

# BLACKWELL PARISH COUNCIL

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

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11 July 2025

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

Dear Councillors Poulter, Newham, Stocks, Burrows and Miles

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

You are summoned to attend a Finance & HR Committee meeting to be held on Thursday 17<sup>th</sup> July 2025, 5pm in the meeting room at Hilcote Community Centre.

Yours sincerely

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

Kate Poynter  
Clerk

## **AGENDA**

- 1. To elect a Chair for the ensuing year**
- 2. To elect a Vice Chair for the ensuing year**
- 3. To receive apologies for absence**
- 4. 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'.*
- 5. 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.*
- 6. Public Speaking (twenty minutes)**  
*A period of not more than twenty minutes will be made available for Members of the Public and non-committee Members of the Council to comment on any relevant matter. No more than three minutes per person.*
- 7. To confirm the minutes of the Finance and HR Committee Meetings held on Thursday 1<sup>st</sup> May 2025.**
- 8. Finance & Governance**
  - a. To consider any updates on the external audit
  - b. To review the budget
  - c. To consider the bank balances
  - d. To consider how to pay for upcoming election costs
  - e. To consider a financial agreement between the council and the charities – partly in conjunction with room hire charges for the community centres
  - f. To consider the Debt Management List
  - g. To consider any updates on the accounts for Hilcote Community Centre
  - h. To consider any other financial updates/reports/issues that have arisen
- 9. Staffing**
  - a. To consider a written response to the request from the Parish Ranger
  - b. To consider the end of probation report for the Projects and Procurement Assistant
  - c. To consider any other staffing updates that have arisen
- 10. Date and Time of Next Meeting:**  
Full Council: Monday 1<sup>st</sup> September 2025 at Blackwell Community Centre  
FHR Committee: Thursday 23<sup>rd</sup> October 2025 at Hilcote Community Centre