

BLACKWELL PARISH COUNCIL

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

Tel: 01773 580002 E-mail: clerk@blackwellpc.org.uk



7 July 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 16th July 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 appoint a Chair for the ensuing year**
- 2. To appoint a Vice Chair for the ensuing year**
- 3. To receive apologies for absence**
- 4. Variation of Order of Business (if required)**
- 5. Declaration of Members Interests**
- 6. 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.
- 7. To confirm the minutes of the previous Finance and HR Committee Meeting**
- 8. Finance & Governance**
 - a. To consider any updates on the external audits
 - b. To consider signing up for the Rialtas End of Year package going forwards
 - c. To consider the current budget
 - d. To consider the state of the reserves going forwards
 - e. To consider any updates on the accounts for Hilcote Community Centre Charity
 - f. To consider Debt Management
 - g. To consider the following policies and risk assessments:
 - i. Working outside in hot weather risk assessment
 - ii. Working outside in cold weather risk assessment
 - iii. Flexible working
 - iv. Recruitment
 - v. Training and development
 - vi. Key holder
 - vii. Grant awarding
 - h. To consider any other financial or governance updates/reports/issues that have arisen
- 9. Staffing**
 - a. To consider a service level agreement for the new Designated Premises Supervisor
 - b. To consider a staff resilience plan
 - c. To consider additional work being taken on by the Parish Ranger
 - d. To consider whether the Parish Ranger would benefit from additional equipment
 - e. To consider the health and safety of the Parish Ranger lone working
 - f. To consider the additional holiday as the Parish Ranger reaches five years of service
 - g. To consider splitting the roles of Clerk and Responsible Finance Officer
 - h. To consider any other staffing updates that have arisen
- 10. Date and Time of Next Meeting:**

Full Council: Monday 7th September 2026 at Blackwell Community Centre
FHR Committee: Thursday 22nd October 2026 at Hilcote Community Centre