



An ordinary meeting of the above Committee.
was held via Zoom on Wednesday 28th April 2021.

36/21F To note those present and record any apologies.

Members: Cllr Alan Cooper, Cllr Chris Morley, Cllr Justin Armitage

Apologies: Cllr Shafi Khan

Also Present: The Clerk

37/21F To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda. None were declared.

38/21F To consider and adopt the Minutes of the meeting held on 01st March 2021. The minutes were declared a true copy and will be signed by the Chair.

Action: Clerk to send copy without watermark for signature.

39/21F Terms of Reference of other committees – to consider for recommendation to Council with incorporation of delegations agreed already by Council.

Note: Following up on delegations agreed in February Council which added delegation to committees.

Agreed: Unanimously to make recommendations to Council for consideration and adoption on 05th May 2021 as follows:

Environment and Open Spaces:

Under 10 Responsibilities, d) Parks and Open Spaces, insert new sub-paragraph

iv) Initiate public consultations with residents living within 600 yards of a play space on the development of that space.

Under 10 Responsibilities Street Cleansing & Litter Issues, insert new sub-paragraph

ii) Organise environmental clean-up campaigns and incur expenditure of not more than £500 in connection with each one.

Planning Committee:

Under 13 Neighbourhood Planning a. To consider, and to review on a regular basis (at least every four years), whether a Neighbourhood Plan or other similar scheme should be developed for the Council's area, and to make recommendations to the Council. Add "and to this end create a sub-committee to develop a Neighbourhood Plan"

Communications Committee:

Under 11 Responsibilities d) Obtain estimates for the costs of any communications items in accordance with the Council's procurement policies and seek assurance from the Finance and General Purposes Committee that proposed expenditure is within budget. Add "and incur expenditure for publicity and public relations of not more than £500.

Personnel and Development Committee:

Under 11) Duties a) Personnel

i) To draft and keep under review the staffing structure of the Council and make recommendations to the full Council as appropriate,

Add "and, except where it concerns the Clerk to the Council or would result in any increase in already approved employment budgets, exercise authority in relation to staffing."

Under 11 Duties a) Personnel

iii) To keep under review staff work/life balance, working conditions, health and safety and well-being, including the monitoring of absence.

Add "and implement necessary actions for all aspects of Health and Safety Policy".

Under 11) Duties b) Development add new sub-paragraph

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vi) Authorise commitment to incur training expenditure for any training courses in a Training Plan previously approved by Council.

Action: Clerk to add to May Council agenda and circulate document outlining recommendation.

40/21F Level of delegation temporary increase - to consider allowing Clerk to continue business of Council if it cannot meet monthly

Agreed: To recommend options to Council 5th May for temporary delegation until 31st August unless further extended and on months where Council cannot meet as follows, with the Clerk giving three clear days before exercising these temporary delegations:

The following categories of payment are recommended to be included in Schedule B:

Salaries and other staff employment cost, Councillor expenses, Professional fees where Council has already authorised the entering into the commitment or where a commitment has been made using delegated powers.

The following categories of commitment are to be recommended to be included in Schedule A:

Professional fees – emergency legal advice within a limit of 4 hours work

FGP Committee also recommends to delegate to the Clerk responding on behalf of Council to any public consultations, subject to consulting all councillors on both the need to respond and the content of any response; where practical by arranging a remote virtual meeting or an email Councillor consult (ensuring delivery/read receipt) of the relevant committee to discuss any draft response; and present the response to Council at the next suitable meeting to be minuted.

Action: Clerk to work on a room suitable for Council

Action: Clerk to add to May Council agenda and circulate papers

41/21F Regular payments for 2021-22 - to consider for recommendation to Council. Committee noted regular payments as detailed by the Clerk for regular monthly/quarterly payments to be .

Action: Clerk to amend documents to show annual, salary and monthly payments separately and present as per subheadings within Scribe and name the document schedule of payments. Recommendation to Council, changing where possible payments to direct debit.

Action: Clerk to add to May Council agenda and circulate papers

42/21F Review of Financial Regulations - to consider for recommendation to Council the additions to Schedule B.

Agreed: FGP recommends for Council agenda 5th May 2021, to add further delegations in Schedule B to the Regulations. HMRC and Pension fund, which are the consequence of salary payments being approved, and grants only where Council has approved the commitment already as long as applicant remains still as originally presented as viable ongoing business. The Committee will keep under review whether other delegations could be added in future without reducing necessary control with the aim to streamline Council business.

