

Heath Hayes & Wimblebury Parish Council

Audit & Governance Committee Meeting

Held on Wednesday, 21st February 2024

Commencing at 9.30am

At Hayes Green Community Centre

Present: Cllrs A Fitzgerald, P Haden, P Hewitt, P Theodorou & S Thompson

Parish Clerk: Mrs L Bowman

1. Apologies

Apology received from Cllr J Bernard
No Apology received from Cllr J Aston & P Jones.

2. To approve the minutes of the meeting held on the 25th October 2023

The minutes of the meeting held on the 25th October 2023 were approved as a true record.

3. Review Monthly Finance Report against budget 2023-24

Council reviewed Monthly Finance Report.

4. Vacancy for Parish Clerk and Financial Responsible Officer

Council to consider and agree the following:

- Draft Job Description

RESOLVED: to agree the job description.

- Model Contract of Employment

RESOLVED: To use the model contract of employment and offer membership to the Local Government Pension Scheme.

- Nalc Pay Scale

RESOLVED: SCP Range 29-32 £37,336 - £40,21 pro rata

- Draft Advert

RESOLVED: to agree the draft advert, advertise on the Council Website, SPCA website and the Society of Local Council Clerks website.

- Person Specification

RESOLVED: to agree the Person Specification

5. Vacancy for Communications Officer

Council to consider and agree the following:

- Job description & tasks, whether to include neighbourhood plan administration.

RESOLVED: Council agreed the duties to include; attend monthly Council Meetings to keep up to date with Council Business. Run the Council's Social media on various platforms, promote the Council accordingly. Experience in Hootsuite or similar programmes advantageous. Prepare data and advertising for a half yearly newsletter, liaise with local business to sell advertising space, arrange printing and distribution within the Parish. Council agreed not to include neighbourhood plan administration.

Hayes Green Community Centre, Heath Way, Heath Hayes

Phone: 01543 624807 Email: clerk@hhandw.org.uk

- Agree hours

RESOLVED: Council agreed to 26 hours per month including some evening meetings and events and would be working remotely.

- Agree Nalc Pay scale

RESOLVED: Nalc Pay Scale award LC1 SCP range 5-23 (£23,500-£32,076 pro rata) dependant on experience. To use the model contract of employment and offer membership to the NEST Pension Scheme.

- Draft Advert

RESOLVED: to agree the draft advert, advertise on the Council Website, SPCA website and the Society of Local Council Clerks website.

6. Council to consider the S137 grant awards 2024

Cllr Haden declared an interest in the foodbank, 3rd and 4th Heath Hayes Brownies. Cllr Thompson declared an interest in the foodbank.

RESOLVED: The committee considered each grant award individually and would report back those recommendations to Council.

7. Items for Information or Future Agenda's

8. Date of Next Meeting - To be Agreed

Signed:.....

Dated:.....