

Albrighton Parish Council



Albrighton Parish Council

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Summons

To all members of Albrighton Parish Council Finance Committee– Councillors: Benson, *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 22nd February 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: 15th February 2024

AGENDA

1. Chairman's Welcome

The Chairman of the Committee 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

2. 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.

3. 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 21st February 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.

4. Minutes of Previous Meetings

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

- Meeting held on Thursday 25th January 2024 – **Appendix A**

5. Action Tracker

The Committee are to go through the Action Tracker from the previous meeting.

6. Finance Update from The Clerk -

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

- Monitoring of the Budget – balance of current account
- Bank Reconciliation
- Petty cash reconciliation
- Move money from savings into current account
- Ear Marked Reserves (EMR)
- Contract Cleaning Quotes

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

7. Millfields Financial Assessment

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

8. Direct Debits and Contracts

The Committee are to receive, review and agree on the current Direct Debits and Contracts in place for Albrighton Parish Council – **Appendix B**

9. Legal Services Support Package

The Committee are to receive, review and agree on the Legal Services Support Package for 2024/25 - 2026/2027 - **Appendix C**

10. 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. – Councillor Benson to deliver

11. Christmas Lights

The Committee are to discuss the current costing of the Christmas Lights.

12. Policies

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

- Social Media Policy – **Appendix D**
- Freedom of Information Policy – **Appendix E**
- Model Publication Scheme – **Appendix F**

13. Grants Update

13.1 The Committee is to receive, review and agree the following items of Grants from Albrighton Parish Council:

Albrighton Cricket Club - £10,000.00

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

14. Parish Council Services Update

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

- none

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

15. Items for Next Agenda

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

16. 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.

17. Minutes of Previous Meetings

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

- Meeting held on Thursday 25th January 2024 – **To be tabled**

18. Personnel and HR Updates:

- Any HR issues which may arise and are urgently needed in discussion

19. 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 21st February 2024 where your request will be noted, tabled at the meeting and you will be asked to provide your comments by the Chair.