



YOU ARE SUMMONED TO ATTEND THE MEETING OF
THE **FINANCE & HUMAN RESOURCES COMMITTEE**
ON **WEDNESDAY 27TH JANUARY 2021 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 21st January 2021
Clerk and Proper Officer Issue:

Members: Cllr C Finlay (Chair); Cllr A Petty; Cllr S Barker; Cllr N Sherlaw; Cllr D Waller; Cllr
K Toufic

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 25th November 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 grant has been awarded by Tonbridge & Malling Borough Council in the sum of £3,000 from the Additional Restrictions Grant (Discretionary) Scheme.
 - 5.2. To note the Kent Community Foundation application in the sum of £2,200 for tables for the community centre refurbishment will be assessed at the end of February.
 - 5.3. To note that a grant application has been submitted to the National Lottery in the sum of £4,000 for carpet in the entrance to the Townsend and Jim Fry Halls.
 - 5.4. To receive grant funding application from Kent Community Rail Partnership. Appendix B
- 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 – **December 2020; 75% Year To Date** Appendix C
 - 6.2. Staff Costs – to note report in response to high staff costs reports. Appendix D
 - 6.3. Verification of bank reconciliation – December 2020. Appendix E
The chairman and RFO will review the bank statements and reconciliation statement for signature. And F
 - 6.4. Reserves December 2020 – 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 Appendix G

maintenance, replacement or upgrading of items for which the Council is responsible

- 6.5. To note the Public Works Loan Board payment in January was taken even though a submission to defer this had been made.
- 6.6. To note successful application of furlough for third lockdown period.
- 6.7. 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.

7. Motions from Councillors

- 7.1. Cllr Falzon-Thomas: To consider a procedure review of how KHPC social media posts are released and how they are authorised. Appendix H

8. Questions from Councillors

- 8.1. Cllr Kirk: To consider request from Cllr Kirk to investigate what the cost would be to operate the sports park at the bare minimum.
- 8.2. Cllr Zahidi: Audit 2019/ 2020
To consider research into the following questions.
 - Can you please let us know what was the increase in employees expense spent on?
 - Or how was it incurred?
 - Who received it?
- 8.3. Cllr Petty: To consider request from Cllr Petty to breakdown the electricity at the Sports Park.
This request has been put to the Amenities Committee and the Finance and HR Committee – a decision is required for which committee shall research the current position of the electricity bills to avoid duplication of work and contradicting decision making.

9. Recommendations from Full Council resulting from the financial investigation

- 9.1. To consider General and Ear Marked Reserves Policy for recommendation to Full Council. Appendix I
- 9.2. To consider an in-house training programme for councillors on key policies as recommended by the financial investigation.
- 9.3. To note that work is underway to create a draft policy to guide the council in its decision making processes which will include an agreed format for written reports. This will be presented at the next meeting.

10. Governance and Administration Matters

- 10.1. 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.
- 10.2. To receive update from Cllrs Finlay and Sherlaw regarding the safety of Microsoft Azure.
- 10.3. To consider policy setting out how to table motions for councillors not on the relevant committee for recommendation to Full Council. Appendix J
- 10.4. To consider Press and Media Policy for recommendation to Full Council. Appendix K

11. GDPR

- 11.1. To note the responsibilities of the corporate body in relation to data protection and recommend to Full Council. Appendix L and M
- 11.2. To consider the following updated policies for recommendation to full council: Appendix N
 - (a) CCTV Policy

- (b) Freedom of Information Policy
- (c) Information Security Policy
- (d) Privacy Notices
- (e) Data Protection Policy
- (f) Data Subject Access Request procedure
- (g) Data Subject Access Policy
- (h) Security Incident and Data Breach Policy
- (i) Acceptable use Policy.

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

There were none.

13. To report Correspondence and matters for information

13.1. 25/11/2020 - Kent Pension Fund - Employers Forum - 3rd December 2020.

13.2. 16/12/2020 – Email from Kent County Council regarding LGPS Employer Update.

13.3. 21/12/2020 – Rialtus Newsletter.

13.4.

14. To note future meeting date – 24th February 2021

15. 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 16-17.

16. Human Resource Administration Report

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

16.2. To note there has been no training sessions attended since last committee meeting.

17. Performance Updates

17.1. To receive any performance updates from the clerk.