



YOU ARE SUMMONED TO ATTEND THE MEETING OF
THE **FINANCE & HUMAN RESOURCES COMMITTEE**
ON **WEDNESDAY 26TH JUNE 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 20th June 2019
Clerk and Proper Officer Issue:

Members: Cllr R Cassidy (Chair), Cllr S Barker, Cllr A Board, 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 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 22nd May 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. **Financial Matters**
 - 6.1. To receive draft financial reports 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 – May 2019. (Pages 5-16)
 - 6.2. Verification of bank reconciliation – May 2019.
The chairman and RFO will review the bank statements and reconciliation statement for signature.
 - 6.3. To receive and review financial plans for new activities / events / service provision from other committees for consideration by the Council for approval.
 - 6.4. To consider which power/statute the parish council is using for the expenditure of each project that is undertaken.
 - 6.5. To note that the RBS committed expenditure package update.
 - 6.6. To consider budget vire recommendations and refer to Full Council for approval.
7. **Governance Matters**
 - 7.1. To note terms of reference approved at Full Council.
 - 7.2. To note investment policy approved at Full Council.

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 8-10

8. Human Resource Administration Report (Pages 15-16)

- 8.1. To note starters and leavers since previous committee meeting.
- 8.2. To note training sessions attended since last committee meeting. (Pages 17-18)
- 8.3. To note update on Staff Handbook and Contract consultation.

9. Performance Updates

- 9.1. To receive Sports Park staff performance update.
- 9.2. To receive Community Centre staff performance update.
- 9.3. To receive Civic staff performance update.

10. Annual Appraisals

- 10.1. To note clerk's appraisal.

The meeting will be re-opened to the public

- 11. To report external meetings with representatives of the Finance & HR Committee**
There were none.
- 12. To report Correspondence and matters for information** – see appendix 1
- 13. To note future meeting date** – 24th July 2019
- 14. Questions from Committee Members and future agenda items**

Appendix 1

To report Correspondence and matters for information

- 1. There were none.