



ASTON CLINTON PARISH COUNCIL

Parish Council Office, Aston Clinton Park, London Road HP22 5HL

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You are hereby summoned to attend a Meeting of the
Finance and Staffing Committee of the Parish Council

on **Thursday 1st June 2023 at 6.30pm** in the

Parish Council Office, Aston Clinton Park, London Road, Aston Clinton HP22 5HL

Mrs S Payne Clerk/RFO 26/05/2023

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND

AGENDA

FS23.01 Public Participation (limited to 15 minutes)

For members of the public to ask questions and raise any issues on items included on the agenda. Public Participation should be for a period of no longer than 15 minutes, each person shall not speak for more than 5 minutes. Points raised but not on the agenda will not be addressed at this meeting, nor start a debate on the question. The Chair may direct that a written or oral response is given, or that the item is added to a future agenda as appropriate.

FS23.02 To Receive Apologies for Non-Attendance

FS23.03 To Elect a Vice-Chair

FS23.04 To Receive Declarations of Interest or Requests for Dispensation:

To Receive Declarations of Interest or Dispensations Relating to this Meeting. In accordance with Sections 30-33 of the Localism Act 2011 and ACPC's Code of Conduct, councillors are requested to disclose personal and prejudicial interests on matters to be considered at the meeting.

FS23.05 To Approve the Minutes of the Committee Meeting held on 12th April 2023

FS23.06 To Consider the 2023/2024 Reserves Allocation

FS23.07 To Receive an Update on the Opening of a Nationwide Building Society Account

FS23.08 Resolved that under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public be excluded from the meeting for the following items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.

FS23.09 To Note the Staff Appraisals Documentation

FS23.10 To Agree the Administrative Assistant Job Description

FS23.11 To Review the Administrative Assistant's Pay Scales and Consider Backdating any Approved Pay Increase