

Minutes of the **FINANCE & HR COMMITTEE** meeting held in the Parish Office, Lower Green Road, Pembury on **Monday 29 April 2024** at 2:00pm



**Councillors Present:**

Cllr N Stratton (Chair)  
Cllr A Birch

Cllr K Brooks (Vice-Chair)

**Also in attendance:**

Helen Munro (Clerk)

- 23/559. **APOLOGIES FOR ABSENCE.** There were none.
- 23/560. **DECLARATIONS OF INTEREST.** There were none.
- 23/561. **MINUTES.** The minutes from the committee meeting held on 22 January 2024 were approved and signed by the Chair as an accurate record.
- 23/562. **CHAIR'S ANNOUNCEMENTS.** The Chair reported a meeting with a potential new Councillor who had expressed an interest in joining the Committee.
- 23/563. **CLERK'S REPORT.** The following report was **noted**:
- a. Governance. Due to work pressures, the Disciplinary Policy and Scheme of Delegation have not been reviewed. To be actioned in due course.
  - b. Memorial Repair costs. A second quote was obtained and approved at the February Full Council meeting. The first phase of work has been completed and the second phase to be scheduled in due course.
- 23/564. **OPEN SESSION.** There were no members of the public present.
- 23/565. **GOVERNANCE & POLICIES.** The Standing Orders were reviewed, and it was **RESOLVED** to recommend them to Full Council.
- 23/566. **TERMS OF REFERENCE.** The following Terms of Reference were reviewed, and it was **RESOLVED** they be recommended to Full Council:
- a. Terms of Reference – Finance & HR Committee.
  - b. Terms of Reference – Open Spaces Committee.
  - c. Terms of Reference – Planning & Highways Committee.
- 23/567. **RISKS.**
- a. There were no new risks.

- b. An updated Council risk assessment was reviewed, and it was **RESOLVED** that it be updated.

23/568. **ASSET REGISTER.** The asset register as at 31 March 2024 was reviewed and it was **RESOLVED** that it be recommended to Full Council.

23/569. **YEAR END ACCOUNTS & AUDIT 2023/24.**

- a. The Statement of Internal control was reviewed, and it was **RESOLVED** that it be recommended to Full Council for approval and signature.
- b. The draft Annual Governance and Accountability Return (AGAR) and variance analysis were noted. The final AGAR would be presented to Full Council for approval at the June meeting after the final Internal Audit.

23/570. **BANKING & INVESTMENTS.**

- a. Banking arrangements were reviewed, and it was **RESOLVED** that no changes be made.
- b. Ensuring cash balances in each financial institution did not exceed the Financial Services Compensation limit of £85,000 was discussed. It was **RESOLVED** that a recommendation would be made to Full Council to open a savings account with Unity Bank. This would be further reviewed at a future meeting.
- c. The Nationwide Fixed Rate saver had matured, and it was **RESOLVED** that it be renewed for another 1-year period.
- d. The Fidelity Guarantee of £500,000 was noted.

23/571. **FINANCIAL INFORMATION.** Reports to 31 March 2024 were reviewed. It was **RESOLVED** that they be recommended to Full Council:

- a. Income and expenditure report. Variances were noted.
- b. Bank reconciliations. The bank reconciliations had been checked by Cllrs Brooks and Stratton from January to March 2024.
- c. Balance sheet. For signature at the next Full Council meeting.
- d. Reserves. It was **RESOLVED** to recommend to Full Council that no changes be made.

e. Transfer of budgets to Earmarked Reserves. It was **RESOLVED** to recommend to Full Council that no changes be made.

23/572. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.

23/573. **NEXT MEETING DATE.** Monday 12 August 2024 at 3:00pm in the Parish Office.

23/574. Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 it was **RESOLVED** to excluding the public and press from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information at 14:53pm

23/575. **HR MATTERS.**

a. Sick pay. Quotes for sick pay insurance cover were discussed. It was **RESOLVED** that an update would be given to Full Council and a recommendation would be made to delegate the final decision back to the Committee.

b. Pensions. The report was noted. It was **RESOLVED** that further advice would be sought and an update would be given at the next Full Council meeting.

c. Draft Contracts. The draft contracts were discussed, and it was **RESOLVED** that the final details would be delegated to the Clerk in consultation with Cllr Stratton.

d. Interviews and Selection. The process was agreed by **RESOLUTION.**

There being no other business, the meeting closed at 15:31.

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