

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 Wednesday 26th February 2025 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 (18th February 2025 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 Councillor to Committee**
Proposal: To co-opt Cllr Miles 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 02-12-2024 (draft)
6. Financial Report (Clerk as RFO)
 - 6.1 Bank Balance as at 31-01-2025
 - 6.2 To retrospectively note payments for January 2025.
 - 6.3 To review finance reports to 31-01-2025.
 - 6.4 To review Budget v Actual Report (Q3 2024).
7. **Interim Internal Audit Report** – To review findings of interim internal audit and agree any actions.
8. **Internal Auditor Appointment 2025/26**
Proposal: To consider candidates and approve the appointment of 2025/26 Internal Auditor.
9. **Finance and HR Committee Terms of Reference**
Proposal: To agree draft ToR and recommend to Full Council for approval (subject to any amendments agreed by the committee).
10. **Risk Management Assessment**
Proposal: To approve the latest Risk Management Assessment (subject to any amendments agreed by the committee).
11. **Fixed Assets Register**
Proposal: To review and approve Fixed Assets Register (subject to any amendments agreed by the committee).
12. **Risk Assessments:** To review and approve the latest risk assessments (subject to any amendments agreed by the committee).
13. **Clerk IT Equipment Purchase**
Proposal: To agree the purchase of monitor, laptop dock and keyboard for clerks use at a cost of £99.97 to be funded from Earmarked Reserve for IT Hardware.

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14. **Speen Recreation Ground Hire Request**
Proposal: To consider the request for the hire of Speen Recreation Ground for upcoming event and agree hire charges.
15. **Streetlighting Repairs and Maintenance Contract Renewal**
Proposal: To agree the renewed contract for streetlighting maintenance and repairs with current provider for 2025/26.
16. **Date of Next Meeting:** TBD at Annual Council Meeting.
- 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

17. **Grass and Hedge Cutting Three Year Contract**
Proposal: To consider quotations received and agree to make a recommendation to full council for approval.
18. **Staff Matters**
- 16.1 **Clerk Annual Leave Carryover**
Proposal: To approve the carryover of clerk's unused annual leave to financial year 2025/26 in line with confidential documents dated 11th February 2025.
- 16.2 **Clerk Contract of Employment**
Proposal: To approve clerk's updated Contract of Employment as per the Internal Auditors recommendation.