

# BLACKWELL PARISH COUNCIL

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

Tel: 01773 580002 E-mail: [clerk@blackwellpc.org.uk](mailto:clerk@blackwellpc.org.uk)



1 May 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 Thursday 8<sup>th</sup> May 2025, 4.30pm in the meeting room at Hilcote Community Centre.

Yours sincerely

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 20<sup>th</sup> February 2025.**
- 6. Finance & Governance**
  - a. To consider updates on the internal audit
  - b. To consider any updates on the external audit
  - c. To consider the end of year accounts and end of year budget for 2024/25
  - d. To consider the end of year bank balances
  - e. To consider the grant to be made to each of the charities to cover 2023/24 and 2024/25
  - f. To consider a financial agreement between the council and the charities – partly in conjunction with room hire charges for the community centres
  - g. To consider updates to finance and governance related policies and procedures, including:
    - o Procurement policy
    - o Financial Regulations
    - o Standing Orders
    - o Risk Management Policy
    - o Risk Management Risk Assessment
    - o Scheme of Delegation
  - h. To consider the funding of the parish van from June/July 2025
  - i. To consider any updates on the accounts for Hilcote Community Centre
  - j. To consider the financial viability of an offer from HELP Group to replace the fence on Hilcote Recreation Ground for the cost of materials only
  - k. To consider any other financial updates/reports/issues that have arisen
- 7. Staffing**
  - a. To consider a request from the Parish Ranger
  - b. To consider a point on the contract for the Clerk

- c. To consider working requests from staff – including blinds for the office and an extendable hedge trimmer
- d. To consider and make recommendations for staff safety
- e. To consider any other staffing updates that have arisen

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

Full Council: Monday 12<sup>th</sup> May 2025 at Blackwell Community Centre  
FHR Committee: