



"Stronger together"

**Minutes of the
Finance Committee
Tuesday 12 November 2024**

Grantham Town Council
Town Council Parlour
The Guildhall
St Peter's Hill
Grantham. NG31 6PZ

Committee Members

Present:

Cllr Paul Stokes – Chairman
Cllr Marie Reid – Vice-Chairman
Cllr Charmaine Morgan

Cllr Paddy Perry

Cllr Tim Harrison

**Personnel Committee
Members Present**

Cllr Steve Billingham – Vice Chairman of Personnel Committee
Cllr Declan Gibbons
Cllr Elvis Stooke

Officers Present:

Clerk to the Town Council, Anita Eckersley

Other Councillors:

None

Public:

None

F08 Welcome by the Chairperson

The Chairman welcomed those present to the meeting and informed Members that Cllr Rob Shorrock had resigned from the Finance Committee due to work commitments. Cllr Paddy Perry had expressed an interest in joining the Committee and was in attendance. Cllr Tim Harrison proposed Cllr Paddy Perry to be a Member of the Committee, and this was seconded by Cllr Paul Stokes and agreed by the Councillors present.

Resolved: That Cllr Paddy Perry is a Member of the Finance Committee and joined the meeting.

F09 Apologies for absence

The following apologies for absence and reasons from Cllr Linda Jackson, and Cllr John Morgan were noted.

F10 Declarations of Interest

F10a To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other interests under the Members Code of Conduct.

None were declared.

F10b To receive and decide upon requests for dispensations to councillors to take part in discussions and votes where they have declared disclosable pecuniary interests.

None were requested.

F11 Minutes for the 21 June 2024 Meeting

As no comments or issues were raised, Cllr Tim Harrison proposed the minutes from the Personnel Committee Meeting held on 21 June 2024 and this was seconded by Cllr Marie Reid and agreed by those who had been present at the meeting.

Resolved: That the minutes from the Finance Committee Meeting held on 21 June 2024 were agreed as an accurate record of the meeting.

F12 Exclusion of the Press and Public

Resolved: That further to the Public Bodies (Admission to Meetings) Act 1960 the press and public to be excluded from the discussion of Agenda Items P17 through to P18 by virtue of the confidential nature of the business to be transacted.

F13 Funding for a Responsible Financial Officer

The Chairman reminded members of the Legal requirement for the Town Council to have a Responsible Financial Officer. The Finance Committee had been asked to consider the recommendations from the Personnel Committee when discussing appointing a Responsible Financial Officer.

- a) The potential hours required for a Responsible Financial Officer.
- b) That it is the role of the Responsible Financial Officer that is a legal requirement and not the hours worked
- c) The appropriate pay scale for a Responsible Financial Officer being dependent of qualifications and experience.
- d) That the Clerk to the Town Council will be the Line Manager for the Responsible Financial Officer.
- e) The financial impact of the above recommendations on the Budget Setting and the 2025-2026 Precept submission.
- f) The Personnel Committee have also indicated that the roll should be part time with hours and pay scales to be determined by the Finance Committee depending on qualifications and experience.

Resolved:

- a) That the process for appointing a Responsible Financial Officer is to be initiated, starting with the Clerk researching the job specifications.
- b) That Benchmarking is required regarding the NALC/SLCC Pay Scale's for this role.
- c) That the provisional hours would be part time and could be flexible but fit in with office requirements.
- d) That £12,500 appeared to be an appropriate starting point for a part time Responsible Financial Officer but this would depend on experience and qualifications.
- e) That Cllrs who are members of bordering Parish Councils, enquire who was their Responsible Financial Officer and whether they had capacity to assist in the interim.

F14 Implications for the Town Council Precept 2025-2026

The Clerk was asked to leave the room but on her return was provided with a summary of the discussions together with outcomes.

Resolved:

- a) That the contracted hours for the Assistant to the Town Clerk are increased from 8 hours to 15 hours per week with effect from 1 December 2024.
- b) That the contracted hours for the Clerk to the Town Council are increased from 12 hours to 25 hours per week with effect from 1 December 2024, but this is reviewed regularly due to the increase in workload.
- c) That any proposed salary increase for Staff would be effective from 1 April 2025.
- d) The Clerk to the Town Council salary to be benchmarked in line with SLCC Pay Scales.
- a) That the Clerk is to provide further information in respect of an appropriate Pension Provider with LGPS or NEST as suggested Pension Providers.
- e) That the Assistant to the Clerk undertakes the initial Introduction to Local Council Administration (ILCA) Course

- f) That the Clerk to the Town Council undertakes the initial Introduction to Local Council Administration (ILCA) Course.

F15 Financial Update

The Clerk provided an update on the bank accounts. Grantham Town Council Current Account balance was £5949.66, the Grantham Town Council Reserve Account was £43,091.66. The Reserve Account included the second precept monies of £20,005.

It was noted that there were some larger items still to be paid, such as the Maintenance and Rent of £5,701 and the election costs for the Town Council elections on 2 May and the by election in September. Exact figures were not available for the cost of the elections as SKDC was in the process of calculating the final figures.

The Clerk noted that the Charter Trustee Current account balance was £11,161.66. This account was still open due to the delay by HMRC to provide a new PAYE reference for Grantham Town Council, and wages paid from this account.

Resolved: That the Town Council noted the financial position.

F16 Work Programme

The following items were highlighted as items to action and updates to come to the next meeting of the Finance Committee:

- Job Specification and Pay Scales for the Responsible Financial Officer
- Create an advertisement for the Responsible Financial Officer
- Information regarding membership for the staff to join Society of Local Council Clerks (SLCC)
- Updated Contracts for the Clerk to the Council and the Assistant to the Clerk
- Further information in respect of an appropriate Pension Provider with LGPS or NEST as suggested Pension Providers

F17 Date of next meeting

Date of next meeting to be confirmed either middle of December or early January 2025 before the next Town Council Meeting.

The meeting closed at 21.10