

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 28th March 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: 21st March 2024

AGENDA

1. Chairman's Welcome

The Chairman of the Committee to welcome everyone to the meeting

2. 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

3. 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.

4. 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 27th March 2024, where your request will be noted, tabled at the meeting and you will be asked to provide your comments by the Chairman.

- Mark Williams from Say Yes

Meeting to be reconvened.

5. Minutes of Previous Meetings

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

- Meeting held on Thursday 22nd February 2024 – **Appendix A**

6. Action Tracker

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

7. Finance Update from The Clerk -

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

- Monitoring of the Budget – balance of current account & spreadsheet
- Bank Reconciliation
- Petty cash reconciliation
- Defib Case Cost £589.99 (inc VAT) purchase order gone out
- Precept update for 2024/25
- Possible purchase of IT Equipment for Councillors for Council Business only

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

8. Millfields Financial Assessment – Working Group

The Committee are to receive an initial outcome of the Millfields Assessment

9. Nature Reserve Funding

The Committee are to receive correspondence from Shropshire Council regarding Maintenance Cost and agree to whether they wish to continue financial support. – **Appendix B**

10. Policies

The Committee are to note the Policies agreed at Finance, HR and Grants last month and not agreed at Full Council.

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

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

- Health and Safety – **Appendix F**
- Meeting Room and Library Hire Charges – **Appendix G**
- Communication Protocol – **Appendix H**

11. Financial Risk Assessment

The Committee are to receive, review and agree the Financial Risk Assessment Document – **Appendix I**

12. Parish Council Services Update

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

- The Committee are asked to receive, review and agree on whether it is financially viable for the Library to stay open on a Wednesday. To note the success of Events and Library numbers during the 6 months.

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

13. Change of Date for Finance, HR and Grants

The Committee are to review and agree on the change of date for Finance, HR and Grants meeting in April, due to the Annual Parish Meeting taking place on 25th April.

14. Items for Next Agenda

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

15. 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.

16. Insurance

The Committee are to receive a confidential update regarding Insurance.

17. Personnel and HR Updates:

- Code of Conduct Reminder
- Any HR issues which may arise and are urgently needed in discussion

18. Date of Next Meeting

- Finance, HR and Grants - Thursday 25th April 2024 - 6.00pm
- Full Council – Thursday 4th April 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 27th February 2024 where your request will be noted, tabled at the meeting and you will be asked to provide your comments by the Chair.