



## 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 22 July 2019** at **7:30pm**.

*Helen Munro*

Helen Munro

Parish Clerk

Date of Issue: 16 July 2019

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### 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

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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 24 April 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. **GOVERNANCE.** To review the following policies for approval or recommendation to Full Council as appropriate:
  - a. Complaints Policy.
  - b. Safeguarding Policy & Procedures
  - c. Removable Media Policy
8. **FINANCIAL INFORMATION.** To receive reports to 30 June 2019 for review and agree:
  - a. Budget monitoring report.
  - b. Any vires required.

- c. Bank reconciliation.
9. **INTERNAL AUDITOR.** To confirm appointment of the Internal Auditor for 2019/20.
  10. **BUDGET & PRECEPT 2020/21.** To consider for recommendation to Full Council.
    - a. Budget timetable and any actions required.
    - b. Wish list for budget 2020-21.
    - c. Wish list for the future plan.
  11. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.
  12. **NEXT MEETING DATE.** 11 November 2019.