



**Clerk to Council: Elizabeth Martin**

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## **FINANCE COMMITTEE MEETING MINUTES**

Minutes of the Meeting of Lyneham & Bradenstoke Parish Council Finance Committee  
held remotely using Microsoft Teams on Wednesday 5<sup>th</sup> August 2020  
commencing at 7:00pm.

**MEMBERS PRESENT:** Councillors Frank Ball [FB], Tim Darch [TD], Keith Webster [KW],  
Liam Broughton [LB], Anthony Jones [AJ]

**OFFICER PRESENT:** Elizabeth Martin [EM], Clerk to the Council

**CHAIR:** Keith Webster (from FC20/002 onwards). Frank Ball (for FC20/001)

**APOLOGIES:** None.

TD raised two points of order prior to the formal commencement of the meeting: -

1. The terms of reference were agreed on 10<sup>th</sup> February and published on 12<sup>th</sup> February.  
TD moved that the 10<sup>th</sup> February TOR be adopted and those presented to the meeting  
be disregarded.

Proposed TD. Second FB. Agreed.

2. That there is no requirement to appoint a Vice Chair and that this be struck from the  
Agenda

Proposed TD. Second FB. Agreed.

FC20/001 **TO ELECT THE CHAIR TO THE FINANCE COMMITTEE**  
TD Proposed KW. Seconded AJ. Agreed.

**IT WAS RESOLVED THAT KW be elected as Chair to the Finance  
Committee.**

FC20/002 **TO ELECT THE VICE CHAIR TO THE FINANCE COMMITTEE**  
Motedion abandoned – See Point of Order 2 above.

FC20/003 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**  
CM not in attendance.

FC20/004 **DECLARATIONS OF INTEREST & APPLICATIONS FOR  
DISPENSATION**  
LB declared an interest in item 5.

No other declarations of interest or requests for dispensation.

\*\*\* LB left the meeting. TD took over as the role of meeting producer.



FC20/005

**TO REVIEW AND APPROVE THE PAYROLL PROVIDER AND CONTRACT FOR THE CLERKS PAY (THREE QUOTES RECEIVED)**

Three prospects considered – Charlton Baker, DCK Accounting, QTAC

Having reviewed many others, most are charging a similar figure to these three. Setup costs vary.

PGA Payroll Services was raised as a potential 4<sup>th</sup> candidate (Charge of £15pm with no setup costs). Pension costs are likely to be additional.

DCK gives a comprehensive service at £300p.a

Charlton Baker £146p.a with no setup charges. This agency is currently used by the Clerk for her other two Councils. Pension enrollment will need to be confirmed.

Clerk updated that having reviewed with other Clerks the rough usual cost is around £10p.m.

Charlton Baker proposed

Proposed TD. Second AJ. Agreed.

**IT WAS RESOLVED THAT Charlton Baker be the payroll provider for the 2020/2021 Financial Year at a cost of £146p.a (pro-rated)**

FC20/006

**NEXT MEETING.**

The next meeting will be held on arranged when a meeting is required. Unless otherwise notified, this and all subsequent meetings will be 'virtual' meetings in accordance with the current legislation, up to and including 5<sup>th</sup> May 2021.

These minutes are accepted as a true and accurate record: -

Signed frank ball

Date \_\_\_\_\_