



To all Members of Pembury Parish Council

You are hereby summoned to attend the virtual meeting of Pembury Parish Council on **Monday 8 June 2020** at **7:15pm**.

Helen Munro

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Parish Clerk

Date of Issue: 2 June 2020

Members of the Public and Press are welcome to attend

To join the Virtual Meeting please contact the Clerk by email
clerk@pemburyparishcouncil.gov.uk

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 receive and approve the minutes of the meeting held on 2 March 2020 and 20 March 2020 for signature.
4. **COMMITTEE MINUTES.** To note draft minutes of the committees for adoption:
 - a. Open Spaces Committee – 9 March 2020
 - b. Finance & HR Committee – 27 April 2020
 - c. Communication and Events Committee – 11 May 2020
 - d. Planning & Highways Committee – 18 May 2020
5. **CHAIRMAN'S ANNOUNCEMENTS.** To receive announcements.
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. **CLERK'S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.
8. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.** To receive questions and reports.
9. **VIRTUAL MEETINGS.** To consider virtual meeting protocol for approval.

10. **COVID-19 UPDATE.**

- a. To review the extended delegation arrangements to the Clerk and current reporting requirements.
- b. To review office staff home working arrangements and issues with office re-opening.

11. **NEIGHBOURHOOD DEVELOPMENT PLAN (NDP).**

- a. To ratify appointment of Cllr Nigel Stratton as Chair of the NDP Working Group.
- b. To ratify appointment of Alison Eardley and Jim Boot as consultants for the NDP.
- c. To receive update on actions to date.
- d. To consider designation of the Neighbourhood Development Plan Area for submission to TWBC.

12. **YEAR END ACCOUNTS & AUDIT 2018/19.**

- a. To receive and note the Annual Internal Audit Report.
- b. To review the Statement on Internal Control for 2019/20 for approval and signature.
- c. To receive the Annual Governance Statement for 2019/20 for review and approval. To sign the approved Statement.
- d. To receive the Accounting Statements for 2019/20 for review and approval. To sign the approved Statement.
- e. To receive the balance sheet as at 31 March 2020 for review, approval and signature.

13. **PEMBURY HARDSHIP FUND.** To note receipt of £3,078 from TWBC for a Hardship Fund and consider how to spend it.

14. **RECOMMENDATIONS FROM COMMITTEES.**

Open Spaces Committee:

- a. To approve Terms of Reference for the Committee.
- b. To consider making a donation to the Rapid Relief Team for the next litter pick.

- c. To ratify the hire agreement with Pembury Athletic Football Club to enable them to obtain grant funding for maintenance works to Lower Green Recreation Ground and Woodside Playing Fields.

- 15. **FINANCE AND ADMINISTRATION.** To receive and approve the following:
 - a. Accounts for payment for signature.
 - b. Budget monitoring as at 31 March 2020.
 - c. Bank reconciliation as at 31 March 2020.
 - d. Reserves as at 31 March 2020.

- 16. **RISKS.** To consider any new risks affecting the Council and actions required.

- 17. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.

- 18. **FUTURE MEETINGS.**
 - a. To receive scheduled meetings for 2020/21 for approval
 - b. Full Council – Annual Parish Council Meeting – To be confirmed.