

Albrighton Parish Council



Albrighton Parish Council

Station Road, Albrighton, Near Wolverhampton
WV7 3QH

Tel: 01902 375455

Email: clerk@albrightonparishcouncil.gov.uk

admin@albrightonparishcouncil.gov.uk

Website: www.albrightonparishcouncil.gov.uk

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 **Tuesday 23rd April 2024**, at **6.00pm** at The Meeting Room, Parish Council Office and Library, Station Road, Albrighton, Nr. Wolverhampton. WV7 3QH.

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

Clerk to the Council: Joanne Oliver

Date: 16th April 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 Monday 22nd April 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.

5. Minutes of Previous Meetings

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

- Meeting held on Thursday 28th March 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 – end of year spreadsheet
- Bank Reconciliation
- Petty cash reconciliation

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

8. Health and Safety

The Committee are to receive, review and agree the recommendation from the Clerk regarding the bollards on the High Street Village Green.

9. Millfields Financial Assessment Working Group

The Committee are to receive, review and agree on the Millfields Financial Assessment Working Groups findings. - **Appendix B**

10. Parish Council Services Update

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

- Library Information to be delivered by Clerk

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

11. Risk Assessment Policy

The Committee are to review the Financial Risk Assessment Policy amended by Councillor Benson. - **Appendix C**

12. Items for Next Agenda

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

13. 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.

14. Minutes of Previous Meetings

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

- Meeting held on Thursday 28th March 2024 – **To be tabled**

15. Personnel and HR Updates:

- General staff update
- Any HR issues which may arise and are urgently needed in discussion.

16. Date of Next Meeting

- Finance, HR and Grants – to be confirmed
- Annual Parish Meeting – Thursday 25th April 2024 – 7.00pm
- Annual Parish Council Meeting – Thursday 9th May 2024 – 7.00pm

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

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