



Notes of the informal virtual meeting of the **Members of the FINANCE & HR COMMITTEE** held on **Monday 31 January 2022** at 2:00pm. All decisions are made under the temporary delegated authority of the Clerk.

Councillors Present:

Cllr N Stratton (Chair)
Cllr D Reilly

Cllr K Brooks (Vice-Chair)

Apologies:

Cllr J Pearce

Also in attendance:

Helen Munro (Clerk)

1. **APOLOGIES FOR ABSENCE.** Cllr Pearce gave his apologies which were accepted.
2. **DECLARATIONS OF INTEREST.** There were none.
3. **CHAIR'S ANNOUNCEMENTS.** There were none.
4. **CLERK'S REPORT.** The following report was **noted**:
 - a. Interim Internal Audit 2021-22 – The audit report was presented to the Full Council meeting on 6 December 2021. The auditor raised concerns about delegations which were discussed by Full Council.
 - b. Equipment for Hybrid Council Meetings – Research is ongoing.
 - c. Legal Fees for Joint Pavilion Agreement – The Football Club have agreed to share the cost of drawing up the new agreement with the Pavilion CIO.
 - d. Staff Appraisals – these are due to take place in March 2022.
 - e. Return to the Office - Following the end of the Government's "Plan B" restrictions, office staff will work from the office on Monday, Wednesday and Friday mornings as previously agreed with effect from 31 January 2022.
5. **GOVERNANCE.** The following policies were reviewed, and some minor amendments made. The amended policies would be recommended for approval at the Annual Parish Council Meeting in May 2022:
 - a. Publication Scheme
 - b. Complaints Policy
 - c. Press Policy

d. Investment Strategy

The following policies were reviewed, and some minor amendments made. The amended policies would be formally approved at the next Finance & HR Committee meeting:

- e. Grievance Procedure
- f. Disciplinary Procedure

6. **TERMS OF REFERENCE.** The following Terms of Reference were reviewed and would be recommended to Full Council at their Annual Parish Council meeting in May 2022.

- a. Communication & Events Committee
- b. Finance & HR Committee
- c. Open Spaces Committee – all fine
- d. Planning & Highways Committee
- e. Internal Audit

7. **RISK ASSESSMENT.** The draft council risk assessment was reviewed for recommendation to Full Council.

A request to consider reviewing the strategic risk register at each Finance & HR Committee meeting for recommendation to Full Council was discussed. This would be added to the next Finance & HR Committee meeting agenda.

8. **SYSTEM OF INTERNAL CONTROL.** The system of internal control and the effectiveness of the system of internal control were reviewed and would be recommended to Full Council.

9. **FINANCIAL INFORMATION.** Reports to 31 December 2021 were reviewed and would be recommended to Full Council:

- a. Budget monitoring report – there was concern that pay rises had not yet been nationally agreed for 2021-22. An item would be added to the March Full Council agenda to consider paying an advance payment of a 1.5% or 1.75% increase for relevant staff so it was paid and taxed in the correct tax year and did not adversely financially affect them.
- b. Bank reconciliation and bank statements.
- c. Vires required - £6,000 from Playground project to Playground repairs budget.
- d. Reserves.

10. **BANKING.** Current banking arrangements were reviewed. It was agreed that increasing the Nationwide balance to £85,000 be recommended to Full Council.

11. **INVESTMENTS.** Consideration of placing some of the general reserves in the CCLA Property Fund was discussed. It was agreed that it would be discussed again at the next Finance & HR Committee meeting.
12. **ELECTRICITY INVOICES.** The new fixed term contract was noted.
13. **QUOTES.**
 - a. A report on the selection of a replacement mobile phone for the Deputy Clerk was discussed. It was agreed that an additional mobile be added to the O2 account.
 - b. Quotes for office desks were presented and discussed. Desks would be purchased from the recommended supplier.
14. **MOTION FROM CLLR REILLY - COUNCILLOR IT EQUIPMENT.** The provision of IT equipment for Councillors for Parish Council business was discussed. As not all Councillors wanted an additional device it was agreed that other Councillors should be asked their views at the next Full Council meeting.
15. **SEASONAL GROUNDSMAN.** A report was circulated and discussed. The recommendation would be added to the March Full Council meeting.
16. **RISKS.** There were none.
17. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There was none.
18. **NEXT MEETING DATE.** 25 April 2022 – Parish Office. Consideration of changing the time of the meeting would be discussed further with Cllr Pearce. Suggested times of 5pm or 7pm were agreeable to Councillors present.

There being no other business, the meeting closed at 15:35.