



To all Members of the Finance and HR Committee

You are hereby summoned to attend a virtual meeting of the Finance and HR Committee on **Monday 27 April 2020** at **2:00pm**.

Helen Munro

Helen Munro

Parish Clerk

Date of Issue: 21 April 2020

Members of the Public and Press are welcome to attend

To join the Zoom Meeting please contact the Clerk on clerk@pemburyparishcouncil.gov.uk before the time of the meeting

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 20 January 2020.
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. **FINANCIAL INFORMATION 2019/20.** To receive reports to 31 March 2020 for review and agree to recommend them to Full Council:
 - a. Budget monitoring report.
 - b. Bank reconciliation.
8. **RESERVES AND BUDGETS 2019/20 & 2020/21.** For recommendation to Full Council.
 - a. To review unspent budgets from 2019/20 and transfer to earmarked reserves.

- b. To agree reserves as at 31 March 2020.
- c. To consider amendments to the 2020/21 budget from earmarked reserves.

9. **INTERNAL & EXTERNAL AUDIT 2019/20.**

- a. To note internal audit on 27 May 2020.
- b. To receive Draft Annual Governance and Accountability Return (AGAR) for 2019/20.
- c. To consider timetable for approval of the AGAR.

10. **COUNCILLOR CO-OPTION APPLICATION FORM.** To review the application form for recommendation to Full Council.

11. **NEW COUNCILLOR INDUCTION.** To consider induction process to support new councillors.

12. **COUNCILLOR EMAIL ADDRESSES.** To consider the advantages and disadvantages of introducing council email addresses for councillors.

13. **DATA PROTECTION OFFICER (DPO).** To consider the appointment of a DPO for 2020/21.

14. **PENSIONS.** To note new employer pension rates for 2020/21 to 2022/23.

15. **IT.** To consider future IT and computer requirements.

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. **HR MATTERS.** To consider HR matters arising from the Coronavirus lockdown.

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 July 2020.