

# MINSTER PARISH COUNCIL



The Parish Office  
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Clerk to the Council: Kyla Lamb - MAAT

13<sup>th</sup> December 2023

## POLICY & FINANCE COMMITTEE

A Meeting of the Committee will be held on Wednesday 20<sup>th</sup> December 2023 at 10.a.m.,  
at the John Spanton Sports Pavilion, St Mildreds Road, Minster.

Sir or Madam,

You are hereby summoned to attend a meeting of the Policy & Finance Committee which will be held at the John Spanton Sports Pavilion, St. Mildreds Road, Minster on Wednesday 20<sup>th</sup> December 2023, at 10 a.m. for the purpose of considering and passing such Resolution or Resolutions as may be deemed necessary or desirable with respect to the matters mentioned in the agenda.

### Clerk to the Council

NOTE: Residents and members of the public are cordially invited to attend the meeting of the Council.

## AGENDA

- 1. APOLOGIES**  
To receive apologies for absence, if any.
- 2. MEMBERS' INTERESTS**  
To register any new interests, or de-registrations, by Members as appropriate.

### **3. MINUTES**

To approve the Minutes of the Committee meeting held on 30<sup>th</sup> May 2023 **(Appendix A)**

### **4. FEES & CHARGES 2024/25**

To consider and recommend to Council an increase in fees and charges for the year 2024/25 **(draft schedule attached Appendix B)**. The Cemetery fees will be considered at a later meeting as the TDC increases are not yet available.

### **5. BUDGET PROCESS 2024/25**

- (i) To consider recommending a pay increase for the staff. These increases, if approved, are included within the draft budget.
- (ii) To discuss and agree the draft budget figures and precept for submission to Council for approval at its meeting on 9<sup>th</sup> January 2024. **(Appendix C)**

**Kyla Lamb**  
**Clerk and RFO to the Council**

**13<sup>th</sup> December 2023**