



MINUTES OF A MEETING OF THE **FINANCE AND HUMAN RESOURCES COMMITTEE** HELD ON **WEDNESDAY 27<sup>TH</sup> JANUARY 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 Cllr A Petty.

Absent None.

Also in attendance: Ms J Miller (Clerk & RFO), Cllr S Kirk, Cllr N Redding.

**FHR20/236. To receive and accept Apologies for absence**

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

**FHR20/237. To receive Declarations of Interest**

There were none.

**FHR20/238. Minutes** – It was **RESOLVED** that the minutes of the meeting held on 25<sup>th</sup> November 2020 be approved and the minutes will be physically signed at the earliest opportunity. **CF**

**FHR20/239. 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.

The Chairman welcomed Cllr Khaled Kassem-Toufic as a new member to the committee.

The Chairman also reported that the parish council has completed the response to the external auditor and the response will be added to the full council meeting papers on 17<sup>th</sup> February 2021.

## Finance & Governance

### Grant Funding

**FHR20/240.** To note a grant has been awarded by Tonbridge and Malling Borough Council in the sum of £3,000 from the Additional Restrictions Grant (Discretionary) Scheme.

This grant was **noted** and thanks were also noted to Tonbridge and Malling Borough Council for their assistance with grants during the lockdown restrictions.

**Clerk**

**FHR20/241.** To note the Kent Community Foundation application in the sum of £2,200 for tables for the community centre refurbishment will be assessed at the end of February.

This was **noted**.

**FHR20/242.** To note that a grant application has been submitted to the National Lottery in the sum of £4,000 for carpet in the entrance to the Townsend and Jim Fry Halls.  
This application was **noted**.

**FHR20/243.** To receive grant funding application from Kent Community Rail Partnership.  
After discussion it was **RESOLVED** not to proceed with this funding application due to the current financial position of the parish council.

#### **Financial Matters**

**FHR20/244.** 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 – **December 2020; 75% Year To Date**  
Each cost centre was discussed and pertinent variances explored. It was **noted** that there were no further cost cutting measures that could be implemented at this time however the situation is under constant review.

**FHR20/245.** Staff Costs – to note report in response to high staff costs reports.  
The staff costs report was discussed and it was **noted** that the council's staff cost levels were not a concern to the committee as suitable strategies are in place to address any issues. It was **RESOLVED** to make this report more easily accessible to the public to help correct the misinformation that had been reported in the press.

**Clerk**

**FHR20/246.** Verification of bank reconciliation – December 2020.  
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**

**FHR20/247.** Reserves December 2020 – 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.

**FHR20/248.** It was confirmed that the interest free loan from Tonbridge and Malling Borough Council shall be ringfenced in the deposit account to minimize the risk of the funds being used unnecessarily.

**FHR20/249.** To note the Public Works Loan Board payment in January was taken even though a submission to defer this had been made.  
This was **noted**. This issue has been taken up with Kent Association of Local Councils and National Association of Local Councils. A further deferment for the next installment has been applied for.

**Clerk**

**FHR20/250.** To note successful application of furlough for third lockdown period.  
The successful application was **noted**.

**FHR20/251.** 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.

#### **Motions from Councillors**

**FHR20/252.** Cllr Falzon-Thomas: To consider a procedure review of how KHPC social media posts are released and how they are authorised.  
It was **RESOLVED** to not proceed with a review of how the parish council social media posts are released and how they are authorized.

#### **Questions from Councillors**

**FHR20/253.** Cllr Kirk: To consider request from Cllr Kirk to investigate what the cost would be to operate the sports park at the bare minimum.  
It was **RESOLVED** not to proceed with this request as the progress of the third party management proposals is addressing the financial position.

**FHR20/254.** Cllr Zahidi: Audit 2019/ 2020  
To consider research into the following questions.

- Can you please let us know what was the increase in employees expense spent on?
- Or how was it incurred?
- Who received it?

It was **RESOLVED** not to proceed with this request as the staff costs report contains the background and answers to the questions raised.

**FHR20/255.** The Local Government Association review report shall be reviewed for publishing on the parish council website to further help with the wider understanding of how the parish council is staffed.

**Clerk**

**FHR20/256.** Cllr Petty: To consider request from Cllr Petty to breakdown the electricity at the Sports Park.  
This request has been put to the Amenities Committee and the Finance and HR Committee – a decision is required for which committee shall research the current position of the electricity bills to avoid duplication of work and contradicting decision making.

It was **RESOLVED** that this request falls under the terms of the reference of the Finance and HR Committee. A full report shall be received at the next Finance and HR Committee.

**Clerk**

#### **Recommendations from Full Council resulting from the financial investigation**

**FHR20/257.** To consider General and Ear Marked Reserves Policy for recommendation to Full Council.  
It was **RESOLVED** to recommend the General and Ear Marked Reserves Policy to Full Council. **Full Council**

**FHR20/258.** To consider an in-house training programme for councillors on key policies as recommended by the financial investigation.  
It was **RESOLVED** for the clerk to prepare a draft training programme based on the financial investigation report suggestions. **Clerk**

**FHR20/259.** To note that work is underway to create a draft policy to guide the council in its decision making processes which will include an agreed format for written reports. This will be presented at the next meeting.  
This was **noted**. **Clerk**

### **Governance and Administration Matters**

**FHR20/260.** To note cyber crime risk assessment is underway and to receive update from Cllr Barker on activities of other councils.  
It was reported that no progress has been made on this due to the focus being on the financial management of the parish council. **SMB**

**FHR20/261.** To receive update from Cllrs Finlay and Sherlaw regarding the safety of Microsoft Azure.  
It was noted that Microsoft is a widely accepted platform with the required safety assurances of the parish council.

**FHR20/262.** To consider policy setting out how to table motions for councillors not on the relevant committee for recommendation to Full Council.  
It was **RESOLVED** to recommend to Full Council the policy setting out how to table motions for councillors not on the relevant committee. It was also **AGREED** to add in a point signposting councillors to the terms of reference before considering which committee to direct a motion to. **Clerk/ Full Council**

**FHR20/263.** To consider Press and Media Policy for recommendation to Full Council.  
It was **RESOLVED** to recommend the Press and Media Policy to Full Council. **Full Council**

### **GDPR**

**FHR20/264.** To note the responsibilities of the corporate body in relation to data protection and recommend to Full Council.  
The responsibilities of the corporate body in relation to data protection were **noted** and it was **RESOLVED** to recommend this report to Full Council. **Full Council**

**FHR20/265.** To consider the following updated policies for recommendation to full council:  
(a) CCTV Policy  
(b) Freedom of Information Policy  
(c) Information Security Policy  
(d) Privacy Notices  
(e) Data Protection Policy  
(f) Data Subject Access Request procedure  
(g) Data Subject Access Policy

(h) Security Incident and Data Breach Policy

(i) Acceptable use Policy.

It was **RESOLVED** to recommend all of the GDPR policies to full council.

**Full Council**

**FHR20/266.** It was **RESOLVED** to update all the council policy documents into the same format.

**Deputy Clerk**

**FHR20/267.** It was **noted** that a signature sheet could be considered at the next meeting where councillors sign that they have read and understood the policies of the council. A draft will be presented to the next meeting.

**FHR**

**FHR20/268. To report external meetings with representatives of the Finance & Human Resources Committee**

There were none.

**To report Correspondence and matters for information**

**FHR20/269.** 25/11/2020 - Kent Pension Fund - Employers Forum - 3rd December 2020. **Noted.**

**FHR20/270.** 16/12/2020 – Email from Kent County Council regarding LGPS Employer Update. **Noted.**

**FHR20/271.** 21/12/2020 – Rialtas Newsletter. **Noted.**

**FHR20/272. To note future meeting date** – 24th February 2021

**FHR20/273. Questions from Committee Members and future agenda items**

Cllr Barker asked for a meeting for the Communications Working Group to be set up to review the reintroduction of the View from the Hill.

**FHR20/274.** Cllr Barker asked that the committee advise all councillors to use the auto signature and required privacy notice on the bottom of emails.

**FHR20/275.** Cllr Barker asked if the committee could review how councillors training is recorded and reported.

**FHR20/276.** Cllr Sherlaw asked if the View from the Hill could be electronic only.

**FHR20/277.** Cllr Waller noted that he had several questions and shall email the clerk separately.

**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 21:15pm*

**Human Resource Administration Report**

**FHR20/278.** To note no starters and leavers since previous committee meeting.  
This was **noted**.

**FHR20/279.** To note there has been no training sessions attended since last committee meeting.  
This was **noted**.

**Performance Updates**

**FHR20/280.** To receive any performance updates from the clerk.  
An update was noted from the clerk. It was **RESOLVED** for thanks to be sent to all of the staff from the committee for their hard work and commitment during difficult times. **Clerk**

**The meeting closed at 21.37**

**Signed** .....

**Date** .....