



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 20 March 2025 8.15pm

Meeting opened: 8.15pm

Meeting closed: 8.34pm

Present: Councillors: Cllr Jones, Cllr Lacey, Cllr Tremlett, Cllr Ashdown, Cllr Schofield,
Cllr Poynton

Also Present: The Clerk and one member of the public

In the absence of the Chairman, it was unanimously agreed that Cllr Jones take the Chair.

PUBLIC PARTICIPATION

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

MATTERS FOR DECISION

FHR29 To receive Apologies for absence and to approve reasons where appropriate:

Cllr Bearsby – Approved

Cllr Prosser – Approved

Cllr Huish - Approved

FHR30 To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations: None

MATTERS FOR DECISION

FHR31 a) To receive and confirm the Minutes of the Finance & Human Resources Committee meeting held on 21 November 2024.

RESOLVED: That the Minutes of the Finance & Human Resources Committee meeting held on 21/11/2024 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed by the Chairman of the meeting. **AGREED.**

b) To receive and confirm the Minutes of the Finance & Human Resources Committee meeting held on 19 December 2024.

RESOLVED: That the Minutes of the Finance & Human Resources Committee meeting held on 19/12/2024 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed by the Chairman of the meeting. **AGREED.**

FHR32 Internal Financial Controls Procedure and Report for Q3: Report from the Chairman Cllr Bearsby.

It is a requirement that the Parish Council ensures that its financial management is adequate and effective and that the Parish Council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risks as per Locking Parish Council Financial Regulations 2.6.

The report had been previously circulated to all Cllrs prior to the meeting.

Cllr Bearsby had confirmed that he had conducted a robust review of the Internal Financial Controls for the third quarter of this financial year and was pleased to advise that as per his report everything was in good order.

Members thanked Cllr Bearsby carrying out the review.

There were no recommendations for Full Council to consider. **Noted**

FHR33 Quarterly review of the following Budgets and Reserves as at 31st December 2024.

All noted with no recommendations:

General Account
Assets & Amenities Committee
Accessibility Play Equipment
Attenuation Pond
Community Support Fund
Locking Community Events
OBR Car Park
Refurb new meeting room
Ride on Mower

Reserves:

General Account
Assets & Amenities Committee
Fixtures & Fittings

FHR34 Future Staffing/Operating Levels: It was unanimously **AGREED** that the following working hours for staff be implemented as from 1 April 2025:

- a) Clerk's Assistant:
 - Mon-Thurs
 - 09:00-13:00 – 4hrs
 - 09:00-16:00 - 7hrs
 - 09:00-15:00 – 6hrs
 - 09:00-15:00 – 6hrs
 - Total 23hrs
- b) Clerk/RFO
 - Tues- Fri 09.00-15.15 = 25hrs

FHR35 ILCA Training: To receive confirmation that ILCA training had been completed.

The Clerk confirmed that the ILCA Training had been completed by the Clerk's Assistant. Unanimously **AGREED** that pay award SCP 17 be implemented as of 1 April 2025 as per minute ref: FHR 24 2b.

FHR36 Items for next Agenda: None

There being no further business the Chairman closed the meeting at 8.34pm.

Signed (Chairman).....

Date.....

**The next meeting of Locking Parish Council's Finance & Human Resources Committee
8.15pm on 17th April 2025**