

Clerk's Report for the April 2022 Full Council Meeting

Clerk Pay

Background: The Clerk pay scale follows the NJC rates of pay, points 7-12, and is awarded a new point every April subject to satisfactory performance. There is one item for noting and one for action, as follows.

1. For noting: Rates for 2021-22 finally agreed.

The cost-of-living uplift for 2021-22 has now been agreed following nearly a year of negotiation. This takes point 11 to £11.50. This will be applied retrospectively to the Clerk's earnings for the whole of 2021-22, resulting in £131.04 backpay, likely to be included on the May payslip.

2. For consideration: Annual Salary Scale Progression

Every April, Council considers awarding the Clerk a salary scale progression to the next point on the scale. Currently the Clerk is on point 11, potentially progressing to point 12, which is the final point on the scale for the role. The 2021-22 rate for point 12 is £11.73 – which will be subject to a cost-of-living uplift once agreed between government and unions.

Actions taken 23rd February to 2nd April inclusive

Specific to this period

- Continued liaison with Internal Auditor regarding the Internal Audit and Annual Return 2021-22.
- Ordering new sports field signage.
- Preparing the financial reports for Q4.
- Preparing the Year End financial reports.
- Liaising with payroll services regarding the end-of-year processes.
- Submitting the VAT reclaim covering the past 12 months.

Routine tasks

- Producing the minutes of the last Full Council Meeting.
- Filing of invoices from the previous meeting, filing of signed minutes and sending of payments as required.
- Liaising with Highways regarding parish highways issues.
- Depositing of cheques/cash into parish council bank account.
- Circulating previous meeting's minutes to all.
- Producing and sending meeting notice, agenda and meeting pack for upcoming meeting.
- Preparing full agenda for upcoming meeting, distributing with relevant documents to councillors at least 3 clear days before and publishing agenda in good time on the website.
- Updating the council website with meeting minutes and agendas.
- Updating website with NDP minutes and associated documents as and when produced.
- Preparing list of expenditure and cheques to be signed at the upcoming meeting.
- Filing bank statements received and logging transactions in the Cash Book.
- Collating appropriate correspondence for information, circulating as necessary between meetings.
- Checking and responding to e-mails at least twice weekly.
- Sharing key updates on social media
- Organising historical paperwork for archiving/scanning

Meg Humphries
Clerk to the Council
02/04/2022