

To all members of the Council



YOU ARE SUMMONED TO ATTEND THE MEETING OF
THE **FINANCE & HUMAN RESOURCES COMMITTEE**
ON **WEDNESDAY 22ND JULY 2020 AT 19:30.**

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

**REMOTE ACCESS DETAILS ARE ON THE PARISH COUNCIL WEBSITE UNDER
COMMITTEES AND MEETINGS.**

Signed: *Julie Miller* Date of 16th July 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 24th June 2020. (*Minutes to be physically signed at next available opportunity*) Appendix A
4. **Chairman's Announcements** – to receive announcements

FINANCE & GOVERNANCE

5. **Grant Funding**
 - 5.1. To note a National Lottery grant has been applied for with regard to chairs for the new hall.
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 – June 2020. Appendix B
 - 6.2. Verification of bank reconciliation – June 2020. Appendix C and D
The chairman and RFO will review the bank statements and reconciliation statement for signature.
 - 6.3. Reserves – to receive reserves position as at June 2020. Appendix E
 - 6.4. 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.
7. **Motion from Cllr Finlay**
 - 7.1. Cllr Finlay has decided to circulate an abridged version of his financial investigation into the losses, and the root cause of them, to inform councillors, and to help focus the independent accountants / auditors attention to exceptional expenditure during the 2016 to 2019 years. Appendix F

8. Motions from Cllr Barker

- 8.1. 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.

9. To note procurement procedure is underway to appoint a professional body to verify Cllr Finlay's financial report.

10. Governance and Administration Matters

- 10.1. To note website accessibility action plan is being worked through. Appendix G
10.2. To note cyber crime risk assessment is underway and to receive update from Cllr Barker on activities of other councils.

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 11-14

11. GDPR

- 11.1. To note GDPR audit has been postponed until August.
11.2. To note complaint from resident and referred to ICO. Appendix H and I

12. Human Resource Administration Report

- 12.1. To note no starters and leavers since previous committee meeting.
12.2. To note no training sessions attended since last committee meeting.
12.3. To note contract consultation underway.
12.4. To receive update on Clerk appraisal.
12.5. To note LGPS contribution error and rectification.
12.6. To note FOI request from Cllr Zahidi requesting past settlement agreement figures.

13. To note pension policy requirements and draft documents to follow at next meeting. Appendix J

14. To note COVID 19 updates.

- 14.1. To receive risk assessments for re-opening of council facilities. Appendix K and L

15. Performance Updates

- 15.1. To receive Sports Park staff performance update.
15.2. To receive Community Centre staff performance update.
15.3. To receive Civic staff performance update.

The meeting will be re-opened to the public

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

There were none.

17. To report Correspondence and matters for information

- 17.1. 24/06/20 – Email from member of the public regarding no access to the Finance & HR Committee meeting via Zoom.
17.2. 24/06/20 – Email from member of the public regarding no access to the Finance & HR Committee meeting via Zoom.

18. To note future meeting date – 23rd September 2020

19. Questions from Committee Members and future agenda items