

Albrighton Parish Council



Albrighton Parish Council
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Summons

To all members of Albrighton Parish Council Finance Committee– Councillors: *Benson, Illes, Lumby, Medlyn, Meyrick (ex-officio) Noakes (ex-officio), Pledger, Robinson, 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 30th May 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: 23rd May 2024

AGENDA

1. Chairman's Welcome

The Chairman to welcome everyone to the meeting.

2. Election of Chairman of the Finance, HR and Grants Committee

The Committee is to elect and agree a Chairman of Finance, HR and Grants Committee for the year 2024/25

3. Chairman of the Finance, HR and Grants Committee – Declaration of acceptance of Office

All signatures must be witnessed by the Clerk.

4. Appointment of Vice-Chairman of the Finance, HR and Grants Committee

5. Vice-Chairman of the Finance, HR and Grants Committee – Declaration of acceptance of Office

All signatures must be witnessed by the Clerk.

6. 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.

7. 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.

Disclosable pecuniary and other interests known:
Councillors Medlyn and Illes – Red House and Melville Club
Councillor Noakes - Albrighton Cricket Club
Councillor Robinson – Albrighton and Donington Fayre

8. 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 29th May 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.

9. Minutes of Previous Meetings

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

- Meeting held on Thursday 23rd April 2024 – **Appendix A**

10. Action Tracker

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

11. Finance Update from The Clerk -

7.1 The Committee is to receive, review and agree the following items(to be tabled at meeting):

- Internal Auditors Report 2023-24
- Annual Return and End of year 2023-24
- Annual Governance Statement 2023-24
- Bank Reconciliation
- Petty cash reconciliation
- Insurance Update – Storage of Mace and Silver Salver
- CCTV Update
- Defib training for the community

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

12. Chairmans Allowance

To receive, review and discuss Chairmans allowance in line with Arnold Baker On Local Council Administration.

13. HR and Compliancy

The Committee are to receive, review and agree the recommendation to hire an outside company for HR and compliancy

14. Big Help Out

The Committee are to review and agree a decision on whether Staff will participate in the Big Help Out in the Library Garden

15. Asset Register – Working Group

The Committee are to agree to setting up a Working Group for the Asset Register.

16. Parish Council Services Update

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

- none to note

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

17. Grants (Section 137)

12.1 To receive, review and agree the following:

- Grants Terms and Conditions and Criteria for Grants – **Appendix B**

12.2 The Committee is to receive an update on Current Allocation of Grants 2024/25 - **Appendix C**

12.3 The Committee are reminded to use the Criteria and Terms and Conditions when discussing and reviewing Grant Applications and review the checklist and previous Grants Allocated to each organisation – **Appendix D**

12.4 The Committee are to receive, review and make a decision on the Grant Applications received (**Tracker**):

- Albrighton Flower Club - £500.00
- Village Halls Trust (The Red House) - £2,850.00
- Albrighton with Donington Fayre - £1500.00
- The Melville Club - £5,000.00
- Albrighton Cricket Club - £5,000.00
- St Mary's Beer Festival - £420.00
- Albrighton Trust and Moat Gardens - £2,000.00
- SayYes Shifnal and Albrighton - £5,660.00
- Albrighton and District Swimming Club - £2,000.00

Total amount requested: £24,930.00.

Budget for 2024/25: £30,300.00

18. Finance, HR and Committee Meeting in June 2024

The Committee are to review whether a meeting is required 13th June 2024 or to postpone until the July 2024 meeting. – To note an election will be held 4th July 2024 and Full Council date will need to be moved to an alternative week.

19. Items for Next Agenda

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

20. 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.

21. HR Updates:

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

22. Date of Next Meeting

- Finance, HR and Grants – to be confirmed
- Full Council – 6th June 2024 at 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 29th May 2024 where your request will be noted, tabled at the meeting and you will be asked to provide your comments by the Chair.