



Locking Parish Council

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The Parish Hall, Grenville Avenue,
Locking, North Somerset BS24 8AR

Minutes of a Meeting of Locking Parish Council's Finance and Human Resources Committee held on Thursday 18 September 2025 7.30pm

Meeting opened: 7.30pm

Meeting closed: 7.45pm

Present: Councillors: Cllr Prosser, Cllr Lacey, Cllr Tremlett, Cllr Ashdown, Cllr Schofield,
Cllr Shepherd

Also Present: The Clerk and 1 member of the public

PUBLIC PARTICIPATION

To receive and hear any person who wishes to address the Committee: None received

MATTERS FOR DECISION

FHR16 To receive Apologies for absence and to approve reasons where appropriate:

Cllr Bearsby – Approved

Cllr Poynton – Approved

Cllr Jones - Approved

FHR17 To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations: None

FHR18 To receive and confirm the Minutes of the Finance & Human Resources Committee meeting held on 17 July 2025.

RESOLVED: That the Minutes of the Finance & Human Resources Committee meeting held on 17/07/2025 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed by the Chairman of the meeting. **AGREED.**

FH19 Quarterly review of the following Budgets and Reserves as at 31 August 2025.

All noted with no recommendations:

General Account

Assets & Amenities Committee

Community Support Fund

Locking Community Events

OBR Car Park

Electronic Gates

Reserves:


General Account

FHR20 Electric Gates Project at Old Banwell Road Playing Field: Amount allocated to this project is not enough to cover complete new set of electric gates. To consider deferring until next financial year where funding could be looked at to cover the full cost of the project.
AGREED to Earmark this project and the funds of £5000 which had already been committed to the next Financial Year 2026/27 and that a further £8000 be added to the project to all the works to go ahead. (Total project funds £13000)

FHR21 Items for next Agenda:

Quarterly Review of Internal Audit Control (July-Sept)

Financial Year 2026/27 review first draft of all budgets and projects.


20/11/25

PART TWO

Exclusion of press and public.

(The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item/s below by reason of the confidential nature of the item/s of business to be transacted, in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

FHR22 Matters pertaining to Staff:

- a) The Clerk updated members on the following:
Clerk/RFO position: The Chairman and Clerk had spoken with Clerk's Assistant and she has indicated her interest in moving into the position.
- b) The following to be addressed by the Staff working Group and recommendations to Full Council:
- Clerk to the Council job description – to be reviewed and updated
 - RFO job description – to be reviewed and updated
 - Clerk/RFO working hours for 2026/27 – to be reviewed
 - Clerk/RFO Starting Salary – to be reviewed
 - CiLCA Qualification: allocated study hours to be confirmed. Claw back clause for course costs be applied.
 - Inhouse Training Program for Clerk/RFO – to be agreed.
 - Clerk/RFO: Recommended start date – to be confirmed
 - Clerk's Assistant role – Job description to be reviewed and advert and start date to be confirmed.

There being no further business the Chairman closed the meeting at 7.45pm.

Signed (Chairman).....

Date.....20/11/25.....

The next meeting of Locking Parish Council's Finance & Human Resources Committee will be held on 20 November 2025


20/11/25