

FINANCE COMMITTEE

Minutes of the meeting of the Finance Committee held at 7.45pm on Thursday, 10 March 2005 at The Institute. Councillor Chambers, Chair, presided over Councillors Auger, Shinkins, Stevens, Warrick and the clerk. No members of the public were present.

001 **APOLOGIES FOR ABSENCE** - Cllr Pelling who was engaged on a work commitment.

002 **DECLARATIONS OF INTEREST** – None.

003 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 16 December 2004, having been previously circulated, were approved as a true and correct record and signed by the Chairman.

004 **REVIEW OF CURRENT FINANCIAL POSITION**

Due to the recent hard drive failure the Clerk was not able to produce a full report but was able to provide the details of account balances and to confirm that there were no changes to the predicted out-turn set at the Precept Meeting to be recommended at this stage.

005 **PERSONNEL RELATED MATTERS**

- .1 Grievance Policy
The clerk produced a draft policy and with one small amendment it was proposed, seconded and agreed for it to be **recommended** for adoption at the full meeting of the council on 31 March 2005.
- .2 New National Agreement for Salaries and Conditions of Employment for Clerks as agreed jointly by National Association of Local Councils and Society of Local Council Clerks effective from 1 April 2005.
Cllr Chambers, Chair had given consideration to the new agreement and in particular under which Profile this council would be placed. The documents had already been circulated prior to the meeting to the other committee members. The Clerk was asked to leave the room while discussion took place and then recalled to minute the proposal. It was proposed, seconded and unanimously agreed to **recommend** to full council on 31 March 2005 that Deeping St James Parish Council adopt the New National Agreement for Salaries and Conditions of Service and that the council be placed under **Profile 2** and that the Clerks salary should be start at **point 27** £17002.00 per annum. (to include adjustment to hours –see 005.3). Due to the Clerk's relatively short time in post, it was agreed the Clerk should shortly have a further appraisal to address any training needs and options.
- .3 New Model Contract of Employment for clerks from National Association of Local Councils effective from 1 April 2005.
It was noted that a few small adjustments would be required with regard to annual leave as the Clerks present leave allowance was already set at 25 days per year rather than 22. However it was agreed not to include clause 14.3 which awarded 2 further statutory holidays to help offset the extra annual leave. After consultation with the Clerk, it was agreed that the present hours of 27.5 per week basic with all meetings and extra hours added on a monthly basis should be changed to 30 hours per week to include all meetings and that all work should be completed within that timescale. It was proposed, seconded and unanimously agreed to **recommend** to full council that the new model contract with relevant adjustments be adopted with effect from 1 April 2005.
- .4 Hourly rate of pay for Maintenance Worker
The Clerk reported that she had budgeted for a 3% 'cost of living' rise for the hourly rate of pay for the Maintenance Worker presently set at £6 per hour. It was proposed, seconded and unanimously agreed to **recommend** to full council that the hourly rate be adjusted to £6.18 with effect from the 1 April 2005. The Clerk was asked to arrange an appraisal with the Maintenance Worker and one member of the council in the near future to discuss the possibility of extra hours being undertaken and an adjustment to his contracted hours as it was noted that more hours than originally thought had been necessary to work over the winter months. It was considered that a further 50 hours per year would probably be required but that this would not over stretch the budgeted figures. The Clerk will report back to the full council in April.

006 **DATE OF NEXT MEETING** – to be confirmed.

There being no further business, the meeting was closed at 8.40pm.