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Minutes of a meeting of the '**Finance & H.R. Committee**' which was held on **Monday 1st December 2025 at 3pm** in The Parish Office.

Present:- Rosemary Thew (Chairman), Nigel Sutcliffe (Vice-Chairman), Jenny Girling, Samantha Arlow & Mike Reed.

Clerk:- Tracey Bayfield

Public:- 0

Did not attend:- Iain Wolfe

1. **Apologies** for absence were **accepted** from; Judy Pegden.
2. There were no **Declarations of Interest** or requests for **dispensations** from members.
3. **Resolved** that the **Minutes** of the meetings held on:
 - i) **Tuesday 29th July 2025 (Finance & Governance)** are signed as a true record.
 - ii) **Tuesday 22nd July 2025 (Personnel & Data Protection)** & associated *confidential report* are signed as a true record.
4. **Open Public Session** – None.
5. **Resolved** that having reviewed the following reports that each are **approved & noted**;
 - 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 – Resolved** that, *Due to the confidential nature of the business about to be transacted (employee's 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.*

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7. **Resolved** that the two **Car Park Attendants** positions for 2026, ie. Contracts of Employment and pay rate (as agreed in principle between the BPC & N/T Working Group on 25th Nov 2025) are approved by this committee and are to be advertised as soon as possible.
8. **Resolved** that there are no outstanding issues with regard **Car Park Attendant** pay for 2025.
9. **Resolved** to approve the continuation of the **Clerks Flexible Working** arrangement as part of the current Contract of Employment.
10. **Resolved** to defer this item until the next meeting, pending the report from the Clerk. Ie. the undertaking of a **Pensions Contribution Review** in respect of the Clerks role.
11. **Resolved** to confirm the date of the next quarterly meeting of the **H.R. & Finance Committee** nearer the time.

Meeting closed at 4:06pm

Chairman _____