



Minutes of the **FINANCE & HR COMMITTEE** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 21 January 2019** at 7:30pm.

Councillors Present:

Cllr K Brooks (Chair)
Cllr D Coleman

Cllr S Harris (Vice-Chair)
Cllr A Partridge

Also in attendance:

Helen Munro (Clerk)

F18/20. **APOLOGIES FOR ABSENCE.** There were no apologies.

F18/21. **DECLARATIONS OF INTEREST.** There were none.

F18/22. **MINUTES.** The minutes from the committee meeting held on 12 November 2018 were duly approved and the Chair signed them as an accurate record.

F18/23. **CHAIRMAN'S ANNOUNCEMENTS.** There was none.

F18/24. **CLERK'S REPORT AND ACTION UPDATES.** All previous actions had been completed.

F18/25. **OPEN SESSION.** There were no members of the public present.

F18/26. **COMMITTEE & WORKING GROUP REMIT & DELEGATIONS.** The remit of Committees and Working Groups were discussed. It was agreed to recommend no changes to the remit for the Finance and HR Committee and Planning and Highways Committee.

The remit of the Amenities, Environment and Communications Working Groups were reviewed, and changes made. It was **RESOLVED** to make a recommendation to Full Council to approve the amended remit and rename the Working Groups to reflect their responsibilities better as follows:

- Open Spaces
- Allotments and Burials
- Communications and Events

Delegation arrangements were discussed, and it was **RESOLVED** to make the following recommendations to Full Council:

- To increase delegation to the Clerk and increase the level of delegated expenditure to £500.
- To delegate organising events to the Clerk in line with an agreed plan. Updates should be given to each Full Council meeting with progress.

F18/27. **INTERNAL AUDIT.** The Internal Auditor's report and findings from his interim internal audit on 14 November 2018 was circulated. The Internal Auditor recommended the introduction of a Reserves Policy, which would be considered later on in the meeting. There were no other comments to note.

F18/28. **FINANCIAL INFORMATION.**

- a. Budget Monitoring. The report was reviewed and there were no concerns. It was **RESOLVED** to recommend this report to Full Council for approval.
- b. Vires Required. It was **RESOLVED** to make the following vires:
 - £200 from Remembrance Day Costs to Recreation Ground Repairs.
 - £100 from Playground Inspections to Recreation Ground Repairs.
 - £140 from Portable Appliance Testing to Recreation Ground Repairs.
 - £60 from Meeting Room hire to Recreation Ground Repairs.
 - £170 from Councillor Training to Staff Training.
 - £500 from Donations to Office electricity.
 - £1,000 from Donations to Legal Costs.
 - £1,000 from Gravedigging to Legal Costs.
- c. Bank Reconciliation. The report was reviewed and there were no concerns. It was **RESOLVED** to recommend this report to Full Council for approval.
- d. Reserves. The reserves were **noted**.

F18/29. **RISK ASSESSMENT.** The Risk Assessment was reviewed, and it was **RESOLVED** to recommend it to Full Council for approval.

F18/30. **SYSTEM OF INTERNAL CONTROL.** The Risk Assessment of Financial and Non-financial Internal Audit Controls was reviewed, and some minor changes made. It was **RESOLVED** to recommend to Full Council that the System of Internal Control was effective.

F18/31. **GOVERNANCE.** To following were considered:

- a. Terms of Reference for the Internal Auditor. It was **RESOLVED** to recommend the Terms of Reference to Full Council for approval.
- b. Reserves Policy. It was **RESOLVED** to recommend the policy to Full Council for approval.

- c. Investment Strategy. It was **RESOLVED** to recommend the strategy to Full Council for approval.
- d. Recruitment and Selection policy. After minor changes were made, it was **RESOLVED** to recommend the policy to Full Council for approval.

F18/32. **QUOTES**. Quotes for replacement tyres were considered. Wessex were appointed to supply 4 tyres.

F18/33. **REPLACEMENT VEHICLE**. The process for purchasing a replacement vehicle in April was considered. It was **RESOLVED** that the following process would be recommended to Full Council:

- The purchase of the vehicle should be delegated to the Finance and HR Committee.
- The Clerk should have delegated authority to place a deposit of up to £500 on a vehicle for approval by the Finance and HR Committee.
- An extraordinary meeting of the Finance and HR Committee should be called to make the final decision on which vehicle to purchase.

F18/34. **NEW SEASONAL GROUNDS PERSON**.

- a. To consider terms and conditions of employment. It was **RESOLVED** that the new post would be on a fixed term contract for 6 months. An hourly rate of pay was agreed. Pension contributions into the NEST pension scheme would also be offered after 3 months service.
- b. To consider recruitment and selection plan, process, delegations and timetable. The recruitment and selection plan was considered. It was **RESOLVED** to delegate the process to the Clerk in conjunction with the Chair of Finance and HR.

It was **RESOLVED** that adverts be placed at the Job Centre, in notice boards, on the website, Facebook page and various shops in the village.

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press were excluded from the meeting for the following items on the grounds that it would involve the likely disclosure of exempt information at 8:40pm.

F18/35. **STAFF PAY RISES**. The updated NALC National Salary Award for 2019-20 was circulated. A proposal was considered, and it was **RESOLVED** to make a recommendation to Full Council at their next meeting.

NALC had also recommended a change in pay scale numbers and this change would be highlighted to all staff when they were informed of any changes to their salary.

The meeting was re-opened to the Press and public at 8:59pm

F18/36. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** It was reported that the Co-op had agreed to set up a food collection point for the local food bank in their Pembury store inspired by an article in the Winter edition of the Pembury Village News. This was welcomed by the committee.

F18/37. **MEETING DATES.** Wednesday 24 April 2019 at 7pm.

There being no other business, the meeting closed at 9:01pm.

Signed: _____ Date: _____
Chairman