



Locking Parish Council

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

Minutes of a Meeting of Locking Parish Council's Finance and Human Resources Committee held on Thursday 15th June 2023 8.00pm

Meeting opened: 8.00pm

Meeting closed: 8.22pm

Present: Councillors: Chairman Cllr Bearsby, Cllr Jones, Cllr Ashdown, Cllr Lacey, Cllr Tremlett, Cllr Carter, Cllr Clarke, Cllr Schofield, Cllr Prosser

MATTERS FOR DECISION

FHR01 Election of Chairman – to elect the Asset & Amenities Chairman

RESOLVED: Proposed and seconded that Cllr Bearsby be elected Chair –
CARRIED

FHR02 Election of Vice-Chairman - RESOLVED: Proposed and seconded that Cllr Prosser be Elected Vice-Chair – **CARRIED**

FHR03 To receive Apologies for absence and to approve reasons where appropriate: None

FHR04 To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations: None received

PUBLIC PARTICIPATION

FHR05 To receive and hear any person who wishes to address the Committee: None received

MATTERS FOR DECISION

FHR06 To receive and confirm the Minutes of the Finance & Human Resources Committee meeting held on 9 March 2023.

RESOLVED: That the Minutes of the Committee meeting held on 09/03/2023 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed as such by the meeting Chairman.

FHR07 Staff Working Group:

- Appoint members: **AGREED** that Cllr Lacey, Cllr Carter, Cllr Schofield be appointed
- Admin Assistant: To set a date for 3 month probation review: **AGREED** to set mutually convenient for date late August/early September
- The Clerk: to set a date for performance management review: **AGREED** to set mutually convenient for date late August/early September

FHR08 Review of Funding – Mini Bus Grant. RESOLVED that as this funding was no longer required the amount should be reallocated to the General Account.

FHR09 Internal Auditor:

- To receive and agree draft internal audit tender/quotation document. **AGREED**
- To agree a tender panel be set up to make recommendation for appointment to the full council meeting on 6th September 2023. **AGREED** that the Chairman of this Committee Cllr Bearsby, the Parish Council Chairman Cllr Jones and the Chairman of Assets & Amenities Committee Cllr Ashdown be appointed to the tender panel.

FHR10 Draft training completed template: Agree to adopt template. AGREED to adopt the template with no amendments. It was noted that this record of training be used by all staff and all Cllrs to record their training.

FHR11 Items for next Agenda:

- a) Budgets for Financial year 24/25
- b) Review of current budgets 23/24

PART 2

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.

FHR12 To receive and confirm the Confidential Minutes of the Finance & Human Resources Committee meeting held on 9 March 2023

RESOLVED: That the Minutes of the Committee meeting held on 09/03/2023 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed as such by the meeting Chairman

There being no further business the Chairman closed the meeting at 8.23pm.

Signed (Chairman).....

Date.....2023-10-19.....

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