



# Locking Parish Council

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📍 The Parish Hall, Grenville Avenue,  
Locking, North Somerset BS24 8AR

Members of the Public and Press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 section 1 extended by Local Government Act 1972 section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose and **providing that prior notice has been given to the Parish Clerk by 12noon on the Tuesday preceding the meeting.**

To: All members of Locking Parish Council:

Dear Councillors

The **Meeting of Locking Parish Council's Finance and Human Resources Committee**, will be held on **Thursday 15 June 2023, Locking Parish Hall** commencing at **8.00pm** to which you are summoned to attend. The following business to be transacted

*Dawn Tremlett*

Mrs Dawn Tremlett  
Parish Council Clerk  
8<sup>th</sup> June 2023

## AGENDA

### MATTERS FOR DECISION

- 1) To elect a Chairman
- 2) To elect a vice-Chairman
- 3) To receive Apologies for absence and to approve reasons where appropriate.
- 4) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations.

### PUBLIC PARTICIPATION

- 5) To receive and hear any person who wishes to address the Council, upon prior notice being received (*The Chairman will select the order of the matters to be heard, each speaker will be limited to a period of 3 minutes (to a maximum of 15 minutes total public participation at the Chairman's discretion).*)

### MATTERS FOR DECISION

#### 6) Minutes:

To receive and confirm the Minutes of the Finance & Human Resources Committee meeting held on 9 March 2023

#### 7) Staff Working Group:

- a) Appoint members
- b) Admin Assistant: To set a date for 3 month probation review.
- c) The Clerk: to set a date for performance management review

#### 8) Review of Funding – Mini Bus Grant

#### 9) Internal Auditor:

- a) To receive and agree draft internal audit tender/quotation document
- b) To agree a tender panel be set up to make recommendation for appointment to the full council meeting on 6<sup>th</sup> September 2023.

**10) Draft training completed template:** Agree to adopt template

**11) Items for next Agenda:**

*(Please note that the Council is unable to make any formal decisions under this item).*

## **PART 11**

### **Exclusion of press and public.**

(The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item/s below by reason of the confidential nature of the item/s of business to be transacted, in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

**12) To receive and confirm the Confidential Minutes of the Finance & Human Resources Committee meeting held on 9 March 2023**

**The next meeting of Locking Parish Council's Finance & Human Resources Committee 19 October 2023.**

*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 (race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.*