



## To all Members of the Finance and HR Committee

You are hereby summoned to attend an extraordinary 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 12 October 2020** at **2:00pm**.

*Helen Munro*

Helen Munro

Parish Clerk

Date of Issue: 6 October 2020

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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 27 July 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. **GOVERNANCE.** To review the following policies, procedures and notices:
  - a. Privacy Notices
  - b. Health & Safety Policy
  - c. Lone workers Policy
  - d. Community Engagement Policy
  - e. Co-option Procedure
  - f. Reporting of Meetings Policy
  - g. Equality and diversity Policy
  - h. Recruitment & Selection Policy
  - i. Advertising Policy

8. **COUNCILLOR EMAIL ADDRESSES.** To consider recommending the use of council email addresses for Councillors.
9. **REVIEW OF FINANCIAL IMPACT OF COVID-19.** To consider the impact and report and make recommendations to Full Council.
10. **FINANCIAL INFORMATION.** To receive reports to 30 September 2020 for review and agree:
  - a. Budget monitoring report.
  - b. Any vires required.
  - c. Reserves.
  - d. Bank reconciliation.
11. **LAND REGISTRY.** To approve registration of land at the Coppice and the Old Coach Road which was not undertaken when ownership was transferred.

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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.

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12. **APPRAISALS.** To note staff appraisals

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

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