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Date: 21<sup>st</sup> May 2020

## Finance, Policies and Human Resources Committee Meeting

Members of the Committee are summoned to a virtual Meeting on Wednesday 27<sup>th</sup> May 2020 at 6.00pm.

|                     |                    |             |
|---------------------|--------------------|-------------|
| <b>Councillors:</b> | M Ellis (Chairman) | S Kornycky  |
|                     | D Buckley          | R Landeryou |
|                     | A Gormley          | P Thompson  |

*Jonna Foote*

**Mrs J Foote**  
Clerk to Rudgwick Parish Council

*Members of the public have a right and are welcome to attend the meeting as observers.*

### **AGENDA**

To be read in conjunction with Clerk's Report for further background information.

- |                |                                                                                                                                                                                                                                                                                                               |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FPHR 001-20/21 | <b>Apologies for Absence</b><br>To receive for approval.                                                                                                                                                                                                                                                      |
| FPHR 002-20/21 | <b>Declarations of Interest</b><br>To receive any declarations of interest by councillors on any matters to be considered at the meeting and notifications of changes to members' Register of Interests. Any clarification on whether a Member has an interest should be sought before attending the meeting. |
| FPHR 003-20/21 | <b>Minutes of Finance, Policies and Human Resources Committee Meeting of 18<sup>th</sup> November 2019</b><br>To receive for approval.                                                                                                                                                                        |
| FPHR 004-20/21 | <b>Public Speaking Session</b> (for noting only)                                                                                                                                                                                                                                                              |
| FPHR 005-20/21 | <b>End of Year 19/20 Budget Report</b><br>To receive and note.                                                                                                                                                                                                                                                |

|                |                                                                                                                                                                                                                                                                                     |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FPHR 006-20/21 | <b>Internal Auditor's Report</b><br>To receive and note.                                                                                                                                                                                                                            |
| FPHR 007-20/21 | <b>Annual Governance and Accountability Return (AGAR) 2019/20 Part 3</b><br>To receive and agree meeting the requirements of the Annual Governance Statement of the AGAR 2019/20 with reference to the Governance and Accountability for Smaller Authorities in England Guide 2020. |
| FPHR 008-20/21 | <b>Annual Governance and Accountability Return (AGAR) 2019/20 Part 3</b><br>To receive and note the Accounting Statements 2019/20 of the AGAR 2019/20.                                                                                                                              |
| FPHR 009-20/21 | <b>Risk Assessment Management Scheme May 2020</b><br>To receive and agree.                                                                                                                                                                                                          |
| FPHR 010-20/21 | <b>Scheme of Delegation/ Terms of Reference</b><br>To receive, review and agree.                                                                                                                                                                                                    |
| FPHR 011-20/21 | <b>Asset Register 2019/20</b><br>To receive and note.                                                                                                                                                                                                                               |
| FPHR 012-20/21 | <b>Budget 2020/21 considerations COVID-19 impact</b><br>To receive and note.                                                                                                                                                                                                        |
| FPHR 013-19/20 | <b>Little Street Lease payment reduction request</b><br>To receive, review and agree.                                                                                                                                                                                               |
| FPHR 014-19/20 | <b>Earmarked Reserves</b><br>To review and plan future spending.                                                                                                                                                                                                                    |
| FPHR 015-19/20 | <b>Rudgwick Parish Council Local Authority body/ Rudgwick Parish Council King George V Trustee to agree a coordination agreement under s 297 of the Charities Act 2011</b><br>To receive, review and agree.                                                                         |
| FPHR 016-19/20 | <b>Policies and Procedures</b><br>To receive and agree.                                                                                                                                                                                                                             |
| FPHR 017-19/20 | <b>Resolution to exclude the public and press from the business about to be transacted.</b><br>Exclusion due to the confidential nature/exempt information to be discussed.                                                                                                         |
| FPHR 018-19/20 | <b>Staffing</b><br>To discuss staffing arrangements.                                                                                                                                                                                                                                |
| FPHR 019-19/20 | <b>Date of next meeting: Autumn 2020 date to be advised</b>                                                                                                                                                                                                                         |

**Filming of Parish Council Meetings and use of social media**

During this meeting the public are allowed to film the Council or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Clerk know in advance if you wish to film. Mobile devices should be switched to silent for the duration of the meeting.

# RUDGWICK PARISH COUNCIL

Finance, Policies and Human Resources Meeting on Wednesday 26<sup>th</sup> May 2020  
at 6.00 pm

## Clerk's Report

To be read in conjunction with the Agenda

## AGENDA

To be read in conjunction with Clerk's Report for further background information.

