



Parish Office
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Date: 19th November 2025

Finance, Policies and Human Resources Committee Meeting

Members of the Committee you are duly summoned to a meeting of the Parish Council that will take place
On Tuesday 25th November 2025 at the Rudgwick Hall, Bucks Green at 10.30am

Members of the public have a right and are welcome to attend the meeting as observers.

Councillors: P Kornychy (Chairman) S Torn (Vice Chairman)
D Buckley
S Kornychy

Anna Clayton

Mrs A Clayton
Clerk to Rudgwick Parish Council

AGENDA

To be read in conjunction with Clerk's Report for further background information.

FPHR 015-25/26	Apologies for Absence To receive for approval.
FPHR 016-25/26	Declarations of Interest To receive any declarations of interest by councillors on any matters to be considered at the meeting and notifications of changes to members' Register of Interests. Any clarification on whether a Member has an interest should be sought before attending the meeting.
FPHR 017-25/26	Minutes of Finance, Policies and Human Resources Committee Meeting of 13th August 2025. To receive for approval.
FPHR 018-25/26	Public Speaking Session (for noting only) The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda. Each speaker is limited to two minutes.
FPHR 019-25/26	Clerk's announcements/decisions/ Correspondence Update • Business Rates VOA complaint update

	• Lloyds banking
FPHR 020-25/26	Assess adequacy of Capital Reserves (Projects and Sinking Funds) • Business Plan Projects Checklist • EMRs • S106/CIL Checklist • Council tax base To receive, review and agree.
FPHR 021-25/26	Set Revenue Budget and Precept for the financial year 1st April 2026 to 31st March 2027 • Wages Spreadsheet • Budget Spreadsheet • Precept Options To review and agree.
FPHR 022-25/26	Rialtas To receive, review and agree.
FPHR 023-25/26	Hall Hire and Field Hire Charges To receive, review and agree.
FPHR 024-25/26	Standing Orders and Financial Regs To receive, review and agree.
FPHR 025-25/26	Separation of Finance, Policies and Human Resources Committee To receive, review and agree.
FPHR 026-25/26	Worknest To receive, review and agree.
FPHR 027-25/26	Resolution to exclude the public and press from the business about to be transacted. Exclusion due to the confidential nature/exempt information to be discussed.
FPHR 028-25/26	Staffing and Human Resources To receive, review and agree.
FPHR 029-25/26	Date of next meeting: Date to be advised

Filming of Parish Council Meetings and use of social media

During this meeting the public are allowed to film the Council or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Clerk know in advance if you wish to film. Mobile devices/ Amazon Alexa devices should be switched to silent/ off for the duration of the meeting. The Parish Council will be recording the meeting, members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as a person having given consent to being recorded (photographed, film or audio recording), at the meeting by any person present.

RUDGWICK PARISH COUNCIL

Finance, Policies and Human Resources Meeting on Tuesday 25th November 2025 at 10.30am

Clerk's Report

To be read in conjunction with the Agenda

FPHR 015-25/26	Apologies for Absence Recommendation: To receive for approval.
FPHR 016-25/26	Declarations of Interest Members are advised to consider the agenda for the meeting and determine in advance if they have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. (Please refer to flow chart provided prior to the meeting). If a Member has a declarable interest, they are reminded that this must be declared at the start of the meeting. Details of the interest will be minuted. Where a Member has a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), they are reminded that they must withdraw from the meeting room after making representations/ asking questions. If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must not take part in the discussions of the item at all, participate in any voting and unless the Chairman has given a dispensation, withdraw from the meeting room. Any clarification on whether <i>a Member has an interest should be sought before attending the meeting.</i> Recommendation: To receive any Declarations of Interest from Members of the Council and for these to be noted.
FPHR 017-25/26	<u>Minutes of Finance, Policies and Human Resources Committee Meeting of 13th August 2025</u> Recommendation: to approve minutes of the Finance, Policies and Human Resources Committee Meeting held on 13th August 2025 as an accurate record and for the chairman to sign these.
FPHR 018-25/26	Public Speaking Session (for noting only) The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda. Each speaker is limited to two minutes.
FPHR 019-25/26	Clerk's announcements/decisions/ Correspondence Update • Business Rates VOA complaint update – waiting for a date to be confirmed for a meeting with HDC Cllr Roger Noel. • <u>Lloyds banking</u>
FPHR 020-25/26	Assess adequacy of Capital Reserves (Projects and Sinking Funds) • <u>Business Plan Projects Checklist</u> • <u>EMRs</u> • <u>S106/CIL Checklist</u> • <u>Council Tax Base (draft)</u> Recommendation: To receive, review and examine Project Checklist, EMRs, S106/CIL and Council Tax Base and recommend adjustments.
FPHR 021-25/26	Set Revenue Budget and Precept for the financial year 1st April 2026 to 31st March 2027 • Wages Spreadsheet (confidential document to be circulated separately). • <u>Budget Spreadsheet</u>

	• Precept Options Recommendation: To receive, review and note the proposed Budget and determine recommended Precept.
FPHR 022-25/26	Rialtas • Rialtas Fees on Prem • Rialtas Web • Rialtas Quotation • Rialtas Web Data Processing Agreement Recommendation: To receive, review and agree Rialtas Support Package.
FPHR 023-25/26	Hall Hire and Field Hire Charges Recommendation: To receive, review and agree Hall Hire and Field Hire Charges and any amendments required. Docs: Current Hall Hire Charges & Field Users Charges
FPHR 024-25/26	Standing Orders and Financial Regulations • Standing Order (May 2025) • Financial Regulations (May 2025) Recommendation: To receive, review and agree amendments to the Standing Orders and Financial Regulations as a result of change the new procurement legislation. <i>NALC have updated Model Standing Order (England) 18 to comply with new procurement legislation and ensure consistency with our Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d, and 18.f. They have also updated Model Standing Order (England) 14 to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed.</i>
FPHR 025-25/26	Separation of Finance, Policies and Human Resources Committee Recommendation: To receive, review and agree in principle the Finance and Human Resources Committee to be separated. Terms of Reference to be updated accordingly.
FPHR 026-25/26	Worknest Recommendation: To receive, review and agree: The commencement of a 5-year contractual agreement with Worknest for Health and Safety and Fire Risk Assessment, with the provision to add HR to the contract within 9 months of commencement. See report
FPHR 027-25/26	Resolution to exclude the public and press from the business about to be transacted. Exclusion due to the confidential nature/exempt information to be discussed.
FPHR 028-25/26	Staffing and Human Resources Recommendation: To receive, review and agree: Clerk to circulate confidential information.
FPHR 029-25/26	Date of next meeting: Date to be agreed