



Parish Office
Rudgwick Hall
Bucks Green
Rudgwick
West Sussex
RH12 3JJ

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Date: 5th November, 2019

Finance, Policies and Human Resources Committee Meeting

Members of the Committee are summoned to a Meeting to be held on Monday 18th November 2019 at Rudgwick Hall, Bucks Green, at 6.00pm.

Councillors: R Wild (Chairman) S Kornycy
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 011-19/20 **Apologies for Absence**
To receive for approval.
- FPHR 012-19/20 **Declarations of Interest**
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 013-19/20 **Minutes of Finance, Policies and Human Resources Committee Meeting of 22nd August 2019**
To receive for approval.
- FPHR 014-19/20 **Public Speaking Session** (for noting only)
- FPHR 015-19/20 **NJC/NALC/living wage Salary Increase 2020-21**
To review and agree.

- FPHR 016-19/20 **Earmarked Reserves**
To review transfers from General Reserve to Earmarked Reserves.
- FPHR 017-19/20 **Parish Council Budget and Precept for the financial year 1st April 2020 to 31st March 2021**
To review and agree.
- FPHR 018-19/20 **Unspent and potential S106 monies** (for noting)
To receive.
- FPHR 019-19/20 **Internal Control Policy**
To review and agree.
- FPHR 020-19/20 **Non-payment of invoice by hirer**
To review.
- FPHR 021-19/20 **To exclude the public and press from the business about to be transacted.**
Reason: staff in confidence.
- FPHR 022-19/20 **Staffing**
To discuss staffing arrangements.
- FPHR 023-19/20 **Date of next meeting: Spring 2020 date to be advised**

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 Monday 18th November 2019
at 6.00 pm Rudgwick Hall, Bucks Green, RH12 3JJ

Clerk's Report

To be read in conjunction with the Agenda

- FPHR 011-19/20 **Apologies for Absence**
Recommendation: To receive apologies for approval.
- FPHR 012-19/20 **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 013-19/20 [Minutes of Finance, Policies and Human Resources Committee Meeting of 22nd August 2019](#)
Recommendation: to approve Minutes as accurate records of the Policies and Human Resources Committee Meeting held on 22nd August 2019.
- FPHR 014-19/20 **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 015-19/20 **NJC/NALC/living wage Salary Increase 2020-21**
Recommendation: To review and resolve to recommend to the Council to approve salary increases in accordance with the Real National Wage and NALC 2020-21 salary scales.
Details of both pay increases have been delayed due to Brexit and with the election having been announced – unsure when decisions will be taken/ information will become available.
- FPHR 016-19/20 **Earmarked Reserves**
Recommendation: To review and resolve to recommend to the Council to approve the transfer of £45,414 from General Reserve to Earmarked Reserves as detailed on the Summary Sheet of the proposed Budget for 2020/21.
Details in the Summary spreadsheet of the proposed [Budget 2020/21](#) and [Chairman's Summary](#)
- FPHR 017-19/20 **Parish Council Budget and Precept for the financial year 1st April 2020 to 31st March 2021**
Recommendation: To review and resolve to recommend to the Council to approve the Budget and Precept for the financial year 1st April 2020 to 31st March 2021.
Details in proposed Budget 20/21 and Chairman's Summary

- FPHR 018-19/20 **[Unspent](#) and [potential](#) S106 monies**
Recommendation: to receive and to resolve to note the unspent and potential S106 and [CIL](#) monies.
NB The Summerfold money for the development of Churchmans Meadows has been spent and Horsham District Council will be invoiced when final invoice for the project has been received.
- FPHR 019-19/20 **[Internal Control Policy](#)**
Recommendation: To review and resolve to recommend to the Council to adopt the Internal Control Policy.
- FPHR 020-19/20 **Non-payment of invoice by hirer**
Recommendation: To discuss and resolve to recommend to the Council further actions to be taken.
[Report](#)
- FPHR 021-19/20 **To exclude the public and press from the business about to be transacted.**
Recommendation: To resolve to exclude the public and the press from the business about to be transacted with the reason being staff in confidence.
- FPHR 022-19/20 **Staffing**
Recommendation: To review and resolve to recommend to the Council to approve the actions as agreed by the Committee.
Confidential report provided to the Committee by email.
- FPHR 023-19/20 **Date of next meeting: Spring 2020 date to be advised**
Recommendation: to resolve to note a date is to be advised.