

Albrighton Parish Council



Albrighton Parish Council

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Draft Minutes

of the **Finance, HR and Grants Committee** Meeting
of Albrighton Parish Council,
held on **Thursday 28th March 6.00pm** at
The Library Meeting Room, Station Road,
Albrighton, Wolverhampton, WV7 3QH.

Present: Councillors: Benson, Illes, Lumby, Noakes, Pledger, and Straney.

Officers: Apologies – Clerk to the Council, Joanne Oliver.

Members of the public: There was one (1) member of the public present at the meeting.

A quorum was present for all decisions made. Names present were recorded.

FHRG24/29 Chairman's Welcome

The Chairman welcomed committee members and a member of the public to the meeting.

FHRG24/30 Apologies for Absence

To receive, consider and note, as appropriate, any apologies for absence in accordance with the terms of Section 85(1) of the Local Government Act 1972. Councillors who cannot attend the meeting are requested to tender their apologies to the Parish Clerk prior to the meeting.

Apologies were received from Cllr Robinson.

FHRG24/31 Code of Conduct

Disclosable Pecuniary and other Interests.

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest.

None declared.

FHRG24/32 Public Participation

The Chair to adjourn the meeting for 15 minutes, as per Standing Order 3.d., 3.e., 3.f., and 3.h.

If any member of the press or public wish to raise any issues, queries or questions at the meeting please contact the Parish Clerk by 12noon on Wednesday 27th March, where you request will be noted, tabled at the meeting and you will be asked to provide your comments by the Chairman.

Proposed: Cllr Pledger **Seconded:** Cllr Lumby **Agreed:** All

There was one (1) member of the public who attended the meeting. Mark Williams of Say Yes (SY) addressed the meeting: SY intends to establish a new youth service within Albrighton. It will be based at the Methodist Church, but the service will be secular. SY intends to provide space and activity for young people to socialise and will present an application for Grant funding from Albrighton Parish Council in May.

Propose that the meeting be reconvened.

Proposed: Cllr Noakes **Seconded:** Cllr Pledger **Agreed:** All

FHRG24/33 Minutes of Previous Meeting

It was proposed that minutes of the previous meeting held on 22nd February 2024 be approved:

Proposed: Cllr Illes **Seconded:** Cllr Lumby, **Agreed:** 5 **Abstained:** 1

FHRG24/34 Action Tracker

The action tracker was considered:

- Fire Doors Fixed: Item closed.
- Alarm Quotes: Agreed at Full Council - Item closed.
- Costing for Millfields Public Open Space – To be considered at Working Group on 11th April
- Cleaning costs agreed at Full Council: Item Closed
- Cllr Robinson to be requested to report on his investigations on the cost and practicality of installing a gun cabinet at the APC office to hold the Council mace.

FHRG24/35 Finance Update from Clerk

The Clerk was not available to provide a finance update. The meeting agreed to defer consideration of Council finances until the April meeting by which time 2023/24 end of year accounts should be available.

It was proposed that suspension of the use of printed materials for Councillors and its replacement with suitable tablet technology should be deferred until a new Council is elected in May 2025.

Proposed: Cllr Lumby **Seconded:** Cllr Pledger **Agreed:** 5 **Against:** 1

Cllr Lumby reported that Shropshire Council intends to merge Albrighton and Donington with Boscobel Parish Councils. The number of Councillors required for the combined Council has not yet been determined, The merged Parish Council will have three wards:

1. Albrighton
2. Donnington in Albrighton (the area within Albrighton that is currently in the Donington Parish)
3. Donnington and Boscobel

It was noted that the APC precept increase of 8.5% for 2024/25 matches national average.

It was noted that at a cost of materials of £30, the 'big lawnmower' has been returned to full working condition and will be stored at the APC garage.

FHRG24/36 Millfields Financial Assessment Working Group

The inaugural Millfields Public Open Space Working Group will be held on 11th April 2024.

FHRG24/37 Nature Reserve Funding

It was proposed that £2,000 for 2024/25 for the Nature Reserve be agreed.

Proposed Cllr Lumby **Seconded:** Cllr Illes **Agreed:** 5 **Abstained:** 1

Clerk to clarify whether the 2024/25 budget contains adequate funding to cover the £2,000 cost.

FHRG24/38 Policies

It was noted that policies Appendices C, D and E have previously been approved by the Finance, HR and Grants Committee but need approval at Full Council.

H&S Policy: Policy to be amended to make explicit that Parish Councillors are considered Volunteers under the policy when working under APC remit.

Meeting Room Hire: It was proposed that a nominal charge of £5/hour should be charged for use of the meeting room by non-profit organisations to cover Council costs of provision.

Proposed: Cllr Illes **Seconded:** Cllr Pledger **Agreed:** 5 **Against:** 1

Communication Protocol: It was proposed that paragraph 6.2 be amended to remove the phrase “..and Chair of the relevant Committee..” to make plain that the Council Chairman has full authority on the release of public publication, but that with this caveat, the policy be approved

Proposed: Cllr Noakes **Seconded:** Cllr Pledger **Agreed:** 6

FHRG24/39 Financial Risk Assessment

It was noted that the risk of fraud by staff has been mitigated by the recent reduction in petty cash and that this could be articulated in the assessment.

It was noted that the assessment might be improved with consideration of the potential financial loss from the loss through fire of critical documents and the loss of digital records.

Cllr Benson agreed to review the Financial Risk Assessment and consider potential improvements in liaison with the Clerk before proffering to Full Council for approval.

FHRG24/40 Parish Council Services Update

It was proposed that the library will close on Wednesdays.

Proposed: Cllr Straney, **Seconded:** Cllr Lumby **Agreed:** 4 **Against:** 2

FHRG24/41 Change of Date for Finance, HR and Grants

To avoid a clash with the Annual Public Meeting, the next Finance, HR and Grants Committee meeting will be on Tuesday 23rd April at 18:00 in the APC meeting room.

FHRG24/42 Items for Next Agenda

- Footpath CIL Money - potential for APC to support.

FHRG24/43 Dates of next meeting

- Finance, HR and Grants Committee – Tuesday 23rd April at 6.00pm

FHRG24/44 Exclusion of Press and Public

To resolve that under section 100(A) Local Government Act 1972, the press and the public to be excluded from the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

No members of the public were present.

FHRG24/45 Insurance

The Committee discussed the Confidential Item.

FHRG24/46 Personnel and HR Updates

The Committee discussed HR updates.

The Meeting closed at: **pm**