

Rudgwick Parish Council

Minutes of the virtual Finance, Policies and Human Resources Committee Meeting held on Wednesday 27th May 2020 at 6.00 pm.

Present: Councillors: M Ellis (Chairman), D Buckley, A Gormley*, S Kornycky, R Landeryou and P Thompson
Mrs. J Foote, Clerk and one member of the public

Councillor Gormley lost internet access early in the meeting (7.20 pm).

FPHR 001-20/21 Apologies for Absence

No Apologies for Absence were received. This was **agreed to be noted**.

FPHR 002-20/21 Declarations of Interest

No declarations of Interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made. This was **agreed to be noted**.

FPHR 003-20/21 Minutes of the Meeting of 18th November 2019

The [Minutes](#) of the meeting held 18th November 2019 were **resolved to be approved** and signed by the Chairman as being a correct record.

FPHR 004-20/21 Public Participation (for noting only)

A Cox Green resident commented on the financial situation of the council at the end of the financial year 19/20; queried the council's position regarding the requested reduced monthly lease charge by Little Streets in light of the grant(s) available in the current COVID 19 period; mentioned the King George V rates.

FPHR 005-20/21 End of Year 19/20 Budget Report

It was **resolved to recommend** to the Full Council **to agree to note** the End of Year 19/20 Budget [Report](#). A higher than expected General Reserve was noted, however some of the anticipated 2019/20 spending is not taking place in 2020/21 (and not included in the original budget). It was noted that the positive financial situation would support the Council in dealing with the financial impact of the COVID 19 period. Proposed by Cllr Thompson seconded by Cllr Buckley and agreed unanimously.

FPHR 006-20/21 Internal Auditor's End of Year 19/20 Report

It was **agreed to recommend** to the Full Council **to agree to note** the Internal Auditor's End of Year 19/20 [Report](#), no actions were recommended which was reported by Cllr Thompson as being an excellent achievement.

FPHR 007-20/21 Annual Governance and Accountability Return (AGAR) 2019/20 Part 3

It was **agreed to recommend** to the Full Council **to resolve to approve** the [explanation](#) for meeting Section 1 - Annual Governance Statement of the AGAR 2019/20 with reference to the Governance and Accountability for Smaller Authorities in England Guide 2020. Proposed by Cllr Thompson seconded by Cllr Landeryou and agreed unanimously.

FPHR 008-20/21 Annual Governance and Accountability Return (AGAR) 2019/20 Part 3

It was **agreed to recommend** to the Full Council **to resolve to approve** Section 2 - Accounting Statement 2019/20 of the [AGAR 2019/20](#) (page 5) with reference to the Governance and Accountability for Smaller Authorities in England Guide 2020. Proposed by Cllr Thompson seconded by Cllr Buckley and agreed unanimously.

- FPHR 009-20/21 **Risk Assessment Management Scheme May 2020**
It was **agreed to recommend** to the Full Council **to resolve to adopt** the updated [Risk Assessment Management Scheme May 2020](#).
- FPHR 010-20/21 **Scheme of Delegation/ Terms of Reference**
It was **agreed 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**
It was **agreed to recommend** to the Full Council **to resolve to note** the [Asset Register 2019/20](#).
- FPHR 012-20/21 **Budget 2020/21 considerations/ COVID-19 impact**
It was **agreed to recommend** to the Full Council **to resolve to note** the Budget 2020/21 considerations with the [reduced income/ increased expenditure](#) due to COVID-19 impact/ water compliance.
- FPHR 013-19/20 **Little Street Lease payment reduction request**
It was **agreed to recommend** to the Full Council **to explore** further Little Street's lease payment reduction request and for the Clerk to obtain further information from Little Street regarding receipt of grants/ operating forecasts. Proposed by Cllr Buckley seconded by Cllr Kornysky and agreed unanimously.
- FPHR 014-19/20 **Ear Marked Reserves**
It was **agreed to recommend** to the Full Council **to resolve** to spend Ear Marked Reserves on the refurbishment of the Rudgwick Hall car park and further potential further spending as described in the [report](#), to be noted.
- 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**
It was **agreed to recommend** to the Full Council **to resolve** instructing a solicitor for the drawing up of a coordination agreement under s 297 of the Charities Act 2011. Proposed by Cllr Ellis seconded by Cllr Kornysky.
- FPHR 016-19/20 **Policies and Procedures**
It was **agreed 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](#)
- FPHR 017-20/21 **Resolution to exclude the public and press from the business about to be transacted**
It was **resolved to exclude** the public and press from the business about to be transacted due to the confidential nature/exempt information to be discussed. The member of the public left the meeting.
- FPHR 018-19/20 **Staffing**
It was **agreed to recommend** to the Full Council **to resolve** for Open Space Warden duties to be extended to include weekly water compliance measurements; recommendations made regarding the Clerk's salary and **to note** further staffing updates as provided in the

confidential report. Proposed by Cllr Kornycky seconded by Cllr Thompson and agreed unanimously.

The Chairman wished it to be noted that the Clerk and Assistant Clerk were to be thanked for their excellent work which had resulted in a very good internal auditor's report.

FPHR 019-19/20 **Date of next meeting: Autumn 2020 date to be advised**

It was agreed to note the date for the next meeting as 2nd September 2020.

There being no other business, the Chairman closed the meeting at 7.32 pm

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Chairman M Ellis

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Date