

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 18 July 2022 at 2:00pm** at the Parish Office, Lower Green Road, Pembury.

#Munro

Helen Munro
Parish Clerk

Date of Issue: 12 July 2022

Members of the Public and Press are welcome to attend

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 minutes from the committee meeting on 25 April 2022 for approval and signature.
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.

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](#).

7. **GOVERNANCE.** To review the following policies:
 - a. Safeguarding Policy & Procedure
 - b. Removeable Media Policy
 - c. CCTV Policy
 - d. Grant Awarding Policy
 - e. Reserves Policy

8. **FINANCIAL REGULATIONS.** Update on review of Financial Regulations
9. **COMMUNITY GRANTS.** To consider applications for recommendation to Full Council.
10. **INTERNAL AUDITOR 2022/23.** To confirm appointment of internal Auditor for 2022/23.
11. **BANKING & INVESTMENTS.**
 - a. To receive information on fixed term investments and savings account for recommendation to Full Council.
 - b. To consider a credit card machine.
12. **IT / COMPUTER / OFFICE EQUIPMENT.**
 - a. To consider tablets or laptops for councillor use.
 - b. To consider Fair and Reasonable Use policy for Councillor IT equipment.
 - c. To consider additional IT equipment required.
 - d. To receive quotes for replacement office printer for approval.
13. **FINANCIAL INFORMATION.** To receive reports to 30 June 2022 for review and recommendation to Full Council:
 - a. Budget monitoring report.
 - b. Bank reconciliation and bank statements.
 - c. Reserves.
 - d. Any vires required.
14. **RISKS.**
 - a. To consider any new risks affecting the Council and actions required.
 - b. To note any risk assessments undertaken since the last Committee meeting.
 - c. To receive quarterly strategic risk register for review.
15. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.
16. **NEXT MEETING DATE.** 14 November 2022 in the Parish Office at 2pm.

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

17. **STAFF APPRAISALS.** To note appraisals.