

## To all Members of the Finance & HR Committee

Cllrs Brooks, Pearce, Reilly and Stratton



Virtual Meeting of Pembury Parish Council's **Finance & HR Committee** members on **Monday 22 November 2021** at **2.00pm**. All decisions are made under temporary delegated authority of the Clerk.

HMunro

Helen Munro

Parish Clerk

Date of Issue: 16 November 2021

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### Members of the Public and Press are welcome to attend

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To join the meeting please use the following link:

<https://us02web.zoom.us/j/89456844136?pwd=UDR4MEdwUGpic0s1T1RyZW4zU3Fhdz09>

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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.

*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. **CHAIR'S ANNOUNCEMENTS.** To receive announcements.
4. **CLERK'S REPORT.** To receive report and update on previous actions.
5. **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](#).*

6. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2020-21.** To receive audited AGAR and note no "except for" items or other comments.
7. **INTERIM INTERNAL AUDIT 2021/22.** To note Interim Internal Audit for 2021/22 on 24 November 2021.

8. **HYBRID COUNCIL MEETINGS.** To consider quotes for equipment to hold hybrid meetings.
9. **BUDGET & PRECEPT 2022/23.** To consider the following for recommendation to Full Council
  - a. To review committee's wish lists.
  - b. To consider staff budgets.
  - c. To consider draft consolidated budget.
  - d. To review earmarked reserves and consider any changes.
10. **FINANCIAL INFORMATION.** To receive reports to 30 September 2021 for review and recommendation to Full Council:
  - a. Budget monitoring report.
  - b. Bank reconciliation and bank statements.
  - c. Reserves.
11. **INVESTMENTS & BANKING.** To receive update on research and consider next steps.
12. **LEGAL FEES.**
  - a. To receive fee proposal to redraft the Pavilion Joint Use agreement for the Charitable Incorporated Organisation and agree recommendation to Full Council.
  - b. To consider joining the Kent County Council Parish Council Legal Scheme to recommend to Full Council.
13. **CLIMATE CHANGE.** To consider changes required to reduce CO<sub>2</sub> emissions from Parish Council operations.
14. **COVID RISK ASSESSMENT.** To receive risk assessment for the office and depot for review.
15. **PARISH OFFICE OPENING HOURS.** To review comments from Councillors and consider recommendation for the next steps to Full Council.
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.** 31 January 2022 – 2pm – Location to be agreed.