

Goathurst Annual Parish Council Meeting
Monday 16th May 2022, 7:30pm, Goathurst Village Hall
Minutes

Attendees: Richard Kilbey (Chair), Danielle Filer, Beth Riches, Niki Ingleby (Clerk)

1. **Apologies:** Cllr Julie Pay, Cllr Mike Caswell
2. **Election of Chairman:** Danielle Filer proposes Richard Kilbey, Beth Riches seconds. Richard Kilbey accepts.
3. **Appointment of other Officers:** Beth Riches appointed as Footpaths, James Roberts for Roads/Highways.
4. **Finance**
 - 4.1. **To approve the annual accounts:** been passed to Alistair Robinson to check, some minor inconsistencies around cash vs accrual accounting. Been passed back to clerk to correct. Will require a Special Finance meeting to sign off.
 - 4.2. **To agree the annual governance statement:** As above once account statements completed.
 - 4.3. **To appoint an internal auditor:** Richard Kilbey proposes that appoint Alistair Robinson to audit. Danielle seconds. Take opportunity to formally minute thanks to Colin Chalmers for auditing accounts/council records over number of years.

Meeting finished at 7:51 to be immediately followed by:
Goathurst Parish Council Meeting
Minutes

1. **Apologies:** Cllr Julie Pay, Cllr Mike Caswell
2. **Declaration of interest on agenda items:** None
3. **Public Forum:** None
4. **Approval of the Minutes of the meeting of 14th March 2022:** Item 22: Incorrect date for next meeting (16 May not 14 May 2022) Otherwise minutes approved.
5. **Matters arising and action points not covered on the agenda:** None
6. **Welcome to New Parish Councillors:** Welcome to Beth Riches and Simeon Lloyd as new Parish Councillors. The Goathurst Parish Elections were not contested.
7. **Planning Applications:** Planning application from Halswell House. No formal comment.
8. **Financial Matters**
 - 8.1. **Agree new signatory following John Capell resignation:** Richard proposed Danielle as second signatory. Beth seconded.
 - 8.2. **Changing bank Account & Online Banking Setup:** Richard to speak to Lloyds now to open account, can change all the signatories at the same time.
 - 8.3. **Clerk Salary review:** John Capell and Clerk met. Report from John attached below. Richard proposes that council adopt system whereby salary will rise automatically on 1st April as per John's report. Danielle seconds. Richard also like to formally minute that clerk has been offered a formal appraisal which she felt was not necessary at this time.
 - 8.4. **Cheques for signing:** approved
 - 8.4.1. Cheque 100517 –£33.68 - Reissue to Beth for signs
 - 8.4.2. Cheque 100519 - £10.99 – John Capell for paint
 - 8.4.3. Cheque 100520 - £25.50 – Purnells for Jubilee cards
 - 8.4.4. Cheque 100521 - £30.00 – SALC for training for Richard on Internal Auditing

9. **Footpaths:** Nothing to report
10. **Roads:** No comments
11. **Dry stone walling collapse on Park Lane:** Richard spoke to one of the workers that was there – at the moment hoping that the soil will grass over, long term plan is to rebuild.
12. **Village Hall – Land Registration:** Background for Beth: Council are trustees for village hall. James been talking to solicitor about what is required, but there is obviously fee. Castlemead Insurance (Richard Ingleby) insures the village hall, Clerk will ask him to attend next meeting to discuss.
13. **The ‘Telephone Exchange’:** Ongoing
14. **Sherwood:** No progress, remove from agenda
15. **Entrance to Village Signs – New posts:** Gary Roles agreed to change posts, Clerk to chase
16. **Jubilee Celebrations:** Applied for £200 grant from Sedgemoor to assist with costs. Not heard back yet. All other jubilee plans going ahead.
17. **Correspondence:** Councillors need to return completed election forms to Clerk to return to Sedgemoor.
18. **Other Matters to Report:** None
19. **DONM:** 11 July 2022

Niki Ingleby, Clerk to Goathurst Parish Council
Wharton House, Goathurst, TA5 2DH
goathurstparish@gmail.com 01278 664308

GOATHURST PARISH COUNCIL

Clerk's Salary Review

Wednesday 20th April 2022

John Capell (Parish Councillor) met with Niki Ingleby (Clerk) at The Rectory Retreat for a salary review. This process had not been undertaken for a number of years. A salary review should take place annually and so it is proposed that it is an agenda item each March, in order to facilitate a meeting every year.

We reviewed the National Association of Local Councils (nalc) salaries guidance and scales. Niki took over as Clerk two years ago but this was her first review.

For the record, Goathurst Parish Council falls into the Profile LC1, described as follows 'The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural or policy knowledge' This applies to small parish councils with few statutory functions, up to 6 meetings per year, no staff or developed functions with a typical budget up to £25,000.

Currently the Clerk's salary is £11.73 per hour and I am proposing that it is increased to £12.45. This is on point 15 of the salary scale and is described as 'above substantive range'. The Council then has a choice going forward to either adopt point 15, where the salary will rise automatically on 1st April each year by incremental steps to the scale maximum. The alternative is to adopt a single salary point and review it annually.

We further noted that there should be an annual appraisal. I stated that we were really appreciative and delighted with all work undertaken by Niki, as our Clerk, on behalf of the Council. This certainly doesn't amount to a formal appraisal but expresses the view of our Council.

John Capell