

Minutes of the **FINANCE & HR COMMITTEE** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 22 July 2019** at 7:30pm.



**Councillors Present:**

Cllr K Brooks (Chair)  
Cllr A Partridge

Cllr S Harris (Vice-Chair)  
Cllr N Stratton

**Apologies:**

None

**Also in attendance:**

Helen Munro (Clerk)

F18/60. **APOLOGIES FOR ABSENCE.** There were none.

F18/61. **DECLARATIONS OF INTEREST.** There were none.

F18/62. **MINUTES.** The minutes from the committee meeting held on 24 April 2019 were duly approved and the Chair signed them as an accurate record.

F18/63. **CHAIRMAN'S ANNOUNCEMENTS.** The Chair reported on a recent meeting she attended where TWBC announced that their central government funding for 2020/21 was not yet confirmed.

F18/64. **CLERK'S REPORT.** The following report was **noted**:

- a. Quality Status – the application had been submitted and information is being collated.
- b. Year End Accounts 2018/19 – the Annual Governance and Accountability Return has been submitted and the external audit will be undertaken in due course.
- c. Bank Signatories – Cllrs Gaukroger and Sharp had been added to the Unity Bank account and Cllr Snow removed. Changes with other bank accounts were in progress.
- d. VAT Registration – research was ongoing.

F18/65. **OPEN SESSION.** There were no members of the public present.

F18/66. **GOVERNANCE.** The following policies were reviewed:

- a. Complaints Policy. It was **RESOLVED** to recommend the Complaints Policy to Full Council for approval.

- b. Safeguarding Policy & Procedures. The policy was reviewed, and minor amendments made. It was **RESOLVED** to approve the policy.
- c. Removable Media Policy. The policy was reviewed, and minor amendments made. It was **RESOLVED** to approve the policy.

F18/67. **FINANCIAL INFORMATION.** The following reports as at 30 June 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. Vires required. It was **RESOLVED** to make the following vires:
  - £800 from Picnic on the Green Sponsorship income to Burial Income.
  - £210 from Insurance to Cllrs expenses.
  - £500 from Machine repairs to Office electricity.
  - £150 from Insurance to Motor Insurance.
  - £350 from Machine Repairs to Dog waste emptying.
  - £500 from Machine repairs to Weed spray.
  - £130 from Notice board repair to bus shelter roof.

F18/68. **INTERNAL AUDITOR.** After discussion, it was **RESOLVED** to appoint Mr David Buckett as Internal Auditor for 2020/21.

F18/69. **BUDGET & PRECEPT 2020/21.**

- a. Budget timetable and any actions required. It was **RESOLVED** that all Committees and Working Groups should consider their wish lists for 2020/21 by the end of October. The Finance and HR Committee would then review the draft budget at their November meeting. Their recommendation would be presented to Full Council at their budget meeting in December.
- b. Wish list for budget 2020-21. It was **RESOLVED** that the following items be included in the draft budget:
  - Seasonal groundsman.
  - Replacement office desks.
  - Allocation of funds to reserves for replacement grounds maintenance vehicles and equipment, office maintenance, street light LED replacement programme and other projects.

- c. Wish list for the future plan. It was **RESOLVED** that funding streams be allocated for projects from the precept, reserves, grants or section 106 funding.

F18/70. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.

F18/71. **MEETING DATES.** 11 November 2019. The date was noted but might be subject to change.

There being no other business, the meeting closed at 20:56.

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