

# BLACKWELL PARISH COUNCIL

Hilcote Community Centre, 544 New Street, Hilcote, ALFRETON Derbyshire DE55 5HU

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10 February 2026

**To: The Finance & HR Committee Members**

Dear Councillors Poulter, Newham, Stocks and Burrows

## **NOTICE OF FINANCE & HR COMMITTEE MEETING**

You are summoned to attend a Finance & HR Committee meeting to be held on Monday 16<sup>th</sup> February 2026, 5pm at Hilcote Community Centre.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Kate Poynter'.

Kate Poynter - Clerk

## **AGENDA**

### **1. To receive apologies for absence**

### **2. Variation of Order of Business (if required)**

*To determine which items, if any, should be taken with public and press excluded. If the Council decides to exclude the public, it will be necessary to pass a resolution in the following terms: 'In view of the confidential nature of some items, it may be necessary to discuss these items with the Public and Press excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960, S1'.*

### **3. Declaration of Members Interests**

*To enable members to declare the existence and nature of any disclosable pecuniary interests they have in subsequent Agenda items, in accordance with the Parish Council Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.*

### **4. Public Speaking (twenty minutes)**

*A period of not more than twenty minutes will be made available for Members of the Public and Members of the Council to comment on any relevant matter. No more than three minutes per person.*

### **5. To confirm the minutes of the previous Finance and HR Committee Meeting**

### **6. Finance & Governance**

- a. To consider any updates on the internal/external audits
- b. To consider updates on Rialtas End of Year
- c. To consider the current budget
- d. To consider variances in current expenditure
- e. To consider the state of the reserves going forwards
- f. To consider making payments and noting received payments during leave
- g. To consider payroll during leave
- h. To consider any updates on the accounts for Hilcote Community Centre Charity
- i. To consider any other financial or governance updates/reports/issues that have arisen – including how long should groups be given if they don't send proof of insurance through

### **7. Staffing**

- a. To consider a service level agreement for the new Designated Premises Supervisor
- b. To consider items raised by staff in recent appraisals – including plans for cover, procurement, new clothing, council policies, lone working, FOI requests.
- c. To consider how Clerk leave is managed
- d. To consider a recommendation relating to a previous request
- e. To consider any other staffing updates that have arisen

### **8. Date and Time of Next Meeting:**

Full Council: Monday 13<sup>th</sup> April 2025 at Blackwell Community Centre

FHR Committee: Thursday 9<sup>th</sup> April 2026 at Hilcote Community Centre