



## **Minutes of the Administration & Training Committee meeting of Wednesday 1<sup>st</sup> December 2021**

**Present:** Cllr Lancaster, Cllr Salisbury  
Mrs C Preston (Clerk)

**Public Participation - None**

### **AT-06/2021 Apologies for Absence**

Cllr Joseph

### **AT-07/2021 Review of minutes from last meeting**

The minutes of the last meeting were reviewed, and there were no matters arising.

### **AT-08/2021 Update on digitisation of the Parish Council.**

The clerk confirmed that awareness sessions still needed to be organised for councillors to discuss any queries that they may have. The clerk also advised that there were free training sessions available from Cloudy IT (suppliers of Microsoft 365)

**ACTION:** Clerk to organise awareness sessions ASAP

It was noted that Cllr Zach Harrison still needed to complete the DALC councillor training. The next training courses are in February and April 2022

### **AT-09/2021 Set budget for 2022/23**

The budget was reviewed, and the following actions were agreed

- Amend the amounts allocated to Accounting services and Digital Communications. The total amount reallocated between the two cost centres with no increase.
- Increase the budget for advertising and Bradwell News to £750
- Increase the budget for audit fees to £1400
- Consider if all councillors should have an allowance for stationary

### **AT-10/2021 Timetable for Future Meetings**

No further meeting was set at this time. A meeting will be planned when required.

**The meeting concluded at 20.35 pm.**