



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 25th June 2025

FIN25/1 Members Attending

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

Apologies were received from Councillor Barnes.

Officer present, Parish Clerk, Mark Hembury

FIN25/2 Declarations of interests

There were no declarations of interests

FIN25/3 To approve the minutes of the Committee Meeting held 17th February 2025.

Resolved: The minutes of the Finance meeting held on 17th February 2025 are accepted as a true record. Proposed by Cllr. Bleet and seconded by Cllr. Faulds. One abstention, others all in agreement.

FIN25/4 To note the income and expenditure report to the end of May 2025

This report was noted.

FIN25/5 To consider the recruitment of a replacement for the current Clerk.

A discussion took place around confirming the exact job description for the Clerk's role. Consideration was given to the current roles performed and the possible ways in which the requirements of the Council could be met, including consideration of full time and/or part time working, the hours required and how current responsibilities might be allocated.

A timeline was agreed for the process as follows –

Documents would be circulated between committee members for views to be shared for the next meeting to be held on 2nd July 2025.

The recruitment pack would be sent to Worknest for their comment by 9th July.

An advert would be placed by 23rd July for interviews to take place by 13th August.

Cllr. Perera-Morris arrives[#]

Cllr. Travis leaves[#].

FIN25/6 To consider a staff personnel matter.

Following advice from the Clerk, the Chairman proposed that the discussion of this agenda item be considered confidential and made the following declaration -The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by

reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies."

Resolved. The Finance and Personnel Committee agrees that the consideration of this item will be dealt with as a confidential matter and the meeting will be closed to the public during the discussion of this agenda item. Proposed by Cllr. Bleet and seconded by Cllr. Faulds. All in agreement.

Following a discussion regarding the additional responsibilities of the role it was agreed that additional remuneration was appropriate and SCP21 was to be the new pay point, backdated to Wednesday 11th June. Proposed by Cllr. Bleet and seconded by Cllr. Perera-Morris. All in agreement.

FIN25/7 Agenda items for the next meeting.

The next meeting of the Committee will be 2nd July 2025 at 2pm.