



## **MINUTES OF THE MEETING OF THE FINANCE, ADMINISTRATION AND HUMAN RESOURCES COMMITTEE**

Tuesday 30<sup>th</sup> July 2024, 7.00 pm at Council's Meeting Room.

**PRESENT:** Cllrs: Phillips (Chairman), Forbes, Tyrrell, Haite and Broad

**IN ATTENDANCE:** Samantha Booker (RFO)

**MEMBERS OF THE PUBLIC:** 0

The Chairman opened the meeting and welcomed everyone.

### **1. Public Question**

None.

### **2. Apologies for absence**

Cllr Spoor Cllr Grainger

### **3. To receive Declarations of Interests from Members in respect of any matter on the agenda**

None.

### **4. To confirm the Minutes of the meeting of the Committee held Tuesday 26<sup>th</sup> March 2023**

The minutes were approved

### **5. Clerk's Report**

The Clerk's report was received.

### **6. To review the spreadsheet for predicted year end taking into account known changes**

Cllr Phillips explained the "National Employers" latest pay offer (percentage and step) using the Clerk's pay as an example, He mentioned that this would be the same principle for all staff.

- With regard to 2023/24, the actual wages total was £44,332, the budget set for 2024/25 was £48,000. i.e. Increase 8.27%.
- The Employers figures for 2024/25 suggested are: a flat increase of £1,290 (pro rata) plus 2.5%
- With regards to the Clerk: Step:1.89%, flat increase:3.46%, and 2.5%.
- New total office salary for 2024/25 would be £47,812.
- When broken down this would be
  - salary £30,500
  - tax £7,500
  - pension £10,000.
  - Total percentage of 7.85%.

Agreed to adjust the end of year prediction adjusted accordingly .

As mentioned in the Clerks' Report, two codes (4022 and 4210) have very similar descriptions which make allocation of money spent very difficult to do correctly. It was decided that code 4022 will be for billing from the Village Centre for our share of garden maintenance, and code 4210 will be for other garden expenses (i.e. Dors Patch and the War Memorial).

The committee were in agreement that a new bell bollard is needed on the corner of Dors Patch. Before money is found within the budget for this it was agreed that Jacquie Russell and

MSDC should be contacted and asked if they know of a spare bollard that we might be able to have.

It is unlikely that money will be spent on allotments this year, but Cllrs will continue to look for suitable land.

Currently it looks like 24/25 will leave us with funds available 34% of precept, whereas 23/24 left us with 41%.

The committee agreed that £4,000 will need to be transferred from the PSDF Account to the Unity Trust Current Account to cover the wages and bills for August before the second half of the precept is received at the end of September. The RFO will submit the forms for the transfer immediately.

Cllrs Phillips and Haite mentioned that Chris Rolley had been asked to carry out a confidential salary review for all Council staff and to recommend how salaries should be determined now and into the future.

- 7.
  - a. **Review of Grants Policy**  
The Grants Policy has been updated by Cllr Forbes. Some minor changes have been made.
  - b. **Review of Financial Regulations**  
Cllr Forbes is currently reviewing this and has suggested that NALC have some good points on their model. It was agreed that this will be reported on again in the next meeting, and in the meantime the RFO will also read the NALC model document.
- 8. **Any items for reporting or inclusion on a future agenda.**  
A review of all policies
- 12. **Date of next meeting**  
October 2024 (date to be advised)

Meeting Closed at 19.50

Chairman.....

Date.....