



## Minutes of the Personnel and Finance Committee held at 7:00pm at the Arts & Heritage Centre on 28 October 2025

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

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: 4474**  
Cllr Milner was elected to chair the meeting in the absence of Cllr Bowman.  
None declared.
- 2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4475**  
Apologies received from Cllrs Bowman and Lyus. Cllrs Hodson and A.Clark had been asked to substitute.
- 3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 4476**  
None.
- 4. To review and approve the draft minutes from 26th August meeting - Ref: 4477**  
Draft minutes had been circulated to the committee prior to the meeting.  
RESOLVED to approve the minutes of the meeting of 26th August as a true record of the meeting. Cllr Clark abstained as she was not at the last meeting.  
1 abstained
- 5. To review the projected spend against budget forecast and consider any recommendations to full council - Ref: 4478**  
The summary of income and expenditure including EOY forecasts had been circulated prior to the meeting. It was noted that: income is progressing as expected; there are some known overspends already approved by full council including play areas, health and safety, equipment, cemeteries/church and insurance, but no significant areas of underspend at this time. No recommendations to full council.
- 6. To consider the changes to AGAR assertion 10 and agree next steps - Ref: 4479**  
Two information documents/reports had been circulated to councillors prior to the meeting. The new expectations around assertion 10 were discussed. It was noted that the council comply with nearly all areas of the assertion. CTC already use .gov.uk emails; payment authorisation, bank reconciliation and accounting duties are completed and approved by different people; minutes/financial reports and AGAR document are all published; risk assessments are completed and reviewed by P&F and full council at least annually; an independent review of bank recs and financial statement is completed prior to AGAR submission; clerical record keeping is maintained. It was noted that more could be done to ensure Councillors are updating their Decl of interests as changes occur; whilst we have an internal control policy, more training should be undertaken on internal controls to ensure we are meeting our obligations.  
It was agreed that Cllr Milner and the clerk would attend internal controls training and then apply this to ensure CTC internal controls are appropriate; Clerk will remind councillors quarterly to check and update their Declaration of interests forms.  
All in favour
- 7. To review the SLCC membership and agree whether to remain members for another 12 months - Ref: 4480**  
RESOLVED to continue with the SLCC membership for another 12 months.  
All in favour
- 8. To consider the use of AI to support the town council administration - Ref: 4481**  
It was noted that the clerk has been utilising some AI support over the last couple of months, but the 'free'

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support is limited and has no data storage/recall. Subscribing to an AI platform would mean data could be stored, policy discrepancies would be minimised, creation of new policies/reports/documents would be streamlined. Two background reports had been circulated prior to the meeting. The first report summarised the general benefits of using AI for council work, the options, pro's cons and costs involved with solutions like ChatGPT plus, Gemini advanced, and a bespoke solution such as Cloudy IT's Gov assist; the second report was a comparison between chat GPT plus and gemini advanced; the report recommended purchasing an open AI solution initially, trial for 6 months and then review to decide whether to continue, dis-use or to progress to a bespoke local council solution. It was noted that the trial use of AI support would be in place of recruiting a Deputy Clerk resulting in significant cost savings for the council.

RESOLVED to proceed with a trial use of ChatGPT plus at a cost of approx £20 per month and review in 6 months.

All in favour

**9. To resolve to move into closed session due to the confidential nature of the next agenda item - Ref: 4482**

RESOLVED to move into closed sessions for the remainder of the meeting.

All in favour

**10. Review Vexatious complainant list and agree any next steps - Ref: 4483**

The vexatious complainant list was reviewed. RESOLVED to make no changes and review again in 6 months.

All in favour

**11. To receive the clerks holiday and time sheet - Ref: 4484**

Both documents had been circulated prior to the meeting and the information noted.

Meeting closed at 8:15pm

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