



YOU ARE SUMMONED TO ATTEND THE MEETING OF
THE **FINANCE & HUMAN RESOURCES COMMITTEE**
ON **WEDNESDAY 26TH MAY 2021 AT 19:30** IN THE
CUNNINGHAM ROOM AT THE KINGS HILL COMMUNITY CENTRE

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO
ATTEND SUBJECT TO COVID19 RESTRICTIONS.**

Signed: *Julie Miller* Date of 20th May 2021
Clerk and Proper Officer Issue:

Members: Cllr C Finlay; Cllr A Petty; Cllr S Barker; Cllr N Sherlaw; Cllr N Redding; Cllr D Waller

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 elect Chair of the Committee**
- 2. To elect Vice Chair of the Committee**
- 3. To receive and accept Apologies for Absence**
- 4. To receive Declarations of Interest**
- 5. Minutes** – to receive and approve for signature the minutes of the meeting Appendix A held on 24th March 2021.
- 6. Chairman's Announcements** – to receive announcements

Finance & Governance

- 7. Grant Funding**
 - 7.1. To note that work is being undertaken on a funding application for floodlights for the new tennis courts.
 - 7.2. To note funding request from West Kent Neighbourhood Watch Association. Appendix B
There is no funding budget for 2021-2022.
- 8. Budget Matters**
 - 8.1. **To consider draft reporting method as recommended by the Financial Investigation Report.** Appendix C

To note April 2021 Performance (8% YTD)
Income performance = 38.65%
Expenditure performance = 11.93%
 - 8.2. **Verification of bank reconciliation** – April 2021. Appendix D
The chairman and RFO will review the bank statements and reconciliation statement for signature.
- 9. Reserves**
To monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that

sufficient reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible.

9.1. April 2021

Appendix E

10. Financial Monitoring

10.1. Purchases/ Contracts – to monitor purchasing decisions to ensure value for money as agreed in the Financial Regulations

There are none.

10.2. To receive and review financial plans for new activities / events / service provision from other committees for consideration by the Council for approval and to consider which power/statute the parish council is using for the expenditure of each project that is undertaken.

There are none.

10.3. To consider the letters from KALC/Luke Hall MP regarding calling for a financial support package for Local Councils

Appendix F & G

10.4. To note that the loan payment of £21,347.94 due on 11th July 2021 has been deferred until 11 January 2022.

11. Financial investigation Report updates

11.1. To note work is underway on the design of an in-house training programme for councillors on key policies

11.2. To consider capital renewals programme from Amenities Committee

Appendix H

12. Health & Safety

12.1. To ensure that Health and Safety of all involved in the work of the Council by providing appropriate workspaces, tools and equipment and to train staff as necessary to safeguard their health & safety at work.

- a) To note initial visit on 19th April 2021 from Ellis Whittam regarding health & safety annual review and to note further visit on 24th May 2021.

13. Governance and Administration Matters

13.1. To note cyber crime risk assessment is on hold whilst finance matters are progressed and to receive update from Cllr Barker on activities of other councils.

13.2. To receive suggestion from Clerk on Cllr Waller's motion on how to record councillor attendance at external meetings.

Appendix I

14. To report external meetings with representatives of the Finance & HR Committee

There were none.

15. To report Correspondence and matters for information

15.1. 24/03/2021 Website enquiry form from resident regarding precept rise.

15.2. 24/03/2021 Website enquiry form from resident regarding precept rise.

15.3. 25/03/2021 Website enquiry form from resident regarding precept rise.

15.4. 25/03/2021 Email from resident regarding financial queries.

16. To note future meeting date –21st July 2021

17. Questions from Committee Members and future agenda items

17.1. To receive answers to questions from councillors since last meeting.
There were none.

17.2. To note questions from councillors for which answers shall be responded to at the next 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 will be asked to leave the meeting during consideration of items 18-20.

18. Staff and Councillor Training

Appendix J

To receive latest training matrix

19. Performance Updates from HR Sub Committee

19.1. To note appraisal check in with clerk – May 2021

20. Complaints

20.1. To note complaint from member of the public and to note response sent.

Appendix K