



Minutes of the **FINANCE & HR COMMITTEE** meeting held virtually on **Monday 12 October 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)

- F20/19. **APOLOGIES FOR ABSENCE.** There were none.
- F20/20. **DECLARATIONS OF INTEREST.** There were none.
- F20/21. **MINUTES.** The minutes from the committee meeting held on 27 July 2020 were duly approved and the Chair would sign a physical copy as an accurate record at the next opportunity.
- F20/22. **CHAIRMAN'S ANNOUNCEMENTS.** The Chair reported that Tunbridge Wells Borough Council were now offering £500 support payments if people needed to self-isolate.
- F20/23. **CLERK'S REPORT.** The following report was **noted:**
- a. Community Grant Funding 2020/21 – This is being considered by the Communications & Events Committee at their meeting on 12 October.
 - b. Speedwatch – This was referred to the Planning & Highways Committee who have agreed to remove it from the budget wish list due to operational concerns.
- F20/24. **OPEN SESSION.** There were no members of the public present.
- F20/25. **GOVERNANCE.** The following policies were reviewed, and it was **RESOLVED** that minor amendments would be made as discussed and then be adopted.
- a. Health & Safety Policy
 - b. Reporting of Meetings
 - c. Equality & Diversity Policy
 - d. Recruitment & Selection Policy

The following policies were deferred and would be reviewed at the next Committee meeting.

- e. Co-option Policy
- f. Privacy Notices
- g. Lone Workers Policy
- h. Community Engagement Policy
- i. Advertising Policy

F20/26. **COUNCILLOR EMAIL ADDRESSES.** The use of councillor email addresses was discussed. As there were significant advantages to their use, including being best practice for GDPR and Data Protection purposes, it was **RESOLVED** that their use be recommended to Full Council.

F20/27. **REVIEW OF FINANCIAL IMPACT OF COVID-19.** The report was reviewed. It was noted that the projected surplus to the end of the year was just over £7,000. It was **RESOLVED** to present the summary report to Full Council and recommend any surplus be spent on a suitable community project.

F20/28. **FINANCIAL INFORMATION.** The reports to 30 September 2020 were considered and would be recommended to Full Council:

- a. Budget monitoring report.
- b. Reserves.
- c. Bank reconciliation.
- d. It was **RESOLVED** to vire:
 - i. £500 from Project - Picnic Bench to Safety Surfacing
 - ii. £500 from Project - Vandal-proof litter bin to Safety Surfacing

F20/29. **LAND REGISTRY.** It was **RESOLVED** that the Clerk obtain a fee estimate to register land at the Coppice and the Old Coach Road with the Land Registry Office using Invicta Law. If the fee estimate was more than the current budget, this item would be added to the next Full Council agenda for approval.

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 15:06.

F20/30. **APPRAISALS.** Staff appraisals were noted.

The meeting was re-opened to the public and press at 15:07

F20/31. **RISKS.** Covid-19 signs at the recreation ground had been repeatedly damaged. This would be monitored.

F20/32. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.

F20/33. **MEETING DATES.** The 2021-22 budget and deferred policies would be discussed at the meeting scheduled for 23 November 2020 at 2pm.

There being no other business, the meeting closed at 15:12.

Signed: _____ Date: _____
Chairman