

To all members of the Council



YOU ARE SUMMONED TO ATTEND THE MEETING OF
THE **FINANCE & HUMAN RESOURCES COMMITTEE**
ON **WEDNESDAY 27TH MAY 2020 AT 19:30.**

**THIS MEETING WILL BE HELD VIA VIDEO CONFERENCE CALL
DUE TO THE COVID:19.**

CONTACT THE CLERK FOR MORE INFORMATION ON REMOTE ACCESS.

Signed: *Julie Miller* Date of 21st May 2020
Clerk and Proper Officer Issue:

Members: Cllr A Petty (Vice Chair); Cllr S Barker; Cllr C Finlay; Cllr N Sherlaw; Cllr D Waller

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Kings Hill Parish Council's procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

Agenda

1. **To receive and accept Apologies for Absence**
2. **To receive Declarations of Interest**
3. **To appoint Chairman**
4. **Minutes** – to receive and approve for signature the minutes of the meeting Appendix A held on 29th January 2020.
5. **Chairman's Announcements** – to receive announcements

FINANCE & GOVERNANCE

6. **Grant Funding**
 - 6.1. To note that a successful application for grant funding has been made with the Tesco Bags for Help Scheme.
 - 6.2. To note that a grant application has been submitted to the Screwfix Foundation to purchase chairs for the new hall.
 - 6.3. To consider request from British Red Cross for £500 grant funding. Appendix B, C and D
7. **Financial Matters**
 - 7.1. 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 – March 2019. Appendix E
 - 7.2. Verification of bank reconciliation – January, February, March and April 2020. The chairman and RFO will review the bank statements and reconciliation statement for signature.
 - 7.3. Reserves – to receive year end reserves position. Appendix F
 - 7.4. Reserves – to receive reserves position as at April 2020. Appendix G and H
 - 7.5. 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 are none
- 7.6. To note the Sage subscription increase from £84.00 to £90.60 per month to take effect from March 2020.

8. Motions from Cllr Barker

- 8.1. To consider HMRC Home Working Expenses and agree actions. Appendix I
- 8.2. 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. Appendix J

9. Audit 2019/2020

- 9.1. To note internal audit completed and awaiting report.

10. Review

- 10.1. To receive update from Cllr Finlay on investigations.
- 10.2. To undertake an annual review of all financial risks. (Financial and Council Risk Assessment). Appendix K
- 10.3. To undertake a review of the council's insurance arrangements to ensure that property and identified risks are adequately insured. Appendix L and M
- 10.4. To consider annual review of financial regulations for recommendation to full council. Appendix N
- 10.5. To consider annual review of standing orders for recommendation to full council. Appendix O

11. Governance and Administration Matters

- 11.1. To note website accessibility updates.
- 11.2. To receive update on IT contract.
- 11.3. To note GDPR audit update.

12. Annual Governance Reviews

- 12.1. To consider sponsorship policy for recommendation to Full Council. Appendix P
- 12.2. To consider Advertising Policy for recommendation to Full Council. Appendix Q
- 12.3. To consider Smoking Policy for recommendation to Full Council. Appendix R
- 12.4. To consider cyber crime insurance policy quotation. Appendix S, T, U and V
- 12.5. To consider General Earmark and Reserves Policy for recommendation to Full Council. Appendix W
- 12.6. To review council retention policy. Appendix X

13. Motion from Cllr Waller

- 13.1. To consider the website and marketing for the Sports Park.

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 will be asked to leave the meeting during consideration of items 14-17

14. Human Resource Administration Report

- 14.1. To note starters and leavers since previous committee meeting.
- 14.2. To note training sessions attended since last committee meeting. Appendix Y and Z
- 14.3. To note update on contract consultation.
- 14.4. To receive update on Clerk appraisal.
- 14.5. To consider a change of hours for member of staff.

15. To note COVID 19 updates.

16. Motion from Cllr Barker

- 16.1. To consider the council's duty of care for employees.

17. Performance Updates

- 17.1. To receive Sports Park staff performance update.
17.2. To receive Community Centre staff performance update.
17.3. To receive Civic staff performance update.

The meeting will be re-opened to the public

18. To report external meetings with representatives of the Finance & HR Committee

There were none.

19. To report Correspondence and matters for information

- 19.1. 26/02/2020 – Letter from Kent, Surrey & Sussex Air Ambulance regarding funding.
19.2. 17/02/2020 – Email from the Peoples Pension regarding Great news: our new charging structure is live.
19.3. 10/03/2020 – Newsletter from Rialtas Business Suite.
19.4. 19/03/2020 – Email from resident enquiring about the precept rise.
19.5. 19/03/2020 – Email from resident enquiring about the precept rise.
19.6. 19/03/2020 – Email from resident regarding Increment of 15÷ expenditure of K.H.Parish for 2020-2021 Kent Council Tax Bill.
19.7. 20/03/2020 – Email from KCC regarding grant funding – Inside Track.
19.8. 24/03/2020 – Email from PKF Littlejohn regarding coronavirus.
19.9. 27/03/2020 – Email from LGA regarding Workforce Bulletin.
19.10. 31/03/2020 – Email from LGA regarding employment law update.
19.11. 07/04/2020 – Letter from British Red Cross regarding funding.
19.12. 01/05/2020 – Email from KCC regarding grant funding – Inside Track.
19.13. 04/05/2020 – Email from Marie Curie regarding Marie Curie - emergency appeal.

20. To note future meeting date – TBC

21. Questions from Committee Members and future agenda items