

**DRAFT MINUTES FROM THE FINANCE EMPLOYMENT AND POLICY
COMMITTEE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 5 Feb 2025 AT 7.47 PM**

Present: Cllr Lynda James (Chair), Cllr Ralph Cook RC, Cllr Rachel Carter REC,
,Cllr Mark Parkinson MP, Clerk

Apologies for absence: Cllr Cai Carter, Cllr Susan Rodaway SER

Declarations of interest: The Clerk declared an interest at point 2

All votes will be named votes

Questions from the Public relating to items on this agenda (limited to 10 minutes)

1. To discuss and agree the new model Finance Regulations document for recommendation to Full Council.

The model Financial Regulations issued by One Voice Wales had been previously circulated. The document was examined thoroughly and various inclusions and deletions made. Once complete it was proposed to present the amended document to Full Council for acceptance.

Proposed by LJ seconded by REC agreed by all

Due to the nature of the task the Clerk stayed in the room.

2. To discuss and agree the new model Employment Contract documents for recommendation to Full Council.

The Model Employment Contract issued by One Voice Wales was discussed, a draft contract for each employee was examined and the necessary changes, in line with the roles, made. Once Complete the Clerk was asked to send each employee a copy for comment, ready for the Draft contracts to be presented to Full Council. The contracts were in line with the Budget and were due to come into force from the 1 April 2025.

Pending comment from the employees it was proposed that the Contracts be recommended to Full Council.

Proposed by LJ seconded by REC agreed by all.

Cllr Cook left the meeting at 10.00pm

3. To agree meeting date for Finance and Governance toolkit completion.

The 31st of March was agreed.

The meeting closed at 10.01pm