

Minutes of the **FINANCE & HR COMMITTEE** meeting held in the Parish Office, Lower Green Road, Pembury on **Monday 12 AUGUST 2024** at 3:35pm



Councillors Present:

Cllr N Stratton (Chair)

Cllr P Simmons

Cllr K Brooks (Vice-Chair)

Also in attendance:

Helen Munro (Clerk)

24/140. **APOLOGIES FOR ABSENCE.** There were none.

24/141. **DECLARATIONS OF INTEREST.** There were none.

24/142. **MINUTES.** The minutes from the Committee meeting held on 29 April 2024 were approved and signed by the Chair as an accurate record.

24/143. **CHAIR'S ANNOUNCEMENTS.** Cllr Simmons was welcomed to his first Finance & HR Committee meeting.

24/144. **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. Banking and Investments. Due to work pressures, research into new savings accounts will be actioned in due course.
- c. Pensions. A quote for specialist pension advice has been obtained and was approximately £6,000. This would be added to the 2025/26 budget wish list for future consideration.

24/145. **OPEN SESSION.** There were no members of the public present.

24/146. **GOVERNANCE & POLICIES.**

- a. Financial Regulations. New model Financial Regulations from the National Association of Local Councils were circulated. These would be reviewed, compared to the existing regulations, and discussed at the next committee meeting.

The following policies were reviewed, and minor amendments made. It was **RESOLVED** to approve the updated policies.

- b. Retention and Disposal Policy.
- c. CCTV Policy.
- d. Tree Management Policy.
- e. Bee Keeping Policy.
- f. Grant awarding Policy and Application Form.
- g. Debit and Credit Card Policy.

24/147. **RISKS.**

- a. The updated Council risk assessment was reviewed, and it was **RESOLVED** that it be approved.
- b. The risk assessment for Pembury in the Park 2024 was noted.

24/148. **BANKING & INVESTMENTS.** Due to office staff changes, it was **RESOLVED** to recommend to Full Council that the Assistant Clerk be added to the Unity Bank mandate to view and submit payments only.

24/149. **FINANCIAL INFORMATION.** Reports to 30 June 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 Cllr Brooks from April to June 2024.
- c. Reserves.

It was **RESOLVED** that the following recommendations be made to Full Council:

- d. Purchase of a spare laptop. It was **RESOLVED** to recommend to Full Council that a replacement laptop be purchased for £340 plus VAT. Funds to be taken from general reserves. It was also **RESOLVED** to recommend to Full Council that the old Dell laptop be disposed of.
- e. It was **RESOLVED** to recommend to Full Council that the Philips defibrillator be disposed of.

24/150. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.

24/151. **NEXT MEETING DATE.** Monday 14 October 2024 at 3:30pm in the Parish Office.

24/152. 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 4:27pm.

24/153. **HR MATTERS.**

- a. Recruitment. An updated recruitment programme was discussed. It was **RESOLVED** that this be recommended to Full Council for approval.
- b. Staff Working Patters and public opening hours. Amended working patters were discussed but no changes were currently required.
- c. Sick Pay Insurance. Quotes were circulated. More information was needed for one of the quotes. It was **RESOLVED** that Cllr Stratton contact the provider to clarify the details and report back to Committee members by email. It was **RESOLVED** that a recommendation would be agreed by email and made to Full Council at their next meeting.

There being no other business, the meeting closed at 5:09pm.

Signed: _____ Date: _____
Chair