

AGENDA

Meeting

To all members of the Finance & HR Committee of Speen Parish Council

You are duly summoned to attend the Finance & HR Committee meeting of Speen Parish Council on Monday 2nd December 2024 at Speen Pavilion Speen Recreation Ground starting at 7pm.

This meeting will be open to the press and public and will consider the items set out below.

Becki Hannington, Clerk (26th November 2024 dated)

Open session

Parishioners are invited to attend and question the Parish Council on issues in this agenda, or raise issues for future consideration at the discretion of the Chairman. Fifteen minutes have been set aside for press and public questions. The council will endeavour to answer any question put to it but may have to respond to the questioner at a later date or consider placing the matter on the agenda for the next meeting. After this Open Session, members of the press and public may not take part in the Parish Council meeting itself unless invited to do so by the Chair in accordance with Standing Orders.

1. **Co-option of New Councillors to Committee**
Proposal: To co-opt Cllr Pocock to the Finance and HR Committee for the remainder of the 2024/25 term.
2. **Apologies:** To receive apologies
3. **Declarations of interest:** To declare any financial, personal and/or prejudicial interests and their nature in relation to items on the agenda
4. **Open Session** – to receive any questions from Members of the Public in attendance
5. **Minutes** – to approve the Minutes of the Finance Committee meeting held on 07-08-2024 (draft)
6. To discuss any matters arising from the previous meeting
7. **AFC Newbury Contract Renewal – Speen**
Proposal: To agree draft renewal agreement and recommend to full council for approval.
8. **Stockcross Recreation Ground – Replacement Cableway**
Proposal: To approve quotation for the replacement cableway at Stockcross for £821.95 + VAT which is due for replacement in 2025. To be funded from Covered Reservoir CiL monies.
9. **Policies & Procedures**
 - 9.1 **Internal Financial Controls** - To review current Internal Financial Controls and recommend any changes to Full Council for approval.
 - 9.2 **Disciplinary Policy & Procedure** – To review the current Disciplinary Policy & Procedure and recommend any changes to Full Council for approval.
 - 9.3 **Grievance Policy & Procedure** - To review the current Grievance Policy & Procedure and recommend any changes to Full Council for approval.
 - 9.4 **Sickness Absence Policy & Procedure** – To review the current Grievance Policy & Procedure and recommend any changes to Full Council for approval.
10. **2024/2025 Budget**
 - 10.1 Budget Forecast 2024/25 – to review forecast spend to 31st March 2025
 - 10.2 Projected Unallocated Reserves Summary 2023/24 – to review projected financial position at 31st March 2025.
11. **2025/26 Budget**
Proposal: To agree draft budget and recommend to full council for approval.

AGENDA

Meeting

12. **2025/26 Precept**
Proposal: To agree level of precept required and recommend to full council for approval.
13. **2025/26 General Reserves**
Proposal: To agree level of General Reserves required and recommend to Full Council for approval.
14. **Matters for information only arising after the preparation of this Agenda which the Chair agrees to take as urgent**
15. **Date of Next Meeting:** Wednesday 18th December 2024 or Wednesday 26th February 2025 TBC
Exclusion of the Press and Public To Resolve: That in view of the confidential nature of the business to be transacted and in the public interest the Press and Public be excluded for Agenda Item 16 under Section 1 of the Public Bodies (Admission to Meetings) Act 1960

PART II

16. **Staff Matters**