



Studley Parish Council

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NOTICE OF MEETING

**The Finance & Staffing Committee meeting will be held on
Tuesday 25th April 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 19/04/2023

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 28th March 2023, pgs 3-4

7. To review SPC policies (circulated separately);

- a) CCTV Policy
- b) Communications and Email Use Policy
- c) Community Engagement Policy
- d) Investment Policy
- e) Member/Officer Protocol
- f) Parking and Gateways
- g) Risk Management Policy
- h) Safeguarding Policy

8. For discussion and agreement - Finance:

- a) Community Engagement Working Party request an amount up to the value of £400.00 to provide activities on Sunday 7th May 2023 for King's Coronation Event (The Big Lunch).
- b) To discuss and agree refreshments for the Annual Parish Meeting on 9th May 2023.

9. To resolve to close the meeting to the public to allow for discussion of matters relating to staff. Public Bodies (Admission to Meetings) Act 1960.

To receive an appraisal update – office staff.

10. To note the next date and time of the next Finance Committee meeting, TBC



Studley Parish Council Minutes of Finance & Staffing Committee Meeting held 28th 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 Mike Osborne – ex officio

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

F&S 22/109 Agenda item 1: Welcome from the Chairman.
The meeting started at 7pm with the Chairman welcoming everyone to the meeting.

F&S 22/110 Agenda item 2: Apologies.
Cllr C Summers and Cllr D Collett

F&S 22/111 Agenda item 3: Declarations of Interest.
None

F&S 22/112 Agenda item 4: Grant of dispensation if requested following DPI/ ORI/ NRI declaration.
None requested.

F&S 22/113 Agenda item 5: Public Forum
None

F&S 22/114 Agenda Item 6: Approval of draft minutes from previous meeting
RESOLVED to approve the minutes of the committee meeting held 14/03/2023 as a true record of proceedings, circulated separately.

F&S 22/116 Agenda item 8 For discussion and agreement – Finance.

To discuss and agree tender documents that could not be awarded on the 14th March 2023 due to a process error.

a) Nature Reserve

A tender received for work to be carried out on the nature reserve had not been complied with. It was **agreed** that the Nature Reserve Working Party would re visit their management plan

b) Station Road/Dunstall Allotments (items 8/9)

Committee members **awarded** the contract to contractor 2, Studley Lawns and Gardens.

F&S 22/117 Agenda item 9 – To note the time and date of the next Finance and staffing committee meeting, 25th April 2023.

Meeting Closed 7:50pm

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