

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

Minutes of the **Finance and Personnel Committee** Meeting held at 6pm on **Monday 29th September 2025** at Baytson Hill Memorial Hall.

Present: M Jones (MJ), A Price (AP) Chairman, R Ruscoe (RR), M Underwood (MU).

JH - Clerk

F22.25/26 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**
Apologies were received from Cllr K Turner - holiday, Cllr Teckoe – work commitments.

F23.25/26 **DECLARATIONS OF INTEREST**
None

F24.25/26 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS**
None

F25.25/26 **MINUTES**
RESOLVED: To approve and sign the minutes of the Finance Committee meeting held on Monday 28th July 2025.

F26.25/26 **BANK RECONCILIATION**
Members had the opportunity to scrutinise the bank rec folder and raise any questions. The contents were noted.

F27.25/26 **BUDGET POSITION**
The Clerk outlined spend and receipts up to Aug 31st. Highlighting any variances. Both spreadsheet contents were noted.

F28.25/26 **POLICIES**
RESOLVED: RR proposed to recommend policies to Full Council, seconded by MJ and agreed by all members present. MU asked if we could review the Maternity and Paternity policies to see if the capacity to be more generous was available to us, Clerk to research. MJ asked if the role of AI needs to be shown in the IT Policy, Clerk to research.

- IT Policy
- Lone Working Policy
- Mat leave Policy
- Paternity Policy
- Poor Performance Policy
- Sick Leave Policy
- Social Media Policy

- Whistleblowing Policy

F29.25/26

APPRASIALS

Members were given hard copies of the annual appraisals to review.

Actions – Do we need more Code of Conduct training? Is there training of this nature that could be written into our Training Policy as compulsory?

F30.25/26

TRAINING

RESOLVED: MU proposed to approve a one day First Aid course for all staff at the cost of £665 plus VAT, seconded by RR and agreed by all members present.

DRAFT