

Heath Hayes & Wimblebury Parish Council

Audit & Governance Committee Meeting

To be held on Wednesday, 21st February 2024

Commencing at 9.30am

At Hayes Green Community Centre

A G E N D A

1. Apologies
2. To Approve the Minutes of the meeting held on the 25th October 2023 Attachment (1)
3. Review Monthly Finance Report against budget 2023-24 Attachment (2)
4. Vacancy for Parish Clerk and Financial Responsible Officer
Council to consider and agree the following:
 - Draft Job Description Attachment (3)
 - Model Contract of Employment Attachment (4)
 - Nalc Pay Scale Attachment (5)
 - Draft Advert Attachment (6)
 - Person Specification Attachment (7)
5. Vacancy for Communications Officer
Council to consider and agree the following:
 - Job description & tasks, whether to include neighbourhood plan administration.
 - Agree hours
 - Agree Nalc Pay scale
 - Draft Advert
6. Council to consider the S137 grant awards 2024 Attachment (8 & 9)
7. Items for Information or Future Agenda's
8. Date of Next Meeting - TBA

Clerk: Mrs L Bowman Dated: 14th February 2024

Hayes Green Community Centre, Heath Way, Heath Hayes

Phone: 01543 624807 Email: clerk@hhandw.org.uk