

# DRAFT

## Upton Snodsbury Parish Council

### Parish Council Meeting - Minutes Wednesday 22<sup>nd</sup> December 2021, 9am Twisted Spoon, Upton Snodsbury

**Parish Councillors Present:** Paul Seymour (PS) (Chairman), Roger Peart (RP) (Vice Chairman), Debbie Waters (DW)

**Clerk/RFO:** Nicola Harding

**In attendance:** No parishioners

#### Parish Council Meeting

#### 21/52 Clerk delegation

Proposed RP, seconded PS, all in favour, to agree to delegate regular Council actions to the Clerk until regular meetings resume or until the Council meet to fulfil the requirement to attend a meeting within six months or the Annual Meeting, whichever occurs first.

#### 21/53 Budget review 2021/22 and Budget 2022/23

Prior to the meeting, DW and the Clerk had prepared and discussed a review of the current financial year's budget and predicted income and expenditure for the 2022/23 financial year, which was circulated to all members for consideration. As Chairman's expenses remained outstanding for 2021/22 and in the potential absence of a face to face meeting in January 2022, proposed DW, seconded RP, all in favour to approve payment @ £226.85 for the current financial year for Chairman's expenses incurred, utilizing £150 from Chairman's expenses budget and virement from the Provisions budget @ £76.85. It was also proposed to make a £150 donation to the Church for the Christmas Tree Festival and Craft Fayre, utilising the £150 budget approved for the current financial year.

*Proposed RP, seconded DW, all in favour.*

A proposal for the 2022/23 Precept request was discussed, taking into account the following key points for consideration:

- Ensuring an increase in legal reserves in line with Calc recommendations @ £6000.
- Clerk's salary to be brought in line with recommended Calc pay scales and weekly hours.
- £1000 earmarked for potential election costs in May 2022.
- Additional provision for future village celebrations, including Queen's Platinum Jubilee.

Proposed DW, seconded PS, all in favour, to approve a Precept request @ £6,176.00 for the 2022/23 financial year.

*Action: Clerk to forward request to Wychavon District Council by 26<sup>th</sup> January 2022, outlining a summary of the key points above.*

#### 21/54 To consider the exclusion of the public and press in the public interest for consideration of the following item:

- (i) Clerk's salary

Prior to the 2021/22 budget review, the Council noted that the Clerk had been operating on a salary scale and weekly hours below Calc's recommendations since 2016. Proposed DW, seconded RP, all in favour, to increase the Clerk's working hours and salary scale in line with current guidance and approve resultant back-pay from 1<sup>st</sup> November 2021 to date.

*Action: Clerk to amend existing salary standing order in line with figures approved for January 2022.*

#### 21/55 Dates of Next Meeting – to be confirmed.

Signed .....

Date.....

Chairman