

BLACKWELL PARISH COUNCIL

Hilcote Community Centre, 544 New Street, Hilcote, ALFRETON Derbyshire DE55 5HU
Tel: 01773 580002 E-mail: clerk@blackwellpc.org.uk



01 April 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 Thursday 9th April 2026, 5pm at Hilcote Community Centre.

Yours sincerely

Kate Poynter - Clerk

AGENDA

1. To receive apologies for absence

2. Exclusion of Press and Public (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

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 audits
- b. To consider any updates on the external audit, including considering the list of assertions
- c. To consider updates on Rialtas End of Year – date/documents submitted etc.
- d. To consider review the current budget
- e. To consider the state of the reserves going forwards
- f. To consider the list of debtors
- g. To consider groups not sending in requested information.
- h. To consider any updates on the accounts for Hilcote Community Centre Charity
- i. To consider the following policies:
 - i. Financial Regulations
 - ii. Standing Orders
 - iii. Risk Management
 - iv. Risk Management Risk Assessment
 - v. Code of Conduct
 - vi. Complaints Procedure
 - vii. Equal Opportunities
 - viii. Health & Safety
 - ix. Records Retention and Disposal
 - x. Publication Scheme
 - xi. Data Protection Policies
 - xii. Press/Media Policy
 - xiii. Employment Policies
- j. To consider updates to the .gov.uk website, e-mails, and review contract with Names
- k. To consider any other financial or governance updates/reports/issues that have arisen

7. Staffing

- a. To confirm appointment of locum during Clerk absence

- b. To consider items arising due to the Clerk's absence
- c. To consider any other staffing updates that have arisen

8. Date and Time of Next Meeting:

Full Council: Monday 13th April 2025 at Blackwell Community Centre

FHR Committee: to be arranged