



Dear Councillors,

You are respectfully summoned to attend the Condover Parish Council Finance & Personnel Committee meeting which will be held at **Dorrington Village Hall** at **7.00pm** on **Tuesday 4th February 2025**.

Rachel Wintle

Ms Rachel Wintle, Condover Parish Council Locum Clerk & RFO, c/o Dorrington Village Hall, Dorrington

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FINANCE & PERSONNEL COMMITTEE MEETING AGENDA – 4th February 2025
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FP35.24 CHAIR'S WELCOME AND APOLOGIES

Present: R Ball, R Wintle, L Baines, R Nash, J Strelitz, P Gore

Apologies received from Cllr G. Walker-Prior

FP36.24 COUNCILLORS DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS & DISPENSATIONS: Councillors are encouraged to declare such interests in agenda items at this point and any interests which might lead to bias. – [Declared going](#)

FP37.24 CONFIRMATION & ACCEPTANCE OF PREVIOUS MEETING MINUTES: Draft minutes of the Committee meeting held on 3rd December 2024 are to be considered and ensured to be accurate – [Reviewed and declared accurate, signed off RB](#)

FP38.24 MONTHLY FINANCE REPORT

1. Payments – Suppliers invoices/reimbursements requiring authorisation by resolution by the Committee – [LB & PG to authorise the payments](#)
[Total Payments for the Month: £1256.67 – all payments agreed](#)
2. Budget reports and bank reconciliation – [Bank Reconciliation presented by LB – all agreed](#)

FP39.24 URGENT MATTER

- a) Parish Office at Dorrington Village Hall equipment – [On going](#)
- b) Manchester Bank [Awaiting a signature from Kate Harris, former Cllr, RW to action](#)
- c) Nationwide Bank – [LB chasing the Building Society for confirmation of signatories](#)
- d) Unity Bank –

FP40.24 BUDGET REVIEW 2024-25 AND BUDGET PLANNING 2025-26 –

RB gave an update on the proposed Budget for 2025-26.

JS raised the point of training. It was agreed that some training should take place before the 1st April 2025. He also raised the question of joining forces with other local Councils. RW suggested having a conversation with Dan Morris to see how we could move forward with this proposal.

RN asked about the additional costs that are expected from the Architect for the CVSG Pavillion. RB confirmed that this expenditure would come out of the money that we have would have paid to The Clerk.

FP41.24 CLERK'S WORKED HOURS

Locum Clerk Report – RW reported that it has been a busy month and thanks LB for her support.

Parish Clerk Vacancy –RB, LB and RW were on the interview panel. RW gave a reported on the interview that took place. The Panel all felt that the applicant would be a good fit into our Council and would like to formally offer him the position of Clerk – subject to references. It was proposed that the applicant would be placed on a 3 month probationary period with a proposed start date of the 1st April 2025.

Policy Review – Following from our January meeting it was agreed that those responsible for reviewing the following policies would report back to JS who would then provide a review for the next Council Meeting.

- Anti-Bullying and Harassment – Cllr Baines
- Grievance procedure – Cllr Ball
- Disciplinary – Cllr Marvin
- Lone Working – Cllr Cobbe

The meeting closed at 7.28