



To all Members of Pembury Parish Council

Cllrs Brooks, Gillan, Hall, Mills, Partridge, Pearce, Reilly, Snow, Stratton, Weaver

You are hereby summoned to attend the meeting of Pembury Parish Council on **Monday 6 December 2021 at 7:15pm** at the Pembury Baptist Church Hall, Romford Road, Pembury.

H Munro

Helen Munro

Parish Clerk

Date of Issue: 30 November 2021

Members of the Public and Press are welcome to attend

During the Coronavirus pandemic and the subsequent recovery, we will continue to request that all attendees wear face masks or shields until seated, unless exempt. In the interests of keeping everyone safe, it is strongly recommended that all attendees undertake a lateral flow test on the day of the meeting.

Hand sanitiser will be provided on entry. The hall will be well ventilated, please ensure if attending, that you wear appropriate clothing.

Public attendance will be by reservation only and numbers will be limited based on the size of the hall to allow for the continuance of social distancing. Please contact Helen Munro, Clerk, to reserve a seat: clerk@pemburyparishcouncil.gov.uk or 01892-870382.

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.

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item, you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

3. **MINUTES.** To receive and approve the minutes of the meeting held on 1 November 2021 for signature.
4. **COMMITTEE MINUTES.** To note draft Committee minutes for adoption and receive verbal report and update from the Committee Chair.
 - a. Open Spaces Committee – 29 November 2021
5. **CONSULTATION MEETINGS.** To ratify minutes from Consultation meetings for adoption and receive verbal report and update from Committee Chair.

- a. Planning & Highways Committee – 15 November 2021
- b. Finance & HR Committee – 22 November 2021

- 6. **CHAIR'S ANNOUNCEMENTS.** To receive announcements.
- 7. **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council.

To allow Members of the public residing or working within the Council's boundary an opportunity to make representations or put questions to the Council for a maximum of 3 minutes per person. This item of business to last no more than 10 minutes as per the Council's Standing Orders. 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 Committee. For further information please see [our website](#)

- 8. **CLERK'S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.
- 9. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.** To receive questions and reports.
- 10. **COMMITTEE & WORKING GROUP MEMBERSHIPS.** To approve Committee & Working Group memberships for Councillor Reilly.
- 11. **RECOMMENDATIONS FROM COMMITTEES.**

FINANCE & HR COMMITTEE

- a. Pavilion Joint Committee Agreements Legal Fees – to report legal fees not to exceed £390.

OPEN SPACES COMMITTEE

- b. To consider allowing banners advertising tennis coaching.
- c. To report cost of playground repairs will require funding from general reserves. Additional quotes awaited.
- d. To approve contractor to undertake tree works as a result of ash dieback. To agree funding of £2,100 from General Reserves.
- 12. **INTERIM INTERNAL AUDIT.** To note Internal Audit report from audit undertaken on 24 November 2021.
- 13. **WORKING GROUPS.** To receive recommendation from the Internal Auditor to set up Working Groups rather than using temporary delegation to the Clerk for Communications & Events, Finance & HR, Open Spaces and Planning & Highways. Recommendations to be made to Full Council for approval.
- 14. **DELEGATION TO THE CLERK.** To consider temporary delegated powers from all committees, as listed in the Scheme of Delegation adopted on 21 May 2021, to also be delegated to the Clerk in consultation with Committee members during virtual meetings until the Annual Parish Council Meeting in May 2022.

15. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2020/21.** To receive audited AGAR and note no "except for" items or comments from the External Auditor.
16. **FINANCIAL INFORMATION.** To receive and approve the following:
 - a. Accounts for payment.
 - b. Budget monitoring as at 30 September 2021
 - c. Bank Reconciliation & Bank Statements as at 30 September 2021
 - d. Reserves as at 30 September 2021.
17. **BUDGET 2022/23.**
 - a. To receive draft budget for 2022/23 and recommendation from Finance & HR Committee.
 - b. To agree final budget for 2022/23.
 - c. To agree recommended changes to Earmarked reserves.
18. **PRECEPT & BAND D EQUIVALENT 2022/23.** To agree Precept and Band D Equivalent for 2022/23.
19. **RISKS.** To consider any new risks affecting the Council and actions required.
20. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
21. **FUTURE MEETING.** Monday 10 January 2022 at 7:15pm. Location to be agreed.

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 item of business on the grounds that it will involve the likely disclosure of exempt information.

22. **PARISH OFFICE.** To consider recommendation from the Finance & HR Committee to next review the trial for changes to Parish Office opening hours and hybrid working in March 2022.