Broomfield Parish Council

Dear Councillors

You are summoned to attend the **Finance and Personnel Committee Meeting** of Broomfield Parish Council to be held on **Wednesday 25th November at 2.00pm** at Broomfield Village Hall for the transaction of business as set out below. Press and public are warmly invited to attend. Meeting packs for this agenda are available on the website www.broomfield-pc.gov.uk

Abi Wood, Clerk to the Council

Agenda

FIN26/033 **To receive and approve apologies for absence**

FIN26/034 **To receive Councillors declarations of interests and dispensation requests**

FIN26/035 **To approve the minutes of the Finance and Personnel Committee Meeting held on the 19th August 2026**

FIN26/036 **Public Participation session**
The session will last for 15 minutes, and the time will be distributed between those wishing to speak.

FIN26/037 **Financial matters**

a) Financial reports
    a. To review the budget spend for the year 2026-2027
    b. To review the balance sheet for the year 2026-2027
b) To consider the draft budget, reserves allocations and precept demand for 2027-2028 for presentation to Full Council for approval.
c) To receive any other financial updates

FIN26/038 **Personnel matters**

a) To receive the recommendations from the independent job evaluations undertaken for presentation to Full Council for approval
b) To consider the request to increase the contractual hours for the Events Assistant for presentation to Full Council for approval
c) To approve the overtime for Stay and Play and Christmas activity cover by the Events Assistant in November and December
d) To receive any other staffing updates

FIN26/039 **Items for inclusion in the next agenda**

FIN26/040 **Chair to close the meeting**
The date for the next Finance and Personnel Committee meeting is to be confirmed.

Date of summons 19 November 2026