

Minutes of the **FINANCE & HR COMMITTEE** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 20 January 2020** at 7:30pm.



Councillors Present:

Cllr K Brooks (Chair)
Cllr A Partridge

Cllr S Harris (Vice-Chair)
Cllr N Stratton

Apologies:

There were none

Also in attendance:

Helen Munro (Clerk)

F19/27. **APOLOGIES FOR ABSENCE.** There were none.

F19/28. **DECLARATIONS OF INTEREST.** There were none.

F19/29. **MINUTES.** The minutes from the committee meeting held on 11 November 2019 were duly approved and the Chair signed them as an accurate record.

F19/30. **CHAIRMAN'S ANNOUNCEMENTS.** There were none.

F19/31. **CLERK'S REPORT.** The following report was **noted:**

- a. Quality Status – the information has been submitted and the Regional Accreditation Panel members will meet to review the application in due course.
- b. Office security – the increased height fencing was currently being installed. A date for the CCTV is being arranged now the Pavilion Management Committee has decided not to proceed with CCTV.

F19/32. **OPEN SESSION.** There were no members of the public present.

F19/33. **GOVERNANCE.** The following policies were reviewed:

- a. Disciplinary Procedure – the procedure had been re-written in line with the ACAS recommendation. After agreeing some amendments, it was **RESOLVED** that the procedure be recommended for approval to Full Council.
- b. Grievance Procedure – the procedure had been re-written in line with the ACAS recommendation. After agreeing some amendments, it was

RESOLVED that the procedure be recommended for approval to Full Council.

- c. Learning and Development Policy – after agreeing some minor amendments it was **RESOLVED** to approve the policy.
- d. Debit and Fuel Card Policy – after agreeing some minor amendments it was **RESOLVED** to approve the policy.
- e. Removeable Media Policy – after agreeing some minor amendments it was **RESOLVED** to approve the policy.
- f. CCTV Policy - after agreeing some amendments it was **RESOLVED** that the policy be recommended for approval to Full Council.
- g. Other policies – it was **RESOLVED** that the Clerk should draft a Capability Policy and Absence Policy for discussion at the next meeting.

F19/34. **RISK ASSESSMENT.**

- a. The general risk assessment was reviewed, and it was **RESOLVED** to recommend it approval to Full Council.
- b. Lower Green Recreation Ground Car Park Risk Assessment was reviewed, and it was **RESOLVED** that this be approved. The Committee requested that the Open spaces Committee consider the following:
 - i. Replacement of the lamp column with a more effective lamp.
 - ii. Additional lighting on a movement sensor for Lower Green Recreation Ground car park. Liaison should be made with the Pavilion Joint Management Committee and the Bowls Club.
 - iii. Additional dog bins in Lower Green Cemetery, Henwood Green Road and Romford Road near the Baptist Church.

F19/35. **SYSTEM OF INTERNAL CONTROL.** The risk assessment of financial and non-financial internal audit controls was reviewed, and some minor amendments made. It was **RESOLVED** to recommend to Full Council that the system of Internal Control was effective.

F19/36. **INSURANCE.** A quote for Cyber Insurance cover was reviewed and it was **RESOLVED** that this should be included in the insurance cover from the next renewal in April 2020.

F19/37. **COUNCILLOR EMAIL ADDRESSES.** Pemburyparishcouncil.gov.uk email addresses for councillors was considered and the GDPR implications and current controls in place were discussed. It was agreed that the Parish Council should move towards dedicated email addresses in future. However, some councillors had previously raised concerns about transferring to a dedicated parish council email address. It was agreed that further information needs to be shared with councillors about the reasons for and benefits of using a formal email address. This would be discussed again at the next Committee meeting.

F19/38. **BANKING AND INVESTMENTS.**

- a. CCLA Fund – consideration of investing in a long-term investment with the CCLA fund was discussed. There was some concern about the risk of tying up funds in a long-term investment. It was **RESOLVED** that a representative from the CCLA be invited to meet with the Committee members to discuss this further.
- b. Debit Card – it was **RESOLVED** that the Clerk should apply for a debit card in her name on the NatWest current account.

F19/39. **COMMUNITY GRANT FUNDING 2020/21.** The grant funding policy and application form were reviewed, and minor amendments made, and it was **RESOLVED** that the Grant funding policy be approved.

It was **RESOLVED** that the Communications and Events Committee should receive the applications and decide who to fund using an agreed matrix. An advert would be placed in the summer edition of the PVN inviting local organisations to apply.

F19/40. **FINANCIAL INFORMATION.** The following reports as at 31 December 2019 were reviewed and it was **RESOLVED** that they be presented to Full Council for approval at the next meeting:

- a. Budget monitoring.
- b. Reserves.
- c. Bank Reconciliation.
- d. Vires required. It was **RESOLVED** to make the following vires:
 - £100 from Pride in Pembury to Photocopier charges
 - £80 from insurance to Quality Council.

F19/41. **SEASONAL GROUNDSMAN.** Proposed terms and conditions were considered, and it was **RESOLVED** that the terms be approved. The Clerk would prepare the necessary paperwork.

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 at 22:05.

F19/42. **STAFF PAY RISES.** It was reported that the updated NALC Salary Award for 2020-21 had not yet been agreed. A proposal was considered, and it was **RESOLVED** to make a recommendation to Full Council.

The meeting was re-opened to the public at 22:10

F19/43. **RISKS.** The risk of staff pay rises being more than the 2% budgeted was highlighted. It was **RESOLVED** that if any deficit occurred, it should be funded from general reserves.

F19/44. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.

F19/45. **MEETING DATES.** 27 April 2020.

There being no other business, the meeting closed at 22:11.

Signed: _____ Date: _____
Chairman