



Minutes of the Personnel and Finance Committee held at 6:30pm at the Arts & Heritage Centre on 26 November 2024

Present: Cllr J. Bowman (Chair), Cllr R. Lyus, Cllr M. Galligan, Cllr J. Cox, Cllr L. Milner,

In Attendance: Michelle Moss,

Members of public present: 0

- 1. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 3528**
None
- 2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3529**
None received. Cllr Lyus thanked Cllr Hodson for substituting for him at the last meeting.
- 3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 3530**
None
- 4. To review and approve the draft minutes from 1st October 2024 meeting - Ref: 3531**
The minutes had been circulated to Councillors prior to the meeting. RESOLVED to approve the minutes of the meeting of 1st October 2024 as a true record of the meeting.
1 abstained
- 5. To review the projected spend against budget forecast - Ref: 3532**
It was noted that there are a couple of areas when an overspend is being forecast: play park maintenance - due to the planned resurfacing and the CIL income is allocated to this overspend; staffing budget and training- due to the recruitment of a deputy clerk and Estates person; christmas lights project - the original budget was supplemented by the grant received from WLDC. There are no major areas of concern.
- 6. To review the final draft budget for 25/26 and make final recommendations to full council - Ref: 3533**
It was noted that CIB have said they will not be asking for a grant from the council next year - £5k had been allocated in the last budget version; the remaining budget for grants had been increase to £5k; the Lions grant request for fireworks event on 2025 had been paid from 24/25 budget; the final proposed precept would be £133389, and increase of 7.19%. RESOLVED to recommend the final budget to full council.
All in favour
- 7. Policy Reviews - Ref: 3534**
 - a) Policy Review: Internal Control Policy(20958) - Ref: 3535**
Following a lengthy discussion it was agreed that the council has a good level of internal control. RESOLVED to accept the policy with a few minor amendments.
All in favour
 - b) Policy Review: Disciplinary Policy(19685) - Ref: 3536**
RESOLVED to accept the policy with a few minor corrections.
All in favour
 - c) Policy Review - Reserves policy(24677) - Ref: 3537**
It was noted that the current level of general reserves and those projected for 25/26 would be in the region of 30% of operating costs. This is at the lowest end of the recommended level, still over 3 months, but we should aim to increase this in future years to the recommended level in the councils reserves policy. RESOLVED to approve the policy
All in favour
- 8. To consider the proposed procedures for preventing sexual harassment in the workplace. ensure they**

Signature:



are fit for purpose and agree to adopt - Ref: 3538

It was noted that Cllrs Milner and Bowman had attended or were attending training in relation to the law change. RESOLVED that Cllrs Bowman and Milner would finalise a policy on the new laws to present to the rest of the committee for approval at the next meeting.

All in favour

9. To review the appraisal requirements and agree next steps - Ref: 3539

It was agreed that Cllrs Cox and Milner would meet with the clerk to agree the appraisal process and then complete an appraisal.

10. To review the SLCC membership and agree whether to remain members for another 12 months - Ref: 3540

RESOLVED to continue the SLCC membership for the next 12 months

All in favour

11. To review the issues with using a personal one drive for council business and agree how to mitigate this - Ref: 3541

It was noted that the current use of a personal one drive for council business is unacceptable. RESOLVED that Cllr Cox would meet with the clerk next week to look at a more appropriate solution.

All in favour

12. Date of next meeting - Ref: 3542

Date of the next meeting 22nd April 2025

13. To resolve to move into closed session due to the confidential nature of the next agenda item - Ref: 3543

RESOLVED to move into closed session for the remainder of the meeting

All in favour

14. To review the request for an internal review of a FOI request response and agree how to proceed - Ref: 3544

The request for an internal review of the FOI response had been circulated prior to the meeting, was reviewed during the meeting and discussed at length. It was agreed that the clerk should respond based on the discussions, copy in P&F committee, and advise that the FOI request had been reviewed at the P&F committee meeting.

All in favour

Meeting closed at 8:45pm

Signature: