



Studley Parish Council

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NOTICE OF MEETING

**The Finance Committee meeting will be held on
Tuesday 13th June 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 08/06/2023

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. Election of Finance Committee 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. Election of vice- Chair**
- 6. 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.
- 7. Approval of draft minutes from previous meeting**
Draft minutes of the committee meeting held 25th April 2023 pgs 3-4.

8. **To note receipt of the first half of the SPC precept - £115.065.50**
9. **To receive and note a copy of the budget review report – circulated separately.**
10. **For discussion and agreement -**
 - a) Quotations for maintenance work at the bungalow.
 - b) Brickyard Lane enquiry received, regarding using the area for sport.
 - c) To consider costs for required cemetery training.
 - d) Quotation for a new laptop and increased memory on another machine.
 - e) To agree a date to discuss the streetlighting contract.
 - f) To discuss hedge trimming outside the Village Hall and the dates scheduled for hedge trimming around the Recreation Ground.
 - g) To consider costs for the repair of the perimeter fence and gates at the Recreation Ground, Crooks Lane.
 - h) To consider purchasing the following assets –
 - i) Noticeboards
 - ii) Bins
 - iii) Fencing
 - iv) Bus stop
11. **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 the recovery of assets.**
12. **To note the next date and time of the next Finance Committee meeting, 22nd August 2023**



Studley Parish Council Minutes of Finance & Staffing Committee Meeting held 25th April 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.
1 Member of the public.

F&S 22/118 Agenda item 1: Welcome from the Chairman.
The meeting started at 7pm with the Chairman welcoming everyone to the meeting.

F&S 22/119 Agenda item 2: Apologies.
Cllr C Summers and Cllr P Hunt

F&S 22/120 Agenda item 3: Declarations of Interest.
None

F&S 22/121 Agenda item 4: Grant of dispensation if requested following DPI/ ORI/ NRI declaration.
None requested.

F&S 22/122 Agenda item 5: Public Forum
A member of the public commented on item 8a, stating that this may be the only chance for council to put on a once in a generational event for parents and their children. The MOP would like the council to consider fundings as much as possible to this event.

F&S 22/123 Agenda Item 6: Approval of draft minutes from previous meeting
RESOLVED to approve the minutes of the committee meeting held 28/03/2023 as a true record of proceedings.

F&S 22/124 Agenda Item 7: To review SPC policies as listed below;

- 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

Items a through to h were reviewed simultaneously.
Item c, (Community Engagement Policy) was agreed to be deferred to council once elections had taken place.
Amendments were agreed for items a and d with all other policies reviewed and no amendments required.

F&S 22/125 Agenda item 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).

Members **agreed** to the value of up to £400.

Clerks requested the following to be followed;

- Music License to be shown if music was to be played.
- Litter was to be removed and a voluntary team arrange to litter pick if required.
- A list of event volunteers to be compiled for insurance purposes.

- b) To discuss and agree refreshments for the Annual Parish Meeting on 9th May 2023.

It was **agreed** not to provide refreshments.

F&S 22/126 Agenda item 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.

Members received an update on a staff appraisal, carried out on 12th April 2023.

F&S 22/127 Agenda item 9 – To note the time and date of the next Finance and staffing committee meeting, TBC

Meeting Closed 7:46pm

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