

PAPWORTH EVERARD PARISH COUNCIL

Papworth Village Hall, Ermine Street South, Papworth Everard, CB23 3RD

FINANCE & HR COMMITTEE MEETING

Minutes of the Finance & HR Committee Meeting held on Wednesday 23 September 2020 at 7.30pm Via Zoom tele/videoconference

- Present:** Pete Cruse (PC) Chairman, Paul Phillips (PP), Mark Honeywood (MLH), Victoria Carter (VC), Chris Howlett (CH) and Luke Phillips (LP)
- In attendance:** Sarah Cruse (SLC), Clerk
- FCHR 07/09-20** **To receive and approve apologies for absence**
Apologies were received and accepted from Terry Cook (TC)
- FCHR 08/09-20** **Declarations of pecuniary and other interests**
PC declared and interest in agenda item 11/09-20
- FCHR 09/09-20** **To confirm and approve the minutes of previous meeting held on 24 June 2020**
It was resolved to accept the minutes as a true record of the meeting held on 24 June 2020 (Proposed PP, Seconded VC, Agreed All)
- FCHR 10/09-20** **To review the income/expenditure of financial year 2020-21 to date.**
The income and expenditure year to date was reviewed.
The Clerk confirmed that furlough payments continue to be received from HMRC to cover part payment of the caretaker's salary as per the scheme details.
There were no queries raised.
- FCHR 11/09-20** **To review the updated NALC pay spines and approve an increase to the salary of the Clerk and Assistant Clerk in line with the nationally approved pay scales for April 2020- March 2021**
(PC declared a pecuniary interest in this item and took no part in the discussion for this agenda item)
- The NALC national pay scales for 2020/21 were approved & issued 26 August 2020 – to be backdated to 1 April 2020.
- It was resolved to submit a recommendation to the Parish Council to approve an increase to the Clerk and Assistant Clerk's pay rates in line with the NALC pay scales and back date to 1 April 2020 (Proposed PP, Seconded VC, Agreed All. PC did not vote). The new salary rates proposed would be :
Clerk: NALC pay scale SCP 24 £14.90ph - min of 110 hours pcm
Asst Clerk: NALC pay scale SCP 12 £11.53ph – 10 hours pcm
- FCHR 12/09-20** **To review the hourly pay rate for the Bookings Clerk and Caretaker**
The hourly pay rates for the Bookings Clerk and Caretaker were reviewed.
It was resolved to submit a recommendation to the Parish Council for approval to align the salaries of the Bookings Clerk and Caretaker to the published NALC Scales for non-clerking staff (Bookings Clerk aligned to SCP4, Caretaker aligned to SCP 1), and to backdate to these increases to 1 April 2020 and review annually in line with the NALC issued pay scales (Proposed VC, Seconded CH, Agreed All)
The new salary rates proposed therefore would be:
Bookings Clerk: £9.84 per hour – as required to undertake the work – min 20hrs pcm
Caretaker: £9.27 per hour – 26 hours per week (paid in equal monthly payments)

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It was further agreed to recommend for approval an increase the pay rate for the Litter Picker by £10.00 per month to £140.00 pcm from 1 October 2020 and to review annually with other salaries. (Proposed PC, Seconded VC, Agreed All)

- FCHR 13/09-20** **To consider and agree upon the recommendations from Came & Co for Insurance Cover Oct 2020 – Sept 2021**
Carried forward from Parish Council Meeting held 14/9/20
Responses from Came & Co to queries raised at the Parish Council Meeting on 14/9/20 were reviewed.
It was resolved to accept the annual insurance quote recommendation from Came & Co for a policy from Ecclesiastical at a cost of £5750.00 (to be retrospectively approved at the full Council meeting on 14 October 2020)
(Proposed VC, Seconded CH, Agreed All)
- FCHR 14/09-20** **Matters for future consideration – None raised**
- FCHR 15/09-20** **Date of next meeting**
Wednesday 2nd December 2020 at 7.30pm

The meeting closed at 8.20pm

Signed: Date:
Pete Cruse, Chairman