

PANGBOURNE PARISH COUNCIL

FINANCE AND COMPLIANCE COMMITTEE MINUTES

At a meeting of the Finance and Compliance Committee held at Pangbourne Village Hall on

**Friday 4 November 2022 commencing at 11.00am**

Present: B Kerr Muir, J Higgs, P MacIver, N Goodwin,
R Elkin (Clerk)

Absent: I Walker

# FC/109 APOLOGIES FOR ABSENCE

 IW sent Apologies.

# FC/110 DECLARATIONS OF INTEREST RELEVANT TO THE AGENDA

 None.

# FC/111 MINUTES OF THE LAST MEETING

 Minutes of the last meeting on 26 November 2021 were signed by the Chairman as an accurate record with no amendments.

# FC/112 MATTERS ARISING ON THE LAST MINUTES

* BKM is continuing to work through policies at full council meetings.

# FC/113 REGULAR REVIEW OF FINANCIAL DOCUMENTS AND REPORTS

* The Bank Statements were checked against the latest budget control by Councillors and found to be accurate.

# FC/114 TO DISCUSS STAFFING MATTERS

* **Appraisals**
* **Probationary sign off**
* **Salaries and NJC contracts**
* **Cover for OSW for 2023**
* Dates for appraisals for all staff need to be scheduled.
* It was RESOLVED to sign off the probationary period for LA and to write the necessary letter to confirm this. It was agreed that LA has been exemplary since joining the Parish Council.
* It was RESOLVED to write letters to all staff notifying them of the recently announced NJC salary increase backdated to April 22 which will be in the December salary. This also includes changes to terms and conditions namely the addition of 1 additional days holiday per annum.
* Cover for the OS Warden needs to be considered for summer holidays in particular but also for sickness and weekends. It was agreed to urgently look into casual cover for the summer period in particular but also potentially zero hours cover which can be drawn on at any time.

# FC/115 TO REVIEW AND AGREE A DRAFT BUDGET FOR 2023/24 TO PROPOSE TO FULL COUNCIL

* The Clerk presented and proposed a draft budget for the year 2023/24 for the Council as a whole which the committee considered. They especially considered in detail the budgets for Parish Council Central and the Admin categories as these fall directly under this committee.
* Following discussion and amendments, it was RESOLVED to present the revised budget as agreed by committee to Full Council at the November 2022 Full Council meeting for further discussion and agreement.

# FC/116 TO RECEIVE ANY ITEMS FOR INFORMATION ONLY OR FOR THE AGENDA OF THE NEXT MEETING

 None.

# FC/117 CLOSURE

 There being no further business the meeting was closed at 12.15pm.

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