



## 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 David Collett  
*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, starting 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 7<sup>th</sup> 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 9<sup>th</sup> 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 12<sup>th</sup> 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