



Clerk to the Council: Nicola Harding

Dear Committee Member

You are accordingly invited to attend the next **Finance/Policy and Appointments Committee Meeting** on to be held on **Wednesday 21st June 2023** at the Parish Council Office at **19.45 hrs**, when the under mentioned business is proposed to be transacted.

Please note that under the Local Government Act 1972 Schedule 12 p10(2) a Council can not lawfully decide any matter that is not specified on the agenda.

Please advise prior to the meeting if you require additional information on any agenda item.

Yours sincerely

N. Harding

Nicola Harding

Clerk to the Council

Cllrs:, D. Elwell, K. O'Brien, J. O'Brien, I. Kenlin, C.Agius , S. Cooper

AGENDA (Residents Welcome to attend)

Published 14-06-2023

1. **Election of Chairman**
1.1 Members to *consider* nominations for the election of Chairman.
2. **Election of Vice-Chairman**
2.1 Members to *consider* nominations for the election of Vice-Chairman.
3. **Election of Members to Personnel Sub-Committee**
3.1 Members to *vote* Three (3) Members to sit on the Personnel Committee.
4. **Apologies for Absence**
4.1 To *receive* apologies for absence.
5. **Approval of Minutes**
5.1 To *sign*, as a true record, the Committee Meeting held on **26th April 2023**.
6. **Declaration of interest and dispensations**
6.1 To *receive* declarations of interest and dispensations on items on the agenda
(Dispensation requests at least one day prior to the meeting)
7. **Public Participation on items on the Agenda**
8. **Reports/Recommendations from Personnel / Committees / Code of Conduct**
8.1 Councillors to *note* the probation period for the Accounts Assistant will end on 1st July and *note* the pay point increase and opportunity to join the pension scheme as per the contract terms.
8.2 Councillors to *note* the Clerk has passed the CiLCA qualification and will move one point on the SCP Pay scale as detailed in her contract.
8.3 Councillors to *discuss* the request from the Clerk to pursue training to better support the council in the community and register for Level 4 Certificate of Higher Education in Community Governance in 2024/25.

9. **Parish Office/Health & Safety/ Equipment and Parish Van**
- 9.1 Councillors to *note* the cost of £433 for the purchase of a replacement strimmer.
 - 9.2 Councillors to *receive* quotes to date following the request from the Environment Committee for quotes to be sought and considered for a ride-on mower and storage unit for village maintenance.
 - 9.3 Councillors to *note* the purchase cost of £150.00 for a new gazebo for events, due to the previous gazebo needing repairs.
10. **Finance**
- 10.1 Councillors to *receive* the quarterly financial breakdown.
 - 10.2 Councillors to *agree* the recommendations from the EOSC to bring van expenses on the budget under Environment and Open Spaces for 2024/2025.
 - 10.3 Councillors to *discuss* and *agree* the Allotment rents for 2023/2024 including a 50p surcharge on all rents to incorporate cheque charges for *recommendation* to Full Council.
11. **Consultations / Grants / Policy / Lease Agreements**
- 11.1 Councillors to *note* the Sunflower Café no longer require the grant to cover venue costs and *agree* how to proceed.
 - 11.2 Councillors to *receive* information on a lease query pertaining to Kendal Park and *discuss* and *agree* to refer this to Essex Legal Services for clarification.
 - 11.3 Councillors to *receive* an update on the HCA Lease and *agree* next steps.
12. **Date of the Next Meeting**
- 12.1 Councillors to forward any items for the next agenda by 15th August 2023.
 - 12.2 Date of the next meeting is Wednesday 6th September 2023 at 20.00hrs.

Meeting Closed
Nicola Harding