



YOU ARE SUMMONED TO ATTEND THE MEETING OF
THE **FINANCE & HUMAN RESOURCES COMMITTEE**
ON **WEDNESDAY 14TH OCTOBER 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 8th October 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 22nd July 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 the National Lottery grant was declined.
 - 5.2. To note a grant application has been submitted to the Kent Community Foundation in the sum of £2,200 for the community centre refurbishment.
 - 5.3. To note a grant application has been submitted to the Ibstock Enover Trust for £2,692.50 for the community centre refurbishment.
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 – August 2020 Appendix B
 - 6.2. Verification of bank reconciliation – August 2020. Appendix C
The chairman and RFO will review the bank statements and reconciliation statement for signature. And D
 - 6.3. Reserves – to receive reserves position as at August 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.
There are none.
 - 6.5. Response to Cllr Petty's question regarding the cost of Furlough - £8296.
 - 6.6. Response to Cllr Petty's question regarding water bills – breakdown attached Appendix F
 - 6.7. Response to Cllr Petty's question regarding electricity bills – breakdown attached Appendix G

6.8. Response to Cllr Petty's question regarding general repairs and maintenance at KHSP – breakdown attached. Appendix H

7. Annual Budget and Precept 2021-22

7.1. To consider recommendation to full council of annual budget and precept 2021-22. Appendix I

8. Motions from Cllr Barker

8.1. To note letter sent to the Prime Minister regarding funding for parish councils suffering hardship due to COVID19.

9. Motions from Cllr Finlay

9.1. To consider if the s106 commitments could be reviewed for implementation dates to see how this may improve the council's revenue.

10. To note update on financial investigations

11. Governance and Administration Matters

11.1. To note cyber crime risk assessment is underway and to receive update from Cllr Barker on activities of other councils.

11.2. To note pay agreement 2020-21

11.3. To receive internal audit report 2019-20

Appendix J

Appendix K

12. Website and Website Accessibility

12.1. To note change to website accessibility statement.

12.2. To consider the report in relation to the rules on external links.

12.3. To note that the parish council domain name has been locked as per the Digital Cabinet Office guidance.

Appendix L

Appendix M

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

There were none.

14. To report Correspondence and matters for information

14.1. 17/07/202 – DIS 967 and funding bulletin.

14.2. 13/08/20 – Email from Rural Kent regarding funding options.

14.3. 29/09/20 – LGPS Newsletter.

15. To note future meeting date – 25th November 2020

16. Questions from Committee Members and future agenda items

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 17-21

17. GDPR

17.1. To note GDPR audit has been postponed until October.

18. Human Resource Administration Report

18.1. To note no starters and leavers since previous committee meeting.

18.2. To note training sessions attended since last committee meeting.
Cllr Colman, Clerk, Deputy Clerk

18.3. To note contract consultation closed and new contracts to be issued.

18.4. To receive update on Clerk appraisal.

18.5. To consider email asking for an ex councillor character reference. Appendix N

19. To consider Local Government Pension Scheme policy Appendix O

20. To note COVID 19 updates.

20.1. Due to the fluctuation in regulations adequate income projections are not currently possible.

21. Performance Updates

21.1. To receive Sports Park staff performance update.

21.2. To receive Community Centre staff performance update.

21.3. To receive Civic staff performance update.

The meeting will be re-opened to the public