

A meeting of the Management & Audit Committee was held in the Parish Office on Wednesday 6th March 2019 at 7.30pm

Present: Cllrs Mrs M Chapman (Vice-Chairman), M Powell, E Reall, A Lowen and R Pikett

Clerk: Mrs Julie Murray

19/03/01 Chairman's remarks

The Chairman welcomed everyone to the meeting.

19/03/02 Apologies for Absence

On a proposal from Cllr Reall, seconded by Cllr Lowen, it was unanimously **RESOLVED** following a vote to accept apologies from Cllrs Greenway and Mrs van Gelderen having considered and accepted their reasons for absence.

19/03/03 Declarations of Interest

There were no declarations of interest.

19/03/04 Minutes

On a proposal from Cllr Reall, seconded by Cllr Powell, it was unanimously **RESOLVED** following a vote that the notes of the meeting held on 16th October 2018 be approved and signed as the minutes.

19/03/05 Clerk's report

The Clerk had nothing to report on this occasion.

19/03/06 Correspondence

There was no correspondence to consider.

19/03/07 Financial Matters

- a) Members were provided with a financial report to 28.2.19.
- b) Members discussed the non attendance charge for lunch at a recent LALC training event and considered the reason given which was accepted and on a proposal from Cllr Pikett, seconded by Cllr Lowen it was unanimously **RESOLVED** to pay the invoice. Councillors will be reminded that all courses are to be booked through the Clerk and not direct. If booked direct, any costs incurred will be at the expense of the Councillor.
- c) Following a proposal by Cllr Lowen, seconded by Cllr Powell the Committee unanimously approved the disposal of the obsolete computer equipment; hard drives to be removed and destroyed and the remaining items to be re-cycled or gifted for a donation to charity.

19/03/08 Audit

The Committee received the Internal Auditors report and there were no items to note.

19/03/09 Management Matters

- a) A discussion took place regarding carrying out a Health & Safety Audit of the Council's policies and practices and on a proposal from Cllr Reall, seconded by Cllr Powell, it was unanimously **RESOLVED** following a vote to engage Emprocom to conduct this.
- b) The Personnel Panel gave a report on the Clerk's Annual Appraisal and on a proposal from Cllr Mrs Chapman, seconded by Cllr Reall it was unanimously **RESOLVED** to increase the Clerk's salary to the new level at SP31.
- c) On a proposal from Cllr Reall, seconded by Cllr Powell it was unanimously **RESOLVED** to adopt the reviewed terms and conditions of employment and wages for staff of a 4.9% increase for all staff not on NJC payscales in line with Living Wage increases with effect from 1st April 2019 and the Deputy Clerk to the new NJC pay scale level at SP20.
On a proposal from Cllr Reall, seconded by Cllr Powell it was unanimously **RESOLVED** to increase current resources by 5 hours for 12 months to be reviewed when budgeting for the next financial year.