



<p style="text-align: center;"><b>SPEEN PARISH COUNCIL</b> <b>MINUTES OF THE FULL COUNCIL MEETING</b> <b>HELD AT SPEEN PAVILION, SPEEN RECREATION GROUND ON WEDNESDAY 12<sup>th</sup> MARCH 2025 AT 7PM</b></p>
---

Parish Councillors present	Charlotte Winton (Chair), Antony Amirtharaj, Alex Taylor, Will Russell, Alison Joules, Jaymie Pocock, Stephanie Gardiner & Fiona Worby.
In Attendance	0 members of the public.
Clerk/RFO	Becki Hannington

Resolution	Item
	<p>Cllr Amirtharaj opened the meeting.</p> <p><b>1. Apologies for Absence</b> – Cllr Miles, Cllr Gourley.</p> <p><b>2. Co-option of New Councillors</b> <b>Proposal:</b> To co-opt new councillors and for new councillors to sign Acceptance of Office and Register of Councillors Interests.</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Taylor All in favour.</p> <p>Cllr Gardiner and Cllr Worby were duly co-opted and signed the Acceptance of Office and Councillors Register of Interests.</p> <p><b>3. Declarations of Interests</b> – None declared</p> <p><b>4. Open Session</b> – No members of the public present.</p> <p><b>5. Minutes</b> <b>Proposal:</b> To approve the minutes of the Full Council Meeting held on 15-01-25 (draft).</p> <p>Proposer: Cllr Joules Seconder: Cllr Pocock Abstention: 2 In Favour: 6</p> <p><b>6. Finance and HR Committee</b></p> <p><b>6.1 Minutes</b> – To note the minutes of the Finance and HR Committee meeting held on 26-02-24 (Draft). The minutes were duly noted by the councillors.</p> <p><b>6.2 Terms of Reference</b> <b>Proposal:</b> To approve the Finance and HR Committee Terms of Reference as per the Finance and HR Committees recommendation.</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Pocock All in favour.</p> <p>Cllr Winton joined the meeting and took over as chair.</p> <p><b>7. Financial Report Clerk as RFO</b></p> <p><b>7.1 Bank Balance</b> - Clerk reported the bank balance as of 28-02-25 as £80,372.51. The bank balance was duly noted by all members of the council.</p>

**7.2 Payments** – To retrospectively note payments for January and February 2025.

All payments were duly noted by all members of the council.

**7.3 Proposal:** To accept the finance reports to 31-01-2025

Proposer: Cllr Pocock  
Seconder: Cllr Taylor  
All in favour

**7.4 Proposal:** To accept the finance reports to 28-02-2025

Proposer: Cllr Joules  
Seconder: Cllr Taylor  
All in favour.

**7.5 Proposal:** To accept the Budget v Actual Report (Q3)

Proposer: Cllr Winton  
Seconder: Cllr Pocock  
All in favour.

## **8. Internal Audit**

**8.1 Interim Internal Audit Report** - To note the Interim Internal Audit Report and any actions recommended by the Finance and HR Committee.

The report was duly noted by the council.

**8.2 Internal Auditor Appointment 2025/26** - To note that Parish and Town Auditing Services has been appointed as the Internal Auditor for 2025/26 by the Finance and HR Committee.

The internal auditor appointment was duly noted by the council.

## **9. Risk Management Assessment**

**Proposal:** To approve the latest Risk Management Assessment as per the Finance and HR Committee's recommendation.

Proposer: Cllr Pocock  
Seconder: Cllr Joules  
All In favour.

**10. Fixed Assets Register** - To note the Fixed Assets Register reviewed and approved by the Finance and HR Committee.

The Fixed Assets Register was duly noted by the council.

**11. Risk Assessments** - To note the latest Risk Assessments as reviewed and approved by the Finance and HR Committee.

The latest Risk Assessments were duly noted by the council.

## **12. Clerk IT Equipment Purchase**

**Proposal:** To approve the purchase of monitor, laptop dock and keyboard for Clerks use at a cost of £99.97 + associated delivery costs to be funded from Earmarked Reserves for IT Hardware.

Proposer: Cllr Winton  
Seconder: Cllr Joules  
All in favour.

## **13. Spenningshoeke Recreation Ground Hire Request**

**Proposal:** To approve the request for the hire of Spenningshoeke Recreation Ground and agree associated

hire charges.

Proposer: Cllr Winton  
Seconder: Cllr Pocock  
All in favour.

#### 14. Streetlighting Contract Renewal 2025/26

**Proposal:** To approve the renewed contract for streetlighting repairs and maintenance with the current provider, Volker Highways for 2025/26 as per the Finance and HR Committee's recommendation.

Proposer: Cllr Pocock  
Seconder: Cllr Joules  
All in favour.

#### 15. Members Bid Youth Shelter Project

**Proposal:** To review advice from TVP regarding the siting and management of the Youth Shelter at Speen Recreation Ground and agree location for siting and final quotation for supply and installation of the unit.

Proposer: Cllr Winton  
Seconder: Cllr Pocock  
All in favour.

It was resolved to site the Youth Shelter at the location recommended by TVP.

#### 16. Date of Next Meeting – Wednesday 14<sup>th</sup> May 2025 (Annual Council Meeting).

**Exclusion of the Press and Public To Resolve:** That in view of the confidential nature of the business to be transacted and in the public interest the Press and Public be excluded for Agenda Items 16 and 17 under Section 1 of the Public Bodies (*Admission to Meetings*) Act 1960.

### PART II

#### 17. Grass and Hedge Cutting Three Year Contact

**Proposal:** To approve the three-year grass and hedge cutting contract as per the Finance and HR Committee's recommendation.

Proposer: Cllr Winton  
Seconder: Cllr Taylor  
All in favour.

#### 18 Staff Matters

- 18.1 **Clerk Annual Leave Carryover** - To note the carryover of clerk's unused annual leave to the financial year 2025/26 in line with confidential documents dated 11<sup>th</sup> February 2025 as approved by the Finance and HR Committee.

The approved carryover of the clerk's annual leave was duly noted by the council.

- 18.2 **Clerk Contract of Employment** - To note the clerk's updated contract of employment as approved by the Finance and HR Committee as per the Internal Auditors Recommendation.

The Clerk's updated contract of employment was duly noted by the council.

Cllr Winton closed the meeting at 20:30



<b>Signed:</b>	<b>Name (print):</b>	<b>Date:</b> 14/05/2025
	<b>Position:</b>	

DRAFT

Page approved by (initials) & date: 14/05/2025
---