



Minutes of the **FINANCE & HR COMMITTEE** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 12 November 2018** at 6:00pm.

Councillors Present:

Cllr K Brooks (Chair)
Cllr D Coleman

Cllr S Harris (Vice-Chair)
Cllr A Partridge

Also in attendance:

Helen Munro (Clerk)

- F18/1. **CHAIR.** Cllr Brooks was nominated and after a unanimous vote was duly elected as Chair of the Committee.
- F18/2. **VICE CHAIR.** Cllr Harris was nominated and after a unanimous vote was duly elected as Vice Chair of the Committee.
- F18/3. **APOLOGIES FOR ABSENCE.** There were no apologies.
- F18/4. **DECLARATIONS OF INTEREST.** There were none.
- F18/5. **CHAIRMAN'S ANNOUNCEMENTS.** The Chairman reported that some possible asbestos had been found in a hedge at the Lower Green Recreation Ground. The Clerk had requested quotes for its removal and she would select a contractor under her delegated authority.
- F18/6. **CLERK'S REPORT AND ACTION UPDATES.** The following was noted.
- a. Policies. The Information and Data Protection policy and Safeguarding Policy and procedures were agreed by Full Council. A copy of the Safeguarding policy was circulated to local organisations who lease Council property.
 - b. Finance & HR Committee. The change to a committee and new Terms of Reference were approved by Full Council.
 - c. GDPR. Forms for completion by councillors at the Annual Parish Council meeting in May to confirm their email address and compliance with other GDPR measures have been prepared.
 - d. Internal Audit. David Buckett has been appointed and he will undertake the interim internal audit on 14 November 2018. Cllr Brooks would attend.
 - e. Telephone landline and Broadband contract. A new contract with BT has been entered into.

- f. Mobile phone contract. A new contract with O2 has been entered into. The Head Groundsman has a new phone and the Clerk and Deputy Groundsman are now on a SIM only contract. The contract has been transferred into the Parish Council's name.

F18/7. **OPEN SESSION.** There were no members of the public present.

F18/8. **GOVERNANCE DOCUMENTS.** Updated draft Standing Orders were reviewed following changes to the Model Standing Orders. It was **RESOLVED** to recommend them to Full Council for approval.

F18/9. **POLICIES & TERMS OF REFERENCE.** The following were considered:

- a. Whistleblowing Policy. It was **RESOLVED** to recommend the policy to Full Council for approval.
- b. Grant Awarding Policy. It was **RESOLVED** to recommend the policy to Full Council for approval.
- c. Policy and Resources Working Group Terms of Reference. It was **RESOLVED** to recommend the Terms of Reference to Full Council for approval.

F18/10. **BANKING.** Changing bank accounts to Unity Bank was considered. After discussion, it was **RESOLVED** to recommend to Full Council that a current account with Unity Bank be opened to enable the Council to use BACS and run in parallel with the NatWest account.

F18/11. **QUOTES.** To receive quotes and agree contractor for:

- a. Replacement Strimmer. After discussion, it was **RESOLVED** to appoint Kidmans to supply the strimmer.
- b. Repair or replacement of lights in office. After discussion, it was **RESOLVED** to appoint Heron's Electrical to replace the lights.
- c. Fire Alarm Maintenance. After discussion it was **RESOLVED** to delegate authority to the Clerk to select the contractor once another quote had been received.

F18/12. **IT DEVELOPMENT.**

- a. To agree costs for additional outlook account within budget. It was **RESOLVED** to set up an additional outlook and email account for the Head Groundsman.

- b. To receive KALC report on Councillor's Emails and consider its recommendations. The report was **noted**. The GDPR checklist for councillors was amended and it was **RESOLVED** this should be circulated to all councillors for signature.

F18/13. **JOB DESCRIPTIONS AND PERSON SPECIFICATIONS.** Job descriptions and person specifications were reviewed for all roles. After minor changes, it was **RESOLVED** to approve them.

F18/14. **CHRISTMAS OFFICE/DEPOT CLOSURE.** It was **RESOLVED** that the office and depot would close at 12pm on 24 December 2018 and re-open as normal on Wednesday 2 January 2019.

F18/15. **VIRES.** It was **RESOLVED** to recommend the following vires to Full Council for approval:

- £300 from Pride in Pembury to Councillor Training.
- £200 from Pride in Pembury to Weedspray.
- £1,000 from Gravedigging to Office Maintenance.
- £2,000 from Gravedigging to War Memorial Plaque cost.
- £1,500 from Gravedigging to War Memorial donations income.

F18/16. **BUDGETS 2019/20.** The draft budget was reviewed, and the following changes were agreed for recommendation to the Policy and Resources Working Group:

- Seasonal Groundsman – include within projects 2019-20
- Include contractual payraises within the main budget and separate out addition payments into the projects for 2019-20.
- Add £1,000 for building maintenance for the parish office and depot.

F18/17. **QUALITY COUNCIL.** It was **RESOLVED** to recommend to Full Council to apply for Quality Council status in the new civic year. Costs would be added to the draft budget.

F18/18. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There was none.

F18/19. **MEETING DATES.** 21 January 2019.

There being no other business, the meeting closed at 19:47pm.

Signed: _____ Date: _____
Chairman