



**Alfreton Town Council
Finance and Personnel Committee
Agenda Friday 10th December 2024**

Rodgers Lane,
Alfreton,
Derbyshire
DE55 7FF
Telephone
01773 520032

Committee Members:

Lead Member: Councillor M Kerry

Support Members: Councillors D Taylor, H Jowett-Frost, J Whetton, J Bate
Alfreton Town Council.

5th December 2024

Dear Committee Member,

I hereby give you notice that the next meeting of the Finance and Personnel Committee will be held

at **Room 1**

on: **Tuesday 10th December 2024 at 6pm**

All Members of the Committee are summoned to attend for the purpose of considering and resolving the business to be transacted as set out in the following agenda.

Yours sincerely,

Tina Crookes

Tina Crookes

Town Clerk and Proper Officer

**MEETING OF ALFRETON TOWN COUNCIL
FINANCE & PERSONNEL COMMITTEE**

ORDER OF BUSINESS

17/24fp To receive apologies for absence

18/24fp To receive any declarations of interest from Members

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time, or to request a dispensation. Please note that appropriate forms should be completed prior to commencement of the meeting.

19/24fp Recording and Filming of Council and Committee Meetings

The right to record, film and to broadcast meetings of the council and committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. Meetings or parts of the meetings from which the press and public are excluded may not be filmed or recorded. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner.

20/24fp Public Participation

The period of time designated for public participation at a meeting shall not exceed 20 minutes, a member of the public shall not speak for more than 3 minutes, unless directed by the Town Mayor of the meeting.

A question may only be asked if notice has been given by delivering it in writing or e-mail to the Town Clerk 7 clear days before the meeting, unless the Town Mayor regards it as urgent in his opinion.

A separate public participation procedure exists.

[Link to Alfreton Town Council policies and procedures](#)

21/24fp To consider any items which should be taken in exclusion of the press and public

If the Council decides to exclude the press and public it will be necessary to pass a resolution in the following terms:- "That in view of the confidential nature of the business about to be transacted, to consider a resolution to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item. *A reason must be stated.*

- a. Staffing matters (GDPR)
- b. To consider a proposal for a Grounds Maintenance Operative (Commercial sensitivity)

22/24fp To read and consider the Minutes of the Meeting of Finance and Personnel Committee held on Tuesday 19th July 2024 copies have been circulated to each Member with the summons to attend the meeting; the Minutes may be taken as read.

23/24fp After consideration to approve the signature of the Meeting Minutes of Tuesday 19th July 2024 by the person presiding as a correct record.

24/24fp To receive and consider agenda items in the order in which they have been notified.

- a. To consider policy updates and Peninsula Policy introduction
 - i Standing Orders
 - ii Staff Handbook
 - iii Contractor Handbook
 - iv Freedom of Information policy
- b. To receive an update on the Health and Safety Audit
- c. To consider the Christmas Lights tender process
- d. To consider a budget proposal for recommendation to Full Council

25/24fp To hear any items which should be taken in exclusion of the press and public

The Council **RESOLVES** That in view of the confidential nature of the business about to be transacted, to consider a resolution to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item

- a. Staffing matters
- b. To consider a proposal for a Grounds Maintenance Operative

Date of next meeting: tbc