



## 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 **Wednesday 24 April 2019** at **7:00pm**.

*Helen Munro*

Helen Munro

Parish Clerk

Date of Issue: 15 April 2019

### **Members of the Public and Press are welcome to attend**

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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.

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## **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 21 January 2019 and 8 March 2019.
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. **QUALITY COUNCIL.** To review remaining work required to apply for Quality Council and agree recommendation to Full Council.
8. **GENERAL POWER OF COMPETENCE.** To consider recommendation to Full Council to grant the General Power Of Competence from 2019 to 2022.
9. **GOVERNANCE.** To recommend the following policies to the Annual Parish Council Meeting of the Full Council:
  - a. Standing Orders.
  - b. Financial Regulations.
  - c. Publication Scheme.

- d. Complaints policy.
  - e. Press Policy.
  - f. Scheme of Delegation.
  - g. Committee and Working Group Terms of Reference.
  - h. Community Engagement Policy.
10. **YEAR END ACCOUNTS 2018/19.** To receive reports to 31 March 2019 for recommendation to Full Council:
- a. Budget monitoring.
  - b. Amendments to 2019/20 budget.
  - c. Draft Annual Governance and Accountability Return.
  - d. Bank Reconciliation.
  - e. Reserves.
11. **BANK SIGNATORIES.** To review bank signatories and agree recommendation to Full Council.
12. **VAT REGISTRATION.** To consider registering for VAT and agree recommendation to Full Council.
13. **DATA PROTECTION OFFICER (DPO).** To consider appointing a DPO for 2019/20 and receive quotes for consideration.

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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.

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14. **NEW SEASONAL GROUNDSMAN.** To note recruitment of new member of staff.
15. **CLERK'S APPRAISAL.** To note appraisal.

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

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16. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.
17. **MEETING DATES.** To be confirmed.