

HADLOW PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Virtual Meeting of Tuesday 3 November 2020

Present: Cllr's L Bright (Chairman), Barrett, E Bright, Collins, Harvey, Massy

In Attendance: M Stepkowski (Parish Clerk & Minute Taker)

FGP861 **To receive and approve apologies and reason for absence**
None.

FGP862 **To receive declarations of interests**
Cllr Massy declared an interest as allotment holder and abstained from comment with regards to allotment rents.

FGP863 **To recommend approval of**

a) payment to date via cheque/faster payment

Resolved to recommend approval of cheques/faster payments since the last Parish Council meeting held in October. Proposed Cllr L Bright, seconded Cllr Massy and carried unanimously.

b) To recommend approval of October accounts (bank reconciliation, income & expenditure, cost centre report, trial balance)

Resolved to recommend approval of October accounts in their entirety. Proposed Cllr L Bright, seconded Cllr Barrett and carried unanimously.

c) To recommend approval of updated contracts list

Resolved to recommend approval of updated contracts list. Proposed Cllr L Bright, seconded Cllr E Bright and carried unanimously.

FGP864 **To consider recommendations from Staffing Committee as part of the budget process:**

a) Employment of additional Staff

Members considered three options and favoured option 3 which was for a Facilitators Administrator starting at two days a week with possible hourly rate of £11.50-£12. Further works to be carried out to define the role and pay scale ahead of finalising the 2021-22 budget.

b) Staff pay and contracts

Resolved to recommend the National Joint Council for Local Government Services (NJC) Pay Scale SCP36 as Clerks salary for 2021-22. Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

Resolved to recommend Admin Assistants hourly rate for 2021-22 to be £12.00. Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

Resolved to recommend Wardens salary to remain at existing rate. Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

c) Other Staff related matters

It was agreed that if Council employed a part time Facilitators Administrator then this would affect the roles and responsibilities of other staff members and a review of contracts would be necessary.

FGP865 To review and consider other items related to the drafting of Budget and Precept Request for 2121-22 and to consider recommendation of Budget & Precept Request to Full Council

a) Rents & Fees: Medical Centre, Allotments, Halls, Playing Fields, Cemetery, Peppercorn Rents

RESOLVED to recommend to Council that rents and fees remain at existing rates until next annual review with the Medical Centre being an exception due to negotiations required ahead of the current lease expiring in June 2021. Proposed Cllr L Bright, seconded Cllr Harvey and carried unanimously.

b) Leases, contracts & other agreements

These were noted and negotiations with regards to the expiry of the current medical centre lease would be forthcoming.

c) Chairperson's allowance

RESOLVED to recommend to Council a reduction from £400 to £300 for the 2021-22 budget. Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

d) Projects & reserves & other material items

S106 proposed projects were noted and no additional projects were to be considered at the present time due to the financial impact of COVID.

Reserves were to be reviewed closer to end of year.

The budget was agreed in principal, but members acknowledged the staffing budget required further calculations and that the 2021-22 budget could be finalised before receipt of the new tax base.

FGP866 Memorial Hall

The Parish Office had been in contact with the Catholic Diocese to confirm ownership as old papers indicating the hall belonged to the Parish Council were on file. Clarification had been confirmed that the Catholic Church were the current legal landowners.

There being no further business the meeting closed at 20:01 hrs.

Date of next meeting scheduled: tba

Signed:

Date: