



MINUTES OF A MEETING OF THE **FINANCE AND HUMAN RESOURCES COMMITTEE** HELD ON **WEDNESDAY 24TH MARCH 2021 AT 19:30PM.** **THIS MEETING WAS HELD VIA VIDEO CONFERENCE CALL DUE TO THE COVID 19.**

Present: Cllr S Barker, Cllr C Finlay, Cllr N Sherlaw, Cllr K Kassem-Toufic, Cllr D Waller.

Apologies There were none.

Absent Cllr A Petty.

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

FHR20/321. To receive and accept Apologies for absence

There were none.

FHR20/322. Cllr Petty was reported as absent from the meeting.

FHR20/323. To receive Declarations of Interest

There were none.

FHR20/324. Minutes – It was **RESOLVED** that the minutes of the meeting held on 24th February 2021 be approved and the minutes will be physically signed at the earliest opportunity. **CF**

FHR20/325. Chairman's Announcements – to receive announcements
The Chairman announced the meeting is being recorded and that standing orders shall be in adherence to ensure a disciplined meeting.

Finance & Governance

Grant Funding

FHR20/326. 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.
It was reported that the parish council has been unsuccessful on this occasion.

FHR20/327. To consider request from Tonbridge & Malling Borough Council in relation to Y2Crew Summer Activity Programme for Children and Young People.
After discussion it was **RESOLVED** for the clerk to liaise with Tonbridge & Malling Borough Council regarding how the parish council can help the Y2 Crew programme.

Clerk

Financial Matters

FHR20/328. 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

Cllr Waller made enquiries on the sports park general repairs and maintenance budget line. It was explained that there were boiler works undertaken that had not been budgeted for.

Cllr Waller also enquired about the audit fees, it was explained that the additional audit investigation undertaken by the external auditor was not budgeted for as this was unforeseen expenditure.

Cllr Kassem-Toufic enquired about some staff costs being over budget for the Sports Park facility assistants as it was thought these budget lines would be fixed. It was explained that the sports park facility wages could vary depending on the number of events held at the sports park and the budget is an estimate based on the previous years' bookings. The more bookings that are taken, the more staff are required to service them.

Cllr Barker noted that there was no budget line for election costs.

FHR20/329. Verification of bank reconciliation – February 2021.

The chairman and RFO will review the bank statements and reconciliation statement for signature.

The verification of the bank statements will be signed at the earliest convenience.

CF

FHR20/330. 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.

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.

FHR20/331. It was also **noted** that the youth services monies donated to the parish council will appear on the next reserves list as the cheque had not cleared at the time the report was produced.

Clerk

FHR20/332. To note that the water account at the Sports Park has been investigated and is now in credit.

It was reported that the sports park water account is now in credit.

FHR20/333. 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.

Financial investigation Report updates

FHR20/334. 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
The above was **noted**.

Financial Investigation Report – Recommendations to Full Council

FHR20/335. To agree report structure template as per investigator recommendation.
It was **RESOLVED** to recommend the report structure template to Full Council. **Full Council**

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

FHR20/336. Terms of Reference & Scheme of Delegation.
It was **RESOLVED** to recommend the Terms of Reference & Scheme of Delegation to Full Council for approval with the following minor amendments: **Deputy Clerk/ Full Council**

- Include the strategy working group terms of reference.
- To take out the sports park working group terms of reference as this working group has now completed.

FHR20/337. Cllr Barker put forward a motion to make a minor amendment to the terms of reference for the FHR Sub Committee to the following:-

"5 (a) (i) The HR Sub-Committee shall consist of the chairman of the parish council, the chairman of the parish council from the previous year and the Finance & Human Resources chairman."

It was **RESOLVED** to accept this amendment.

Deputy Clerk

FHR20/338. Inventory of Land and Asset Register.
It was **RESOLVED** that the Inventory of Land and Asset Register be recommended to Full Council for approval. **Full Council**

FHR20/339. Financial and Council Risk Assessment.
It was **RESOLVED** for further amendments to be made to the Financial and Council Risk Assessment and for this to be brought back to the next Finance & Human Resources Committee meeting. **Clerk**

- FHR20/340.** Complaints Procedure.
It was **RESOLVED** that the Complaints Procedure be recommended to Full Council for approval. **Full Council**
- FHR20/341.** Communication Policy.
It was **RESOLVED** that the Communication Policy be recommended to Full Council for approval. **Full Council**
- FHR20/342.** Employment policies and procedures – staff handbook.
It was **RESOLVED** that the employment policies and procedures – staff handbook be recommended to Full Council for approval. **Full Council**
- FHR20/343.** Standing Orders
It was **RESOLVED** that the Standing Orders be recommended to Full Council for approval. **Full Council**
- FHR20/344.** Financial Regulations
It was **RESOLVED** that the Financial Regulations be recommended to Full Council for approval. **Full Council**

To undertake the annual review.

- FHR20/345.** Health & Safety Policy
It was **RESOLVED** that the Health & Safety be recommended to Full Council for approval. **Full Council**
- FHR20/346.** Council’s insurance arrangements
To ensure that property and identified risks are adequately insured
It was **AGREED** that councillors would review the insurance documentation and this will be discussed at the next Finance & Human Resources Committee meeting to be held in April 2021. **FHR**

Motion from Cllr Waller

- FHR20/347.** To consider that councillor attendance at external meetings be recorded.
It was **AGREED** that the clerk would investigate the least labour intensive procedure to record councilor attendance at external meetings on the parish council website. **Clerk**

Governance and Administration Matters

- FHR20/348.** 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.
This was **noted**.
- FHR20/349.** To note NALC Cyber Protection report.
This item was discussed and it was **RESOLVED** to refer this report to Full Council. **Full Council**

FHR20/350. To report external meetings with representatives of the Finance & Human Resources Committee

There were none.

To report Correspondence and matters for information

FHR20/351. 17/03/2021 Email from resident regarding precept rise. **Noted.**

FHR20/352. To note future meeting date – 28th April 2021

Questions from Committee Members and future agenda items

FHR20/353. To receive answers to questions from councillors since last meeting.
Cllr Barker asked if the council are required to approve the proposed Annual Governance and Accountability Return (AGAR) report that will accompany the AGAR. It was confirmed that it is for evidence purposes.

FHR20/354. Cllr Kassem-Toufic requested a progress report on the third party management of the sports park. Cllr Finlay reported at the last meeting that the working group have been reviewing the documentation. Legal completion is expected on or around 31st March 2021.

FHR20/355. Cllr Kassem-Toufic asked if there was a communication plan for the third party management of the sports park by tactive. There is currently a report on the parish council website, under Frequently Asked Questions, explaining the process and setting out the summary terms of the third party management agreement to the sports park.

FHR20/356. To note questions from councillors for which answers shall be responded to at the next meeting.
There were none.

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 FHR20/357 to FHR20/362

The confidential session began at 21:11

Human Resource Administration Report

FHR20/357. To note no starters and leavers since previous committee meeting.
This was **noted.**

FHR20/358. To note furlough position.
The furlough position was noted for the sports park and the community centre staff and an update was received on the progress of the legal documentation for the third party management of the sports park.

FHR20/359. To note the following training sessions attended since last committee meeting.
Cllr Colman: Community Led Housing in Rural Areas.
This was **noted.**

FHR20/360. To receive councillors training matrix as requested by Cllr Barker.
The training matrix was received.

Performance Updates

FHR20/361. To receive any significant performance updates from the clerk.
There was nothing to report.

FHR20/362. To note appraisal check in with clerk – April 2021.
This was **noted**.

The meeting closed at 21.42

Signed

Date