

Dear Councillor

You are invited to attend a meeting of  
**FINANCE & STAFFING COMMITTEE**  
**Monday 26<sup>th</sup> June 2023 at 6.00 pm**  
**Unit 25 Westmead Industrial Estate, SN5 7YT**



Parish Manager

### **AGENDA**

#### **Public Questions, Comments or Representations (20 mins)**

If you are unable to attend the meeting in person or online, you can ask for a question to be raised on your behalf

#### **1. Welcome & Declarations of Interest/Applications for Dispensation**

To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 22 May 2023.

#### **2. Bank Statements**

To note: To receive Bank Statement for April and May 2023 (attached) and month end bank reconciliation for April (copy attached)

#### **3. Schedule of Payments**

For approval: To receive a payments schedule for April and May 2023 (report attached)

#### **4. Review of the Budget 2023-24**

For information: To note the budget forecast for 2023-24 and Reserves Policy (copy attached)

#### **5. Vehicle Leasing**

To consider next steps for the Parish Council's vehicle lease arrangements (report attached)

#### **6. Expressions of Interest**

To approve the advertisement of expressions of interest through the designs and interest in a play refurbishment on Shaw Ridge Linear Park (copy attached)

#### **7. Risk Assessments**

To approve the Parish Council's Risk Assessments as part of the Risk Management Policy 23-24 (copies circulated)

## 8. **Asset Register**

To note recommendation from the Internal Auditor to revise the Parish Council's Asset Register (copy attached)

### **Admission of Public and Press**

To resolve in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw'.

*Reason: To discuss staffing policies*

## 9. **Staffing Matters**

- Staff structure (confidential copy attached)
- Pay award, pensions, sickness absence (confidential copy attached)

Date of next meeting: Monday 24 July 2023 6.00 pm

### **Members of the Finance & Staffing Committee:**

- Cllr Junab Ali (Chair)
- Cllr Mustafa Dayan
- Cllr Mustafa Ertas
- Cllr Leon Grother
- Cllr Rose Llewellyn (Vice Chair)
- Cllr Graham Philpot
- Cllr Sean Wilson
- Cllr Caryl Sydney Smith
- Cllr Keith Williams

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.

### **Access Instructions:**

**The Parish Committee meetings are open to the public at the address above. Each meeting includes public question time at the start of the meeting.**

*There is the option to attend or observe a meeting virtually. For online access, you need to open the link below to access a Microsoft Teams invitation: You may need to download Teams – there is a link below to do this.*

Microsoft Teams meeting

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