

# Heath Hayes & Wimblebury Parish Council

## Audit & Governance Committee Meeting

To be held on Wednesday, 21<sup>st</sup> 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 25<sup>th</sup> 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)
7. Items for Information or Future Agenda's
8. Date of Next Meeting - TBA

Clerk: Mrs L Bowman Dated: 14<sup>th</sup> February 2024

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