



MINUTES OF A MEETING OF THE FINANCE AND HUMAN RESOURCES COMMITTEE HELD ON WEDNESDAY 22ND JULY 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); 2 Members of the Public

FHR20/96. To receive and accept Apologies for absence
There were none.

FHR20/97. To receive Declarations of Interest
Cllr Petty declared an interest in the investigation report item.

FHR20/98. Minutes – It was **RESOLVED** that the minutes of the meeting held on 24th June 2020 be approved and the minutes will be physically signed at the earliest opportunity. **CF**

FHR20/99. 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. Cllr Finlay also noted that he shall request recorded voting during the meeting.

FINANCE & GOVERNANCE

Grant Funding

FHR20/100. To note a National Lottery grant has been applied for with regard to chairs for the new hall.
This was **noted**.

Financial Matters

FHR20/101. 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 – June 2020.

The report was **noted**.

Cllr Petty asked for the cost of furlough to be provided to the committee. **Clerk**

Cllr Petty asked for a breakdown of the water bills for the Sports Park to be provided to the committee.

Cllr Petty asked for a breakdown of the electricity bills for the Sports Park to be provided to the committee.

Cllr Petty asked for a breakdown of general repairs and maintenance for the Sports Park to be provided to the next committee.

Cllr Petty will work through the budgets and provide further questions for the next committee meeting.

FHR20/102. Verification of bank reconciliation – June 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**

FHR20/103. Reserves – to receive reserves position as at June 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.

FHR20/104. 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.

Motion from Cllr Finlay

FHR20/105. Cllr Finlay has decided to circulate an abridged version of his financial investigation into the losses, and the root cause of them, to inform councillors, and to help focus the independent accountants / auditors attention to exceptional expenditure during the 2016 to 2019 years.
This was **noted**.

Motion from Cllr Barker

FHR20/106. 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 **RESOLVED** to send the letter to the Prime Minister and copy in Tom Tugendhat. **Clerk**

FHR20/107. **To note procurement procedure is underway to appoint a professional body to verify Cllr Finlay's financial report.**
It was reported that a quotation has been received from a professional body. **Clerk**
It was **RESOLVED** to proceed with the quotation from the SLCC consultancy.

A recorded vote was requested by Cllr Finlay.

FOR

Cllr Finlay
Cllr Barker
Cllr Waller
Cllr Sherlaw

AGAINST

Cllr Petty

Governance and Administration Matters

- FHR20/108.** To note website accessibility action plan is being worked through.
This was **noted**.
- FHR20/109.** To note cyber crime risk assessment is underway and to receive update from Cllr Barker on activities of other councils.
This was **noted**.

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 FHR20/110 to FHR20/122

The confidential session began at 19:52

GDPR

- FHR20/110.** To note GDPR audit has been postponed until August.
This was **noted**.
- FHR20/111.** To note complaint from resident and referred to ICO.
This was **noted**.

Human Resource Administration Report

- FHR20/112.** To note no starters and leavers since previous committee meeting.
This was **noted**.
- FHR20/113.** To note no training sessions attended since last committee meeting.
It was **noted** that Councillor Colman attended The Reactive Local Council – “Effective Working in a Virtual World” virtual training on 21st July 2020.
- FHR20/114.** To note update contract consultation underway.
It was reported that the contract consultation ends 31st July 2020.
- FHR20/115.** To receive update on Clerk appraisal.
An update was received and it was **noted** that the appraisal will take place on 23rd July 2020.
- FHR20/116.** To note LGPS contribution error and rectification.
This was **noted** and it was confirmed that the rebate had been reclaimed in this month’s contributions.
- FHR20/117.** To note FOI request from Cllr Zahidi requesting past settlement agreement figures.
This was **noted**.
- FHR20/118.** **To note pension policy requirements and draft documents to follow at next meeting.**
The pension policy requirements were **noted**.

To note COVID 19 updates.

- FHR20/119.** To receive risk assessments for re-opening of council facilities.
This was **noted**. Further information shall be provided to the committee on the income projections for 2020-21 assuming the opening of facilities.

Performance Updates

- FHR20/120.** To receive Sports Park staff performance update
This was **noted**.
- FHR20/121.** To receive Community Centre staff performance update.
This was **noted**.
- FHR20/122.** 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

- FHR20/123.** There were none.

To report on correspondence and matter for information

- FHR20/124.** 24/06/20 – Email from member of the public regarding no access to the Finance & HR Committee meeting via Zoom. **Noted**.
- FHR20/125.** 24/06/20 – Email from member of the public regarding no access to the Finance & HR Committee meeting via Zoom. **Noted**.
It was also **noted** that the meeting log in is now being published on the website to avoid meeting passcodes being misinterpreted. The clerk is also investigating how to stream meetings to YouTube.

- FHR20/126.** **To note future meeting date** – 23rd September 2020

Questions from Committee Members and future agenda items

- FHR20/127.** Cllr Finlay asked if the s106 commitments could be reviewed for implementation dates and how this may improve the council's revenue.

The meeting closed at 20:28

Signed

Date