



MINUTES OF A MEETING OF THE **FINANCE AND HUMAN RESOURCES COMMITTEE** HELD ON **WEDNESDAY 14TH OCTOBER 2020 AT 19:30PM.** **THIS MEETING WAS HELD VIA VIDEO CONFERENCE CALL DUE TO THE COVID 19.**

Present: Cllr S Barker, Cllr C Finlay, Cllr A Petty, Cllr N Sherlaw, Cllr D Waller

Apologies There were none.

Also in attendance: Ms J Miller (Clerk & RFO); Mrs G Jackson (Deputy Clerk); Cllr Falzon-Thomas, Cllr S Kirk, 1 Member of the Public

FHR20/128. To receive and accept Apologies for absence

There were none.

FHR20/129. To receive Declarations of Interest

There were none.

FHR20/130. Minutes – It was **RESOLVED** that the minutes of the meeting held on 22nd July 2020 be approved and the minutes will be physically signed at the earliest opportunity. **CF**

FHR20/131. Chairman's Announcements – to receive announcements
The Chairman announced the meeting is being recorded and that he would like to adhere to the standing orders to ensure a more disciplined meeting.

Finance & Governance

Grant Funding

FHR20/132. To note the National Lottery grant was declined.
This was **noted**.

FHR20/133. To note a grant application has been submitted to the Kent Community Foundation in the sum of £2,200 for the community centre refurbishment.
It was **noted** that there has not yet been a response to this application.

FHR20/134. To note a grant application has been submitted to the Ibstock Enovert Trust for £2,692.50 for the community centre refurbishment.
It was noted that there has not yet been a response to this application.

Financial Matters

FHR20/135. To receive draft financial report within the new committee structure and monitor each committee's performance against budget and report significant variances to Full Council with recommendations for appropriate action – August 2020.

The report was **noted** and the Clerk reported that the sports park was building up its bookings and was nearly back to capacity and the community centre has some new hirers.

FHR20/136. Verification of bank reconciliation – August 2020.

The chairman and RFO will review the bank statements and reconciliation statement for signature at an earliest convenience.

The verification of the bank statements will be signed at the earliest convenience.

Clerk/ CF

FHR20/137. Reserves – to receive reserves position as at August 2020

It was **noted** that the Parish Council no longer holds reserves for this financial year and the full amount of precept is being used as revenue funds, due to the lack of income caused by the COVID-19 government restrictions on sports and leisure facilities.

FHR20/138. To receive and review financial plans for new activities / events / service provision from other committees for consideration by the Council for approval and to consider which power/statute the parish council is using for the expenditure of each project that is undertaken.

There were none.

FHR20/139. Response to Cllr Petty's question regarding the cost of Furlough - £8296.

This was **noted**.

FHR20/140. Response to Cllr Petty's question regarding water bills – breakdown attached

This was **noted**.

FHR20/141. Response to Cllr Petty's question regarding electricity bills – breakdown attached

This was **noted**.

FHR20/142. Response to Cllr Petty's question regarding general repairs and maintenance at KHSP – breakdown attached.

This was **noted**.

Annual Budget and Precept 2021-22

FHR20/143. To consider recommendation to full council of annual budget and precept 2021-22.

Cllr Petty entered the meeting at 20.14

FHR20/144. After discussion it was **RESOLVED** to recommend the draft budget for consideration to Full Council on 18th November 2020.

Full Council

Motions from Cllr Barker

FHR20/145. To note letter sent to the Prime Minister regarding funding for parish councils suffering hardship due to COVID19.
This was **noted**.

Motion from Cllr Finlay

FHR20/146. To consider if the s106 commitments could be reviewed for implementation dates to see how this may improve the council's revenue.
After discussion it was confirmed that s106 has implementation dates confirmed by dwelling completions.

FHR20/147. To note update on financial investigations
An update was received and it was noted that the financial investigation report has not yet been received.

Governance and Administration Matters

FHR20/148. To note cybercrime risk assessment is underway and to receive update from Cllr Barker on activities of other councils.
After discussion it was **RESOLVED** that Cllr Barker will undertake research on the activities of other councils with regards to cybercrime and Cllrs Finlay and Sherlaw will undertake investigations relating to the safety of Microsoft Azure.

**SMB/CF/
NS**

FHR20/149. To note pay agreement 2020-21
The pay agreement was **noted**.

FHR20/150. To receive internal audit report 2019-20
The internal audit report was received and the following points were **noted**.

