



Maresfield Parish Council

REPRESENTING THE VILLAGES OF MARESFIELD, NUTLEY & FAIRWARP

DRAFT Minutes of the Finance & Administration Committee meeting held on Tuesday 11th November at 7.30pm in the Parish Office, Nutley

Present: Cllr Martin Craddock (Chair), Cllr Dr Birgit Smith, Cllr D Watson and Mrs C Goossens (Clerk).

1. **Public Session.** None.
2. **Apologies for absence.** Cllr Trevor Lewin and Cllr Mrs Lolita Reeves.
3. **Declarations of interest.** Cllr Dr Smith – Governor, Nutley Primary School.
Cllr Watson – Member of Nutley Bowls Club.

It was noted that the Committee would be unable to make a formal recommendation to Council reference item 7.i as Cllr Watson would be precluded from decision making due to his membership of the Bowls Club and the Committee in these circumstances would not be quorate.

4. **Adoption of the minutes of the Meeting held on 7th October 2021.** It was unanimously **Agreed to Adopt** the minutes as circulated with the meeting papers.
5. **Review of month 7 2021/22 Receipts and Payments and Bank Reconciliation.**
It was noted that the Clerk has incorrectly allocated the receipt of CIL monies in Month 7 to the precept account code. **ACTION:** Clerk to Journal correction i.e. £31,608 to be debited from 1176 and credited to 1179. Clerk to change payee name Easycrate to EDF.

It was Agreed to consider items 7,8 and 9 at this point on the agenda.

6. **Agree and recommend to Council approval of current year forecasts 2021/2022 and new Budget/Precept 2022/2023.**

The following points were noted:

- As per Item 5 – correction to be made.
- Budget code 4000 projection to be increased by £3650 for 2021/22.
- Budget code 4000 budget for 2022/23 to be increased by £2850 to £38850.

It was unanimously **Agreed** to recommend to Council that it approves the proposed budget of £93,490 and Precept Requirement of £95,084.

7. **Grants/Donations - Bids for Parish Council funding 2022/23.**

- i. **Funding request from Nutley Bowling Club for electrical works.**

Those Councillors qualified to make a decision regarding this item, felt a donation of £1000 would be an appropriate response to the Bowls Club request for a grant.

8. **Employment:-**

- i. **To note Clerk and Assistant Clerk Appraisals.**

It was noted that both the Clerk and Assistant Clerk had excellent appraisals and that the Parish Council is fortunate to have such good employees.

In future copies of appraisals should remain confidential and **NOT** be circulated to anyone beyond the appraisee, appraiser and Chairman of Council.

- ii. **To agree and recommend to Council salary increases.**

It was noted that at a recent Chairman's Forum, Trevor Leggo, CEO of SALC, warned of a shortage of Clerk's and the need to remunerate appropriately.

Fletching Parish Council despite being significantly smaller than Maresfield Parish is currently recruiting for a Clerk/RFO at the same salary point as MPC's Clerk. NALC pay scales for 2021/22 have yet to be agreed and published. It was noted that any increase will result in a backdated payment for both Clerk and Assistant Clerk.

In the financial year 2020/21 the Committee had not been as conscious of the market and both Clerk and Assistant Clerk were advanced only one salary point.

It was unanimously **Agreed** to recommend to Council the Clerk be moved from SCP 24 to SCP 28 and that the Assistant Clerk be moved from SCP 7 to SCP 12. Salary increases to be backdated to 1st April 2021. It was noted that this

recommendation would result in a total increase for salaries for 2021/22 of £4554



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which includes Tax, NI and Pensions contributions. This necessitates adding £3650 into the projection for the current financial year.

9. To consider and agree future of Parish Office.

It was noted that a letter has been sent to the Social Club and a response is awaited. It is hoped that a substantial reduction will be forthcoming.

The meeting reverted to Item 6 on the agenda.

10. To consider and recommend that Council approve the following policies:

- a) **Lone Working Policy**
- b) **Performance Management Policy**
- c) **Recording of Public Meetings Policy**

It was unanimously **Agreed** to recommend Council Adopts all policies as circulated.

ACTION: Clerk add to Council Agenda.

11. GDPR update. None.

12. Matters arising from the meeting for public communication. None.

13. Correspondence. None.

14. Date of next meeting – Friday 3rd December 2021 if need be or Tuesday 12th April

There being no further business, the meeting closed at 20.38.