



# Locking Parish Council

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Locking, North Somerset BS24 8AR

## Minutes of a Meeting of Locking Parish Council's Finance and Human Resources Committee held on Thursday 20 November 2025 7pm

Meeting opened: 7pm

Meeting closed: 8.10pm

**Present:** Councillors: Cllr Prosser, Cllr Jones, Cllr Tremlett, Cllr Ashdown, Cllr Schofield,  
Cllr Shepherd, Cllr Poynton, Cllr Bearsby

Also Present: The Clerk

### PUBLIC PARTICIPATION

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

### MATTERS FOR DECISION

**FHR22 To receive Apologies for absence and to approve reasons where appropriate:** None

**FHR23 To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations:** None

**FHR24 To receive and confirm the Minutes of the Finance & Human Resources Committee meeting held on 18 September 2025.**

**RESOLVED:** That the Minutes of the Finance & Human Resources Committee meeting held on 18/09/2025 (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.**

**FHR25 Internal Financial Controls Procedure and Report for Q2: Report from Cllr Bearsby.**

It is a requirement that the Parish Council ensures that its financial management is adequate and effective and that the Parish Council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risks as per Locking Parish Council Financial Regulations 2.6.

Cllr Bearsby confirmed that he had conducted a robust review of the Internal Financial Controls for the first quarter of this financial year and was pleased to advise that as per his report everything was in good order.

Members thanked Cllr Bearsby for carrying out the review.

There were no recommendations for Full Council to consider. **Noted**

**FHR26 Quarterly review of the following Budgets and Reserves as of 31 October 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

**FHR27 To receive the Estimates for F/Y 2026/27** and to make recommendations to Full Council at its meeting on 4 December 2025 to include the following:

- a) Salaries for next financial year. **AGREED** to recommend the following:
  - i. New Clerk/RFO from 1<sup>st</sup> April 2026 starting salary SCP 21 raising to SCP 23 on completion of CiLCA **AGREED** with 1 Objection
  - ii. New Clerks Assistant from 1<sup>st</sup> April 2026 starting salary SCP 16 **AGREED**
  - iii. Parish Orderly from 1<sup>st</sup> April 2026 annual increment to SCP 15 **AGREED**
- b) General Account Estimates for 2026/27 It was Proposed by Cllr Tremlett, seconded by Cllr Ashdown and unanimously **AGREED** to recommend to Full Council subject to an adjust to Salaries as agreed approve (Min Ref FHR XX)
- c) Assets & Amenities Estimates for 2026/27 unanimously **AGREED** to recommended to Full Council
- d) Earmarked Reserves for 2026/27
  - i. C/fwd from 25/26 Electric Gate £5000  
2026/27 Allocate £8000  
Total cost for work £13,000
  - ii. Flat Roof Repairs/replacement £5000
- e) Projects for F/Y26/27  
New Fire Door and Accessibility Ramp for Parish Hall £10,000.

*Earmarked Reserves and Projects will be subject to funding.*

**FHR28 To receive and approve the following:**

- a) Draft Training Agreement Letter. **AGREED** with no amendments.
- b) Draft Clerk/RFO Job Role/Specification. Proposed by Cllr Jones, seconded by Cllr Poynton and unanimously **AGREED** that the Clerk/RFO Job Role/Specification be accepted.
- c) Confirm working hours for the new Clerk and new Clerk's Assistant from 1 April 2026.  
It was proposed by Cllr Jones, seconded by Cllr Bearsby and unanimously **AGREED** that the following be recommended to Full Council:
  - i. **New Clerk/RFO 30hrs per week**  
The role requires the Clerk to be office based but there is a requirement to attend monthly evening meetings of the Council held on the first and third Thursday of the month, together with the Annual Parish Assembly meeting held in April.  
The Clerk's hours would be 30 hours per week, which will be office based and a flexible working arrangement to be agreed to cover evening meetings (4 hours per month) (minutes to be prepared during office hours) thereby avoiding the need for 'in lieu time' and the resulting disruption to productive hours.
  - ii. **New Assistant Clerk 20hrs per week**  
The role requires the Clerk's Assistant to be office based but in the absence of the Clerk there may be a requirement to attend monthly evening meetings of the Council held on the first and third Thursday of the month, together with the Annual Parish Assembly meeting held in April.  
Recommend that the Clerk's Assistant hours be 20 hours per week which will be office based and in the absence of the Clerk a flexible working arrangement to be agreed to cover evening meetings (4 hours per month) (minutes to be prepared during office hours) thereby avoiding the need for 'in lieu time' and the resulting disruption to productive hours.

**FHR29 Items for next Agenda:**

Precept and final review of Estimates for Financial Year 2026/27

Agree Staff Working Group Members

**Next Full Council Meeting:**

Clerk's Assistant Vacancy

Confirmation of start date,

Job Specification

Advertisement

Interview Panel

**There being no further business the Chairman closed the meeting at 8.10pm.**

Signed (Chairman).....

Date.....

**The next meeting of Locking Parish Council's Finance & Human Resources Committee will be held on 18 December 2025**

DRAFT