

BLACKWELL PARISH COUNCIL – Minutes

Minutes of the Blackwell Parish Council Finance & HR Committee Meeting held on Monday 10th November 2026, 5pm at Hilcote Community Centre.

PRESENT

Cllrs: Poulter (Chair), Newham (Vice-Chair), and Stocks

ALSO PRESENT

K Poynter (Clerk)

Members of Public: 0

FHR/027/25 To Receive Apologies for Absence

None.

FHR/028/25 Variation of Order of Business (if required)

To be decided during the meeting.

FHR/029/25 Declaration of Members Interests

To be declared when items arise on the agenda.

FHR/030/25 Public Speaking

No members of public were present.

FHR/031/25 Finance and Governance

a. Internal and External Audits

It was noted that the council had agreed to continue internal audits with DALC.

b. Current budget

RESOLVED: after reviewing and asking questions about the budget, to recommend that it looks to be in a reasonable place

Agreed by All

c. Budget for 2026/27

It was noted that the budget for 2026/27 was underway with a few tweaks recommended by the committee and it was suggested that the budget meeting be set for Monday 24th November in place of the Parks, Floral and Events Committee

Agreed by All

d. Policies

RESOLVED: to recommend the approval of the Media and AI policies

Agreed by All

e. .gov.uk domain and e-mail addresses

RESOLVED: to recommend the e-mail and website specification to be sent out to the provider shortlist.

Agreed by All

f. Allotment Rates

RESOLVED: to recommend that they are set by the council due to declarations of interest

Agreed by All

g. Intruder Alarms

It was noted that staff are still looking into the legalities of not having the codes for the intruder alarms.

h. Objects in the Highway Licence

RESOLVED: To recommend drafting up an agreement between the council and any community group wanting the council to submit an object in the highway for on their behalf.

Agreed by All

FHR/025/25 Staffing

a. Key holder agreements

RESOLVED: to recommend that all new key holders receive the same agreement as current key holders.

Chairman's Signature: _____ Date: _____

BLACKWELL PARISH COUNCIL – Minutes

Agree by All

b. *Agreement with the Designated Premises Supervisor*

RESOLVED: to recommend putting together a service level agreement for the Designated Premise supervisor using a combination of previous agreement and AI.

Agree by All

c. *Staff holidays*

Staff holidays were noted and that anyone lone working on the two week period would work from home where necessary.

FHR/026/25 Date and Time of Next Meeting

Full Council – Monday 3rd November

Finance & HR Committee – Thursday 12th February.

The meeting closed at 6.24pm

Chairman's Signature: _____ Date: _____