

# Risinghurst and Sandhills Parish Council

## Notice of Meeting

Members of the public and press are invited to attend a meeting of the Finance and HR committee to be held on Monday 7<sup>th</sup> June 2021 at 12.00pm at the Pavilion, Grovelands Rd, Risinghurst OX3 8HZ.

Members of the public and press are welcome to attend and are politely asked to follow current covid-19 guidelines, and advise the Parish Clerk if they wish to attend so that seating can be planned.

Bev Field  
Clerk to the Parish Council

## Agenda

**01/0621FHR Election of Chairperson:** for the Finance and HR committee 2021-22

**02/0621FHR Apologies:** To receive and accept apologies from members unable to attend the meeting

**03/0621FHR Declarations of interest:** Councillors to declare any personal or pecuniary interest they may have in respect of any items on the agenda.

**04/0621FHR Minutes (DB):** To approve as an accurate record the minutes of the meeting held on 08/03/2021

**05/0621FHR Matters arising:** from the previous minutes that are not on the agenda

**06/0621FHR Date and time of Meetings:** To agree the date, time and place of meetings for 2021/22

## Finance

**07/0621FHR Fixed Asset Register (DB):** review

**08/0621FHR Budget process (DB):** To plan the budget process for 2022/23

**09/0621FHR Update on the audit process for 2020/21**

**10/0621FHR Exclusion of the public:** In accordance with the *Public Bodies (Admission to Meetings) Act 1960*, to resolve that the public and press be excluded from the meeting for HR issues, on the grounds that they could involve the likely disclosure of private and confidential information.

## HR

**11/0621FHR Staff updates:** verbal reports from the Parish Clerk/RFO

**12/0621FHR Training:** verbal report from the Parish Clerk/RFO

**13/0621FHR Sickness and Absence (DB):** to approve the draft policy

**13/0621FHR Items for the next agenda**