



Minutes of the Administration & Training Committee meeting of Wednesday 12th October 2022

Present: Cllr Salisbury (Chair), Cllr Downing, Cllr Salvage, Cllr Taylor
Mrs C Preston (Clerk)

Public Participation – None

AT-09/2022 Apologies for Absence

Cllrs Lancaster and Joseph sent their apologies. These apologies were noted.

AT-10/2022 To accept the minutes of the Administration and Training committee of 25th July 2022

The minutes were accepted as a true record of the meeting.

AT-11/2022 Matters Arising from the minutes of the last Administration and Training committee meeting not on Agenda.

It was **resolved** to ensure all councillors complete the training course “Councillor Essentials” from DALC as soon as possible.

ACTION: Clerk to book the training course for Cllr Harrison

It was stated that the website was going well but posts need to be more frequent to maintain interest.

ACTION: Cllr Taylor to request information to post at every parish council meeting

AT-12/2022

The budget for 2023/24 was reviewed. The majority of the cost centres managed by the committee were maintained at the same level as the previous year. Small increases were applied to the remaining cost centres as increases from suppliers were anticipated.

ACTION: The committee **resolved** to present the budget proposal to the chair of the Finance committee to form part of the 2023/24 council precept calculations.

AT-13/2022 Timetable for Future Meetings

It was **resolved** to have the next meeting after the council elections in May 2023 – date and time to be decided after the parish council meeting in May 2023.

The meeting concluded at 20.15 pm.