



Minutes of the Personnel and Finance Committee held at 7:00pm at the Arts & Heritage Centre on 26 August 2025

Present: Cllr J. Bowman (Chair), Cllr S. Hodson, Cllr J. Cox, Cllr L. Milner, Cllr P. Morris,

In Attendance: Michelle Moss,

Members of public present: 0

1. To appoint the Chair of the Personnel and Finance Committee - Ref: 4314

Cllr Bowman and Cllr Cox were nominated to be Chair of P&F. Following a vote it was RESOLVED to appoint Cllr Bowman as Chair of the Personnel and Finance committee.

Majority vote

2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 4315

None.

3. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4316

Apologies received from Cllr Lyus - Cllr Hodson was present at substitute for Cllr Lyus.

Cllr Wright (ex-officio member) had also sent apologies.

4. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 4317

None.

5. To review and approve the draft minutes from 22.04.2025 meeting - Ref: 4318

The draft minutes had been circulated to the committee prior to the meeting.

RESOLVED to approve the minutes of the meeting of 22nd April 2025 as a true record of the meeting.

2 abstained

6. To review the latest version of the asset register - Ref: 4319

It was noted that the asset register had been updated with all purchases since last reviewed and that it now correctly reflects the councils current assets.

7. Consider the budget forecast/review and make recommendations to full council to move unspent funds to reserves - Ref: 4320

The summary of income and expenditure, including EOY forecasts had been circulated prior to the meeting. It was noted that: we are only 5 months into this financial year; the income for the cemetery is likely to be over projected budget; there may be overspends on equipment, play areas and town hall. RESOLVED that no budgets need to be moved to reserves at this time.

All in favour

8. To consider the first draft of the budget for 2026/27 and make any initial recommendations to full council - Ref: 4321

The first draft of the budget for 2026/27 had been circulated prior to the meeting. It was noted that: the standing operating costs were included with an inflationary uplift; income projected to be similar to this year, but with a slight increase expectation from the cemetery in line with this year; expenditure included provision for MS business, PAT testing, churchyards cut by contractors and not volunteers, notice board for allotments, resurfacing of sports field play area, damp correction work in the town hall, an increased grant budget of £7000, £5000 to be held in reserves for the old fire station; it also assumes that the revaluation of assets, the cemetery notice board, ground penetrating survey in the cemetery are done this financial year; it does not include any other projects at this time - PPD's will be prioritised by council at the full council meeting in September. RESOLVED to proposed the budget to full council as a first draft.

All in favour

Signature:



- 9. To review the expenditure of the Mayors allowance - Ref: 4322**
It was noted that only £10 out of the £350 budget has been spent - this was for a repair to the vice chairs chain of office.
- 10. To consider changing the date of the December meeting to 16th December - Ref: 4323**
RESOLVED to amend the date of the December meeting to 16th December.
All in favour
- 11. To review the insurance renewal and make recommendation to full council - Ref: 4324**
It was noted that: 3 quotes had been obtained for insurance renewal - Clear councils, Zurich and Gallaghers; the quote from Gallaghers was more expensive than the other quotes, but offered an inclusive property insurance revaluation for much cheaper than the quotes obtained for this. The combined quote for insurance and property re-valuation amounted to £8090, a combined saving of £900 compared to the cheapest quote. RESOLVED to recommend to full council to take out the insurance renewal with Gallaghers and include the property revaluation.
All in favour
- 12. To note the date of the next meeting - 28th October - Ref: 4325**
Noted.
- 13. To resolve to go into closed session - Ref: 4326**
RESOLVED to move into closed session.
All in favour
- 14. To consider and agree the inflationary pay increase for council employees per the industry recommendations and check the back pay calculations - Ref: 4327**
The inflationary increases, back pay and projections had been circulated prior to the meeting. It was noted that the increase was backdated to the start of the financial year. RESOLVED to approve the inflationary increase for all staff wef 1.4.25 and pay the back pay as calculated.
All in favour
- 15. To note the resignation and departure of the Deputy Clerk and agree a date for review of the post - Ref: 4328**
It was noted that the deputy clerk had left in June. RESOLVED that the post would remain unfilled for the time being and this would be reviewed again in October meeting.
All in favour
- 16. To receive the clerks holiday sheet and time sheet. - Ref: 4329**
Received and noted.

Meeting closed at 8:10pm

Signature: