



To all Members of Pembury Parish Council

You are hereby summoned to attend the virtual Annual Parish Council Meeting of Pembury Parish Council on **Tuesday 4 May 2021** at **7:15pm**.

#Munro

Helen Munro
Parish Clerk

Date of Issue: 27 April 2021

Members of the Public and Press are welcome to attend

To join the meeting please use the following link:

<https://us02web.zoom.us/j/83145290765?pwd=U3crYkFBeyJ1Mkt4MVVQazluNENjdz09>

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. **CHAIR OF THE COUNCIL.** To receive nominations and vote on appointment. To approve signature of acceptance of office forms to be done after the meeting.
2. **VICE-CHAIR OF THE COUNCIL.** To receive nominations and vote on appointment.
3. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence.
4. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.
5. **MINUTES.** To receive and approve the minutes of the meetings held on 12 April 2021 for signature.
6. **COMMITTEE MINUTES.** To note draft Committee minutes for adoption and receive verbal report and update from the Committee Chair.
 - a. Planning & Highways Committee – 19 April 2021
 - b. Finance & HR Committee – 26 April 2021
7. **CHAIR'S ANNOUNCEMENTS.** To receive announcements.
8. **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.
9. **CLERK'S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.
10. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.** To receive questions and reports.

11. **HENDY MOTOR VILLAGE.** To receive any update and consider any actions required.
12. **DRAFT LOCAL PLAN.** To receive draft response to Tunbridge Wells Borough Council for approval and agree any further actions.
13. **TERMS OF REFERENCE.** To review for all Standing Committees and Working Groups.
14. **DELEGATION ARRANGEMENTS.** To review delegations to committees and officers.
15. **STANDING COMMITTEES AND WORKING GROUPS.** To receive nominations and vote on memberships:
 - a. Communications and Events Committee.
 - b. Finance and Human Resources Committee.
 - c. Open Spaces Committee.
 - d. Planning and Highways Committee.
 - e. Neighbourhood Development Plan Working Group
16. **COMMITTEE AND WORKING GROUP CHAIR AND VICE-CHAIR.** To vote on appointments.
17. **EXTERNAL BODIES.** To agree representatives.
 - a. KALC Area Committee & Annual meeting.
 - b. Charles Amhurst Alms-houses.
 - c. Pavilion Management Committee.
 - d. Village Hall Management Committee.
18. **STANDING ORDERS.** To review and adopt.
19. **FINANCIAL REGULATIONS.** To review and adopt.
20. **POLICIES.** To approve the following policies:
 - a. Complaint's policy
 - b. Publication Scheme
 - c. Press Policy
 - d. Metal Detecting Policy.
21. **MEETING DATES.** To agree meeting dates for 2021/22.
22. **COUNCIL MEETINGS.** To consider how to continue to conduct Council business when legislation allowing virtual meetings expires.
 - a. To receive update on virtual meeting legislation.
 - b. To approve delegation arrangements and agree process.

23. **PEMBURY PAVILION.**
 - a. To receive recommendation from the Pavilion Joint Committee to set up a Charitable Incorporated Organisation (CIO) to manage the facility for approval.
 - b. To receive the draft constitution for the CIO for approval.
24. **PROJECT FUNDED FROM DEED OF COVENANT.** To agree the process to narrow down and score the projects.
25. **BEECH TREE AT THE ALLOMENTS.** To consider response from the TWBC Tree Officer and consider the proposal for works to the tree.
26. **FINANCIAL INFORMATION.**
 - a. To receive accounts for payment for approval.
 - b. To receive budget monitoring report as at 31 March 2021.
 - c. To receive recommendation for general, earmarked and ring-fenced reserves as at 31 March 2021.
 - d. To receive the Statement on Internal Control for approval and signature.
 - e. To consider bank mandate and agree bank signatories and any changes required.
27. **RISKS.** To consider any new risks affecting the Council and actions required.
28. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
29. **FUTURE MEETINGS.** 7 June 2021 at 7:15pm.