



MINUTES OF A MEETING OF THE **FINANCE AND HR COMMITTEE**
HELD ON **WEDNESDAY 20TH FEBRUARY 2019 AT 19.30PM**
IN THE **GIBSON SUITE** AT THE KINGS HILL COMMUNITY CENTRE

Present: Cllr R Ayling (Chair), Cllr S Barker, Cllr R Cassidy, Cllr S Beal, Cllr D Hurring

Apologies:

Also in attendance: Ms J Pilbeam (Clerk & Proper Officer)

FHR18/89. To receive and accept Apologies for Absence

There were none.

FHR18/90. To receive Declarations of Interest

There were none.

FHR18/91. Minutes – to receive and approve for signature the minutes of the meeting held on 19th December 2018
The minutes of the meeting held on 19th December 2018 were duly signed and **APPROVED**.

FHR18/92. Chairman's Announcements – to receive announcements
There are none.

FHR18/93. Public Session and to consider any Issues raised by Residents for discussion.
There are no members of the public.

Finance & Governance

Audit 2018/19

FHR18/94. To receive the interim internal audit and agree actions.
The interim report was received, and it was **noted** that there were no recommendations to adopt. It was noted that the report contained many positive points and the Clerk was thanked for all her work.

Governance

FHR18/95. To review Financial Regulations for recommendation to Full Council.
After discussion it was **RESOLVED** to recommend the Financial Regulations to Full Council for adoption. It was noted that the word 'acting' be removed when referring to the RFO.

FHR18/96. To review the Finance & HR Committee's Terms of Reference for recommendation to Full Council.
After discussion it was **RESOLVED** to recommend the Finance & HR Committee's Terms of Reference to Full Council for adoption.

FHR18/97. To consider Investment Policy for recommendation to Full Council.
It was noted that the policy had not yet been finalised by Cllr Hurring.
It was **RESOLVED** to delegate the preparation of the draft investment policy to the Clerk.

Review

FHR18/98. To undertake an annual review of all financial risks. (Financial and Council Risk Assessment)
The council's risk assessment was **APPROVED**.

FHR18/99. To undertake a review of the council's insurance arrangements to ensure that property and identified risks are adequately insured.
The council's insurance arrangements were **APPROVED**.

Financial Reports

FHR18/100. To receive financial reports – January 2019
These were received and **noted**.

FHR18/101. To monitor the reserves
The reserves position was **noted**.

FHR18/102. To monitor each Committee's performance against budget and report significant variances.
The grass pitch income was discussed on the Sports Park and it was noted that this will be discussed at the next Sports Park Committee meeting.

Financial & Administration Matters

FHR18/103. Verification of bank reconciliation – December 2018 and January 2019
The Bank Reconciliation for the following accounts was **APPROVED**:

Santander Current Account £5125.52
Santander Deposit Account £0
Unity Trust Current Account £42,806.04
Unity Trust Deposit Account £28,238.76

FHR18/104. To note that the ICO membership has been renewed.
This was **noted**.

FHR18/105. To consider new meeting schedule for 2019/2020 for recommendation to Full Council.

The Clerk presented a meeting schedule for a monthly Finance and HR Committee as discussed at Full Council. The Committee considered that this was not necessary and **RESOLVED** to recommend a schedule of meetings as follows:

- First Wednesday - Planning, Highways and Environment
- Second Wednesday - Sports Park
- Third Wednesday - Full Council
- Fourth Wednesday - FHR and Community Centre (alternating bi-monthly)

FHR18/106. To receive the 2019 Estate Management Charge Budget.
The Estate Management Budget was **noted**.

FHR18/107. To consider online 'read only' access to bank statements for Assistant Financial Officer.

It was **RESOLVED** that the Assistant Financial Officer could receive "read only" access to bank statements.

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 11 to 13

Councillor Induction & Training

- FHR18/108.** To consider induction requirements of new councillors.
It was **RESOLVED** for Cllr Barker to work with the Clerk to prepare an induction plan for new councillors.
- FHR18/109.** To review councillor training course attendance.
The attendances of councillors on training courses were noted.
It was noted that KALC could organise a training course at Kings Hill Parish Council in the new municipal year.
Cllr Barker agreed to investigate future training course dates with KALC.

Human Resource Administration

- FHR18/110.** To note starters and leavers since previous committee meeting.
An update was received and **noted**.
- FHR18/111.** To note training sessions attended since last committee meeting.
An update was received and **noted**.
- FHR18/112.** To note update on telephone contracts.
The savings made were **noted**.
- FHR18/113.** To approve 2019/20 contracted salary scale progression.
The recommendations for contracted salary scale progression were **APPROVED**.
- FHR18/114.** To note update on quotes for cleaning.
An update was **noted**.
- FHR18/115.** To consider amendment to staff handbook
It was **RESOLVED** note to not proceed with the amendment to the staff handbook. The new staff handbook was **ADOPTED**.
- FHR18/116.** To note consultation start date for new contract
An update was **noted**.
- FHR18/117.** To consider staff request to join Local Government Pension Scheme.
It was **RESOLVED** to accept the staff request to join the Local Government Pension Scheme.
It was noted that a future agenda item be added to decide upon the pension policy of the council.
- FHR18/118.** **To report progress of the future operations structure.**
It was **noted** that the recruitment of the chief facility officer is ongoing.

The meeting will be re-opened to the public

- FHR18/119.** **To report external meetings with representatives of the Finance &**

HR Committee
There were none.

FHR18/120. To report Correspondence and matters for information
There were none.

To agree future meeting date
FHR18/121. 17th April 2019

FHR18/122. Questions from Committee Members and future agenda items
Cllr Barker showed councillors the annual report produced by Kings Hill Parish Council in 2011/2012. This will be added to Full Council agenda in March for discussion.

The meeting ended at 21.11pm

Signed.....

Date.....

DRAFT