

BLAKENEY PARISH COUNCIL - NOTICE

There will be a meeting of the '**Finance & H.R. Committee**' on **Monday 1st December at 3pm** in The Parish Office.
All Members are hereby summoned to attend.

Tracey Bayfield

Mrs Tracey Bayfield - Clerk to the Council
25th November 2025

AGENDA

1. To receive & consider **Apologies for Absence**.

2. To receive **Declarations of Interest** from members.

Under the 'Code of Conduct', members must declare any disclosable Personal or Pecuniary (prejudicial) interests. If a pecuniary interest is declared, then the member is not permitted to remain in the meeting for said item. They must not take part in the discussion or voting.

3. To receive & approve the **Minutes** of the meeting held on:

- i) Tuesday 29th July 2025 (Finance & Governance).
- ii) Tuesday 22nd July 2025 (Personnel & Data Protection) & associated confidential report.

4. **Open Public Session (maximum of 15 minutes; 3 minutes each).**

5. To receive & consider the following;

- Quarterly **Internal Audit Report** for Quarter 2 dated 13th October 2025.
- **Bank Reconciliation Statements/report** for Quarter 2.
- **Receipts & Payments** for Quarter 2.
- **Income & Expenditure figures** for Quarter 2 against budget variance.
- **Car Park Income** figures to date.
- **Internal Auditor** general update.

6. **Confidential Business – Exclusion of the Press & Public** – To pass the following **resolution**; *Due to the confidential nature of the business about to be transacted (employees contracts), on the grounds that it is not in the public interest*

to disclose discussion on the items below relating to contracts and staffing matters, it is proposed that the press and public are now excluded and they are instructed to withdraw. (Admission to Meeting Act (Public Bodies) 1960.

7. *To approve* the way forward with regard the **Car Park Attendants** for 2026, ie. Contracts of Employment and pay rate as agreed in principle between the BPC & N/T Working Group on 25th Nov 2025.
8. *To consider* one outstanding issue with regard **Car Park Attendant** pay for 2025.
9. *To review* the continuation of the **Clerks Flexible Working** arrangement as part of the current Contract of Employment.
10. *To undertake* a **Pensions Contribution Review** in respect of the Clerks role.
11. *To confirm* the next quarterly meeting of the **H.R. & Finance Committee**.

Meeting closed.