



# Locking Parish Council

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Locking, North Somerset BS24 8AR

## Minutes of a Meeting of Locking Parish Council's Finance and Human Resources Committee held on Thursday 15 May 2025 8pm

Meeting opened: 8.00pm

Meeting closed: 8.14pm

**Present:** Councillors: Cllr Prosser, Cllr Bearsby, Cllr Lacey, Cllr Tremlett, Cllr Ashdown, Cllr Schofield,  
Cllr Poynton

Also Present: The Clerk

### PUBLIC PARTICIPATION

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

### MATTERS FOR DECISION

#### **FHR01 To Elect a Chairman for the ensuing year:**

Cllr Schofield proposed Cllr Prosser, seconded by Cllr Ashdown. **RESOLVED** that Cllr Prosser be elected as Chairman

#### **FHR02 To Elect a Vice-Chairman for the ensuing year:**

Cllr Prosser proposed Cllr Bearsby, seconded by Cllr Poynton **RESOLVED** that Cllr Bearsby be elected as Vice Chairman

#### **FHR03 To receive Apologies for absence and to approve reasons where appropriate:**

Cllr ap Rees – Approved  
Cllr Jones – Approved  
Cllr Huish – Approved  
Cllr Sizer - Approved

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

### MATTERS FOR DECISION

#### **FHR05 To receive and confirm the Minutes of the Finance & Human Resources Committee meeting held on 20 March 2025.**

**RESOLVED:** That the Minutes of the Finance & Human Resources Committee meeting held on 20/03/2025 (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.**

#### **FHR06 Internal Financial Controls Procedure and Report for Q4: Report from 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.

Cllr Bearsby had confirmed that he had conducted a robust review of the Internal Financial Controls for the final quarter of this financial year and was pleased to advise

that as per his report everything was in good order.  
Members thanked Cllr Bearsby for carrying out the review.  
There were no recommendations for Full Council to consider. **Noted**

**FHR07 Staff Working Group:**

- a) Appoint members: **AGREED** that the following members be appointed: Cllr Schofield, Cllr Lacey and Cllr Jones
- b) Clerk's Assistant: To set a date performance management review. **AGREED** the Clerk to set a date for a Tuesday in September.
- c) The Clerk: To set a date for performance management review. **AGREED** the Clerk to set a date for a Tuesday in September.

**FHR08 To appoint a member(s) to carry out the following:** Quarterly spot checks of financial controls.  
**AGREED** that Cllr Bearsby be appointed.

**FHR09 Items for next Agenda: Review of Budgets**

There being no further business the Chairman closed the meeting at 8.14pm.

Signed (Chairman).....

Date.....

**The next meeting of Locking Parish Council's Finance & Human Resources Committee  
8.00pm on 17<sup>th</sup> July 2025**