

To all members of the Council



YOU ARE SUMMONED TO ATTEND THE MEETING OF
THE **FINANCE & HUMAN RESOURCES COMMITTEE**
ON **WEDNESDAY 25TH NOVEMBER 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 19th November 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 14th October 2020. (*Minutes to be physically signed at next available opportunity*) Appendix A
4. **Chairman's Announcements** – to receive announcements

Finance & Governance

5. **To receive the financial investigation report and to suspend standing orders to enable Mr Ian Morrell to address the meeting.** Appendix B
6. **Grant Funding**
 - 6.1. To note a County Members Grant has been awarded in the sum of £4597.40 in relation to the allotment site fences .
 - 6.2. To note a grant has been awarded by Istock Enover Trust in the sum of £2,692.50 for banqueting chairs for the community centre refurbishment.
 - 6.3. To note there has been no response currently to the Kent Community Foundation application in the sum of £2,200 for tables for the community centre refurbishment.
 - 6.4. To receive grant funding application from Home-Start South West Kent. Appendix C, D, E, F, G, H, I and J
7. **Financial Matters**
 - 7.1. To note Full Council review of 2021/ 2022 budget and to review cost cutting measures for 2021/2022 Appendix K and K(i)
 - 7.2. 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 – October 2020 Appendix L
 - 7.3. Verification of bank reconciliation – October 2020. Appendix M
The chairman and RFO will review the bank statements and reconciliation statement for signature. And N
 - 7.4. Reserves – to receive reserves position as at October 2020. Appendix O

- 7.5. To note external advice on financial position. Appendix P
- 7.6. To note application to defer Public Works Loan Board payment in January has been submitted.
- 7.7. To note discussion with Tonbridge & Malling Borough Council regarding the parish council finances and investigations into another parish council's legal challenge for Furlough refund payments.
- 7.8. 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 Q, R and S
 (a) Sports Park Outdoor Service
 (b) KHCC Marketing Plan
- 7.9. To note insurance renewal (Long Term Agreement Year 2 of 3) Appendix T, U, V, W, X, Y and Z
- 7.10. To note community centre essential roof repairs being charged to estate management account in Q2 2021/22 £7,021.30
- 7.11. To note KHPC have been advised that the replacement of the carpet in the foyer due to the Community Centre Extension by Liberty Property Trust £4,361.00. Appendix AA

8. Governance and Administration Matters

- 8.1. To note cyber crime risk assessment is underway and to receive update from Cllr Barker on activities of other councils.
- 8.2. To receive update from Cllrs Finlay and Sherlaw regarding the safety of Microsoft Azure.
- 8.3. To form a complaints committee of three councillors.
- 8.4. To receive internal audit report 2019-20. Appendix BB
- 8.5. To consider the Acceptable Use Policy for recommendation to Full Council. Appendix CC
- 8.6. To consider Press and Media Policy for recommendation to Full Council. Appendix DD

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

There were none.

10. To report Correspondence and matters for information

- 10.1. 07/10/2020 – RSN Rural Funding Digest - October 2020 Edition.
- 10.2. 09/10/2020 – Email from Rialtas regarding fees and charges.
- 10.3. 23/10/2002 - DIS 974 and funding bulletin.

11. To note future meeting date – 27th January 2021

12. 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 13-16.

13. GDPR

- 13.1. To note GDPR documentation is being produced by DPO and will be brought to committee once finalised.
- 13.2. To note mandatory GDPR training for councillors took place on Thursday 12th November 2020. In attendance: Cllrs S Barker, Cllr C Bridger, Cllr M Colman, Cllr K Kassem-Toufic, Cllr S Kirk, Cllr C Finlay, Cllr N Redding, Cllr N Sherlaw, Cllr D Waller.
- 13.3. To note GDPR breach as reported to ICO by third party.

- 13.4. To note insurance company put on risk of legal challenge from third party regarding data breach.

14. Human Resource Administration Report

- 14.1. To note no starters and leavers since previous committee meeting.
- 14.2. To note training sessions attended since last committee meeting.
Cllr Colman - KALC Net Zero and Environment Brief and Freedom of Information.
Cllr Kassem-Toufic – Dynamic Cllr.
Cllr Falzon-Thomas – Dynamic Cllr.
Cllr Siobhan Kirk – Dynamic Cllr.
Cllr Nick Redding – Dynamic Cllr.

15. Motion from Minutes taken by a Cllr at the last meeting.

- 15.1. To receive investigation undertaken in relation to determining the veracity of the conflict within the composition of the HR Sub Committee.

16. Performance Updates

- 16.1. To receive any staff performance updates from the clerk.