



To all Members of Pembury Parish Council

Cllrs Brooks, Gillan, Hall, Reilly, Snow, Stratton, Weaver & Webster

You are hereby summoned to attend the Meeting of **Pembury Parish Council** on **Monday 5 September 2022** at **7:15pm** at the Pembury Baptist Church Hall, Romford Road, Pembury.

#Munro

Helen Munro

Parish Clerk

Date of Issue: 30 August 2022

Members of the Public and Press are welcome to attend

Please do not attend if you test positive or have any covid symptoms.

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. **CHAIR'S ANNOUNCEMENTS.** To receive announcements.
4. **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](#)

5. **MINUTES.** To receive and approve the minutes of the meeting held on 4 July 2022 for signature.
6. **COMMITTEE MINUTES.** To note draft minutes of committee for adoptions and receive verbal report and update from Committee Chairs:

- a. Open Spaces Committee – 18 July 2022
 - b. Finance & HR Committee – 18 July 2022
 - c. Planning & Highways Committee – 25 July 2022
7. **CLERK'S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.
8. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.** To receive questions and reports.
9. **EXTERNAL BODIES.**
- a. To receive and note any reports from representatives of External Bodies or other meetings attended.
 - b. To approve nomination of Parish Council representative of the Charles Amherst Almshouses Charity.
10. **GRANT FUNDING.**
- a. To receive recommendation from the Finance & HR Committee to award the Community Grant for 2022.
 - b. To receive request from the Pembury Scouts for a grant for building insurance of £1,328.21
11. **BOUNDARY REVIEW.** To consider consultation on proposed changes to the ward boundaries in Tunbridge Wells borough and agree response.
12. **WORKING GROUPS.** To approve memberships for the following Working Groups:
- a. Pembury Village News Working Group
 - b. Communications Working Group
 - c. Events Working Group
13. **CO-OPTION OF COUNCILLORS.** To agree interview process and date.
14. **PAVILION JOINT MANAGEMENT AGREEMENT.** To receive amended agreement for approval.
15. **EVENTS.** To receive update on forthcoming events and agree format as required:
- a. Firework Display – 5 November 2022
 - b. Remembrance Parade – 13 November 2022
 - c. Christmas Carols on the Green – 2 December 2022
16. **PUBLIC ADDRESS (PA) SYSTEM.** To receive request to purchase a PA System for future community events and consider budget.

17. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2020/21.**
To receive audited AGAR and note no "except for" items or comments from the External Auditor.
18. **FINANCIAL INFORMATION.**
 - a. To note the Accounts for Payment made in August 2022 under the Clerk's delegated powers.
 - b. To receive and approve the Accounts for Payment – September 2022
 - c. To receive and approve the budget monitoring report as at 30 June 2022.
 - d. To receive and approve the Bank Reconciliation aa at 30 June 2022.
 - e. To receive and approve the Reserves as at 30 June 2022.
 - f. To agree new bank signatories for all bank accounts.
 - g. To consider the option to opt out of the SAAA central external auditor appointment arrangements or stay within the arrangements.
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 MEETINGS.** Monday 3 October 2022 at 7:15pm at Pembury Baptist Church Hall.