- FPHR 001-20/21     **Apologies for Absence**  
To receive for approval.
- FPHR 002 -20/21     **Declarations of Interest**  
Members are advised to consider the agenda for the meeting and determine in advance if they have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. (Please refer to flow chart provided prior to the meeting). If a Member has a declarable interest, they are reminded that this must be declared at the start of the meeting. Details of the interest will be minuted. Where a Member has a **Prejudicial Interest** (which is not a Disclosable Pecuniary Interest), they are reminded that they must withdraw from the meeting room after making representations/ asking questions. If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must not take part in the discussions of the item at all, participate in any voting and unless the Chairman has given a dispensation, withdraw from the meeting room. Any clarification on whether *a Member has an interest should be sought before attending the meeting*. **Recommendation: To receive any Declarations of Interest from Members of the Council and for these to be noted.**
- FPHR 003-20/21     **Minutes of Finance, Policies and Human Resources Committee Meeting of 18<sup>th</sup> November 2019**  
**Recommendation: to approve Minutes of the council meeting held on 18<sup>th</sup> November 2019 as an accurate record and for the chairman to sign these,**
- FPHR 004-20/21     **Public Speaking Session** (for noting only)  
The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda. Each speaker is limited to two minutes.
- FPHR 005-20/21     **End of Year 19/20 Budget Report**  
**Recommendation: To recommend to the Full Council to agree to *note* End of Year 19/20 Budget Report.**  
Green/yellow highlighted areas are those that required the additional information provided.
- FPHR 006-20/21     **Internal Auditor's End of Year 19/20 Report**  
**Recommendation: To recommend to the Full Council to agree to *note* Internal Auditor's End of Year 19/20 Report**  
No actions/ recommendations. General Reserve quoted is higher than actual reserve as the end of year EMR's (as confirmed by auditor/ KGV omitted should have been allocated at end of 19/20 – instead, they have been allocated at start of 20/21 year)
- FPHR 007-20/21     **Annual Governance and Accountability Return (AGAR) 2019/20 Part 3**  
**Recommendation: To receive and agree to recommend to the Full Council to resolve meeting the requirements of the Annual Governance Statement of the AGAR 2019/20 with reference to the Governance and Accountability for Smaller Authorities in England Guide 2020.**

See [Report](#) (Also mentioned in Internal Auditor's End of Year 19/20 Report).

- FPHR 008-20/21     **Annual Governance and Accountability Return (AGAR) 2019/20 Part 3**  
**Recommendation:** To receive and agree to recommend to the Full Council to resolve to approve the Accounting Statements 2019/20 of the AGAR 2019/20.  
See [AGAR Document](#) (page 5), income and expenditure of the Council for the financial year ending 31<sup>st</sup> March 2020.
- FPHR 009-20/21     **Risk Assessment Management Scheme May 2020**  
**Recommendation:** To receive and agree to recommend to the Full Council to resolve to adopt the updated Risk Assessment Management Scheme May 2020.  
See [document](#).
- FPHR 010-20/21     **Scheme of Delegation/ Terms of Reference**  
**Recommendation:** To receive, review and agree to recommend to the Full Council to resolve to adopt the [Scheme of Delegation](#) and the [Terms of Reference](#).
- FPHR 011-20/21     **Asset Register 2019/20**  
**Recommendation:** To receive and agree to recommend to the Full Council to resolve to *note* the Asset Register 2019/20.  
See [document](#).
- FPHR 012-20/21     **Budget 2020/21 considerations/ COVID-19 impact**  
**Recommendation:** To receive and agree to recommend to the Full Council to resolve to *note* the Budget 2020/21 considerations/ COVID-19 impact  
See [report](#).
- FPHR 013-19/20     **Little Street Lease payment reduction request**  
**Recommendation:** To receive and agree to recommend to the Full Council to resolve Little Street lease payment reduction request.  
See [report](#).
- FPHR 014-19/20     **Earmarked Reserves**  
**Recommendation:** To review and plan future spending to recommend to the Full to resolve an initial Action Plan.  
See [report](#).
- FPHR 015-19/20     **Rudgwick Parish Council Local Authority body/ Rudgwick Parish Council King George V Trustee to agree a coordination agreement under s 297 of the Charities Act 2011**  
**Recommendation:** To receive, review and agree to recommend to the Full Council to resolve the matter regarding a coordination agreement under s 297 of the Charities Act 2011.  
See [report](#).
- FPHR 016-19/20     **Policies and Procedures**  
**Recommendation:** To receive and agree to recommend to the Full Council to resolve to adopt the revised policies and postpone further policies to be reviewed/adopted after these have been formatted:
- [Equal Opportunities](#)
  - [Document Retention](#)
  - [Members Code of Conduct](#)
  - [Information and Data Protection](#)
- There are further policies up for review, but these are currently re-formatted and will require proof reading and it is therefore recommended to postpone these policies to the next Finance, Policies and Human Resources Meeting.

- FPHR 017-19/20      **Resolution to exclude the public and press from the business about to be transacted**  
**Recommendation: To exclude the public and press from the business about to be transacted due to the confidential nature/exempt information to be discussed.**
- FPHR 018-19/20      **Staffing**  
**To agree to recommend to the Full Council to resolve staffing plans and to *note* Staffing update.**  
  
Confidential report circulated to councillors prior to the meeting.
- FPHR 019-19/20      **Date of next meeting: Autumn 2020 date to be advised**  
**Recommendation: to note the next meeting will be in the Autumn 2020 with date to be advised.**