



MINUTES OF A MEETING OF THE **FINANCE AND HUMAN RESOURCES COMMITTEE** HELD ON **WEDNESDAY 29<sup>TH</sup> JANUARY 2020** AT **19:30PM** IN THE **GIBSON SUITE** AT THE **KINGS HILL COMMUNITY CENTRE**

Present: Cllr R Cassidy (Chair), Cllr S Barker, Cllr D Waller, Cllr Finlay,

Apologies Cllr A Petty, Cllr N Sherlaw,

Also in attendance: Ms J Miller (Clerk & RFO)

**FHR19/183. To receive and accept Apologies for absence**

It was **RESOLVED** to receive and accept apologies from Cllr Petty and Cllr Sherlaw.

**FHR19/184. To receive Declarations of Interest**

There were none.

**FHR19/185. Minutes** – It was **RESOLVED** that the minutes of the meeting held on 27<sup>th</sup> November 2019 are approved and were duly signed.

**FHR19/186. Chairman’s Announcements** – to receive announcements  
There were none.

**FHR19/187. Public Session** – There were none.

**FINANCE & GOVERNANCE**

**FHR19/188. To consider the Allotment running costs report**

It was **RESOLVED** to recommend to the Amenities Committee to consider raising the allotment deposit to £100 due to the high cost of clearing plots.

**FHR19/189.** It was **RESOLVED** to recommend to the Amenities Committee to monitor the maintenance costs of the allotment water system.

**Grant Funding**

**FHR19/190.** To consider grant funding for TMBC Y2Crew Scheme for 2020

It was **RESOLVED** to donate £200 to the TMBC Y2 crew and it was agreed to promote the parish council’s contribution online.

**Financial Matters**

**FHR19/191.** To receive draft financial report within the new committee structure and monitor each committee’s performance against budget and report significant variances to Full Council with recommendations for appropriate action – December 2019.

It was **RESOLVED** to record thanks to the Sports Park Manager and team for an excellent budget performance year to date.

**FHR19/192.** Verification of bank reconciliation – November and December 2019.  
The chairman and RFO will review the bank statements and reconciliation statement for signature.  
The Bank reconciliations for the following accounts were **APPROVED**:-  
Unity Trust Current Account £98,908.46.  
Unity Trust Deposit Account £57,759.84.

**FHR19/193.** Reserves – to receive reserves position December 2019  
The reserves position at December 2019 was **noted**.

**FHR19/194.** 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 were none.

**FHR19/195.** To note salt bin has been filled on Kate Reed Wood  
This was **noted**.

#### **Governance and Administration Matters**

**FHR19/196.** To note website accessibility updates.  
This was **noted**.

**FHR19/197.** To receive update on IT contract update  
It was noted that a specification for the IT contract is being prepared and is expected in March/April.

**FHR19/198.** To note GDPR audit update  
This was **noted**.

#### **Motion from Cllr Barker**

**FHR19/199.** To consider Communications Policy and any possible changes.  
It was noted that the Clerk shall review the policy before submitting to the Full Council Annual General Meeting.

**FHR19/200.** To review Financial risk assessment as per decision of Full Council.  
It was **RESOLVED** to update the risk assessment to include careful fiscal management and reserves administration. Limitations on virement of budgets and spending outside of budgets by committees was also noted as a risk to be included in the assessment.

**FHR19/201.** To consider community funding strategy for the future.  
There were no changes suggested for the community funding strategy.

**FHR19/202.** To approve credit limit of £2,000 to council credit card.  
It was **RESOLVED** to approve a credit limit of £2000.00 to the council's credit card.

**FHR19/203.** To note standing order and direct debits set up on the council's bank account – noted.

It was agreed to list the nature of supply in the list.

### 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 were asked to leave the meeting during consideration of items FHR19/204 to FHR19/216**

#### Human Resource Administration Report

- FHR19/204.** To note starters and leavers since previous committee meeting.  
The starters and leavers were **noted**.
- FHR19/205.** To note training sessions attended since last committee meeting – **noted**.  
Remove Board and Russell.
- FHR19/206.** To note update on contract consultation.  
The updated on the contract consultation was **noted**.
- FHR19/207.** To receive update on Clerk appraisal.  
The updated on the Clerk's appraisal was **noted**.
- FHR19/208.** To consider salary scale point rise of staff member  
It was **RESOLVED** to apply a two point salary scale rise to a member of staff.

#### Performance Updates

- FHR19/209.** To receive Sports Park staff performance update.  
This was **noted**.
- FHR19/210.** To receive Community Centre staff performance update.  
This was **noted**.
- FHR19/211.** To receive Civic staff performance update.  
It was **AGREED** for the Clerk to prepare a revised job specification for the Assistant Clerk role and consider marketing services.

#### Job Evaluation Project

- FHR19/212.** To consider Job Evaluation report for approval.
- FHR19/213.** *This item was moved to the end of the meeting and the Clerk left the meeting at 21:20pm*

#### Staff Grievance

- FHR19/214.** To receive update on staff grievance matter.  
The result of the staff grievance was reported to councilors and it was noted that the councilor involved has since handed in his resignation.

*The Clerk left the meeting*

- FHR19/215.** To consider Job Evaluation report for approval.

After FHR Councillors' review of the job evaluation documents and the process involved in their formulation and evaluation, it was **RESOLVED** to accept in full the finding documented by the Local Government Association for the Pay and Grading of KHPC employed staff, including the job evaluation scores, the Salary Bands, the proposed bandings of the staff, and the consequent salary awards. These salary awards are to be made effective from the 1st April, 2020. **Clerk**

**FHR19/216.** It was also **RESOLVED** to conduct this same job evaluation approach periodically, every 5 years. **Clerk**

**The meeting was re-opened to the public**

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

**FHR19/217.** There are none.

**To report on correspondence and matter for information**

**FHR19/218.** 22/11/2019 – Email from KCC regarding: Inside Track 260. **Noted.**

**FHR19/219.** 29/11/2019 – Email from KALC regarding: SECTION 137 EXPENDITURE LIMIT FOR 2020-2021. **Noted.**

**FHR19/220.** 16/12/2019 – Unity Trust Bank, notification of charges. **Noted.**

**FHR19/221.** **To note future meeting date** – 26<sup>th</sup> February 2020

**Questions from Committee Members and future agenda items**

**FHR19/222.** There were none.

**The meeting closed at**

**Signed** .....

**Date** .....