

# Heath Hayes & Wimblebury Parish Council

## Minutes of the Audit & Governance Committee Meeting

Monday, 21st March 2022 at 9.30am

Hayes Green Community Centre

**Present:** Cllrs J Bernard, P Theodorou, D Todd

**Parish Clerk:** Mrs L Bowman

### 1. Apologies

Apologies received from Cllr L Bullock.

### 2. To approve the minutes of the meeting held on the 18<sup>th</sup> October 2021

The minutes of the meeting held on the 18<sup>th</sup> October 2021 were approved as a true record.

### 3. Review the NJC National Salary Award

3.1 "This council takes note of the NJC National Salary Award and authorises its implementation, backdated to the 1<sup>st</sup> April 2021 for both Council employees.

3.2 Council to agree one increment rise as agreed in the Clerks Contract of Employment from the 1<sup>st</sup> April 2022.

The committee agreed the clerk's increment rise from SCP 34 to SCP 35 from the 1<sup>st</sup> April 2022. The committee agreed to move the handyman/gardener from SCP 3 to SCP 6 with another salary review scheduled once the first year of employment had been completed.

### 4. Authorise March Bank Payments

The committee authorised the March bank payments and signed the invoices.

21/03/2022	Hayes Green Community Centre	£ 75.00
21/03/2022	PC Paramedics It	£ 135.36
21/03/2022	Staffordshire Parish Council Association	£ 75.00
22/03/2022	Administration Expenses	£4,760.31
<b>TOTAL</b>		<b>£5,045.67</b>

### 5. Review Monthly Finance Report against budget 2020-21

The committee reviewed the monthly finance report and made no changes. Cllr P Theodorou had successfully been added to the Unity Trust Bank mandate, an application for the Clerk to obtain a Unity Trust prepaid charge card with a £250 limit was in progress.

### 6. Items for future Agenda

None.

### 7. Date of next meeting - to be agreed.

Signed: 

Dated: 25<sup>th</sup> October 2023