



MINUTES OF A MEETING OF THE **FINANCE AND HUMAN RESOURCES COMMITTEE** HELD ON **WEDNESDAY 24TH FEBRUARY 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)
- FHR20/281. To receive and accept Apologies for absence**
There were none.
- FHR20/282.** Cllr Petty was reported as absent from the meeting.
- FHR20/283. To receive Declarations of Interest**
Cllr Barker declared an interest in relation to item FHR20/292 – closure of Kings Hill Youth Centre.
- FHR20/284. Minutes** – It was **RESOLVED** that the minutes of the meetings held on 20th January 2021 and 27th January 2021 be approved and the minutes will be physically signed at the earliest opportunity. **CF**
- FHR20/285. 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

- FHR20/286.** To note further grants have been awarded by Tonbridge & Malling Borough Council in the sum of £12,000 from the Additional Restrictions Grant (Discretionary) Scheme.
These grants were **noted**.
- FHR20/287.** 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**.

FHR20/288. To note the grant application to the National Lottery in the sum of £4,000 for replacement flooring in the entrance to the Townsend and Jim Fry Halls has been successful.
The grant was **noted** and the Committee agreed that the clerk thank all the staff involved in obtaining grant applications. **Clerk**

Financial Matters

FHR20/289. 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 – January 2021 83% year to date

Income performance = 76.2% YTD

Expenditure performance = 65.3% YTD

With regard to income the clerk explained that the furlough payments are made in arrears and will not be included in the January or February figures.

Cllr Waller questioned the water and insurance budget lines and it was explained that:

- the water account is in dispute.
- There is an additional landlord insurance that is now budgeted for.

FHR20/290. Verification of bank reconciliation – January 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**

FHR20/291. Reserves January 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.

FHR20/292. To note letter and cheque from Kings Hill Youth Centre.

The cheque in the sum of £5,251.81 from the closure of Kings Hill Youth Centre is 2016 was **noted**. It was **RESOLVED** that this money is to be earmarked only for youth projects. **Clerk**

FHR20/293. To approve renewal of Ellis Whittam HR Advice cover £2485.40. This item has been budgeted for in 2021-22 and cover continues for outstanding cases.
It was **RESOLVED** to approve the renewal of the Ellis Whittam HR advice. **Clerk**

FHR20/294. It was **RESOLVED** to investigate how to include in the financial regulations an extra level of review of contracts at the Finance & Human Resources Committee. **Clerk**

FHR20/295. To note written report on electricity usage at Kings Hill Sports Park and copies of invoices as requested by Cllr Petty.

The electricity report was received and it was **noted** that a faulty meter was replaced on 21st January and the supplier needs at least 8 weeks of data to work out the average usage of the Sports Park. The account has been locked until this issue is resolved.

FHR20/296. To consider precept explanation fact sheet for publication.

It was **RESOLVED** to approve the precept explanation fact sheet with a few minor amendments.

Clerk

FHR20/297. Circulation was also discussed and it was **AGREED** to place the publication on:-

Clerk

- Noticeboards,
- Website
- Social media.
- Community Centre entrance hall.

FHR20/298. 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.

FHR20/299. To note payment holiday approved for photocopier payments.

This was **noted**.

Financial investigation Report updates

FHR20/300. To note work is 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 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

e) a capital renewals programme

The above was **noted**.

Governance and Administration Matters

FHR20/301. 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

FHR20/302. To consider amendments to councillor's declaration of acceptance of office signature document

It was **RESOLVED** to accept the following addition to the councillor's declaration of office document for recommendation to Full Council:

Full Council

"By signing this form I acknowledge I have an obligation to fully read and understand the policies and procedures".

- FHR20/303.** To note response to Annual Governance and Accountability Return (AGAR) reported at Full Council and completion certificate issued by external auditor. Additional charges of £798.75+ VAT added to annual invoice.
The completion of the external audit was **noted**.
- FHR20/304.** To consider any recommended changes to the Standing Orders ahead of the Annual General Meeting.
It was **RESOLVED** to defer this item to the next Finance & Human Resources Committee meeting to be held in March. **FHR**
- FHR20/305.** To consider any recommended changes to the Financial Regulations ahead of the Annual General Meeting.
It was **RESOLVED** to defer this item to the next Finance & Human Resources Committee meeting to be held in March. **FHR**
- FHR20/306.** Cllr Waller asked for it to be noted that the council had a history of unauthorised purchases by councillors.
- FHR20/307.** It was **RESOLVED** to obtain a credit card for the parish council as per the financial regulations. **Clerk**
- FHR20/308.** To consider details of the electrical items policy.
It was **RESOLVED** to approve the electrical items policy for recommendation to Full Council. **Full Council**
- FHR20/309. To report external meetings with representatives of the Finance & Human Resources Committee**
There were none.
- To report Correspondence and matters for information**
- FHR20/310.** 25/01/2021 – Kings Hill Estate Management 2021 Budget. **Noted.**
- FHR20/311.** 11/02/2021 - Inside Track 265. **Noted.**
- FHR20/312. To note future meeting date – 24th March 2021**
- FHR20/313. Questions from Committee Members and future agenda items**
Cllr Barker requested a councillor training matrix for the current electoral cycle.
- FHR20/314.** Cllr Barker asked if the council are required to approve the proposed AGAR report that will accompany the AGAR.
- FHR20/315.** Cllr Kassem Toufic requested a progress report on tmactive and third party management of the sports park. Cllr Finlay reported that the working group have been going through the schedules.
- FHR20/316.** Cllr Waller requested that councillor attendance at external meetings be recorded.

FHR20/317. Cllr Kassem-Toufic asked if there was a communication plan for the third party management of the sports park by tactive.

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 FHR20/318 to FHR20/320

The confidential session began at 21:12pm

Human Resource Administration Report

FHR20/318. To note no starters and leavers since previous committee meeting.
This was **noted**.

FHR20/319. To note the following training sessions attended since last committee meeting.

Cllr Colman: Kent Guide to Developing Homes in Rural Communities

Cllr Colman: KALC/ KCC Event: Vision Zero Strategy Consultation – Towards Safer Roads, Towns and Villages in Kent.

This was **noted**. Cllr Barker informed the committee that she will be attending the following training sessions:-

- KALC/ KCC Event: Vision Zero Strategy Consultation – Towards Safer Roads, Towns and Villages in Kent.
- Delivering the Green Agenda for Local Councils.

Performance Updates

FHR20/320. To receive any significant performance updates from the clerk.
The clerk gave an update on the plan for re-opening and bringing staff back from furlough. **Clerk**

The meeting closed at 21.25

Signed

Date