



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 21 January 2019** at **7:30pm**.

Helen Munro

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Parish Clerk

Date of Issue: 15 January 2019

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. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence.
2. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.
3. **MINUTES.** To approve and sign minutes from the committee meeting on 12 November 2018.
4. **CHAIRMAN'S ANNOUNCEMENTS.** To receive announcements.
5. **CLERK'S REPORT.** To receive report and update on previous actions.
6. **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.*
7. **COMMITTEE & WORKING GROUP REMIT & DELEGATIONS.** To review the remit of Committees and Working Groups and delegation arrangements for recommendation to Full Council.
8. **INTERNAL AUDIT.** To receive the Internal Auditor's report and findings from the interim internal audit on 14 November 2018 for comment.
9. **FINANCIAL INFORMATION.** To receive reports to 31 December 2018 and consider reporting findings to Full Council:
 - a. Budget monitoring.
 - b. Any vires required.
 - c. Bank Reconciliation.
 - d. Reserves.

10. **RISK ASSESSMENT.** To review the Risk Assessment for recommendation to Full Council.
11. **SYSTEM OF INTERNAL CONTROL.** To consider the system of internal control and its effectiveness and make recommendations to Full Council.
12. **GOVERNANCE.** To recommend the following policies to Full Council:
 - a. Terms of Reference for the Internal Auditor.
 - b. Reserves Policy.
 - c. Investment Strategy.
 - d. Recruitment and Selection Policy.
13. **QUOTES.** To consider quotes for replacement tyres on the tractor.
14. **REPLACEMENT VEHICLE.** To consider the process for purchasing a replacement vehicle in April for recommendation to Full Council.
15. **NEW SEASONAL GROUNDSMAN.**
 - a. To consider terms and conditions of employment.
 - b. To consider recruitment and selection plan, process, delegations and timetable.

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will be excluded from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information.

16. **STAFF PAY RISES.** To consider pay rises for 2019/20 for recommendation to Full Council.

The meeting will be re-opened to the public and press.

17. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.
18. **MEETING DATES.** To note the date of next meeting – Tuesday 23 April 2019.