

BRERETON AND RAVENHILL PARISH COUNCIL

Minutes of a meeting of the Finance and Management Committee held at the Parish Hall, Ravenhill Park, Brereton, on Tuesday, 28th February 2023.

Present

Alderman R Easton, Alderwoman Mrs P Ansell, Councillors K Ansell, Mrs DM Easton 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 [Administrator and Caretaker] were also present.

1. DECLARATIONS OF INTEREST

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

2. APOLOGIES FOR ABSENCE

As listed above.

3. MINUTES

RESOLVED

That the minutes of the meeting held on 31st January 2023, be approved and signed as a correct record.

4. MATTERS ARISING

It was reported that there had been no bill for use of electricity regarding the Christmas lights up to the present time.

The precept had been set for the coming financial year [£35,000 had been ring fenced for the car park].

5. ACCOUNTS FOR PAYMENT

Alderman Easton declared an interest regarding the purchase of LED light tubes for the Parish Hall - he had purchased them at a cheaper price which would save the Parish Council money.

6. FINANCE REPORT

The report showing the income and expenditure as at 28th February 2023, was submitted for information and noted.

7. ACCOUNTANT

Members acknowledged that it had been a difficult time for John Smith regarding the VAT returns because information had to be sent electronically to HMRC [a new system had been put in place by that Department]. Charlotte Jones from 'Complete Solutions For You' had been to see John and John confirmed that he would carry on inputting information onto the spreadsheets but then these would be submitted to Charlotte who would deal with them appropriately. The fee for this work would be £100.00. Charlotte Jones was asked to be the Accountant for the Parish Council and it had been agreed that she receive £300.00 per annum, subject to this being passed at the next full Council meeting.

Proposed and seconded.

John informed the Members that he had met with Ruby Davies over the past few weeks to do the bank reconciliations. Everything seemed to be going well.

8. STAFF SALARIES

John Smith informed the Members that he had reviewed the salary scales and that each member of staff was due a slight pay rise. This had been sorted but John's was a little complicated because he had been paid on the wrong scale for a while and so his back-pay was quite considerable.

Members suggested that John get the information together regarding his back-pay and present it to the next meeting of this Committee.

9. CONTRACT OF EMPLOYMENT – RUBY DAVIES

The contract was brought to the attention of the Members of the Committee. It was approved and accepted.

10. DATE AND TIME OF NEXT MEETING

RESOLVED

That the next meeting be held on Tuesday, 4th April 2023, at 8.15 p.m.

[Chairman]