

DRAFT MINUTES FOR THE FINANCE AND HUMAN RESOURCES COMMITTEE
held on THURSDAY 10TH SEPTEMBER 2026 at 6:00PM
at The Spetchells Centre, Council Office, Front Street, Prudhoe, NE42 5AA

Present:

Cllr Holly Waddell (Chair), Cllr Dot Dickinson (Ex Officio), Cllr Gerry Price, Cllr Jonathan Wheeler (Ex Officio)

Shirley Ann Gaut (Clerk)
Stephanie Kirby (Deputy Clerk)

FHR2627/013 Welcome from Chair

Meeting opened by Chair Cllr Holly Waddell

FHR2627/014 Apologies for Absence

Cllr Bryan Futers, Cllr Jane Johnson, Cllr Val Leslie

FHR2627/015 Declarations of Interest

None received.

FHR2627/016 Dispensations

None received.

FHR2627/017 Minutes of the Finance and Human Resources Committee Meeting, held on 15th July 2026

It was AGREED to receive the minutes as a true record.

FHR2627/018 Financial Regulations Update

It was AGREED to receive and review the current Financial Regulations (last updated in May 2026), noting amendments relating to Section 9 – Payment Cards, following the approval of a payment card for the Business Account. This will be presented at the next scheduled Full Council Meeting.

FHR2627/019 Review of Banking Arrangements

It was noted all Councillors sign off the bank reconciliation and accounts paid/to be paid, with any errors or omissions identified and amended accordingly.

It was AGREED that in addition, two Councillors will carry out quarterly checks of invoices and supporting financial records as part of the Council's internal control procedures.

FHR2627/020 Budget Setting for 2027-28

It was AGREED to receive the outline procedure for setting the 2027–28 budget and to provisionally consider projects for potential inclusion in the draft budget.

The Glade: Members discussed whether funding should be ring-fenced for the project over one or two years. It was noted that the project was unlikely to progress in the immediate future, with Prudhoe East currently being a priority for Borderlands. Members agreed to await an approach from Prudhoe Community Partnership (PCP) regarding any request for support, rather than pursuing the matter at this stage.

Budget Timeline: **It was AGREED** to approve the timeline for the budget-setting process as presented by the Clerk.

FHR2627/021 Date of Next Meeting

It was AGREED that the next Finance and Human Resources Committee meeting be held on 6pm on 22nd October, prior to Ordinary Meeting.

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FHR2627/022 Exclusion of Press and Public

It was AGREED to approve a motion pursuant to the provision of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business, by reason of the confidential nature of business to be transacted, as this item of business relates to staffing matters.

FHR2627/023 Staffing Matters

It was AGREED to receive an update regarding the recruitment of a fixed-term Administration Assistant and to agree any actions.

The Clerk reported that 23 applications had been received for the position. Review and shortlisting will be carried out and successful candidates invited to interview. Date and time of interviews to be confirmed.

FHR2627/024 2026/27 Pay Award

It was AGREED to approve the National Joint Council (NJC) pay award for 2026–2027, to be implemented in October 2026 and backdated to 1 April 2026, for the Clerk and Deputy Clerk.

Meeting ended 6:13pm