

Aylesham Parish Council
Finance, Audit & Personnel Committee

Thursday 2nd July 2020, at 19.00pm
Meeting held via Zoom due to COVID-19

SUBJECT TO CONFIRMATION AT THE MEETING

1. Those Present

S. Bott (Committee Chair), Cllrs I. Thomas, B. Oliver, V. Thomas, J. Pout, K. Sutcliffe, M. Townsend. Parish Clerk K. Razzell.

2. Apologies

Assistant Clerk D. Jenkins (personal reasons), L. Prescott absent.

3. Declarations of Interest

None.

4. Public Representation

None

5. Year End Accounts 2019/2020

5.1 Clerk noted to Councillors the reserves held for the Parish Council were £15,748 in NS&I, plus the Year End bank balance of £67,483.92 plus the VAT Return expected of £9,544.61. Resolved: Proposed by I. Thomas that the Year End Accounts for 2019/2020 to be accepted by Council as a true record. Seconded B. Oliver, all in favour.

6. Q1 Accounts (April – June) 2020/2021

Resolved: Proposed by I. Thomas to be correct and a true record, seconded by V. Thomas. All in favour.

7. Staff Salaries 2020/2021

7.1 Caretaker/Cleaner K. James salary

Resolved: To remain the same at £9 per hour, and be reviewed in March 2021. Proposed by B. Oliver, seconded J. Pout. All in favour.

7.2 Parish Clerk/Assistant Clerk 2020/2021 salaries were confirmed at the June full Parish Council meeting, however I. Thomas wished for Councillors to review his suggested pay increase proposal that was sent prior to the meeting. He noted to Councillors that pay increases should have been discussed at this Committee, then taken/adopted at Full Council the following month.

I. Thomas proposed increases of two salary scales points plus 3% increase for both Clerk & Assistant Clerk, seconded by V. Thomas. Three votes in favour. 4 voted against.

Resolved: Motion not carried, Clerks to receive pay increase as per Full Parish Council Meeting June 2020.

8. Maternity Policy

Parish Clerk put together a Maternity Policy for the Council that was sent to Councillors prior to the meeting, the Policy is based on Government and NALC Guidelines.

Resolved: I. Thomas proposed for employees to receive 12 months full pay, but if they do not return will be liable to pay 3 months' salary back to Aylesham Parish Council. Seconded by B. Oliver, all in favour.

9. Date of Next Meeting

Thursday 30th July 2020 at 19.00pm

10. AOB

10.1 I. Thomas would like the amount increased from £500 for when Council have to then obtain three quotes for work. Parish Clerk noted to Councillors that Standing Orders need to be revised and brought up to date, she will be having discussions with the Internal Auditor about this.

10.2 Parish Clerk requested Performance Review as July is her annual anniversary with the Parish Council. M. Townsend & I. Thomas to oversee this.

End of Meeting

20.01pm