

Minutes of the **FINANCE & HR COMMITTEE** meeting held in the Parish Office, Lower Green Road, Pembury on **Monday 24 April 2023** at 2:00pm.



**Councillors Present:**

Cllr N Stratton (Chair)  
Cllr S Harris

Cllr K Brooks (Vice-Chair)  
Cllr D Reilly

**Apologies:**

There were none

**Also in attendance:**

Helen Munro (Clerk)

22/527. **APOLOGIES FOR ABSENCE.** There were none.

22/528. **DECLARATIONS OF INTEREST.** There were none.

22/529. **MINUTES.** Following a minor amendment, the minutes from the committee meeting held on 3 February 2023 were approved and signed by the Chair as an accurate record.

22/530. **CHAIR'S ANNOUNCEMENTS.** Cllr Harris was welcomed to the Committee.

22/531. **CLERK'S REPORT.** The following report was **noted:**

- a. Policies and Terms of Reference – the recommendation for policies and Terms of Reference reviewed by the FHR Committee at its last meeting will be added to the agenda for the Annual Full Council meeting in May.
- b. Civility & Respect Training – 5 councillors have attended training. Other training options will be shared with other councillors as they become available.
- c. Accounting Software – Full Council approved the purchase of Rialtas Omega Accounting software. The software has now been ordered and training will be undertaken in June.
- d. Nationwide Bank Account - Forms for the notice accounts have been completed and signatures are awaited. Funds will be spread between the accounts to ensure there are no cashflow issues in the event of an emergency.

22/532. **OPEN SESSION.** There were no members of the public present.

22/533. **GOVERNANCE & POLICIES.** The following were reviewed:

- a. Financial Regulations and Checklist. After a review it was **RESOLVED** that a recommendation would be made for Full Council to approve the amended regulations.
- b. Investment Strategy. No changes were proposed. It was **RESOLVED** that a recommendation would be made for Full Council to approve the policy.
- c. IT policy. After some discussion, no changes were proposed. It was **RESOLVED** that a recommendation would be made for Full Council to approve the policy.
- d. Advertising and Sponsorship policy. A new draft sponsorship section was added to the policy and amendments discussed. It was **RESOLVED** that a recommendation would be made for Full Council to approve the policy.

22/534. **RISK ASSESSMENT.** The draft updated IT section of the Council Risk Assessment was reviewed and amended. It was also agreed that references to Covid-19 measures would be removed. It was **RESOLVED** that a recommendation would be made for Full Council to approve the amended risk assessment.

22/535. **ASSET REGISTER.**

- a. The asset register was reviewed and noted.
- b. The disposal of assets was discussed, and it was **RESOLVED** to recommend to Full Council that the following assets be disposed of:
  - Tree Warden Chain Saw – reference T1 - £200
  - Brush cutter lawn flite TH48 – reference D5 - £350
  - Brush Cutter Pro 4891 – reference D6 - £350
  - Allen 218Si Hover mower – reference D8 - £250
  - Line Marker Spray – reference D18 - £1,400

22/536. **YEAR END ACCOUNTS & AUDIT 2022/23.**

- a. The Interim Internal Audit Report from the audit on 15 February 2023 was received and noted. There were no items of concern raised. It was **RESOLVED** that the report would be recommended to Full Council for approval.

- b. The Statement of Internal Control was reviewed, and it was **RESOLVED** that it would be recommended to Full Council for approval and signature.
- c. The draft Annual Governance and Accountability Return was noted.

22/537. **FINANCIAL INFORMATION.** Reports to 31 March 2023 were reviewed. It was **RESOLVED** that they be recommended to Full Council:

- a. Budget monitoring report.
- b. Bank reconciliation and bank statements.
- c. Reserves.
- d. It was **RESOLVED** to recommend to Full Council that the following transfer from the 2022/23 budget to Earmarked Reserves be approved:
  - Tennis Court earmarked reserve - £1,585
  - Tennis Court Refurbishment - £3,435
  - Rainwater Harvesting earmarked reserve - £1,000
  - Christmas Lights - £250

22/538. **BANKING & INVESTMENTS.** Advice from the Internal Auditor about the protected FSCS limits of £85,000 was noted. It was **RESOLVED** that a standing item be added to each agenda to review cashflow balances.

22/539. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.

22/540. **NEXT MEETING DATE.** 24 July 2023 at 2pm in the Parish Office.

There being no other business, the meeting closed at 15:25pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair