



MINUTES OF A MEETING OF THE **FINANCE AND HUMAN RESOURCES COMMITTEE** HELD ON **WEDNESDAY 27TH MAY 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), 21 Members of the Public
- FHR20/1. To receive and accept Apologies for absence**
There were none.
- FHR20/2. To receive Declarations of Interest**
There were none.
- FHR20/3. To appoint Chairman**
A vote was taken and it was **RESOLVED** that Cllr Finlay be appointed as Chairman.
- FHR20/4. Minutes** – It was **RESOLVED** that the minutes of the meeting held on 29th January 2020 be approved and the minutes will be physically signed at the earliest opportunity.
- FHR20/5. Chairman's Announcements** – to receive announcements
There were none.

FINANCE & GOVERNANCE

Grant Funding

- FHR20/6.** To note that a successful application for grant funding has been made with the Tesco Bags for Help Scheme
This was **noted**.
- FHR20/7.** To note that a grant application has been submitted to the Screwfix Foundation to purchase chairs for the new hall.
It was noted that grant funding was submitted for 150 chairs at a cost of approximately £5,000.00.
- FHR20/8.** To consider request from British Red Cross for £500 grant funding.
It was **RESOLVED** not to fund the British Red Cross.

Clerk

Financial Matters

- FHR20/9.** 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 – March 2020.
It was **RESOLVED** to record thanks to the Sports Park Manager and team for an excellent income against budget performance for the 2019/2020 period at 120%. **Clerk**
- FHR20/10.** Verification of bank reconciliation – January, February, March and April 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**
- FHR20/11.** Reserves – to receive year end reserves position.
It was **noted** that at year end the only reserves the Parish Council held was the remaining £31,746.42 of the Tonbridge and Malling Borough Council commuted sum.
- FHR20/12.** Reserves – to receive reserves position as at April 2020
It was **noted** that the Parish Council no longer holds reserves for this financial year and the precept is being used as revenue funds.
- FHR20/13.** The Responsible Financial Officer reported that the reason the Parish Council increased its precept by 15% in the 2020/ 2021 budget was to begin the process of replacing the reserves that had been spent in previous years. The Coronavirus pandemic has led to the council using these reserves to maintain the council's required financial break-even position. The council was asked to consider the replacement and re-building of reserves as a matter of urgency. This was **noted**.
- FHR20/14.** The Responsible Financial Officer reported in addition to the £200,000 general contingency that is recommended other items that the Parish Council are minded to consider for future reserves at this time include the Sports Park 3G surface. As reported to committees in previous years, this will require replacement in 2024 at a cost of approximately £297,000. This was **noted**.
- FHR20/15.** 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.
- FHR20/16.** To note the Sage subscription increase from £84.00 to £90.60 per month to take effect from March 2020.
This was **noted**.
- Motions from Cllr Barker**
- FHR20/17.** To consider HMRC Home Working Expenses and agree actions.
It was **RESOLVED** to proceed with the payment of home working expenses in line with HMRC guidance. **Clerk**

FHR20/18. To discuss 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** that Cllr Barker will draft a letter to Tom Tugendhat MP asking him to lobby government regarding financial packages to help local councils. It was **AGREED** that the draft letter will be circulated to the Finance & HR Committee for agreement. **SMB**

Audit 2019/2020

FHR20/19. To note internal audit completed and awaiting report.
This was **noted**.

Review

FHR20/20. To receive update from Cllr Finlay on investigations.
Cllr Finlay gave an update on his investigations into the financial performance of the sports park. This was **noted**.

FHR20/21. To undertake an annual review of all financial risks. (Financial and Council Risk Assessment).
The financial and council risk assessment was reviewed and **noted**. **Clerk**

FHR20/22. To undertake a review of the council's insurance arrangements to ensure that property and identified risks are adequately insured.
This was reviewed and **noted**.

FHR20/23. To consider annual review of Financial Regulations for recommendation to full council.
After discussion it was **RESOLVED** to recommend the Financial Regulations to Full Council for adoption. **Full Council**

FHR20/24. To consider annual review of Standing Orders for recommendation to full council.
After discussion it was **RESOLVED** to recommend the Standing Orders to Full Council for adoption. **Full Council**

Governance and Administration Matters

FHR20/25. To note website accessibility updates.
An update was given and it was noted that the deadline for the Parish Council website accessibility requirements is September 2020. The Community Centre and Sports Park websites have been updated.

FHR20/26. To receive update on IT contract update
A report was received and it was noted that the contract expired in April and is now a rolling contract until easing of restrictions caused by COVID 19.

