



## Studley Parish Council

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### NOTICE OF MEETING

**The Finance & Staffing Committee meeting will be held on  
Tuesday 28<sup>th</sup> March 2023 starting at 7pm  
in the Council Chamber, Studley Village Hall, High Street B80 7HJ**

**Members of the Finance Committee are hereby summoned to attend the meeting.**

Signed

*Liza Rose*  
Clerk/RFO

Date 23/03/2023

This meeting is open to all members of the public; if attending, please remain mindful of the potential for covid-related infection.

If you are experiencing any [covid-related symptoms](#), please do not attend.

#### **AGENDA**

- 1. Welcome from the Chairman.**
- 2. Apologies**  
To receive apologies from absent members and record the reason for absence.
- 3. Declarations of Interest**  
Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -
  - a) Keep their Register of Interests form up to date
  - b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Registerable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda, and the nature of those interests.
- 4. To record any grant of dispensation following declaration of DPI or ORI**  
Any member with a DPI or ORI may seek dispensation to remain in the meeting, speak and vote. Such request must be submitted to the Clerk in writing before the meeting starts.
- 5. Public Forum**  
Members of the public are welcome to address the committee with regard to items on the agenda or for consideration at future meetings, however this is not an opportunity for wider debate and the opportunity to speak is limited to 3 minutes per person; the forum will last for no longer than 15 minutes subject to the Chairman's discretion.
- 6. Approval of draft minutes from previous meeting**  
Draft minutes of the committee meeting held 14th March 2023, pgs 3-4

**7. To review SPC policies as listed below;**

- a) Lone Worker Policy – to be circulated
- b) GDPR Privacy Policy – to be circulated
- c) Balances and Reserves Policy – to be circulated

**8. For discussion and agreement - Finance:**

To discuss and agree tender documents that could not be awarded due to process errors.

- a) Nature Reserve (item 7)
- b) Station Road/Dunstall Allotments (items 8/9)

**9. To note items for the next agenda.**

**10. To note the next date and time of the next Finance Committee meeting, 25<sup>th</sup> April 2023.**



## Studley Parish Council Minutes of Finance & Staffing Committee Meeting held 14th March 2023, 7pm Council chamber, Studley Village Hall

### Committee members

**present**            Cllr A Smith, Chairman  
Cllr Jill Beard, Cllr Penny Hunt  
Cllr Peter Hencher-Serafin,  
*Cllr Colin Summers – ex officio, Cllr Mike Osborne – ex officio*

### In attendance

Liza Rose, Clerk/RFO.  
Katharine Walters, Clerk.

- F&S 22/103    Agenda item 1: Welcome from the Chairman.**  
The meeting started at 7pm with the Chairman welcoming everyone to the meeting.
- F&S 22/104    Agenda item 2: Apologies.**  
Cllr Phil Hunt and Cllr David Collett
- F&S 22/105    Agenda item 3: Declarations of Interest.**  
None
- F&S 22/106    Agenda item 4: Grant of dispensation if requested following DPI/ ORI/ NRI declaration.**  
None requested.
- F&S 22/107    Agenda item 5: To resolve to close the meeting to the public under the Public Bodies (Admission to Meetings) Act 1960 to allow for discussion of confidential matters relating to tenders.** To consider tenders submitted for grounds maintenance contract, 1<sup>st</sup> of April 2023 – 31<sup>st</sup> March 2026.

The following was agreed;

Area ID no	Area name	Contract awarded to
1	Cemetery Castle Road	Studley Lawns and Gardens
2	Crooks Lane Recreation Ground	Mr J Vale
3	Recreation Ground Litter Pick <b>Annual contract</b>	Mr R Wheeler
4/5	Corbizum Avenue/The Cloisters and Railway Green	Mr J Vale
6	Brickyard Lane <b>Annual contract</b>	Studley Lawns and Gardens
7	The Nature Reserve	Not yet awarded
8/9	Station Road and Dunstall Allotments	Not yet awarded
10	War Memorial, Alcester Road	Mr R Wheeler

**F&S 22/108      Agenda item 9 – To note the time and date of the next Finance and staffing committee meeting, 28<sup>th</sup> March 2023.**

Meeting Closed 8:29pm

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