



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 7.15 pm on Monday 16th January 2023 in Grafty Green Village Hall. Members of the public are welcome to attend.

Dated 11th January 2023

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 7th November 2022**
5. **Parish Council Staffing –**
(i) to receive a report on the Clerk's weekly working hours (to follow)
(ii) to exclude the press and public under subsection (2) of the Public Bodies (Admission to Meetings) Act 1960 for the following item (5 (iii)) of the agenda on the grounds that it concerns the Clerk's terms of employment
(iii) to approve £1 per hour increase in Clerk's salary 2022/23, in line with NJC pay scales
6. **Review of Draft 2023/24 Budget** – to discuss and agree a budget for 2023/24 for recommendation to the Full Council; draft below
7. **2023/24 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 2021/22
9. **Internal Audit Plan** – to agree an internal audit plan commencing 2022/23
10. **Review of Terms of Reference for the Finance and Staffing Committee**
11. **Further information**

	Budget 2021/22	Budget 2022/23	Actual to 31.12.22	Forecast to 31.3.23	Draft budget 2023/24	Note ref
	£	£	£	£	£	
RECEIPTS						
Precept	5,731	7,005	7,005	7,005	7,005	1
Parish Services Scheme	409	327	327	327	327	2
Bank interest			226	276	300	3
Misc						
VAT Refund	200	150	-	677	-	
TOTAL RECEIPTS	6,340	7,482	7,558	8,285	7,632	
Balance brought forward from previous year			85,966	85,966	22,844	4
PAYMENTS						
Staff Costs - Clerk's Salary	2,498	4,196	3,079	4,470	4,700	5
Other Costs						
Village Green Maintenance:	500	500				
Grass etc			203	500	500	6
Trees			1,175	1,175	900	7
Fencing			-	200	500	8
Village Hall Hire	250	250	-	250	250	
Christmas Tree	300	300	240	300	350	
Christmas functions	300	-	-	-	400	9
Litter Collection/lengthsman	100	-	424	600	800	10
PRoW replacement gates	-	-	792	2,000	2,600	11
Community grants:						
Churchyard Maintenance	500	500	-	500	500	
Platinum Jubilee event	-	-	793	793	-	
Village Hall Centenary celebration	-	-	500	500	-	
Air Ambulance			50	50	50	
Community Grants e.g. Coronation event					1,000	
Emergency Plan		-	-	-	-	
Training Courses	300	300	170	300	300	
Internal/external Auditor	70	100	90	90	300	12
Insurance	370	400	489	489	500	13
KALC Membership	300	300	229	229	250	
SLCC membership fees (Clerk)	-	-	120	120	120	
Contingency (incl defib spares)	50	-	238	238	300	
Chairman's Expenses	50	-	-	-	-	
CPRE Membership	36	36	36	36	36	
Stationery, postage, admin	200	200	217	500	500	14
Total Other Costs	3,326	2,886	5,766	8,870	10,156	
Repairs Fund contribution	500	-	-	-	-	
Village Green Fund	-	400	-	-	-	
TOTAL PAYMENTS	6,324	7,482	8,845	13,340	14,856	
Ringfenced reserves (CIL)				4,358		
Earmarked reserve (Village Green)				52,899		15
Contingencies						
Emergency reserve					7,500	16
Clerk additional hours				810	2,010	17
Community bus					5,000	18
CLOSING BALANCE				22,844	1,110	