



YOU ARE SUMMONED TO ATTEND THE MEETING OF
THE **FINANCE & HUMAN RESOURCES COMMITTEE**
ON **WEDNESDAY 24TH MARCH 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 18th March 2021
Clerk and Proper Officer Issue:

Members: Cllr C Finlay (Chair); Cllr A Petty; Cllr S Barker; Cllr N Sherlaw; Cllr D Waller; Cllr Kassem-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 24th February 2021. (*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 imminent response expected middle of March from the Kent Community Foundation application in the sum of £2,200 for tables for the community centre refurbishment.
 - 5.2. To consider request from Tonbridge & Malling Borough Council in relation to Y2Crew Summer Activity Programme for Children and Young People. 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 – **February 2021 92% year to date**
Income performance = 78.6% YTD
Expenditure performance = 71.4% YTD Appendix C
 - 6.2. Verification of bank reconciliation – February 2021. Appendix D
The chairman and RFO will review the bank statements and reconciliation statement for signature. And E
 - 6.3. Reserves February 2021 – 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 maintenance, replacement or upgrading of items for which the Council is responsible. Appendix F
 - 6.4. To note that the water account at the Sports Park has been investigated and is now in credit.

- 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.

There are none.

7. Financial investigation Report updates

- 7.1. To note work is still underway for the following items
- a) the design of in-house training programme for councillors on key policies
 - b) a project plan template for committees to use when considering new initiatives.
 - c) a new financial reporting method to the Finance and HR Committee
 - d) a capital renewals programme

8. Financial Investigation Report – Recommendations to Full Council

- 8.1. To agree report structure template as per investigator recommendation. Appendix G

9. To review Governance prior to the Annual General Meeting for recommendation to Full Council.

- 9.1. Terms of Reference & Scheme of Delegation. Appendix H
- 9.2. Inventory of Land and Asset Register. Appendix I
- 9.3. Financial and Council Risk Assessment. Appendix J
- 9.4. Complaints Procedure. Appendix K
- 9.5. Communication Policy. Appendix L
- 9.6. Employment policies and procedures – staff handbook. Appendix M
- 9.7. Standing Orders Appendix N
- 9.8. Financial Regulations Appendix O

10. To undertake the annual review.

- 10.1. Health & Safety Policy Appendix P
- 10.2. Council's insurance arrangements Appendix Q
To ensure that property and identified risks are adequately insured

11. Motion from Cllr Waller

- 11.1. To consider that councillor attendance at external meetings be recorded.

12. Governance and Administration Matters

- 12.1. 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.
- 12.2. To note NALC Cyber Protection report. Appendix R

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. 17/03/2021 Email from resident regarding precept rise.

15. To note future meeting date – 28th April 2021

16. Questions from Committee Members and future agenda items

- 16.1. To receive answers to questions from councillors since last meeting. Appendix S
- 16.2. To note questions from councillors for which answers shall be responded to at the next meeting.

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 17-18.

17. Human Resource Administration Report

- 17.1. To note no starters and leavers since previous committee meeting.
- 17.2. To note furlough position.
- 17.3. To note the following training sessions attended since last committee meeting.
Cllr Colman: Community Led Housing in Rural Areas.
- 17.4. To receive councillors training matrix as requested by Cllr Barker.

Appendix T

18. Performance Updates

- 18.1. To receive any significant performance updates from the clerk.
- 18.2. To note appraisal check in with clerk – April 2021