



Broomfield Parish Council

Minutes of the Broomfield Parish Council's Finance Committee.

Held in Broomfield Village Hall Clerk's Office at 2.00 p.m. on Wednesday 2nd July 2025

FIN25/8

Members Attending

Chairman Cllr Bleet. Also present Councillors Faulds, Travis and Perera-Morris

Other absence: Councillor Barnes.

Officer present, Parish Clerk, Mark Hembury

FIN25/9

Declarations of interests

There were no declarations of interests

FIN25/10

To approve the minutes of the Committee Meeting held 25th June 2025.

Resolved: The minutes of the Finance and Personnel meeting held on 25th June 2025 are accepted as a true record. Proposed by Cllr. Bleet and seconded by Cllr. Faulds. One abstention, others all in agreement.

FIN25/11

To consider the recruitment of a replacement for the current Clerk.

A discussion took place and considered existing templates found for the role with amendments made to take into account the specific requirements of the local position. A job advert will be prepared including essential responsibilities required. The advert will include a link to the full job application pack, which will also include an application form. The advert will also include details of the hours required (28 per week), the pay scale dependent on qualifications and experience and the possibility of flexible working subject to negotiation. The Clerk will submit the job description to Worknest once received and ask for comments from an HR perspective.

FIN25/12

Agenda items for the next meeting.

The next meeting of the Committee will be at a date to be agreed.

Meeting concluded at 3.15 p.m.