



## To all Members of Pembury Parish Council

You are hereby summoned to attend the meeting of Pembury Parish Council at the Parish Council Offices, Lower Green Recreation Ground, Lower Green Road, Pembury TN2 4DZ on **Monday 4 February 2019 at 7:15pm.**

*Helen Munro*

Helen Munro  
Parish Clerk  
Date of Issue: 29 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 receive and approve the minutes of the meeting held on 7 January 2019 for signature.
4. **COMMITTEE MINUTES.** To note draft Committee minutes:
  - a. Finance & HR Committee – 21 January 2019.
  - b. Planning & Highways Committee – 28 January 2019.
5. **CHAIRMAN'S ANNOUNCEMENTS.** To receive announcements.
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. **CLERK'S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.
8. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.** To receive questions and reports.
9. **PAVILION JOINT COMMITTEE.**
  - a. To consider a new representative for the Committee following the resignation of Cllr Snow.

- b. To receive update from the Management Committee meeting and consider the amended Joint Management Agreement for signature.
10. **WORKING GROUP REMIT AND DELEGATIONS.** To consider recommendation from the Finance and HR Committee to review the responsibilities of each Working Group and increase delegations to the Clerk.
  11. **RISK ASSESSMENT.** To review the Council's Risk Assessment for approval.
  12. **EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROLS.** To receive the Financial and non-Financial Internal Audit Controls report and receive recommendation on the effectiveness of the system of internal control.
  13. **GOVERNANCE.** To approve the following documents:
    - a. Terms of Reference for Internal Audit.
    - b. Reserves Policy.
    - c. Investment Strategy.
    - d. Recruitment and Selection Policy.
  14. **REPLACEMENT VEHICLE PURCHASE.** To consider delegations to the Finance & HR Committee to purchase the replacement work truck.
  15. **LITTER PICK.** To receive update on the litter pick arranged with the Rapid Response Team and consider an additional litter pick.
  16. **COMMUNICATIONS WORKING GROUP.** To receive the minutes of the meeting held on 14 January 2019 for approval and consider the following recommendations of the Working Group:
    - a. To agree a media pack for sponsorship from local businesses.
    - b. To recommend the format of Pride in Pembury 2019.

---

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.

---

17. **LOCAL PLAN.** To receive update
18. **DISCHARGE OF COVENANT.** To further consider a request to discharge a covenant on the Sturgeon's site on Henwood Green Road.
19. **STAFF PAY RISES.** To consider recommendation from the Finance & HR Committee on staff pay rises for 2019/20.

---

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

---

20. **FINANCE AND ADMINISTRATION.** To receive and approve the following reports:
- a. Accounts for payment for signature.
  - b. To consider recommendation to transfer funds to the Unity Bank current account in the previous month.
  - c. Budget Monitoring Report to December 2018.
  - d. Bank Reconciliation to December 2018.
21. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.**  
For information only.
22. **FUTURE MEETINGS.**
- a. Full Council – 4 March 2019
  - b. Full Council – 1 April 2019
  - c. Annual Parish Meeting – 29 April 2019.
  - d. To reconsider speaker at Annual Parish Meeting.