



Virtual Meeting of Pembury Parish Council's **Finance & HR Committee members** on **Monday 19 July 2021** at **2.00pm**. All decisions are made under temporary delegated authority of the Clerk.

#Munro

Helen Munro
Parish Clerk
Date of Issue: 13 July 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/89974671272?pwd=bDQ1cnZTd095M00xc1p6bkRKclJiQT09>

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 note minutes from the committee meeting on 25 April 2021 for approval and signature at a future meeting.
4. **CHAIR'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 for recommendation to Full Council:
 - a. Safeguarding Policy.
 - b. Removeable Media Policy.
 - c. Retention and Disposal Policy.
 - d. Tree Management Policy.
 - e. Bee-keeping Policy.
8. **HARDSHIP FUND.** To consider options to use the fund for recommendation to Full Council.
9. **COMMUNITY GRANTS.** To consider applications for recommendation to Full Council.

10. **RECOMMENDATION FROM PLANNING & HIGHWAYS COMMITTEE MEMBERS.**
To consider request to allocate funds for speed surveys.
11. **ELECTRIC CHARGING POINTS.** To receive verbal report on virtual event attended.
12. **FINANCIAL INFORMATION.** To receive reports to 30 June 2021 for review and recommendation to Full Council:
 - a. Budget monitoring report.
 - b. Bank reconciliation and bank statements.
 - c. Reserves.
13. **INVESTMENTS & BANKING.** To consider recommendation to Full Council:
 - a. To consider available balances for long term investment.
 - b. To consider the use of financial advisers.
14. **INTERNAL AUDIT 2021/22.** To confirm appointment of Internal Auditor for 2021/22
15. **COUNCIL MEETING DOCUMENTS.** For consideration and recommendation to Full Council.
 - a. To review current council and committee meeting documents and any changes required as a result of returning to face-to-face meetings.
 - b. To discuss how meeting documents are shared.
16. **OFFICE OPENING.** To discuss concerns regarding proposed office working arrangements and agree recommendation to Full Council.
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.** 22 November 2021 – location and time to be agreed.