



YOU ARE SUMMONED TO ATTEND THE MEETING OF
THE **FINANCE & HR COMMITTEE**
ON **WEDNESDAY 20TH FEBRUARY 2019** IN THE **GIBSON SUITE**
AT THE KINGS HILL COMMUNITY CENTRE

Members of the Public and Press are welcome to attend

Signed: *Julie Pilbeam* Date of 14th February 2018
Clerk and Proper Officer Issue:

Members: Cllr R Ayling, Cllr S Barker, Cllr S Beal, Cllr R Cassidy, Cllr D Hurring, Cllr A Petty
Substitutes: Cllr D Waller

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Kings Hill Parish Council's procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

Agenda

- 1. To receive and accept Apologies for Absence**
- 2. To receive Declarations of Interest**
- 3. Minutes** – to receive and approve for signature the minutes of the meeting held on 19th December 2019. (Pages 1-4)
- 4. Chairman's Announcements** – to receive announcements
- 5. Public Session and to consider any Issues Raised by Residents for discussion**

Finance & Governance

- 6. Audit 2018/2019**
 - 6.1. To receive the interim internal audit and agree actions. (Pages 5-8)
- 7. Governance**
 - 7.1. To review Financial Regulations for recommendation to Full Council. (Pages 9-26)
 - 7.2. To review the Finance & HR Committee's Terms of Reference for recommendation to Full Council. (Pages 27-32)
 - 7.3. To consider Investment Policy for recommendation to Full Council.
- 8. Review**
 - 8.1. To undertake an annual review of all financial risks. (Financial and Council Risk Assessment). Pages (33-46)
 - 8.2. To undertake a review of the council's insurance arrangements to ensure that property and identified risks are adequately insured.
- 9. Financial Reports**
 - 9.1. To receive financial reports – January 2019 (Pages 47-56)
 - 9.2. To monitor the reserves. (Pages 57-58)
 - 9.3. To monitor each Committee's performance against budget and report significant variances.
- 10. Financial & Administration Matters**
 - 10.1. Verification of bank reconciliation – December 2018 and January 2019.
 - 10.2. To note that the ICO membership has been renewed.

- 10.3. To consider new meeting schedule for 2019/2020 for recommendation to Full Council.
- 10.4. To receive the 2019 Estate Management Charge Budget.(Pages 59-76)
- 10.5. To consider online 'read only' access to bank statements for Assistant Finance Officer.

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 will be asked to leave the meeting during consideration of items 11 - 13

11. Councillor Induction and Training

- 11.1. To consider induction requirements of new councillors
- 11.2. To review councillor training course attendance

12. Human Resource Administration (Pages 77-78)

- 12.1. To note starters and leavers since previous committee meeting.
- 12.2. To note training sessions attended since last committee meeting.
- 12.3. To note update on telephone contracts
- 12.4. To approve 2019/20 contracted salary scale progression
- 12.5. To note update on quotes for cleaning
- 12.6. To consider amendment to staff handbook
- 12.7. To note consultation start date for new contract
- 12.8. To consider staff request to join Local Government Pension Scheme

13. To report progress of the future operations structure.

The meeting will be re-opened to the public

14. To report external meetings with representatives of the Finance & HR Committee – see appendix 1

15. To report Correspondence and matters for information – see appendix 2

16. To note future meeting date

- 16.1. 17th April 2019

17. Questions from Committee Members and future agenda items

Appendix 1

To report external meetings with representatives of the Finance & HR Committee

1. There were none

Appendix 2

To report Correspondence and matters for information

1. There were none.