Members of the **Finance, Staffing and Premises Committee** of Loughton and Great Holm Parish Council:

You are hereby **summoned to attend** a meeting to be held **at 7.30pm on Monday 12th January 2026,** at the Great Holm Community Centre, Kensington Drive, Great Holm

P Milford

Paula Milford, Parish Clerk.

Agenda

FSPC01/26 Apologies: To receive apologies from members unable to attend the meeting

FSPC02/26 Declarations of interest: Councillors to declare any personal or pecuniary interest they may have in respect of any items on the agenda.

FSPC03/26 Public participation: For any resident of the parish to raise any issue, petition, question, or concern (10 minutes or by consent of the chair).

FSPC04/26 Minutes: To approve as an accurate record the minutes of the last meeting of the Finance and Premises Committee held on Monday 13th October 2025.

FSPC05/26 Loughton Pavilion: To discuss and decide next steps for Loughton Pavilion.

FSPC06/26 Community Engagement Officer: To discuss and approve the following for the community engagement officer role ready to submit to Full Council:

- **a)** Hours per week
- **b)** Rate of pay per hour
- **c)** Job Description
- **d)** Person Specification
- **e)** Job advertisement date, closing date and relevant timescales

Exclusion of the public - in view of the confidential nature of the business about to be transacted, the public to be temporarily excluded, at the request of the Chair of the Committee for agenda items FSPC07/26, FSPC08/26 and FSPC09/26

FSPPC07/26 Staff Appraisals: Private and confidential item to be discussed.

FSPC08/26 Great Holm Pre School: Private and confidential item to be discussed.

FSPC09/26 Draft Budget: To discuss and approve the draft budget ready to submit to Full Council for final approval.

FSPC10/26 Agenda items for next meeting: Councillors are to inform the Clerk in writing and within the required timeframe, of any items requested to be placed on the agenda.
Date and time of Next Meeting: TBC