens or real additional work) I have no issues with plans to increase the precept or to use the balances to fund the additional expenditure.

Item 6.5 – Clerk Recruitment Process

TIMETABLE	
Advertise the post	End Jan/early Feb
Closing date	End Feb
Interviews	Early March
Commencement	Late March
Handover/Induction	Late March
Process complete	1 April

Advert

To be placed as follows: Malherbe Monthly, Downs Mail, Indeed (online recruitment site), KALC Website

JOB ADVERT – PARISH CLERK – BOUGHTON MALHERBE

A vacancy has arisen for the post of Clerk to Boughton Malherbe Parish Council resulting from the upcoming retirement of the current Clerk.

Boughton Malherbe is a small parish incorporating the village of Grafty Green, the hamlet of Boughton Malherbe and the surrounding countryside, sitting on the greensand ridge between Lenham and Headcorn in the district of Maidstone.

This is a part time role requiring 7 hours per week. The role is home-based with flexibility as to when the hours are worked and attracts a salary between £10.44 and £11.55 per hour (national SCP 7-12) - pay award pending - depending on experience/qualifications.

Council meetings take place bi-monthly in the evening, and occasionally there is a requirement for committees to meet between council meetings.

Duties for this interesting role include:

- attending evening Parish Council Meetings, usually held on Monday. Additionally, there is a requirement to hold the Annual Parish Meeting each year as well the occasional day-time meeting/site meetings
- preparing the agendas and taking minutes
- giving procedural advice to councillors
- carrying out the Council's administrative tasks
- managing all aspects of the Council's finances including budgeting, monitoring expenditure, VAT and the production of all relevant accounting statements as well as the audit process.
- dealing with general enquiries and correspondence
- updating and co-ordinating the Parish Council website

The successful applicant will have good communication, administrative and literacy skills as well as a basic IT skill set covering the various packages required to carry out the functions of the Clerk. The Clerk needs to be organised, have the ability to be flexible and able to show initiative. Where required training will be provided.

The ideal candidate will have previous experience in a local government/clerk role and some experience of managing budgets.

How to apply:

Please email a covering letter and CV to ***boughtonmalherbepc@gmail.com***. If you would like to know more about the role and have an informal chat before applying, please call our Chairman Cllr Ron Galton 01622 850369 or the current Clerk Chris Hume on 07972 630555

Closing date: 28th February

2022/23 Draft Budget

	Budget 2021/22	Budget 2022/23	Notes
£			
RECEIPTS			
Precept	5731.48	8114	
Parish Services Scheme	409	300	guesstimate - no details available
	6140.48	8414	
VAT Refund	200	150	
TOTAL RECEIPTS	6340.48	8564	
PAYMENTS			
Staff Costs - Clerks Wages	2498	4196	
Other Costs			
Village Green Maintenance	500	500	
Village Hall Hire	250	250	
Christmas Tree	300	300	
Christmas functions	300	300	
Litter Collection	100	100	
Churchyard Maintenance	500	500	
Emergency Plan			
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	
TCPA membership		100	
Stationery, postage	200	200	
Total Other Costs	3326	3486	
Repairs Fund contribution	500	500	
Village Green fund		300	for repairs and tree surveys
TOTAL PAYMENTS	6324	8482	

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