



YOU ARE SUMMONED TO ATTEND THE MEETING OF
THE **FINANCE & HUMAN RESOURCES COMMITTEE**
ON **WEDNESDAY 24TH JUNE 2020 AT 19:30.**

**THIS MEETING WILL BE HELD VIA VIDEO CONFERENCE CALL
DUE TO THE COVID:19.**

CONTACT THE CLERK FOR MORE INFORMATION ON REMOTE ACCESS.

Signed: *Julie Miller* Date of 18th June 2020
Clerk and Proper Officer Issue:

Members: Cllr C Finlay (Chair); Cllr A Petty; Cllr S Barker; Cllr N Sherlaw; 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 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 27th May 2020. Appendix A
- 4. Chairman's Announcements** – to receive announcements

FINANCE & GOVERNANCE

- 5. Grant Funding**
 - 5.1. To consider request from Marie Curie Emergency Appeal for grant funding. Appendix B, C, D and E
 - 5.2. To receive update on application to Screwfix fund for new tables and chairs for the Community Centre extension.
- 6. Financial Matters**
 - 6.1. To receive draft financial reports within the committee structure and monitor each committee's performance against budget and report significant variances to full council with recommendations for appropriate action – May 2020. Appendix F
 - 6.2. Verification of bank reconciliation – May 2020.
The chairman and RFO will review the bank statements and reconciliation statement for signature.
 - 6.3. Reserves – to receive reserves position as at May 2020. Appendix G
 - 6.4. To consider setting up a working group to consider the reserves position.
 - 6.5. 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. Appendix H
- 7. Motions from Cllr Barker**
 - 7.1. To conduct an annual review of legal arrangements for Human Resources advice. Appendix I

- 7.2. To receive draft letter from Cllr Barker regarding writing to Tom Tugendhat asking him to lobby Rt Hon Robert Jenrick Secretary of State at the Department of Housing, Communities and Local Government regarding financial Packages to help Local Councils.

8. Motion from Cllr Waller

- 8.1. To consider appointing the Local Government Association to ratify the results of the internal financial investigation.

9. Audit 2019/2020

- 9.1. To note annual return documents signed and returned to external auditor.

10. Governance and Administration Matters

- 10.1. To note website accessibility test and action plan. Appendix J and K
- 10.2. To receive GDPR audit document. Appendix L
- 10.3. To consider the Protocol for Councillor and Officer Relationships policy for recommendation to Full Council. Appendix M
- 10.4. To note cyber crime risk assessment is underway and to receive update from Cllr Barker on activities of other councils.
- 10.5. To consider the General Earmark and Reserves Policy for recommendation to Full Council. Appendix N

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 11-13

11. Human Resource Administration Report

- 11.1. To note no starters and leavers since previous committee meeting.
- 11.2. To note no training sessions attended since last committee meeting.
- 11.3. To note update contract consultation underway.
- 11.4. To receive update on Clerk appraisal.

12. To note COVID 19 updates.

- 12.1. To receive schedule detailing the operational requirements for the planned reopening of the Sports Park and Community Centre.

13. Performance Updates

- 13.1. To receive Sports Park staff performance update.
- 13.2. To receive Community Centre staff performance update.
- 13.3. To receive Civic staff performance update.

The meeting will be re-opened to the public

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. 22/05/2020 – Email from TMBC regarding COVID 19 funding options.
- 15.2. 12/06/2020 – Email from TMBC regarding Latest Information on Covid-19 Funding.

16. To note future meeting date – 22nd July 2020

17. Questions from Committee Members and future agenda items

