

Notice of a meeting of
FINANCE & STAFFING COMMITTEE
Monday 27 November at 6.00 pm
Unit 25 Westmead Ind 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 October 2023 (attached) and month end bank reconciliation for October (copy attached)

3. Schedule of Payments

For approval: To receive a payments schedule for October 2023 (report attached)

For information: To receive an update on expenditure to date (report attached)

4. 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 and recruitment matters

5. Appraisal Update

To receive a report setting out an update on staff appraisals (copy attached)

6. Recruitment Update

To receive a report setting out an update on staffing and recruitment matters from the Parish Manager for information and consideration (report to follow)

7. Sickness Absence Policy Update

To receive amended Sickness Absence Policy, new Capability Procedure and amended

Disciplinary Policy.

8. **Precept Planning**

To consider the preliminary budget for 2023-24 (attached)

Date of next meeting: Monday 11 December 2023 6.00 pm, Freshbrook Community Centre

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. To join virtually through Microsoft Teams use this link:

Microsoft Teams meeting

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