



## Studley Parish Council Minutes of Finance & Staffing Committee Meeting held 24th January 2023, 6pm Council chamber, Studley Village Hall

**Committee members present** Cllr A Smith, Chairman  
Cllr Jill Beard, Cllr Phil Hunt, Cllr Penny Hunt  
Cllr Peter Hencher-Serafin. Cllr David Collett.  
*Cllr Colin Summers – ex officio, Cllr Mike Osborne – ex officio*

**In attendance** Liza Rose, Clerk/RFO.  
Katharine Walters, Clerk.  
One member of the public.

- F&S 22/085      Agenda item 1: Welcome from the Chairman.**  
The meeting started at 6.10pm with the Chairman welcoming everyone to the meeting.
- F&S 22/086      Agenda item 2: Apologies.**  
None
- F&S 22/087      Agenda item 3: Declarations of Interest.**  
Cllr Penny Hunt agenda item 7c ii - ORI
- F&S 22/088      Agenda item 4: Grant of dispensation if requested following DPI/ ORI/ NRI declaration.**  
None requested.
- F&S 22/089      Agenda item 5: Public Forum**  
A member of the Studley Sports & Social Club requested that the Clerk contact them to discuss the use of Brickyard Lane playing fields.
- F&S 22/090      Agenda Item 6: Approval of draft minutes from previous meeting**  
**RESOLVED** to approve the minutes of the committee meeting held 13/12/2022 as a true record of proceedings, circulated separately.
- F&S 22/091      Agenda Item 7: For discussion and agreement – Finance;**
- a) To consider a request made by Cllr Py Hunt from the Community Engagement working party, requesting the amount of £2,400 be entered into the budget for newsletters and posters advertising events.
- It was **agreed** to enter the amount of £2,400 into the 2023/24 budget for newsletters and posters.
- b) To review and agree the draft budget before presentation at the SPC meeting on 24<sup>th</sup> January 2023.
- The budget was reviewed and **agreed** before presenting to full council.
- c) To consider grant requests received from;
- i. Studley Christmas Lights for the amount of £272.00 for a shortage on the Christmas lights funding.  
It was **agreed** to grant the amount of £272.00

- ii. Studley Youth Foundation for the amount of £2,500 to provide weekly events for the youths of Studley from 1st March 2023. It was **agreed** to grant the amount of £1,000 to help the foundation starting up.
- d) Potential office relocation to Council Chamber. The council office is becoming overcrowded and no longer provides a quiet place of work, in turn impacting on delayed workloads.

It was requested that this item be deferred to the next Staffing & Finance Committee meeting.

- e) To discuss and agree a tender timetable.

It was **agreed** that all tender documents should be sent into the office week commencing 6<sup>th</sup> February 2023.

- f) To discuss and agree the cost of £175, relating to the photocopying of minutes from the County Records Office which had been placed into archive.

It was **agreed** that the Clerk would raise a purchase order to obtain copies of minutes required by the office.

- g) To discuss and agree a further professional structural inspection of the skatepark.

It was **agreed** to delegate the instruction to the Clerk, up to the amount of £1,000 and in the 2022/2023 financial year.

**F&S 22/092      Agenda item 8 To note items for the next agenda.**  
No suggestions were put forward.

**F&S 22/093      Agenda item 9 – To note the time and date of the next Finance and staffing committee meeting, 28<sup>th</sup> February 2023.**

Meeting Closed 6:59pm

Signed .....      Date.....  
Chairman, Finance & Staffing Committee