



YOU ARE SUMMONED TO ATTEND THE MEETING OF
THE **FINANCE & HUMAN RESOURCES COMMITTEE**
ON **WEDNESDAY 24TH JULY 2019 AT 19.30PM** 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 18th July 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 26th June 2019. (Pages 1-3)
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 – June 2019. (Pages 4-11)
 - 6.2. Verification of bank reconciliation – June 2019.
 - 6.3. Reserves – to receive reserves position June 2019 (Pages 12-13)
The chairman and RFO will review the bank statements and reconciliation statement for signature.
 - 6.4. To receive and review financial plans for new activities / events / service provision from other committees for consideration by the Council for approval (Pages 14-17)
 - a. Fuel
 - b. Rotavator
 - 6.5. To consider which power/statute the parish council is using for the expenditure of each project that is undertaken.
 - a. Fuel
 - b. Rotavator
 - 6.6. To note that the new RBS system upgrade has not yet been released.
 - 6.7. To consider budget vire recommendations and refer to Full Council for approval.
7. **Governance Matters**
 - 7.1. To review objectives. (Pages 18-19)

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 8-9

8. Human Resource Administration Report (Pages 20-21)

- 8.1. To note starters and leavers since previous committee meeting.
- 8.2. To note training sessions attended since last committee meeting.
- 8.3. To note roll out of Staff Handbook is now complete.
- 8.4. To note Contract consultation underway.
- 8.5. To note Job Evaluation exercise is underway.

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.

The meeting will be re-opened to the public

10. **To report external meetings with representatives of the Finance & HR Committee**
There were none.
11. **To report Correspondence and matters for information** – see appendix 1
12. **To note future meeting date** – 25th September 2019
13. **Questions from Committee Members and future agenda items**

Appendix 1

To report Correspondence and matters for information

1. There were none.