



MINUTES OF A MEETING OF THE **FINANCE AND HUMAN RESOURCES COMMITTEE**

HELD ON **WEDNESDAY 26<sup>TH</sup> JUNE 2019 AT 19.30PM**

IN THE **GIBSON SUITE** AT THE KINGS HILL COMMUNITY CENTRE

Present: Cllr A Board, Cllr R Cassidy, Cllr A Petty, Cllr D Waller

Apologies: Cllr S Barker

Also in attendance: Ms J Miller (Clerk, RFO & Proper Officer)

**FHR19/33. To receive and accept Apologies for Absence**

Apologies were received from Cllr Barker with reasons given for absence. It was **RESOLVED** that the apologies be accepted.

**FHR19/34. To receive Declarations of Interest**

There are none.

**FHR19/35. Minutes** – It was **RESOLVED** that the minutes of the meeting held on 22nd May 2019 are approved and were duly signed.

**FHR19/36. Chairman's Announcements** – to receive announcements

Cllr Cassidy reminded members that the parish council is here to support the local residents and that all activities should be aiming for a balanced budget unless a decision is taken to subsidise an activity from the precept.

**FHR19/37. Public Session (to allow members of the public present to raise issues on items on the agenda)**

There are none.

**Finance & Governance**

**Financial Matters**

**FHR19/38.** 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.

It was noted that a front cover sheet is required for the overall budget position.

It was **RESOLVED** for the Responsible Financial Officer to prepare a commentary report to accompany the budget performance.

**FHR19/39.** Verification of bank reconciliation – May 2019.

It was **RESOLVED** that the bank reconciliation for May 2019 was approved and duly signed.

**FHR19/40.** To receive and review financial plans for new activities / events / service provision from other committees for consideration by the Council for approval.

There were none.

**FHR19/41.** To consider which power/statute the parish council is using for the expenditure of each project that is undertaken.

There were none.

**FHR19/42.** To note that the RBS committed expenditure package update.  
It was noted that the upgrade to the finance software is due in July therefore the purchase of

**FHR19/43.** To consider budget vire recommendations and refer to Full Council for approval.

This item was deferred until members felt that they had sufficient time to review the current budget positions.

### **Governance Matters**

**FHR19/44.** To note terms of reference approved at Full Council.  
**Noted.**

**FHR19/45.** To note investment policy approved at Full Council.  
**Noted.**

### **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 FHR19/46 to FHR19/52**

### **Human Resource Administration**

**FHR19/46.** To note starters and leavers since previous committee meeting.  
An update was received and **noted**.

**FHR19/47.** To note training sessions attended since last committee meeting.  
An update was received and **noted**.

**FHR19/48.** To note update on Staff Handbook and Contract consultation.  
An update was received and **noted**.

### **Performance Updates**

**FHR19/49.** To receive Sports Park staff performance update.  
A performance update was received and **noted**.

**FHR19/50.** To receive Community Centre staff performance update.  
A performance update was received and **noted**. It was **RESOLVED** to prepare agreement amounts for one member of staff and to review the job specification for a particular role.

**FHR19/51.** To receive Civic staff performance update.  
A performance update was received and **noted**.

### **Annual Appraisals**

**FHR19/52.** To note clerk's appraisal.  
**Noted.**

**The meeting was re-opened to the public at 21:12 pm**

**FHR19/53. To report external meetings with representatives of the Finance & HR Committee**  
There were none.

**To report Correspondence and matters for information**  
There were none.

**FHR19/54. To note future meeting date**  
24<sup>th</sup> July 2019

**FHR19/55. Questions from Committee Members and future agenda items**  
Cllr Board gave apologies for the next meeting.

**The meeting ended at 21:17pm**

**Signed.....**

**Date .....**