



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 20 January 2020 at 7:30pm.**

Helen Munro

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Parish Clerk

Date of Issue: 14 January 2020

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 11 November 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 procedures and policies:
 - a. Disciplinary Procedure
 - b. Grievance Procedure
 - c. Learning & Development Policy
 - d. Debit and Fuel Card policy
 - e. Removable Media policy
 - f. CCTV Policy
8. **RISK ASSESSMENT.** To review for recommendation to Full Council:
 - a. General Risk Assessment.

- b. Lower Green Recreation Ground Car Park Risk Assessment.
- 9. **SYSTEM OF INTERNAL CONTROL.** To consider the system of internal control and its effectiveness and make recommendations to Full Council.
- 10. **INSURANCE.** To consider Cyber Insurance cover and receive quote from Came & Company.
- 11. **COUNCILLOR EMAIL ADDRESSES.** To review the GDPR issues regarding use of personal email addresses and consider a recommendation to Full Council.
- 12. **BANKING & INVESTMENTS.**
 - a. To review current banking arrangements and investments and consider investing in the CCLA fund.
 - b. To consider applying for a debit card for the Clerk.
- 13. **COMMUNITY GRANT FUNDING 2020/21.** To consider details of the scheme for recommendation to Full Council.
- 14. **FINANCIAL INFORMATION.** To receive reports to 31 December 2019 for review and agree:
 - a. Budget monitoring report.
 - b. Any vires required.
 - c. Reserves.
 - d. Bank reconciliation.
- 15. **SEASONAL GROUNDSMAN.** To consider terms and conditions of employment and other details.

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 2020/21 for recommendation to Full Council.

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

- 17. **RISKS.** To consider any new risks affecting the Council and actions required.
- 18. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.
- 19. **NEXT MEETING DATE.** 27 April 2020.