

**Clerk to the Council/RFO: J Hodgkiss**  
**Chairman: Cllr R Ruscoe**

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Minutes of the **Finance and Personnel Committee** Meeting held at 7:15pm on **Monday 20<sup>th</sup> May 2024** at Christ Church.

- Present: T Clarke (TC), A Price (AP), R Ruscoe (RR), P Stevens (PS), C Teckoe (CT) Chairman, M Underwood (MU)
- F01.24/25 **ELECTION OF CHAIR**  
**RESOLVED:** TC nominated Cllr Teckoe to be Chairman for the municipal year 2024/25, seconded by MU and agreed by all members present.
- F02.24/25 **ELECTION OF VICE CHAIR**  
**RESOLVED:** MU nominated himself to be Vice Chair for the municipal year 2024/25, seconded by AP and agreed by all members present.
- F03.24/25 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**  
None
- F04.24/25 **DECLARATIONS OF INTEREST**  
None
- F05.24/25 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS**  
None
- F06.24/25 **MINUTES**  
**RESOLVED:** PS proposed to approve and sign the minutes of the Finance and Personnel Committee meeting held on Monday 18th March 2024, seconded by TC and agreed by members present.
- F07.24/25 **BANK RECONCILIATION**  
Noted. The Clerk also gave a brief rundown of the end of year budget position.
- F08.24/25 **INTERNAL AUDITORS REPORT**  
Noted.
- F9.24/25 **ANNUAL GOVERNANCE STATEMENT**  
**RESOLVED:** MU proposed to recommend approval of the Annual Governance Statement to Full Council with respect to the year 1 April 2023 – 31 March 2024 by 30th June 2024, seconded by PS and agreed by all members present.
- F10.23/24 **ANNUAL RETURN**  
**RESOLVED:** MU proposed to recommend to Full Council approval of the Annual Financial Return for the period 1 April 2023 – 31 March

2024. Public inspection notice will be published Tuesday 4th June 2024, period of inspection to run from Wednesday 5th June 2024 to Tuesday 16th July 2024, seconded by PS and agreed by all members present.

F11.23/24

**RECRUITMENT DOCUMENTS AND TIMELINE**

**RESOLVED:** AP proposed to approve the job spec and adverts for the Handiperson and Cleaner posts and the timeline for recruitment, seconded by MU, 4 members voted in favour, 2 abstentions, motion carried. Clerk to look at a temporary contract ahead of recruitment due to staff shortages.

DRAFT