



MINUTES OF A MEETING OF THE **FINANCE AND HUMAN RESOURCES COMMITTEE** HELD ON **WEDNESDAY 24TH JUNE 2020 AT 19:30PM.** **THIS MEETING WAS HELD VIA VIDEO CONFERENCE CALL DUE TO THE COVID 19.**

Present: Cllr S Barker, Cllr C Finlay, Cllr A Petty, Cllr N Sherlaw, Cllr D Waller

Apologies There were none.

Also in attendance: Ms J Miller (Clerk & RFO); Mrs G Jackson (Deputy Clerk), 1 Member of the Public

FHR20/61. To receive and accept Apologies for absence
There were none.

FHR20/62. To receive Declarations of Interest
There were none.

FHR20/63. Minutes – It was **RESOLVED** that the minutes of the meeting held on 27th May 2020 be approved and the minutes will be physically signed at the earliest opportunity. **CF**

FHR20/64. Chairman's Announcements – to receive announcements
The Chairman announced the meeting is being recorded and that he would like to adhere to the standing orders to ensure a more disciplined meeting.

FINANCE & GOVERNANCE

Grant Funding

FHR20/65. To consider request from Marie Curie Emergency Appeal for grant funding.
It was **RESOLVED** not to fund the Marie Curie Emergency Appeal.

FHR20/66. To receive update on application to Screwfix fund for new tables and chairs for the Community Centre extension.
It was reported that the grant application was unsuccessful.

Financial Matters

FHR20/67. 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 – May 2020.
The report was **noted**.

FHR20/68. Verification of bank reconciliation – May 2020.
The chairman and RFO will review the bank statements and reconciliation statement for signature at an earliest convenience.

The verification of the bank statements will be signed at the earliest convenience. **Clerk/ CF**

FHR20/69. Reserves – to receive reserves position as at May 2020
It was **noted** that the Parish Council no longer holds reserves for this financial year and the full amount of precept is being used as revenue funds, due to the lack of income caused by the COVID-19 government restrictions on sports and leisure facilities.

FHR20/70. To consider setting up a working group to consider the reserves position.
It was **RESOLVED** that the consideration of the reserves position will fall within the remit of the 5-year strategy working group.

FHR20/71. 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.
This was **noted**.

Motions from Cllr Barker

FHR20/72. To conduct an annual review of legal arrangements for Human Resources advice.
It was **RESOLVED** to obtain two to three quotations at the end of the contract to consider before renewing. **Clerk**

FHR20/73. To receive draft letter from Cllr Barker regarding writing to Tom Tugendhat asking him to lobby Rt Hon Robert Jenrick Secretary of State at the Department of Housing, Communities and Local Government regarding financial Packages to help Local Councils.
It was reported that a letter is being drafted and this item will appear on the next Finance & Human Resources agenda. **SMB/ FHR**

Motion from Cllr Waller

FHR20/74. To consider appointing the Local Government Association to ratify the results of the internal financial investigation.
It was **RESOLVED** to obtain three quotations from professional bodies to undertake a financial investigation.

Audit 2019/2020

FHR20/75. To note annual return documents signed and returned to external auditor.
This was **noted**.

Governance and Administration Matters

FHR20/76. To note website accessibility test and action plan.
It was **RESOLVED** to record thanks to the Deputy Clerk for her work on the parish council website.

FHR20/77. The website accessibility test and action plan were **noted**.

FHR20/78. To receive GDPR audit document.
The GDPR audit was **noted**.

- FHR20/79.** To consider the Protocol for Councillor and Officer Relationships policy for recommendation to Full Council.
It was **RESOLVED** to recommend the Protocol for Councillor and Officer Relationships Policy to Full Council for adoption. **Full Council**
- FHR20/80.** To note cyber crime risk assessment is underway and to receive update from Cllr Barker on activities of other councils.
It was **AGREED** to organise a meeting with the parish council IT company to discuss cyber crime risk. Cllrs Barker, Finlay and Sherlaw will attend the virtual meeting. **Clerk**
- FHR20/81.** To consider the General Earmark and Reserves Policy for recommendation to Full Council.
It was **RESOLVED** to recommend the General Earmark and Reserves Policy to Full Council for adoption. **Full Council**
- FHR20/82.** It was **RESOLVED** that Cllr Finlay will review the General Earmark and Reserves Policy in the context of the monthly reserves and any monthly exceptional item expenditure. **CF**

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 FHR20/83 to FHR20/90

The confidential session began at 20.23

Human Resource Administration Report

- FHR20/83.** To note no starters and leavers since previous committee meeting.
This was **noted**.
- FHR20/84.** To note no training sessions attended since last committee meeting.
This was **noted**.
- FHR20/85.** To note update contract consultation underway.
It was reported that the contract consultation is currently on hold.
- FHR20/86.** To receive update on Clerk appraisal.
An update was noted.
- To note COVID 19 updates.**
- FHR20/87.** To receive schedule detailing the operational requirements for the planned reopening of the Sports Park and Community Centre.
It was reported that due to new Government announcements the original reopening plan would need to be revised. A copy will be available shortly.

Performance Updates

- FHR20/88.** To receive Sports Park staff performance update
This was **noted**.

FHR20/89. To receive Community Centre staff performance update.
This was **noted**.

FHR20/90. To receive Civic staff performance update.
This was **noted**.

The meeting was re-opened to the public at 20.25

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

FHR20/91. There are none.

To report on correspondence and matter for information

FHR20/92. 22/05/2020 – Email from TMBC regarding COVID 19 funding options. **Noted.**

FHR20/93. 12/06/2020 – Email from TMBC regarding Latest Information on Covid-19 Funding. **Noted.**

FHR20/94. **To note future meeting date** – 22nd July 2020

Questions from Committee Members and future agenda items

FHR20/95. Cllr Barker asked if there were any funding opportunities available from Tonbridge & Malling Borough Council. The clerk explained that there are restrictions on funding for parish councils as they are precept funded.

The meeting closed at 20:28

Signed

Date