

Minutes of the **FINANCE & HR COMMITTEE** meeting held virtually on **Monday 27 April 2020** at 2:00pm.



Councillors Present:

Cllr K Brooks (Chair)
Cllr A Partridge

Cllr N Stratton (Vice-Chair)

Apologies:

There were none

Also in attendance:

Helen Munro (Clerk)

F19/47. **APOLOGIES FOR ABSENCE.** There were none.

F19/48. **DECLARATIONS OF INTEREST.** There were none.

F19/49. **MINUTES.** The minutes from the committee meeting held on 20 January 2020 were duly approved and the Chair would sign a physical copy as an accurate record at the next opportunity.

F19/50. **CHAIRMAN'S ANNOUNCEMENTS.** There were none.

F19/51. **CLERK'S REPORT.** The following report was **noted:**

- a. Quality Status – The initial application was submitted, and a few additional queries were raised. Further consideration of the application has been delayed due to the current Coronavirus crisis, but the application will be considered again in the next few weeks.
- b. Risk Assessments – Lower Green Recreation Ground car park - the Open Spaces Committee considered the Finance & HR committee's request to review the lighting in the car park. They want to research putting an external light on the Parish Office and liaise with the Bowls Club on using their floodlight. These actions have been delayed due to the current crisis.
- c. Meeting with CCLA – further research will be undertaken with KALC before CCLA are approached.
- d. Community Grant Funding 2020/21 – this was due to be included in the summer edition of the PVN which is being considered at the next. Communications & Events Committee meeting in May 2020.

- e. Staff pay rises – the new pay scales have not yet been agreed by NALC and the unions. Once agreed the new pay scales will be backdated to 1 April 2020.

F19/52. **OPEN SESSION.** There were no members of the public present.

F19/53. **FINANCIAL INFORMATION 2019/20.** The following reports, as at 31 March 2020, 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

F19/54. **RESERVES AND BUDGETS 2019/20 & 2020/21.** The following were reviewed for recommendation to Full Council:

- a. Unspent budgets 2019/20 – it was **RESOLVED** to recommend that the following budgets be transferred to earmarked reserves:
 - Allotment levelling works £500
 - Allotment entrance works £300
 - Tree Works – Old Coach Road £3,000
 - Office safe £1,550
 - Lamp column LG Rec £2,200
 - Groundwork LG Rec £620
 - Planning Consultants £1,000
 - Memorial Repairs £2,760
- b. Reserves 2019/20 – it was **RESOLVED** to recommend the reserves be approved.
- c. Budget 2020/21 – it was **RESOLVED** to recommend amending the 2020/21 budget to Full Council as per the items listed in F19/54.a above.

F19/55. **INTERNAL & EXTERNAL AUDIT 2019/20.**

- a. The Internal audit on 27 May 2020 was **noted**. It was likely to take place virtually.
- b. The Draft Annual Governance and Accountability Return (AGAR) for 2019/20 was received and **noted**. However, the AGAR was subject to change as supplier invoices were still being received.
- c. The timetable for approval of the AGAR was discussed. It was **RESOLVED** that the AGAR should be approved at a Full Council meeting on 8 June 2020.

F19/56. **COUNCILLOR CO-OPTION FORM.** The form was reviewed, and amendments made. It was **RESOLVED** to use the new form for all future applications.

F19/57. **NEW COUNCILLOR INDUCTION.** Following discussion, it was agreed that the process would include:

- Creating a written guide to the basic items on a council or committee agenda and general processes.
- Running through the meeting papers with new councillors before each meeting.
- Allocation of a "buddy" for each new councillor. An existing councillor to volunteer to be appointed to this role at the same time as the new councillor is co-opted.
- De-brief with the new councillor after each meeting.

Current councillors would be asked to review the suggested process and other ideas added to the process.

F19/58. **COUNCILLOR EMAIL ADDRESSES.** A report listing the advantages and disadvantages of using council emails was discussed. It was agreed to clarify what the council needed to do to be compliant with Data Protection regulations if use of personal emails continued. Use of council email was the preferred option.

Consideration of secure shared storage of documents was discussed. This could be used rather than emailing documents to councillors. Research would be discussed by the committee by email prior to presentation to Full Council with a recommendation on use of councillor email addresses.

F19/59. **DATA PROTECTION OFFICER (DPO).** The appointment of a DPO for 2020/21 was considered. It was **RESOLVED** that GDPR-info be reappointed.

F19/60. **PENSIONS.** New employer pension rates for 2020/21 to 2022/23 were **noted**. Increased contributions for future year's would be included in the appropriate budget.

F19/61. **IT.** Future IT and computer requirements were discussed. It was **RESOLVED** that a TeamViewer annual subscription be purchased for the Deputy Clerk to use with the office projector laptop as the Chromebook was causing problems.

Software such as Dropbox, SharePoint, Teams or OneDrive to share documents with councillors would be researched.

F19/62. **RISKS.** The impact of the loss of income as a result of the Coronavirus crisis needed to be reviewed.

F19/63. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.

F19/64. **MEETING DATES.** 27 July 2020.

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 item of business on the grounds that it will involve the likely disclosure of exempt information at 15:14.

F19/65. **HR MATTERS.** A report on HR matters arising from the Coronavirus lockdown was discussed. It was **RESOLVED** that the contract for the seasonal groundsman be extended so the total hours be worked over a longer period. It was also **RESOLVED** that an employee classed as "shielded" be paid their average hours during their self-isolation.

There being no other business, the meeting closed at 15:26.

Signed: _____ Date: _____
Chairman