



**DURRINGTON TOWN COUNCIL**  
**COUNCIL OFFICE, VILLAGE HALL, HIGH STREET, DURRINGTON, SP4 8AD**  
**01980 654772 clerk@durringtontowncouncil.gov.uk**

Councillors nominated to the **Finance and HR Committee** are hereby summonsed to attend the following meeting. Please inform the Clerk if you are unable to attend.

### **NOTICE OF MEETING**

**MEETING:** Finance and HR Committee

**DATE & TIME:** Wednesday 12<sup>th</sup> March 2025 at 6.30pm

**PLACE:** Robinson Room, Village Hall, High Street, Durrington, SP4 8AD

This is a meeting in public, not a public meeting. If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting email [clerk@durringtontowncouncil.gov.uk](mailto:clerk@durringtontowncouncil.gov.uk) or phone 01980 654772. The Clerk will then guide you with the process the meeting will take and assist you with any GDPR requirements you may have.

*J Tudor* – Clerk to the Council

Date.2025

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### ***Public Meeting***

#### **6.30pm Public Question time**

This section (at the Chairmans discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 as amended by the LG Act 1972 s 100.

#### **AGENDA**

FHR.75 APOLOGIES

FHR76. APPROVAL OF MINUTES

FHR77. DECLARATION OF INTERESTS

FHR78. MATTERS ARISING FROM PREVIOUS MINUTES

FHR79. TO CONSIDER GRANT APPLICATIONS

FHR80. TO CONSIDER A QUOTE

FHR81. REVIEW OF TERMS OF REFERENCE

FHR82. REVIEW OF FINANCIAL REGULATIONS

FHR83. REVIEW OF STAFFING POLICIES

FHR84. DISCUSS POLICY FOR PROCUREMENT AND APPROVED CONTRACTORS

FHR85. APPROVE TRANSFERS BETWEEN BUDGET LINES AND EMR's AND REVIEW THE BUDGET.

FHR86. COUNCILLOR TRAINING

FHR87. CONFIDENTIAL BUSINESS

FHR87. DATE OF THE NEXT MEETING

**FHR75. Apologies for absence.**

To approve any apologies received

**FHR76. Approval of the minutes.**

To approve the minutes from the Finance and HR Committee meetings on the 6<sup>th</sup> of February 2025.

**FHR77. Declarations of interest.**

To receive members' declarations of interest in matters on the agenda.

**FHR78. Matters arising from previous minutes.**

The committee will receive an update from the Clerk regarding the outstanding items from previous meetings.

**FHR79. Consider Grant Applications.**

Applications have been circulated.

**FHR80 Consider a quote**

The quote has been circulated.

**FHR81. Review of the Committees Terms of Reference**

Madam Chairman to lead debate – new TOR's have been circulated

**FHR82. Review of the Financial Regulations**

Madam Chairman to lead debate- amended Regulations have been circulated

**FHR83. Review of the following Staffing Policies**

Annual Leave

Equality and Diversity

Training and Development (Staff)

Sickness Absence

Homeworking Policy

**FHR84. Discuss a proposed policy on Procurement and Approved contractors**

Cllr Paul to lead the discussion

**FHR85. To consider transfers to EMR's and review the current Budget position.**

The Budget report has been circulated

The following transfers are suggested

- a. To approve a transfer of £2500 from Village Hall Budget for decoration to a Decoration EMR as the work will now not take place until after the financial year.
- b. To approve a transfer of £2500 from Admin budget for Legal fees to the Legal Fees EMR.
- c. To approve a transfer of £1500 from the Amenity Areas fencing budget to the Fargo Road EMR.

- d. To approve a transfer of £1000 from the Amenity Areas River Park budget to the Riverbank EMR.
- e. To transfer from Youth EMR to general funds £5,000 to pay for the pop-up youth events and the first tranche of the Buzz Action Grant.
- f. To approve the use of cemetery EMR fund for the use of tree surgery on the Recreation Ground.
- g. To approve the transfer of £5,699.16 from the Admin Area PWLB budget to the Playpark EMR.
- h. To remove the Jubilee celebration EMR fund and transfer the balance to General reserves.

**FHR86. Councillor Training**

To note the training undertaken by the committee members in the last month.

**FHR87. Confidential business** – on a staffing matter.

**FHR88. Date of the next meeting.**

**16<sup>th</sup> April 2025**