

**MINUTES OF THE MEETING OF THE ADMINISTRATION AND FINANCE COMMITTEE
HELD AT 7.30PM ON THURSDAY 10 NOVEMBER 2022
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY.**

PRESENT: Councillors: R Capewell, R Gahan, C Grafton-Reed, R Patrick, P Shipman, and Mrs M Stell

ALSO PRESENT: Mrs N Elson, Deputy Clerk

APOLOGIES: Councillors: S Oliver and A Teague-Concannon

CLERK: Mrs D S Barber

205.22 **1. APOLOGIES**
Apologies were received and accepted from Councillors Oliver and Teague-Concannon.

206.22 **2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**

No declarations of Members Interests were received.

COUNCIL MANAGEMENT

207.22 **3. TO REVIEW OUTSTANDING RECOMMENDATIONS**

The report detailing the outstanding recommendations was received and noted.

4. FUTURE FORM OF MINUTES

Members received a report detailing the legal requirements for the contents contained within copies of minutes. They acknowledged advice from Leicestershire and Rutland Association of Local Councils, National Association of Local Councils and an extract from Arnold-Baker Local Council Administration pertaining to the Local Government 1972, Sch 12, para 41(1) – 7.39 Minutes. Currently for an ordinary Parish Council meeting the minutes produced average 12 pages in number which can take up to 6 hours of the Parish Managers time to compile. If the Parish Council take on board the recommendations and advice and produce and publish the minutes as suggested, this make the minutes nearer 5 pages in number and would still be a formal record of official acts and decisions.

Minutes are not to be a verbatim record of discussions, arguments or reports. Any

reports provided, for example from County and District Councillors, they will be made available on the Parish Council's website in documents found under the date relating to a particular meeting.

Members were furnished with a usual set of minutes and an example of the same minutes produced following the recommendations.

Councillor Patrick proposed, and Councillor Gahan seconded that the adoption of the new form of minutes should be approved and any relevant documentation and reports, except for staffing and confidential matters will be placed on the Parish Council's website in documents under the date pertaining to a particular meeting. A show of hands carried this proposal.

- 208.22 **RECOMMENDED: That the Parish Council adopt the new form of minutes for all Parish Council meetings and Committee meetings. Any relevant paperwork or reports, except for staffing and confidential matters, will be placed on the Parish Council website in documents under the date pertaining to a particular meeting.**

5. EXCLUSION OF PRESS AND PUBLIC

Councillor Grafton-Reed proposed that the press and public are excluded from agenda item 6 due to it pertaining to staffing matters. The exclusion in accordance with the Public Bodies (Admission to the meetings) Act 1960. A show of hands carried this unanimously.

RECOMMENDED: That the press and public are excluded for item 6 on the agenda as it pertains to staffing matters.

6. RESTRUCTURE OF THE PARISH OFFICE

Members received a report with the suggested restructure of the Parish Office staff following the resignation of the Grants Administrator. A discussion was had, and an agreement reached to support the new structure but reduce the proposed working hours of the Deputy Clerk from 37 to 30 hours per week. The number of staff in the office will not alter, but the distribution of work undertaken will change. One of the main priorities is to provide adequate and sufficient cover for the Parish Manager during periods of leave or absence and to secure a succession plan for the future.

Councillor Patrick proposed, and Councillor Grafton-Reed seconded that the new Parish Office staff structure is supported.

- 209.22 **RECOMMENDED: That the new Parish Office staff structure is supported with and agreed reduction in the proposed weekly hours of the Deputy Clerk from 37 to 30.**

7. INCREASE TO CHARGES

Members were asked to consider the proposed increase to charges for Parish Council services to commence in April 2023. All proposals were accepted with an agreement to review the charges for the Village Hall at the Administration and Finance Committee meeting to be held in March 2023 to ensure all costs cover the running of the village hall with the income to support this. A show of hands carried this unanimously.

- 210.22 **RECOMMENDED: That the proposed increased to charges for Parish Council services to commence in April 2023 are agreed and that the charges for the village hall are reviewed in March 2023 at the Administration and Finance Committee meeting.**

8. DRAFT BUDGET FOR 2023/24

Following a brief discussion, the Members agreed to wait for a revised copy of the budget to be produced and circulated to include the new calculations for staffing and the potential income from the agreed increase to charges. The 3rd Draft budget will be presented to Members at their meeting in December, when the housing tax base figures should have been received from the district council.

211.22

RECOMMENDED: That a revised draft budget for 2023/24 is produced for presentation at the Parish Council meeting in December 2022.

212.22

The meeting closed at 21:29