

TEYNHAM PARISH COUNCIL

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NOTICE OF MEETING & AGENDA

A meeting of the Parish Council's Finance and General Purposes Committee will be held at Teynham Community Hall on Tuesday 6th January 2026 at 7.30pm.

Agenda:

1. Apologies for absence.
2. To receive any Declarations of Interests on Items on the Agenda.
3. Public Session to allow members of public and Councillors with prejudicial interests to speak on matters relevant to this Committee (no more than 3 minutes per speaker; total time allowed for public session – 20 minutes).
4. To approve the minutes of the meeting Tuesday 10th June 2025.
5. Matters arising.
6. Financial reporting
 - a. To note the range of reports produced by Scribe Accounts Package
 - b. To discuss granting access to the read-only online Scribe Financial Reports

Items 7 & 8 involves sensitive financial and personnel matters, it is proposed that discussion be held in a closed session in accordance with Standing Order 3(d), restricted to members of the Finance and General Purposes Committee. Conclusions and any recommendations will be reported to the Budget and Precept Meeting of the Parish Council on Tuesday, 13th January 2026, at 7.30 pm.

7. Budget 2026/27
 - a. To discuss and agree the budget recommendation for 2026/27 to be taken to full council for approval.
 - b. To discuss and agree the Precept recommendation for 2026/27 to be taken to full council for approval.
 - c. To review staff salaries for 2026/27.
8. Staff Administration
 - a. To note payment of agreed back pay to the Clerk for the period 1 April 2025 to date, in line with the NALC national pay award for 2025/26, as resolved by Full Council in October 2025.
 - b. To record the salary calculation confirming the revised annual salary for the Parish Clerk
 - c. To note issue of payslips to the Clerk and Groundsman via 'BrightPay' application
9. Consider proposed changes to committee terms of reference
10. Date of next meeting
11. Chairman's closing remarks.

*****PRESS AND PUBLIC WELCOME*****

Signed:



Date: 19th December 2025