



YOU ARE SUMMONED TO ATTEND THE MEETING OF
THE **FINANCE & HR COMMITTEE**
ON **WEDNESDAY 22ND MAY 2019** IN THE **GIBSON SUITE** AT THE
KINGS HILL COMMUNITY CENTRE

Members of the Public and Press are welcome to attend

Signed: *Julie Miller* Date of 16th May 2019
Clerk and Proper Officer Issue:

Members: Cllr S Barker, Cllr A Board, Cllr R Cassidy, Cllr T Petty, Cllr D Waller
Substitutes:

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 elect a Chair of the Committee**
2. **To elect a Vice Chair of the Committee**
3. **To receive and accept Apologies for Absence**
4. **To receive Declarations of Interest**
5. **Minutes** – to receive and approve for signature the minutes of the meeting held on 17th April 2019. (Pages 1 - 4)
6. **Chairman's Announcements** – to receive announcements
7. **Public Session and to consider any Issues Raised by Residents for discussion**

Finance & Governance

8. **Financial Matters**
 - 8.1. To receive draft financial reports and monitor each committee's performance against budget and report significant variances to full council with recommendations for appropriate action – March 2019. (Pages 5 - 16)
 - 8.2. To note Full Council decision to allocate reserves and to consider reserves position – April 2019. (Page 17)
 - 8.3. Verification of bank reconciliation – April 2019. (Pages 19 - 22)
The chairman and RFO will review the bank statements and reconciliation statement for signature.
 - 8.4. To receive and review financial plans for new activities / events / service provision from other committees for consideration by the Council for approval.
 - 8.5. To consider which power/statute the parish council is using for the expenditure of each project that is undertaken.
9. **Motions from Councillors**
 - 9.1. Cllr Cassidy: To consider introducing committed expenditure accounting.
 - 9.2. Cllr Barker: To consider that the council is obtaining best value from suppliers.

10. Governance Matters

- 10.1. To note terms of reference approved at Full Council – to follow.
- 10.2. To agree membership of Human Resources Sub-Committee.
- 10.3. To note annual audit completed 29th April 2019.
- 10.4. To consider investment policy for recommendation to Full Council. (Pages 23 – 40)
- 10.5. To receive IT Contract as per request at last meeting. (Pages 41 – 48)

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 note an email has been sent to all councillors regarding training.

12. Human Resource Administration Report (Pages 49 - 50)

- 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 Staff Handbook and Contract consultation.
- 12.4. To consider next steps for internal salary review.

13. Performance Updates

- 13.1. To receive Sports Park staff performance update.
- 13.2. To receive Community Centre staff performance update.
- 13.3. To receive Civic staff performance update.

14. Contract Updates

- 14.1. To note report on cleaning being prepared.

15. Annual Appraisals

- 15.1. To receive update on clerk appraisal.

The meeting will be re-opened to the public

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

There were none.

14. To report Correspondence and matters for information – see appendix 1

15. To note future meeting date – 10th July 2019

16. Questions from Committee Members and future agenda items

Appendix 1

To report Correspondence and matters for information

- 1. There were none.