



**SPEEN PARISH COUNCIL**  
**MINUTES OF THE FINANCE & HR COMMITTEE MEETING**  
**HELD AT SPEEN PAVILION SPEEN RECREATION GROUND ON WEDNESDAY 26<sup>TH</sup> FEBRUARY 2025**  
**STARTING AT 7PM**

<b>Parish Councillors present</b>	Charlotte Winton (Vice Chair), Antony Amirtharaj, Jaymie Pocock. & Amy Miles.
<b>In Attendance</b>	No Members of the Public present.
<b>Clerk &amp; RFO</b>	Becki Hannington

	Item	Action
	<p><b>1. Co-option of new councillor to the committee</b></p> <p><b>Proposal:</b> To co-opt Cllr Miles to the committee for the remainder of the 2024/25 term.</p> <p>Proposer: Cllr Winton            Seconder: Cllr Pocock            All in Favour.</p> <p>Cllr Miles was duly co-opted to the committee.  <i>Cllr Amirtharaj left the meeting.</i></p> <p><b>2. Apologies:</b> Cllr Gourley.</p> <p><b>3. Declaration of Interests</b> - None declared.</p> <p><b>4. Open Session</b> – no Members of the Public present.</p> <p><b>5. Minutes</b> – to approve the Minutes of the Finance Committee held on 02-12-24 (draft)</p> <p>Proposer: Cllr Winton            Seconder: Cllr Pocock            Abstention: 1</p> <p><b>6. Financial Report (Clerk as RFO)</b></p> <p><b>6.1 Bank Payments</b></p> <p>Clerk reported bank balance as at 31-01-2025 as £87,316.45.            The bank balance was duly noted by all members of the committee.</p> <p><b>6.2 Payments</b> To retrospectively note payments for January 2025</p> <p>January payments were duly noted by all members of the committee.</p> <p><b>6.3 Finance Reports</b> - to review finance reports to 31-01-2025.</p> <p>The finance reports were duly noted by all members of the committee.</p> <p><b>6.4 Budget v Actual Report</b> – To review Budget v Actual Report (Q3 2024)</p> <p>The report was duly noted by all members of the committee.</p> <p><b>7. Interim Internal Audit Report</b> - To review the findings of the interim internal audit report and agree any actions.</p> <p>Clerk reported the interim internal audit confirmed that the council has successfully maintained a satisfactory system of financial control and shared following recommendations from the interim internal audit report:</p>	

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- 1) The council may wish to review its process for making payments to suppliers, to ensure a better separation of duties is put in place.
- 2) As the clerk's salary has recently been through an evaluation process, and the pay scale point changed a new contract should be issued.

The Clerk's revised contract has already been drafted and will be reviewed in PART II confidential section of this meeting (minute ref: 17.2).

**Proposal:** To implement no further actions based on the interim internal audit report as current processes are compliant with Financial Regulations.

Proposer: Cllr Winton  
Seconder: Cllr Pocock  
All in favour.

#### **8. Internal Auditor Appointment 2025/26**

**Proposal:** To appoint Paul Russell as Internal Auditor for 2025/26.

Proposer: Cllr Pocock  
Seconder: Cllr Miles  
All in favour.

Clerk to contact selected candidate to appoint them as the new Internal Auditor for 2025/26 and complete necessary documents.

#### **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).

Proposer: Cllr Pocock  
Seconder: Cllr Miles  
All in favour.

Clerk to add to agenda for full council meeting on 12<sup>th</sup> March 2025 for full council approval.

#### **10. Risk Management Assessment**

**Proposal:** To approve the latest Risk Management Assessment (subject to any amendments agreed by the committee).

Proposer: Cllr Pocock  
Seconder: Cllr Miles  
All in favour.

#### **11. Fixed Assets Register**

**Proposal:** To review and approve Fixed Assets Register (subject to any amendments agreed by the committee).

Proposer: Cllr Pocock  
Seconder: Cllr Miles  
All in favour.

#### **12. Risk Assessments**

**Proposal:** To review and approve the latest risk assessments (subject to any amendments agreed by the committee).

Proposer: Cllr Pocock  
Seconder: Cllr Miles



All in Favour.

**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 + associated delivery fees to be funded from Earmarked Reserve for IT Hardware and recommend to full council for approval.

Proposer: Cllr Winton  
Seconder: Cllr Miles  
All in favour.

Clerk to add to agenda for full council meeting on 12<sup>th</sup> March 2025.

**14. Speen Recreation Ground Hire Request**

**Proposal:** To defer consideration of the request for the hire of Speen Recreation Ground for upcoming event and agree hire charges to full council meeting on 12<sup>th</sup> March 2025.

Proposer: Cllr Winton  
Seconder: Cllr Pocock  
All in favour.

Clerk to contact enquirer to get further information on number of children anticipated to attend and which areas the hirer will need the use of and add to the agenda for the full council meeting on 12<sup>th</sup> March 2025.

**15. Streetlighting Repairs and Maintenance Contract Renewal**

**Proposal:** To agree the renewed contract for streetlighting maintenance and repairs with current provider for 2025/26.

Proposer: Cllr Winton  
Seconder: Cllr Pocock  
All in favour.

**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 to be excluded for Agenda Items 15 and 16 under Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

No press or members of the public were present at the meeting.

**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.

Proposer: Cllr Miles  
Seconder: Cllr Pocock  
All in favour.

Clerk to add to agenda for full council meeting on 12<sup>th</sup> March 2025.

**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 11<sup>th</sup> February 2025.

Proposer: Cllr Winton



	<p>Seconder: Cllr Pocock All in favour.</p> <p><b>16.2 Clerk Contract of Employment</b> <b>Proposal:</b> To approve clerk's updated Contract of Employment as per the Internal Auditors recommendation.</p> <p>Proposer: Cllr Winton Seconder: Cllr Pocok All in favour.</p> <p>The updated Contract of employment was duly signed by the chair of the council.</p> <p><b>Cllr Winton closed the meeting closed at 20:12</b></p>	
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<b>Signed:</b>	<b>Name (print):</b>	<b>Date:</b>
	<b>Position:</b>	

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