- The auditor recommends that payroll should be outsourced.
- The auditor flagged as high risk the level of balances to precept ratio and stated that the end of year bank balance was surprisingly low.
- The auditor highlighted that that the current website provider is unable to date stamp when the electors rights are published on the website.

It was **RESOLVED** to defer this item to the next Finance & Human Resources Committee meeting in November 2020.

FHR

Website and Website Accessibility

FHR20/151. To note change to website accessibility statement.
The website accessibility statement was received and it was noted that the following sentence has been added to the pdf and other document section.

**Deputy
Clerk**

"Any pdf documents that do not comply with the Accessibility Regulations can be provided in an alternative format or on alternative media, on request."

FHR20/152. To consider the report in relation to the rules on external links.
It was **RESOLVED** to remove the "local amenities" page on the parish council website due to website accessibility regulations.

**Deputy
Clerk**

- FHR20/153.** To note that the parish council domain name has been locked as per the Digital Cabinet Office guidance.
This was **noted**.
- FHR20/154.** **To report external meetings with representatives of the Finance & HR Committee**
There were none.
- To report Correspondence and matters for information**
- FHR20/155.** 17/07/202 – DIS 967 and funding bulletin. **Noted**.
- FHR20/156.** 13/08/20 – Email from Rural Kent regarding funding options. **Noted**
- FHR20/157.** 29/09/20 – LGPS Newsletter. **Noted**
- FHR20/158.** **To note future meeting date** – 25th November 2020
- FHR20/159.** **Questions from Committee Members and future agenda items**
There were none.
- FHR20/160.** *The Clerk advised councillors of the NALC guidance which states that councillors not on a committee should not hear the confidential section.*
- FHR20/161.** *Cllrs Falzon-Thomas and Kirk left the meeting at 20.56*

Human Resources and Other Confidential Matters

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press were asked to leave the meeting during consideration of items FHR20/162 to FHR20/176

The confidential session began at 20.56

- FHR20/162.** It was **RESOLVED** to move the Human Resources Administration Report section to the end of the meeting.
- GDPR**
- FHR20/163.** To note GDPR audit has been postponed until October.
It was reported that a meeting had taken place with the Data Protection Officer and policies were being worked on.
- FHR20/164.** **To consider Local Government Pension Scheme policy**
It was **RESOLVED** to recommend the Local Government Pension Scheme **Full Council** Policy to Full Council for adoption.
- To note COVID 19 updates.**
- FHR20/165.** Due to the fluctuation in regulations adequate income projections are not currently possible.
This was **noted**.

Performance Updates

FHR20/166. To receive Sports Park staff performance update
This was **noted**.

FHR20/167. To receive Community Centre staff performance update.
A report was received and it was **RESOLVED** to thank the caretakers at the community centre for their hard work and dedication through the COVID period. **Clerk**

FHR20/168. To receive Civic staff performance update.
This was **noted**.

Human Resource Administration Report

FHR20/169. To note no starters and leavers since previous committee meeting.
It was **noted** that there had been no starters or leavers since the last meeting.

FHR20/170. To note training sessions attended since last committee meeting.
It was **noted** that Councillor Colman attended website accessibility training on 8th August 2020.

FHR20/171. It was noted that the clerk has attended the following training:-

- Effective Comms and Engagement in a Post-Lockdown World 15/09/2020.
- Clerks conference 24/09/2020.

FHR20/172. It was **noted** that the Deputy Clerk has attended the following training:

- Website accessibility training – 08/08/2020
- Consultation webinar on the LGA draft Model Member Code of Conduct – 26/08/2020.
- Effective Comms and Engagement in a Post-Lockdown World 15/09/2020.
- Clerks conference 24/09/2020.

FHR20/173. To note contract consultation closed and new contracts to be issued.
This was **noted**.

FHR20/174. It was **RESOLVED** that Cllr Barker would take the minutes for the remainder of the meeting.

The Clerk and Deputy Clerk left the meeting at 21.13

FHR20/175. To receive update on Clerk appraisal.
The Clerk's performance review has yet not been completed, and there is some concern about the HR Sub-committee composition to carry it out due to a possible personal conflict. An investigation will take place to determine the veracity of the conflict, and the matter reported at the next Finance & Human Resources Meeting. **FHR**

FHR20/176. To consider email asking for an ex councillor character reference.
It was **AGREED** that the Council could not provide a character reference for an ex Parish Councillor.

Cllr Petty could provide a personal reference but not a reference as a Councillor or on behalf of the Council.

The meeting closed at 21.45

Signed

Date