



## Minutes of the Administration & Training Committee meeting of Wednesday 14<sup>th</sup> November 2023

**Present:** Cllr Salisbury (Chair), Cllr Lake, Cllr Lancaster

Mrs C Preston (Clerk)

**Public Participation – None**

### **AT-01/2023 Apologies for Absence**

Cllrs Taylor and Downing sent their apologies. These apologies were noted.

### **AT-02/2023 Election of Vice-chair**

Cllr Lake was elected as vice-chair of the committee.

### **AT-03/2023 To accept the minutes of the Administration and Training committee of 12th October 2022**

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

### **AT-04/2023 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 discuss booking the training course with Cllr Harrison

### **AT-05/2023 To consider implementing the NALC pay award dating from April 2023 for the clerk.**

The committee resolved to bring a recommendation to council that the pay award should be implemented.

**ACTION:** Recommend the pay award is implemented at the parish council meeting on 5<sup>th</sup> December 2023

### **AT-06/2023 Consider any additional training requirements for councillors and the clerk.**

The committee resolved that the clerk would circulate a list of available training courses available from DALC to all councillors for review. Councillors to advise the clerk of any course that they wish to attend. Clerk to book any training courses requested.

**ACTION:** Clerk to circulate list of training courses available from DALC and book any requested.

### **AT-07/2023 Setting of the budget for 2024/25**

The budget for 2024/25 was reviewed. The majority of the cost centres managed by the committee were maintained at the same level as the previous year. Some increases were applied to the remaining cost centres as increases from suppliers were anticipated.

The 5-year plan was reviewed as part of setting the 0024/24 budget. The committee added the cost of installing a public toilet at Beggars Plot Playing Field. This will have to be fully investigated and a cost proposal put to council when available.

**ACTION:** The committee **resolved** to present the budget proposal to the chair of the Finance committee to form part of the 2024/25 council precept calculations.

#### **AT-08/2023 Timetable for Future Meetings**

It was **resolved** to have the next meeting on 12<sup>th</sup> March 2024

**The meeting concluded at 20.25 pm.**