

**Clerk to Council: Elizabeth Martin**

Website: <https://www.lynehamandbradenstoke-pc.gov.uk/>
Email: parish.clerk@lynehamandbradenstoke-pc.gov.uk
Telephone: 01249 561020

Ivy House
72 The Green
Poulshot
SN10 1RT

FINANCE COMMITTEE MEETING MINUTES

Minutes of the Meeting of Lyneham & Bradenstoke Parish Council Finance Committee
held remotely using Microsoft Teams on Wednesday 5th 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 10th February and published on 12th February. TD moved that the 10th 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

Motioned 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 4th 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 5th May 2021.

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

Signed _____

Date _____