

Minutes of the **FINANCE & HR COMMITTEE** meeting held virtually on **Monday 23 November 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)

F20/34. **APOLOGIES FOR ABSENCE.** There were none.

F20/35. **DECLARATIONS OF INTEREST.** There were none.

F20/36. **MINUTES.** The minutes from the committee meeting held on 12 October 2020 were duly approved and the Chair would sign a physical copy as an accurate record at the next opportunity.

F20/37. **CHAIRMAN'S ANNOUNCEMENTS.** There were none.

F20/38. **CLERK'S REPORT.** The following report was **noted**:

- a. Fee Estimate for legal costs to register land at the Coppice and Old Coach Road – Land at the Coppice had already been registered and additional research was being carried out for the other land.

F20/39. **OPEN SESSION.** There were no members of the public present.

F20/40. **GOVERNANCE.** The following policies were reviewed, and it was **RESOLVED** that minor amendments would be made as discussed and then be adopted.

- a. Privacy Notices
- b. Lone Workers Policy
- c. Community Engagement Policy
- d. Co-option Procedure
- e. Advertising Policy.

The next policies for review would be shared with Committee Members in advance of the next Committee meeting.

F20/41. **BUDGET AND PRECEPT 2021/22.** The draft budget was circulated and discussed. It was **noted** that the final tax base for 2021/22 was awaited

and changes could have an impact on the final calculation of the Band D equivalent. It was **RESOLVED** to recommend that any shortfall is funded from general reserves.

In order to reduce the precept required, a number of projects proposed by other Committees were removed from the budget. It was **RESOLVED** to recommend the amended budget to Full Council at their next meeting.

F20/42. **INTERIM INTERNAL AUDIT 2020/21.** The interim internal audit report from the audit on 11 November 2020 was circulated and **noted**. This would be added to the next Full Council agenda. There were no items of concern.

It was **noted** that the use of virtual Council meetings should be extended beyond January 2021.

F20/43. **OFFICE & DEPOT CHRISTMAS CLOSURE.** It was **RESOLVED** to approve that the office and depot would close from 12 noon on Thursday 24 December 2020 and re-open on Monday 4 January 2021.

F20/44. **RISKS.** It was **noted** that the current lockdown restrictions were due to end on 2 December. New Government restrictions would be announced shortly and would be followed to ensure the safety of residents, councillors and staff.

F20/45. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** Consideration of investing Council reserves with CCLA would be added to the next agenda. In order to find out more about this, a virtual meeting with the Kent Association of Local Councils would be arranged prior to the next Committee meeting.

F20/46. **MEETING DATES.** 25 January 2021 at 2pm.

There being no other business, the meeting closed at 14:56.

Signed: _____ Date: _____
Chairman