Action: Clerk to add to May Council agenda and circulate papers

43/21F Bank signatories - to consider for recommendation to Council

Agreed: FGP to recommend to Council 5th May 2021 that no change to the level of signatures and the authorisation process to make payments but that it authorises additional councillors to fulfil these duties, one as a backup signatory only, and one additional councillor is permitted to the online banking role as authoriser as well as a bank signatory.

Action: Clerk to add to May Council agenda and circulate paper

44/21F Review of Council's complaints procedure policy - in accordance with Standing Order 5 j xvi, to consider and approve a draft Complaints Procedure to be recommended to Council for adoption.

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Agreed: FGP to recommend to Council 5th May 2021 that the procedure set be adopted with immediate effect with addition of 28 adding reason to explain any evidence disregarded. 8 volunteers to be acquired to be called upon of which 5 are nominated to serve on the complaints panel

Action: Clerk to add to the May Council agenda and circulate paper.

45/21F Code of Conduct - to consider for recommendation to Council adoption of the new Code. Agreed:

Agreed: FGP to recommend to Council 5th May 2021 to approve the new Code of Conduct based on the Local Government Association Model Councillor Code of Conduct 2020 (version 1.2 dated 21 January 2021) with the amendment of new Councillors to sign compulsory document within 28 days. All current councillors will need to sign on adoption.

Action: Clerk to add to May Council agenda and circulate papers

46/21F Preparations for face-to-face meetings, including risk assessment - to consider for recommendation to Council

Agreed: FGP to recommend to Council 5th May 2021 following advice from NALC, a policy to be followed for face-to-face meetings based on a risk assessment and NALC advice. To include all doors and windows to be open. Masks or Visors can be worn. Anyone needing to leave the room would take the widest distance from other attendees as possible and same for returning to your seat.

Action: Clerk to continue to update Council on any and all meeting room hire options and chase all for Council to meet. Clerk to contact ABC re the possibility hire of a room.

Agreed: FGP to recommend in the event that it proves impossible to hold a face-to-face meeting, temporary delegations to be made to the Clerk, exercisable only in the months Council cannot and will not meet.

Action: Clerk to add to May Council agenda and circulate papers

47/21F Financial Year 2020/21 - To note expenditure and income to date and bank reconciliation to note as of 31/03/20. Noted: by FGP committee.

Action: Clerk to add to May Council agenda and circulate

48/21F Year End Accounts– to agree carry forwards as delegated by Council and discuss and agree report for information and identify significant changes for further recommendation and consideration to Council. Noted: Committee noted and to be recommended to Council.

Agreed: The clerk to amend an easier to understand format to present to Council and give an oral explanation for each.

Action: Clerk to add to May Council agenda and circulate document to approve the end of year, then the carry over, virement and reserves etc.

49/21F Internal Audit – to note oral update by Clerk. Noted Oral Update from Clerk that the Internal Auditors visit is scheduled and will be presented to FGP/Council suitable meeting upon receipt of audit and with the Agar/External audit process.

50/21F AGAR – to note oral update by Clerk. Noted: Oral update from Clerk the Agar will be presented to Council in June as the Internal Auditor visit could not be scheduled before the amended date of Council.

51/21F Organisational review – to discuss and agree cover note and suggested process to take to recommend to Council

Agreed: FGP to recommend:

1) Keep the same structure that Council has now with the 6 Committees, one Panel and 5 Working/Task and Finish Groups. Appoint new membership and leave committees to elect the Chair, and Vice Chair if they wish, at their next first meeting .

2) Endorse the two only committee structure. Extend the life of the existing committees and their membership for one month and ask a task force consisting of the Clerk, the Council Chair and Vice-Chair and the current committee chairs to draw up draft terms of reference for the two new committees. Appoint

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membership of the two committees in June Council when the terms of reference are finalised and can be adopted at Council.

3) Extend the life of the existing committees for 3 or 4 months and appoint a new membership while Council conducts an in-depth facilitated discussion on the full report and recommendations from the Organisation Review.

52/21F Information Requests - FGP Committee is invited to take note. Noted: By Committee.

53/21F Responding to Community Needs – Community Pantry Foodboxes – to note comments received from the Kennington Community Volunteers. Noted: Positive feedback received to date.

54/21F Items for inclusion on next agenda/s: (*Internal Audit and Agar*).

55/21F Date of next meeting. The next meeting will be scheduled for 16th May tbc.

56/21F Close of Meeting. The meeting closed at 21:16.

DRAFT