

Albrighton Parish Council



Albrighton Parish Council

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Summons

To all members of Albrighton Parish Council Finance Committee– Councillors: *Illes, Lumby, Noakes (ex-Officio), Pledger, Robinson (ex-Officio) and Straney.*

Dear Councillor,

You are hereby summoned to a **Finance, HR and Grants Committee Meeting** of Albrighton Parish Council, to be held on **Thursday 25th January 2024**, at **6.00pm** at The Meeting Room, Parish Council Office and Library, Station Road, Albrighton, Nr. Wolverhampton. WV7 3QH.

A handwritten signature in blue ink, appearing to read 'Joanne Oliver'.

Clerk to the Council: Joanne Oliver

Date: 19th January 2024

AGENDA

01. Chairman's Welcome

The Chairman of the Council to welcome everyone to the meeting

02. Apologies for Absence

To receive, consider and accept, 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

02. 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.

03. 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 Office by 12noon on Wednesday 18th January 2024, where your request will be noted, tabled at the meeting and you will be asked to provide your comments by the Chairman.

Meeting to be reconvened.

04. Minutes of Previous Meetings

The minutes for the previous meeting to be received, reviewed, and agreed

- Meeting held on Wednesday 22nd November 2023 – **Appendix A**

05. Finance Update from The Clerk -

5.1 The Committee is to receive, review and agree the following items:

- Monitoring of the Budget – balance of current account
- Bank Reconciliation to be provided at February's meeting
- Health and Safety – 3 Quotations for Fire Doors
- Insurance – update on Silver Mace – location stored and security
- Office blinds – Health and Safety
- Interim Audit Report
- Petty cash reconciliation

5.2 To discuss any specific Issues to be raised by Councillors on financial updating

06. Millfields Financial Assessment

The Committee are to agree the process for the Millfields Financial Assessment and what requirements are to be factored in.

07. Ear Marked Reserves (EMR) allocation of monies

The Committee are to review, discuss and agree on the allocation of EMR, and what is returned in General Reserves.

08. Financial Strategy/Priorities of spending 2024/25

The Committee are to review, discuss and agree on the Council's Financial Strategy/Priorities of spending for the next financial year.

09. Precept and Budget 2024/25

The Committee are to receive an update on the Precept and Budget for 2024/25.

10. End of Financial Year 2023/24

The Committee are to receive, review and agree the quotation for the Rialtas End of Year close down - £890.00

11. Policies

The Committee are to receive, review and agree on the following policy updates:

- Volunteer Policy – **to be tabled**
- Financial Regulations Policy – **to be tabled**

12. Asset Register

The Committee are asked to receive, review and agree on the Asset Register in readiness for agreeing at the end of the financial year – **Appendix B**

13. Easter Events

The Committee are to receive, review and agree on an allocated sum for an Easter Competition to be hosted by the Parish Council.

14. D-Day Event

The Committee are to receive, review and agree on a D-Day Event with local schools and agree an allocated sum of £200.00 to have a 'picnic in the woods'.

15. World Book Day Event

The Committee are to receive, review and agree on an event with local children and elderly residents to share a book story. Allocation of £10.00 for tea/coffee and cake.

16. Grants Update

- 16.1 The Committee is to receive, review and agree the following items of Grants from Albrighton Parish Council:
- None received.

16.2 To discuss any specific issues to be raised by Councillors on Grants

16.3 **Process for Grant Applications being considered** – monthly or quarterly; organisations to provide a yearly forecast with how much they are asking for that year

16.4 **Total spend on Grants** - £23,953.93 overspend of £636.39 – **Appendix C**

17. Parish Council Services Update

- 17.1 The Committee is to receive, review and agree the following items:
- Figures for Warm Space & Library opening on Wednesdays (3 month update)

17.2 To discuss any specific issues to be raised by Councillors on Parish Council Services

18. Items for Next Agenda

The Council are asked to provide the Clerk with any items they wish to be considered for future Council meetings.

19. 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.

20. Minutes of Previous Meetings

- The minutes for the previous meeting to be received, reviewed, and agreed
- Meeting held on Wednesday 22nd November 2023 – **To be tabled**

21. Personnel and HR Updates

The Council to receive a verbal update on staffing and staffing matters, to include:

- 16.5 Flex hours to be paid or 4.30pm finish – Chairman of Council to brief
- 16.6 Suggestion of staff hours/opening hours to be changed – Winter hours - October to April
- 16.7 Library lunch hours/opening/cover
- 16.8 Library opening hours over Easter weekend – Good Friday 29th March 2024, Easter Monday 1st April 2024
- 16.9 Cover for Cleaning staff
- 16.10 Team building – closure at lunch time

22. Date of Next Meeting

- Finance, HR and Grants - Thursday 22nd February 2024 - 6.00pm
- Full Council – Thursday 1st February 2024 – 7.00pm

Full Council Meetings held at the Red House, High Street, Albrighton, Nr. Wolverhampton. WV7 3LU

If any member of the press or public wish to raise any issues, queries or questions at the meeting please contact the Clerk by 12noon on Wednesday 24th January 2024 where your request will be noted, tabled at the meeting and you will be asked to provide your comments by the Chair.