



You are hereby summoned to attend the meeting of Personnel and Finance Committee which will be held on Tuesday 22 April 2025 commencing at 7.00pm at the Arts & Heritage Centre.

The business to be dealt with at the meeting is listed in the agenda.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Michelle Moss
Clerk to the Council
15/04/2025

AGENDA

1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1)
2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s)
3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each
4. To review and approve the draft minutes from 26th November 2024 meeting
5. **Finance**
 - a) To review the projected spend against budget forecast
 - b) To consider the draft AGAR documents for 24/25
 - c) To consider an investment strategy policy
 - d) To consider opening accounts with other providers to secure CTC funding above that covered under the FSCS
 - e) To monitor expenditure of the Chairpersons allowance
 - f) To review and update the asset register
 - g) To consider the council insurance arrangements and agree to seek quotes
6. **Policy**
 - a) To review and update the Financial regulations
 - b) To review the Standing orders and recommend any changes
 - c) To review and update the risk register
 - d) To consider the new sexual harassment in the workplace policy
 - e) To consider any updates required to the Terms of Reference - Personnel and Employment Committee
7. To review the recent issues with CTC one drive and consider appropriate alternatives
8. To resolve to go into closed session and to exclude all non-committee members (except the Clerk) for the remainder of the meeting



9. **Employment**

- a) To receive the summary of the clerks appraisal
 - b) To consider the deputy clerks performance throughout the probationary period and agree next steps
10. To consider a vexatious complainant and agree action
11. To consider the volume of work and additional hours being worked by the clerk at the moment and agree a way forward