



New Frankley in Birmingham Parish Council

Meeting of the Finance and Management Committee

A meeting of the Finance and Management Committee will be held on Wednesday 7th February 2024, at 12 Arden Road, Frankley, B45 0JA, at 1pm

Agenda

- 1 Apologies for Absence**
- 2 Declarations of interest (existence and nature) with regard to items on the Agenda**
- 3 Public participation session with respect to items on the Agenda**

Attached 4 Minutes of the last meeting of the Finance and Management Committee
To approve and authorise the signing of the minutes of the previous meeting, of the Finance and Management Committee, held on 6th December 2023.

Attached 5 Street Champions Truck:

- a) To discuss Street Champions truck funds, in particular the transfer of documentation and funds over to the Parish Council.
- b) To discuss Street Champions truck expenses.

- c) To consider the option of sub-contracting the work out to Andrew Lewis who has been invited along to attend the meeting to discuss the cost of the Parish Council covering expenses.

Attached 6 Printer Contract

To discuss a new copier contract, after 5 years it was up for renewal. The suggestion was to get a newer replacement to iron out a few issues it had been having lately.

Quote from Shire Copier: 60 month rental @ £49.29 per month (fixed)

Included: installation, delivery, networking, training.

Copy cost: includes all toners, breakdown, call outs, £0.035 B/W & colour
e.g. 1000 B/W copies = £3.50,

1000 colour copies = £35.00

Attached 7 GOV.UK Domain and Email Service

To discuss the opting for Parish Online annual subscription of £450, excluding VAT, for a new compliant website with up to 20 mailboxes for sending mail. That discounted price would stay with our account each year of your subscription. The package includes:

- i. Any new features, security upgrades or updates to align to new legislation.
- ii. They import content over from current website at no extra charge as much as possible.
- iii. SSL Certified, keeps our site encrypted and safe for visitors.

8 Bespoke Parish Council Training

Gill Lungley could provide bespoke training as an independent consultant. The cost of bringing in this expertise for 2 hours delivered to all councillors, in a face to face setting, to address our Parish Council's individual issues at a cost of £120 to set us on the right track moving forward. As well as mentoring recommended for the RFO and Clerk at a cost of £40 for an hour.

9 Internal Auditor

To consider using the same internal auditor as last year. To approve the expenditure based on fees for 2022-23 with a 10% price increase factored in: 25th April 2023 - Eleanor Choudry charged £340 + 10%= £374

Attached 10 Digital Monitor

To consider the cost of a customer facing digital information screen, to replace rolling out 2x A3 boards daily, costing £154.95 with free delivery from Amazon.

27 Inch Monitor, Height Adjust, Speakers, Flicker Free (1920 x 1080 / USB-C alt mode)

Minimum sized tv monitor would be 27 inches wall mounted or suspended in the office window to provide a modern, attractive window display for events and news updates, announcements, news of forthcoming travel disruptions, etc.

11 Clerk's Contract & Salary

Following the Staff Committee held 6 December 2023, and contrary to the minute reference 006 referred to "the Clerk's unsigned contract", when a signed contract been provided to the Chairman and Cllr Coates of the Staffing Committee, along with her photographic identification, for her to keep on hard copy file, following her request in 2023.

On Staffing Committee minute reference 007, despite the group feeling that the Clerk's SCP increment shouldn't take place until the appraisals had taken place in January 2024, the Clerk's salary and annual spinal increments had already been authorised, see this in bold and the timeline below to give context:

20 May 2021, F&M Committee meeting minute ref 185 confirmed Clerk's resignation and that "discussions took place between the Clerk, RFO and Chairman about the Assistant Clerk being promoted to Clerk".

24th June 2021, email from RFO (Roger) to Clerk (Sarah) stated:
"I have taken your advice and increased the payments to LC2 for the new Clerk, see attached" - Proposal for new Clerk's Salary – sets out Spinal Column Point 18 whilst training, increase in SCP (to 19) in 2nd year and increase in SCP (to 20) in 3rd year".

24th June 2021, 8:38am in an email from Clerk Sarah to RFO Roger:
About the Proposal for new Clerk's salary – "This is great, I think it's much more representative of the extra work she will be taking on. I'll get the agenda put together for Monday and sent out. Are you happy with me to attach this report?"

24 June 2021, 8:57am The previous RFO confirmed: "I would be grateful if you could send the agenda and reports out for members consideration".

28th June 2021 at F&M Committee Meeting, minute reference 191
Decision was to approve the recommended proposal of pay for the new Clerk.

19th July 2021 at parish Council meeting, minute ref 5923, agreed with the proposed salary and F&M recommendation.

16 May 2022, Parish Council meeting, min ref 6130, a decision to implement pay increase in 2nd year to SCP 19 on Chair's recommendation that satisfactory completion of training had taken place "since May 2022 monthly salary confirmed".

This is in line with the Clerk's signed 'Contract of Employment' on 25 May 2023 states 6.2 "it has been agreed in your 2nd year of service it will be and in 3rd year of service will be. (Note, salary award pending)."

The new RFO and Chairperson for last year had been the above documentation but to date it had not been actioned.

12 Items for Information Only

Members may raise items not on the agenda under this heading as long as they involve no more than an exchange of information.

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Clerk
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