

BLACKWELL PARISH COUNCIL

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

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



10 October 2025

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 **Wednesday 22nd October 2025**, 5pm in the meeting room at **Blackwell 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 Finance and HR Committee Meetings held on 17th July 2025.

6. Finance & Governance

- a. To consider any updates on the internal/external audits
- b. To consider the current budget
- c. To consider the budget for 2026/27 – including setting dates for budget meetings
- d. To consider updates to policies and procedures, including:
 - i. Media Policy
 - ii. IT/Mobile Device Policy
 - iii. AI Policy
- e. To consider the specification and companies to be approached for e-mail and website provision using .gov.uk
- f. To consider any updates on the accounts for Hilcote Community Centre Charity
- g. To consider allotment rates
- h. To consider the legal situation with the codes for the intruder alarms
- i. To consider drafting an agreement with groups that the parish council applies for Objects in the Highway on behalf of.
- j. To consider any other financial or governance updates/reports/issues that have arisen

7. Staffing

- a. To consider key holder agreements
- b. To consider a service level agreement for the new Designated Premises Supervisor
- c. To consider any other staffing updates that have arisen – including upcoming holidays

8. Date and Time of Next Meeting:

Full Council: Monday 3rd November 2025 at Hilcote Community Centre
FHR Committee: Thursday 12th February 2026 @ Hilcote Community Centre