

## Misson Parish Council

Minutes of the Extraordinary Parish Council meeting held at 6.45pm on Tuesday 18<sup>th</sup> February 2025 at Misson Parish Hall.

### **Pre-meeting questions from the public:**

None.

**Present:** Cllr Mandy Green (Chair), Cllr Julie Watkins, Cllr Spencer Robey, Cllr Mark Watson, Cllr Sue Scott

**Clerk:** Lisa Hickman.

1. Cllr Keith Andrews & Cllr Jamie Sutherton were not in attendance and no apologies had been received.
2. Single item agenda for this meeting is to discuss the presentation of the budget layout. Cllrs raised concerns regarding the budget layout presented by the Locum Clerk in January 2025. The discussion included desired changes to the presentation including preferred budget headings.
3. Cllr Green confirmed that the Precept for 2025/26 of £17,975 agreed at the meeting in January 2025 has been requested from Bassetlaw Council by the outgoing Locum Clerk.
4. Cllrs compared the budget layout of the outgoing locum clerk, a pro forma that the new Parish Clerk prepared, and a layout offered by Cllr Robey. Cllr Robey's suggested layout was very similar to that which the Clerk had created. It was agreed to adopt the layout proposed by the Clerk.
5. Discussion took place regarding how the work of the Lengthsmen might be recorded, and how the work relating to the Lengthsmens Grant from NCC could be separately identified. It was agreed that the new Clerk would meet with the Lengthsmen to agree a way to record work undertaken and a method of invoicing that would be satisfactory to all parties.
6. Cllr Green discussed the populated part of the new budget, which included the new Clerks pay scale, office supplies, home working allowance, mileage. After debate, the following figures were agreed by all council members, as follows;

|   |  |           |
|---|--|-----------|
| Clerk salary                              | £16.65 an hour for 10 hours a week, 52 weeks of the year = £8658 (£721.50 per month)                                       | 8658.00   |
| Employers NI contribution                 | Based on 15% rate from April 2025 = £549 (£45.75 per month)  | 0549.00   |
| Homeworking Allowance                     | For use of internet, telephone, electricity, heating, etc = £312 (£26 per month)   | 0312.00   |
| Supplies                                  | Agreed budget £100 (based on £5 per month ~ A4 ream is £3, postage stamps, ink cartridges)                                 | 0100.00   |
| Mileage                                   | Agreed budget £100. 45p per mile is the allowance. A return trip to Nottingham Archive (for example) is 82 miles (£36.90). | 0100.00   |
| PAYE Services                             | Enterprise Ltd manage payslips, p45 etc at a cost of £211 a year (plus VAT which is reclaimed).                            | 0211.00   |
| Total cost of Parish Clerk for one year : |  | £ 9930.00 |

7. Cllr Robey had looked through the references numbers on the invoices and said that there are eight historical references missing. Clerk said that she knew which reference numbers Cllr Robey referred to and she would be able to reconcile his concern.
8. After some discussion all Cllrs agreed to put £500 in the budget for Pest Control. Cllr Green suggested the figure and Cllr Watkins seconded it. All present agreed.

The meeting ended at 8:00pm.