

## To all Members of the Finance & HR Committee

Cllrs Brooks, Reilly, Stratton



You are hereby summoned to attend the meeting of Pembury Parish Council's **Finance & HR Committee** on **Monday 25 April 2022** at **2:00pm** at the Parish Office, Lower Green Road, Pembury.

#Munro

Helen Munro  
Parish Clerk

Date of Issue: 19 April 2022

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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.  
  
*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 minutes from the committee meeting on 26 April 2021 for approval and signature.
4. **CONSULTATION MEETING MINUTES.** To receive minutes from consultation meetings for approval:
  - a. 15 June 2021
  - b. 19 July 2021
  - c. 22 November 2021
  - d. 31 January 2022
5. **CHAIR'S ANNOUNCEMENTS.** To receive announcements.
6. **CLERK'S REPORT.** To receive report and update on previous actions.
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. **GOVERNANCE.** To review the following policies for recommendation to Full Council:

- a. Standing Orders
- b. Financial Regulations
- c. Scheme of Delegation
- d. Learning & Development Policy

To formally approve amendments agreed at the virtual meeting on 31 January 2022:

- e. Grievance Procedure
- f. Disciplinary Procedure

9. **ASSET REGISTER.** To review the asset register.

10. **INSURANCE.** To review arrangements for insurance cover for recommendation to Full Council.

11. **DIRECT DEBITS AND STANDING ORDERS.** To review regular payments for recommendation to Full Council.

12. **YEAR END ACCOUNTS & AUDIT 2021/22.**

- a. To note internal audit on 20 May 2022.
- b. To consider the Statement of Internal Control for recommendation to Full Council.
- c. To receive Draft Annual Governance and Accountability Return (AGAR) for 2021/22.

13. **FINANCIAL INFORMATION.** To receive reports to 31 March 2022 for review and recommendation to Full Council:

- a. Budget monitoring report.
- b. Bank reconciliation and bank statements.
- c. Reserves.
- d. To agree recommendation to Full Council for transfer of budget to reserves and to 2022/23 budgets.
- e. To consider suggested change to budget monitoring reports for 2022/23.

14. **BANKING & INVESTMENTS.**

- a. Further to the resignation of Cllr Pearce, to consider leaving current bank signatures in place and not replace them at present.
- b. To consider investing in either the CCLA property fund or savings account and make recommendation to Full Council.

15. **OFFICE WORKLOAD.** To discuss workload issues and consider options.
16. **COVID SICKNESS PROCEDURE.** To discuss procedure for staff who test positive for Covid following the removal of restrictions.
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.** 18 July 2022 in the Parish Office. Time to be agreed.