FHR20/27. To note GDPR audit update
The GDPR audits have been put on hold due to COVID 19, they will be resumed when the offices reopen. **Clerk**

Annual Governance Reviews

- FHR20/28.** To consider sponsorship policy for recommendation to Full Council.
It was **RESOLVED** to recommend the Sponsorship Policy to Full Council for adoption. **Full Council**
- FHR20/29.** To consider advertising policy for recommendation to Full Council.
It was **RESOLVED** to recommend the Advertising Policy to Full Council for adoption. **Full Council**
- FHR20/30.** To consider smoking policy for recommendation to Full Council.
It was **RESOLVED** to recommend the Smoking Policy to Full Council for adoption. **Full Council**
- FHR20/31.** To consider cyber crime insurance policy quotation.
It was reported that Cllr Barker had asked for cyber crime insurance to be placed on the agenda. This was considered and it was **RESOLVED** for Cllr Finlay to work with the clerk on a cyber crime risk assessment. It was also **AGREED** that Cllr Barker will investigate what other large councils are doing. **Clerk/ CF/ SMB**
- FHR20/32.** To consider general earmark and reserves policy for recommendation to Full Council.
It was **RESOLVED** to defer this item to the next meeting to be held in June 2020. **FHR**
- FHR20/33.** To review council retention policy.
It was **RESOLVED** to recommend the Council Retention Policy to Full Council for adoption. **Full Council**
- Motion from Cllr Waller**
- FHR20/34.** To consider the website and marketing for the Sports Park.
After much discussion it was **AGREED** to advertise the new additions to the Sports Park when dates were confirmed by the developer.
- To report external meetings with representatives of the Finance & HR Committee**
- FHR20/35.** There are none.
- To report on correspondence and matter for information**
- FHR20/36.** 26/02/2020 – Letter from Kent, Surrey & Sussex Air Ambulance regarding funding. **Noted.**
- FHR20/37.** 17/02/2020 – Email from the Peoples Pension regarding Great news: our new charging structure is live. **Noted.**
- FHR20/38.** 10/03/2020 – Newsletter from Rialtas Business Suite. **Noted.**
- FHR20/39.** 19/03/2020 – Email from resident enquiring about the precept rise. **Noted.**
- FHR20/40.** 19/03/2020 – Email from resident enquiring about the precept rise. **Noted.**
- FHR20/41.** 19/03/2020 – Email from resident regarding Increment of 15% expenditure of K.H.Parish for 2020-2021 Kent Council Tax Bill. **Noted.**
- FHR20/42.** 20/03/2020 – Email from KCC regarding grant funding – Inside Track. **Noted.**
- FHR20/43.** 24/03/2020 – Email from PKF Littlejohn regarding coronavirus. **Noted.**
- FHR20/44.** 27/03/2020 – Email from LGA regarding Workforce Bulletin. **Noted.**
- FHR20/45.** 31/03/2020 – Email from LGA regarding employment law update. **Noted.**

- FHR20/46.** 07/04/2020 – Letter from British Red Cross regarding funding. **Noted.**
- FHR20/47.** 01/05/2020 – Email from KCC regarding grant funding – Inside Track. **Noted.**
- FHR20/48.** 04/05/2020 – Email from Marie Curie regarding Marie Curie - emergency appeal. **Noted.**
- FHR20/49.** **To note future meeting date** – 24th June 2020

Questions from Committee Members and future agenda items

- FHR20/50.** Cllr Barker requested the following future agenda item “To consider setting up a working group to consider the reserves position”. **FHR**

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 FHR20/251 to FHR20/60

The confidential session began at 20:42

Human Resource Administration Report

- FHR20/51.** To note starters and leavers since previous committee meeting.
The starters and leavers were **noted.**
- FHR20/52.** To note training sessions attended since last committee meeting.
These were **noted.**
- FHR20/53.** To note update on contract consultation.
The updated on the contract consultation was **noted.**
- FHR20/54.** To receive update on Clerk appraisal.
It was **noted** that a third member will need to be appointed to the Human Resources Sub Committee. **Full Council**
- FHR20/55.** To consider a change of hours for member of staff.
It was **RESOLVED** to accept the change of hours from 30 hours to 37 hours a week for a member of staff. **Clerk**
- FHR20/56.** **To note COVID 19 updates.**
It was **RESOLVED** for the clerk to circulate to members of Full Council a schedule detailing the operational requirements for the planned reopening of the Sports Park and Community Centre. **Full Council**

Motion from Cllr Barker

- FHR20/57.** To consider the council’s duty of care for employees.
It was **RESOLVED** to place the review of the Protocol for Councillor and Officer Relationships policy on the next Finance & Human Resources Committee agenda. **FHR**

Performance Updates

FHR20/58. To receive Sports Park staff performance update
This was **noted**.

FHR20/59. To receive Community Centre staff performance update.
This was **noted**.

FHR20/60. To receive Civic staff performance update.
This was **noted**.

The meeting was re-opened to the public at 21.04

The meeting closed at 21.04

Signed

Date

DRAFT