



Minutes of the **FINANCE & HR COMMITTEE** extraordinary meeting held at the Parish Council Office, Lower Green Road, Pembury on **Wednesday 24 April 2019** at 7:25pm.

**Councillors Present:**

Cllr K Brooks (Chair)  
Cllr A Partridge

Cllr D Coleman

**Apologies:**

Cllr S Harris (Vice-Chair)

**Also in attendance:**

Helen Munro (Clerk)

F18/42. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllr Harris.

F18/43. **DECLARATIONS OF INTEREST.** There were none.

F18/44. **MINUTES.** The minutes from the committee meetings held on 21 January 2019 and 8 March 2019 were duly approved and the Chair signed them as an accurate record.

F18/45. **CHAIRMAN'S ANNOUNCEMENTS.** There were none.

F18/46. **CLERK'S REPORT.** It was reported that all previous actions had been completed.

F18/47. **OPEN SESSION.** There were no members of the public present.

F18/48. **QUALITY COUNCIL.** It was reported that currently the Council met most nearly all of the criteria required for Quality Status. Work for the remaining criteria could be undertaken shortly. It was **RESOLVED** to recommend to Full Council that Quality Status be applied for.

F18/49. **GENERAL POWER OF COMPETENCE.** The report was considered, and it was **RESOLVED** that the Council meets the criteria for eligibility. It was **RESOLVED** to recommend to Full Council to use the General Power of Competence.

F18/50. **GOVERNANCE.** The following policies were reviewed:

- a. Standing Orders. It was **RESOLVED** to recommend the Standing Orders to Full Council for approval.

- b. Financial Regulations. It was **RESOLVED** to recommend the Financial Regulations to Full Council for approval.
- c. Publication Scheme. It was **RESOLVED** to recommend the Publication Scheme to Full Council for approval.
- d. Complaints policy. It was **RESOLVED** to recommend the policy to Full Council for approval.
- e. Press Policy. It was **RESOLVED** to recommend the policy to Full Council for approval.
- f. Scheme of Delegation. It was **RESOLVED** to recommend the Scheme of Delegation to Full Council for approval.
- g. Committee and Working Group Terms of Reference. It was **RESOLVED** to recommend the Terms of Reference to Full Council for approval.
- h. Community Engagement Policy. It was **RESOLVED** to recommend the policy to Full Council for approval.

F18/51. **YEAR END ACCOUNTS 2018/19**. The following reports as at 31 March 2019 were reviewed and it was **RESOLVED** that they be presented to Full Council for approval at the next meeting:

- a. Budget monitoring.
- b. Bank Reconciliation.
- c. Reserves.
- d. Draft Annual Governance and Accountability Return.

F18/52. **BUDGET 2019/20**. After a review, it was **RESOLVED** to recommend to Full Council that the following amendments be made from earmarked reserves:

- Recreation Ground maintenance & Repairs - £700
- Staff Training - £300
- Defibrillator - £250

F18/53. **BANK SIGNATORIES**. Bank signatories were reviewed, and it was agreed that training on the on-line banking system would be offered to all Unity Bank signatories. It was **RESOLVED** that Cllr David Coleman be removed as a signatory when he vacates the office of councillor and Cllr Susan Sharp be asked to replace him.

F18/54. **VAT REGISTRATION**. Registration was discussed and the Clerk was asked to undertake further research and report at the next meeting.

F18/55. **DATA PROTECTION OFFICER (DPO)**. It was **RESOLVED** to appoint GDPR-info as the Council's DPO for 2019/20.

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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 next items of business on the grounds that it will involve the likely disclosure of exempt information. The meeting closed at 20:48.

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F18/56. **NEW SEASONAL GROUNDSMAN.** The recruitment of the new member of staff was **Noted**.

F18/57. **CLERK'S APPRAISAL.** The appraisal was **Noted**.

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The meeting was re-opened to the public and press at 20:49

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F18/58. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.

F18/59. **MEETING DATES.** To be confirmed.

There being no other business, the meeting closed at 20:52.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman