



## 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 11 November 2019 at 7:30pm.**

*Helen Munro*

Helen Munro

Parish Clerk

Date of Issue: 5 November 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 22 July 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. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2018/19.**  
To receive AGAR and note no "except for" items or other comments.
8. **INTERIM INTERNAL AUDIT 2019/20.** To note internal audit undertaken on 6 November and receive report for review.
9. **FINANCIAL INFORMATION.** To receive reports to 30 September 2019 for review and agree:
  - a. Budget monitoring report.
  - b. Reserves.
  - c. Any vires required.

- d. Bank reconciliation.
10. **BUDGET & PRECEPT 2020/21.** For recommendation to Full Council.
    - a. To review draft budget.
    - b. To consider staff resources and costs.
    - c. To consider fees and charges.
    - d. To consider the Precept for 2020/21.
  11. **CHRISTMAS CLOSURE.** To agree office and depot closure over the festive period.
  12. **RISKS.** To consider any new risks affecting the Council and actions required.
  13. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.
  14. **NEXT MEETING DATE.** 11 November 2019.