



RUDGWICK PARISH COUNCIL

Minutes of the Finance, Policies and Human Resources Committee Meeting of Rudgwick Parish Council held on Tuesday 25th November 2025 at 10.30am.

The meeting commenced at 10.36am.

Present: Councillors D Buckley, P Kornicky (Chair), S Kornicky, S Torn (Vice)

Also, taking part: Parish Clerk Anna Clayton, Assistant Clerk Sarah Hall.

Attendees: Cllr Ian Maclachlan

FPHR 015-25/26	Apologies for Absence There were no apologies for absence.
FPHR 016-25/26	Declarations of Interest It was resolved unanimously to note that no declarations of interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made.
FPHR 017-25/26	<u>Minutes of Finance, Policies and Human Resources Committee Meeting of 13th August 2025</u> It was resolved unanimously to approve the minutes of the Finance, Policies and Human Resources Committee Meeting held on 13 th August 2025 as an accurate record and for the chairman to sign these. Update: WSP Project, currently on hold, expectation WSCC will take this over. Waiting for formal confirmation. Received 2 x invoices to date and a further invoice for £427.10 ex vat for October. Approx £5000 in total, claiming from WSCC Highways S106 fund. VAT – defer to next meeting, noted its being monitored by Cllr Torn and Cllr P Kornicky with no current concerns.
FPHR 018-25/26	Public Speaking Session There were no public speakers.
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> – noted the business account is changing to a community account at £4.25 a month for each account.
FPHR 020-25/26	Assess adequacy of Capital Reserves (Projects and Sinking Funds) It was resolved unanimously to recommend to Full Council to note The below items were reviewed and examined by the committee. • <u>Business Plan Projects Checklist</u> • <u>EMRs</u> • <u>S106/CIL Checklist</u>

	• Council Tax Base (draft)
FPHR 021-25/26	Set Revenue Budget and Precept for the financial year 1st April 2026 to 31st March 2027 It was resolved unanimously to recommend to Full Council to: • Wages Spreadsheet (confidential document to be circulated separately). Recommendation to budget a £4000 increase to cover salaries. • Budget Spreadsheet • Precept Options It was resolved unanimously to recommend to the Full Council that a final, revised draft 2026/27 budget and proposed precept of £126,633 representing a 4.50% increase (RPI Inflation increase) (Band D of £87.83 and £3.78 per year increase) would be presented at the next full parish council meeting in December for discussion and approval.
FPHR 022-25/26	Rialtas It was resolved unanimously to recommend to Full Council for: Clerk to investigate further package options to enable remote working. Clerk and Assistant clerk did not feel this was an urgent requirement and would look further into the current package and associated costs. • Rialtas Fees on Prem • Rialtas Web • Rialtas Quotation • Rialtas Web Data Processing Agreement
	The Chairman Cllr P Kornycky adjourned the meeting at 11.46am and resumed the meeting at 11.48am.
FPHR 023-25/26	Hall Hire and Field Hire Charges It was resolved unanimously to recommend to Full Council to resolve; • To implement revised hall hire charges from 1 April 2026 representing a 6% increase for RH residents rates and for there to be no further hall hire increases for Jubilee Hall. Noting the last increase was 2 years ago. • Field Charges to be revised to include a 4.5% increase. • Review Orchard Studio/Surrey Fitness Camps to be included on December FCM agenda. 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) • It was resolved unanimously to recommend to Full Council to resolve; To 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)</i>

	<u>14</u> to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed. Proposed amendment to Standing Orders 18. Financial Controls and Procurement: 18.av a.v. whether contracts with an estimated value below £30,000 due to special circumstances are exempt from a tendering process or procurement exercise. Over £30,000, publish Over £60,000, formal tender
FPHR 025-25/26	Separation of Finance, Policies and Human Resources Committee It was resolved unanimously to recommend to Full Council: To agree in principle the Finance and Human Resources Committee to be separated.. Terms of reference to be brought to council in Feb/March in preparation for the May meeting. Ideas to incorporate in the split: HR Committee Policies and Standing Orders Review policies Finance & Scrutiny Committee Financial Regulations Business Plan ownership External document scrutiny
FPHR 026-25/26	Worknest It was resolved unanimously to recommend to Full Council: To 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. The FPHR committee reviewed the contractual agreement and were happy with the contract terms. Clerk to clarify with Worknest total number of employees noted, number of visits, HR e learning timescales, fire risk assessment and the inclusion of RYC. <u>See report</u>
FPHR027-25/26	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.
FPHR028-25/26	Staffing and Human Resources It was resolved unanimously to recommend to Full Council to note the Staffing Update: • Update on staffing, workload and HR provision. • To reconfirm from the FPHR August meeting and update: • Not to employ another member of staff as a Facilities officer, however a discussion of investigating the possibility of recruiting for a Facilities Warden was discussed to bring to the Dec FCM . • Worknest - Outsource H&S (fire risk) and HR (see agenda item FPHR 026-25/26). • Look into the provision of a 'handy man' utilising FO salary budget. - To investigate a Facilities Warden role. • Agree continued OT for office staff for additional hours worked with extra workload, within the FO salary budget. See proposed Budget • Separation of Finance, Policies and Human Resources Committee see agenda item FPHR 025-25/26 • To revisit approval from Dec 2024 FCM – Staffing FC179-24/25 relating to Clerk salary point progression by prior agreed performance targets &/or

	qualifications. To date none have been set. Recommendation for Chairs of committees including Chair and Vice Chair of the Council to meet to discuss clerks' performance targets. •
FPHR014-25/26	Date of next meeting: Next 2026 date to be agreed It was resolved unanimously for the next Finance, Policies and Human Resources Committee meeting date to be advised.

There being no other business, the Chairman closed the meeting at 12.38pm

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Chairman P Kornicky

Date

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