

**Clerk to the Council/RFO: J Hodgkiss**

**Chairman: Cllr R Ruscoe**

---

Minutes of the **Finance and Personnel Committee** Meeting held at 6pm on **Monday 28<sup>th</sup> July 2025 at Baytson Hill Memorial Hall.**

Present: M Jones (MJ), A Price (AP) Chairman, R Ruscoe (RR), C Teckoe (CT), K Turner (KT), M Underwood (MU).

JH - Clerk

F14.25/26 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**  
None

F15.25/26 **DECLARATIONS OF INTEREST**  
None

F16.25/26 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS**  
None

F17.25/26 **MINUTES**  
RESOLVED: RR proposed to approve and sign the minutes of the Finance Committee meeting held on Monday 19<sup>th</sup> May 2025, seconded by MJ and agreed by all members present.

F18.25/26 **BANK RECONCILIATION**  
Members noted that the Bank Reconciliation for all accounts to 30 June 2025 has been checked & approved by Cllr. Ruscoe.

F19.25/26 **VAT RETURN Q1**  
Members noted the Q1 VAT submission reports.

F20.25/26 **BUDGET POSITION Q1**  
Members noted the current budget position and any variances.

F21.25/26 **POLICIES**  
RESOLVED: CT proposed to recommend policies to Full Council, seconded by RR and agreed by all members present.

Staff Hanbook

- Annual Leave
- Anti-bullying and Harassment
- Bereavement
- Data Protection
- Disciplinary
- Drug and Alcohol
- Grievance

- Emergency/Dependants Leave
- Equality and Diversity
- Expenses
- Flexible Working
- Home Working

DRAFT