



To all Members of the Finance and HR Committee

You are hereby summoned to attend a meeting of the Finance and HR Committee at the Parish Council Offices, Lower Green Road Recreation Ground, Lower Green Road, Pembury TN2 4DZ on **Monday 12 November 2018** at **6:00pm**.

Helen Munro

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Parish Clerk

Date of Issue: 6 November 2018

Members of the Public and Press are welcome to attend

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy the Council's procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

A G E N D A

1. **CHAIR.** To elect a Chair of the Committee.
2. **VICE CHAIR.** To elect a Vice Chair of the Committee.
3. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence.
4. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.
5. **CHAIRMAN'S ANNOUNCEMENTS.** To receive announcements.
6. **CLERK'S REPORT.** To receive report and update on previous actions.
7. **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council. *Please note there can be no discussion of these items and issues will either be addressed elsewhere on the agenda or be referred to a future meeting of the Parish Council.*
8. **GOVERNANCE DOCUMENTS.** To receive updated draft Standing Orders for review following changes to the Model Standing Orders.
9. **POLICIES & TERMS OF REFERENCE.** To consider the following:
 - a. Whistleblowing Policy.
 - b. Grant Awarding Policy.
 - c. Policy and Resources Working Group Terms of Reference.
10. **BANKING.** To consider changing bank accounts to Unity Bank.
11. **QUOTES.** To receive quotes and agree contractor for:
 - a. Replacement Strimmer.
 - b. Repair or replacement of lights in office.
 - c. Firm Alarm Maintenance.

12. **IT DEVELOPMENT.**
 - a. To agree costs for additional outlook account within budget.
 - b. To receive KALC report on Councillor's Emails and consider its recommendations.
13. **JOB DESCRIPTIONS AND PERSON SPECIFICATIONS.** To review for all roles.
14. **CHRISTMAS OFFICE/DEPOT CLOSURE.** To agree date of closures.
15. **VIRES.** To consider vires required.
16. **BUDGETS 2019/20.** To consider recommendations to be included in the budget within the committee's remit.
17. **QUALITY COUNCIL.** To consider recommendation to apply for Quality Council status in the new civic year and receive update on progress.
18. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.
19. **MEETING DATES.** To note the date of next meeting – 21 January 2019.