

BRERETON AND RAVENHILL PARISH COUNCIL

Minutes of a meeting of the Finance and Management Committee held at the Parish Hall, Ravenhill Park, Brereton, on Thursday, 12th May 2022.

Present

Councillors Mrs P Ansell, K Ansell, Alderman R Easton, Mrs DM Easton, Mrs G Harvey, JC Harvey, Miss C Hodgkiss and Mrs L Johnson.

An apology for absence was received from Councillor DR Johnson.

Mrs R Davies [Clerk to the Committee] and Mr J Smith [Caretaker and Finance Officer] were also present.

1. APPOINTMENT OF CHAIRMAN

RESOLVED

That Councillor Mrs G Harvey be appointed Chairman for the ensuing year.

2. DECLARATIONS OF INTEREST

There were no declarations of interest given at the commencement of the meeting.

3. APOLOGIES FOR ABSENCE

Listed above.

4. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

That Councillor Mrs L Johnson be appointed Vice-Chairman for the ensuing year.

5. MINUTES

RESOLVED

That the minutes of the meeting held on 7th April 2022, be approved and signed as a correct record.

6. MATTERS ARISING

⚡ Previous Parish Clerk

Alderman Ray Easton revisited the issues with regards to the previous Parish Clerk [Sylvia Gibson]. He shared some views on the matter with other Councillors present at the meeting, who also contributed to the discussion. It was confirmed that a report by Sylvia Gibson had been sent to the Monitoring Officer at the District Council.

⚡ Staff Salaries

Confirmation was obtained that payment of staff salaries would now revert back to the end of each calendar month.

7. COST OF CHRISTMAS LIGHTS

The Committee were updated with regards to the cost of last year's Christmas lights which

is set out below:-

£10,344.00 including VAT
£1,047.06 [electricity charge]

The costs provided for the three extra lights, hire of the other lights, putting the lights in place and then taking them down at the end of the Christmas period.

It was agreed by all that unless the Parish Council is in receipt of sponsorship or donations for extra lights, the number we currently have should not be increased at this time.

8. BANK MANDATE

The Clerk reported that the Mandate Form had been submitted to HSBC. She was awaiting further confirmation as to when the mandate would be on the system at the bank. The Clerk would keep the Committee informed of developments.

Discussion then took place regarding the number of business accounts the Parish Council had and the need to close some of them. The Clerk agreed to liaise with John Smith [Caretaker and Finance Officer] to ascertain account numbers and she would then contact HSBC to set the procedures in motion to close some of the accounts.

9. ACCOUNTS FOR PAYMENT

A schedule of accounts for payment was circulated at the meeting.

RESOLVED

That authority be given for the payments included on the submitted schedule.

The question then arose as to further payments to Peter Harrison [previous Acting Parish Clerk]. This matter would be discussed under Exclusion of the Public – Confidential Matters.

10. FINANCE REPORT

The report showing the income and expenditure of the Parish Council as at 5th May 2022, was submitted for information and noted.

11. EXCLUSION OF PUBLIC

Confidential Matters

The Committee was asked to consider the following:-

Peter Harrison [Acting Parish Clerk]

- ↓ Holiday pay
- ↓ Unauthorised overtime
- ↓ Ex-gratia payment

John Smith [Caretaker and Finance Officer]

- ↓ Overtime
- ↓ Payment for lack of holidays [2021]

The Committee all agreed that these matters be brought to the next meeting in June 2022.

12. **DATE AND TIME OF NEXT MEETING**

RESOLVED

That the next meeting be held on Thursday, 9th June 2022, at 8.15 p.m.

[Chairman]