



MINUTES OF A MEETING OF THE **FINANCE AND HUMAN RESOURCES COMMITTEE** HELD ON **WEDNESDAY 24TH JULY 2019 AT 19.30PM** IN THE **GIBSON SUITE** AT THE KINGS HILL COMMUNITY CENTRE

Present: Cllr R Cassidy (Chair), Cllr S Barker, Cllr A Petty, Cllr D Waller,

Apologies: Cllr A Board

Also in attendance: Cllr Lewis, Cllr Russell, Cllr Zahidi, Ms J Miller (Clerk, RFO & Proper Officer); Mrs L Simpson (Assistant Clerk) for Finance agenda items only.

FHR19/56. To receive and accept Apologies for Absence

Apologies were received from Cllrs Board, Finlay and Sherlaw with reasons given for absence. It was **RESOLVED** that the apologies be accepted.

FHR19/57. To receive Declarations of Interest

There are none.

FHR19/58. Minutes – It was **RESOLVED** that the minutes of the meeting held on 26th June 2019 are approved and were duly signed.

FHR19/59. Chairman's Announcements – to receive announcements
Cllr Cassidy welcomed the visiting councillors; Cllrs Lewis, Russell and Zahidi. There were no further announcements.

FHR19/60. Public Session (to allow members of the public present to raise issues on items on the agenda)

There were no members of the public in attendance.

Finance & Governance

Financial Matters

FHR19/61. 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.

It was **RESOLVED** that the revised format of financial reporting would be adopted.

The Responsible Financial Officer reported on the ongoing utility review and explained cost code changes recently made to improve financial reporting.

The draft financial reports were **noted**.

FHR19/62. Verification of bank reconciliation – June 2019.

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

FHR19/63. Reserves – to receive reserves position June 2019

The Chairman and RFO reviewed the bank statements and reconciliation

statement for signature.

The Bank Reconciliation for the following accounts was **APPROVED**:

Santander Current Account £0
Santander Deposit Account £0
Unity Trust Current Account £137,289.32
Unity Trust Deposit Account £53,134.29

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

FHR19/64.

a) Fuel

It was **RESOLVED** to recommend that the 2020/21 budget should include provision for a lease hire vehicle.

FHR19/65.

b) Rotavator

It was **RESOLVED** to recommend that the 2020/21 budget should include provision to purchase a rotavator.

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

FHR19/66.

a) Fuel

The Local Government ancillary powers of S111 for this project were **noted**.

FHR19/67.

b) Rotavator

The Local Government ancillary powers of S111 for this project were **noted**.

FHR19/68.

To note that the RBS committed expenditure package update.

The proposed software upgrade was **noted**.

FHR19/69.

To consider budget vire recommendations and refer to Full Council for approval.

It was **RESOLVED** that the 2019/20 budget forecasts are reviewed.

It was **RESOLVED** that the RFO present budget vire recommendations for review at the September Finance and HR Committee for Full Council approval.

Governance Matters

FHR19/70.

To review objectives

It was **RESOLVED** that Objectives be reviewed quarterly and approved by Full Council.

Mrs Simpson left the meeting.

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

FHR19/71.

To note starters and leavers since previous committee meeting.

An update was received and **noted**.

FHR19/72.

To note training sessions attended since last committee meeting.

An update was received and **noted**.

- FHR19/73.** To note Staff Handbook is now complete
An update was received and **noted.**
- FHR19/74.** To note Contract consultation is underway
Noted.
- FHR19/75.** To note Job Evaluation exercise is underway
Noted.

Performance Updates

- FHR19/76.** To receive Sports Park staff performance update.
A performance update was received and **noted.**
- FHR19/77.** To receive Community Centre staff performance update.
Noted.
- FHR19/78.** To receive Civic staff performance update.
Noted.

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

- FHR19/79.** **To report external meetings with representatives of the Finance & HR Committee**
There were none.
- FHR19/80.** **To report Correspondence and matters for information**
There were none.
- FHR19/81.** **To note future meeting date**
25th September 2019
- FHR19/82.** **Questions from Committee Members and future agenda items**
There were none.

The meeting ended at 20:53

Signed.....

Date