

Minutes of the **FINANCE & HR COMMITTEE** meeting held in the Parish Office, Lower Green Road, Pembury on **Monday 25 April 2022** at 2:00pm.



Councillors Present:

Cllr N Stratton (Chair)
Cllr D Reilly

Cllr K Brooks (Vice-Chair)

Apologies:

There were none

Also in attendance:

Helen Munro (Clerk)

- F21/1. **APOLOGIES FOR ABSENCE.** There were none.
- F21/2. **DECLARATIONS OF INTEREST.** There were none.
- F21/3. **MINUTES.** The minutes from the committee meeting held on 26 April 2021 were duly approved and the Chair signed them as an accurate record.
- F21/4. **CONSULTATION MEETING NOTES.** Notes from the following consultation meetings were noted and accepted:
- a. 15 June 2021
 - b. 19 July 2021
 - c. 22 November 2021
 - d. 31 January 2022
- F21/5. **CHAIR'S ANNOUNCEMENTS.** The Chair reported that Cllr Pearce had resigned from the Council. He was thanked for his work for the Council.
- F21/6. **CLERK'S REPORT.** The following report was **noted**:
- a. Pavilion Joint Management Committee – Pembury Athletic Youth Football Club have agreed to share legal costs for the Pavilion Joint Management Agreement. Work on amending the agreement is in progress.
 - b. Staff Appraisals – due to take place shortly.
 - c. Tablets for Councillors – to be added to a future agenda.
 - d. Risk Assessments – a review of a strategic risk register at each Finance & HR Committee meeting has not been progressed. An example risk register was included in the meeting pack for information. It was agreed that further work would be done on a simplified version for further consideration at the next Finance & HR Committee meeting.

- F21/7. **OPEN SESSION.** There were no members of the public present.
- F21/8. **GOVERNANCE.** The following policies were reviewed, and minor amendments agreed. It was **RESOLVED** that they be recommended to Full Council for adoption:
- a. Standing Orders.
 - b. Financial Regulations – a further thorough review would be undertaken.
 - c. Scheme of Delegation.
- Following a review, it was **RESOLVED** to approve the following policy:
- d. Learning & Development Policy.
- It was **RESOLVED** to formally approve the following policies which were reviewed at the virtual consultation meeting on 31 January 2022:
- e. Grievance Procedure.
 - f. Disciplinary Procedure.
- F21/9. **ASSET REGISTER.** The register was reviewed, and it was **RESOLVED** that it be recommended to Full Council for approval.
- F21/10. **INSURANCE.** Arrangements for insurance cover were reviewed and it was **RESOLVED** that they be recommended to Full Council for approval.
- F21/11. **DIRECT DEBITS AND STANDING ORDERS.** Regular payments were reviewed, and it was **RESOLVED** that they be recommended to Full Council for approval.
- F21/12. **YEAR END ACCOUNTS & AUDIT 2021/22.**
- a. The internal audit on 20 May 2022 was noted. Cllr Brooks to attend.
 - b. The Statement of Internal Control was reviewed, and it was **RESOLVED** to recommend to Full Council for approval.
 - c. The Draft Annual Governance and Accountability Return (AGAR) for 2021/22 was noted. The final version would be presented to Full Council for approval at its June meeting.
- F21/13. **FINANCIAL INFORMATION.** Reports to 31 March 2022 were reviewed. It was **RESOLVED** that they be recommended to Full Council:
- a. Budget monitoring report.
 - b. Bank reconciliation and bank statements. Reviewed by Cllr Stratton.
 - c. Reserves.

- d. It was **RESOLVED** to recommend to Full Council that the following be transferred from general reserves to earmarked reserves:
- Community Project/Deed of Release - £5,000
 - Grounds maintenance vehicle fund - £3,000
 - Tennis court refurbishment fund - £3,000
 - Election costs reserve - £903
 - Lower Green Recreation Ground Reserve - £5,000
 - Planning Consultants Reserve - £1,500
- e. It was **RESOLVED** to recommend to Full Council that the following be transferred to the 2022/23 budget:
- Christmas lights/load testing - £1,640
 - Trees/ash dieback work - £845
 - Trees/Old Coach Road storm damage - £1,986
 - Floral Display/community gardening - £319
 - Community gardening - £171
 - Recreation Ground Repairs - £1,000
 - Training/cemetery software - £175
 - IT/cemetery software annual cost - £225
 - Project/New dog bin - £650
 - Project/Footpath map - £1,900
 - Project/paint climbing frame - £1,000
 - Project/leaflet printing for publishing software - £100
 - Allotments/work to taps - £623
- f. Suggested changes to the budget monitoring report were discussed. It was agreed that the new style would be trialled alongside current reports. Accurate analysis of staff hours worked would be required.

F21/14. **BANKING & INVESTMENTS.**

- a. Further to the resignation of Cllr Pearce, it was **RESOLVED** that current bank signatures would be kept in place at the current time and Cllr Pearce would not be replaced at present.
- b. Consideration of investing in the CCLA Property fund or savings accounts were considered. After discussion, it was **RESOLVED** that the Council do not invest in the CCLA Property Fund. It was **RESOLVED** that further investigation be made into 60- or 90-day fixed investments.

F21/15. **OFFICE WORKLOAD.** A report on high office workload was discussed. Suggested solutions included new IT packages and consideration of self-employed contractors to help for specific projects. Staff hours would also continue to be analysed and reported at the next committee meeting.

It was **RESOLVED** that investigation into a new accounts package and agenda meeting pack be undertaken and added to the next agenda.

F21/16. **COVID SICKNESS PROCEDURE.** The procedure was discussed, and it was **RESOLVED** that the Council would pay for lateral flow tests if staff had Covid-19 symptoms. If Office staff had symptoms but were well enough to continue working they would work from home. Grounds staff would also continue working if they were well enough to do so as they worked outside. Additional measures to be put in place to minimise the risk of spreading the virus such as not sharing vehicles and socially distancing while working.

F21/17. **RISKS.** There were none.

F21/18. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There was none.

F21/19. **NEXT MEETING DATE.** 18 July 2022 at 2pm.

There being no other business, the meeting closed at 15:54.

Signed: _____ Date: _____
Chair