



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 July 2020** at **3:00pm**.

Helen Munro

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Parish Clerk

Date of Issue: 21 July 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 27 April 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. **POLICIES.** To review and make recommendations to Full Council as required:
 - a. Information and Data Protection Policy
 - b. Social Media Policy
 - c. Safeguarding Policy & Procedures
 - d. Whistleblowing Policy
 - e. Absence Policy
 - f. Capability Policy
8. **WEB ACCESSIBILITY.** To consider Web Accessibility Statement for recommendation to Full Council.

9. **CONSULTATION.** To consider consultation response to the Amended Code of Conduct.
10. **SPEEDWATCH.** To consider recommendation from the Planning & Highways Committee to consider how to fund the costs of Speedwatch Equipment.
11. **FINANCIAL INFORMATION.** To receive reports to 30 June 2020 for review and agree:
 - a. Budget monitoring report.
 - b. Any vires required.
 - c. Reserves.
 - d. Bank reconciliation.
12. **IT & EQUIPMENT.**
 - a. To consider purchasing additional IT and office equipment and agree vires to cover costs.
 - b. To consider costs to migrate files into the cloud.
13. **MOBILE PHONES.** To consider providing mobile phones to other staff within current budget.

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.

14. **WORKING HOURS.** To consider request to amend working hours for recommendation to Full Council.
15. **EXITING LOCKDOWN.** To consider advice from Came & Co.

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

16. **RISKS.** To consider any new risks affecting the Council and actions required.
17. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.
18. **NEXT MEETING DATE.** 23 November 2020.