

Clerk to the Council/RFO: J Hodgkiss

Chairman: Cllr R Ruscoe

Minutes of the **Finance and Personnel Committee** Meeting held at 6pm on **Monday 21st September 2026** at The Memorial Hall

Present: Cllrs R Ruscoe (RR), (CT), K Turner (KT), D Engler (DE), P Stevens (PS)

JH – Clerk

F11.26/27 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**
Apologies were received from Cllr Price – holiday, Cllr Teckoe – prior commitment

F12.26/27 **DECLARATIONS OF INTEREST**
None

13.26/27 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS**
None

F14.26/27 **MINUTES**
RESOLVED: RR proposed to approve and sign the minutes of the Finance Committee meeting held on Monday 27th July 2026 seconded by KT and agreed by all members present.

F15.26/27 **BANK RECONCILIATION**
Members noted that the Bank Reconciliation for all accounts to 30 September 2026 has been checked & approved by Cllr. Ruscoe and were given the opportunity to scrutinise the physical file.

F16.26.27 **BUDGET POSITION**
Members noted the current budget position and any variances. Particular attention was paid to CEF grant and National Highways grant and how they appear as a receipt and a payment back out.

F17.26/27 **AGED DEBTORS**
Deferred. Members requested more information regarding efforts to reclaim the outstanding monies.

F18.26/27 **POLICIES AND PROCEDURES**
RESOLVED: RR proposed to approve any updates to the following policies, seconded by KT and agreed by all members present.

- Staff Handbook
- Alcohol and Drug Abuse Policy
- Disciplinary Policy
- Training and Development Policy
- Annual Leave Policy
- Emergency Dependent Leave Policy
- Expenses Policy

- Flexible Working Policy
- Anti-Bullying and Harassment Policy
- Compassionate Leave Policy
- Grievance Policy
- Home Working Policy
- Data Protection Policy
- Bereavement Policy
- Whistle Blowing Policy
- Sickness Absence Policy
- Paternity Leave Policy
- Biodiversity Policy

F18.26.27 **EXCLUSION OF THE PRESS AND PUBLIC**
None

F19.26/27 **STAFF APPRAISALS**
Noted