

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 **Friday 3 February 2023** at **10:30am** at the Parish Office, Lower Green Road, Pembury.

#Munro

Helen Munro
Parish Clerk

Date of Issue: 30 January 2023

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 21 November 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.

7. **AUDIT.** To note Interim Internal Audit for 2022/23 on 15/02/2023.
8. **GOVERNANCE & POLICIES.** To review and recommend to Full Council:
 - a. Financial Regulations and checklist.
 - b. Publications Scheme.
 - c. Complaints Policy.
 - d. Privacy Notices.

- e. IT Policy.
9. **CIVILITY & RESPECT PLEDGE.** To review additional items required to sign up to the pledge:
- a. Model Dignity at Work Policy
 - b. Model Councillor-Officer Protocol
 - c. Councillor and Officer training
10. **TERMS OF REFERENCE.** To review committee terms of reference for recommendation to Full Council.
11. **RISK ASSESSMENT.**
- 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 review draft Council Risk Assessment for recommendation to Full Council
12. **SYSTEM OF INTERNAL CONTROL.** To consider the system of internal control and its effectiveness and make recommendations to Full Council.
13. **SOFTWARE.**
- a. To receive quotes and select the accounting software for 2023/24.
 - b. To consider renewing Zoom subscription from April 2023.
14. **FINANCIAL INFORMATION.** To receive reports to 30 December 2022 for review and recommendation to Full Council:
- a. Budget monitoring report.
 - b. Bank reconciliation and bank statements.
 - c. Reserves.
 - d. Any vires required.
15. **BANKING & INVESTMENTS.**
- a. To receive update on research into investing via cash management platforms.
 - b. To review banking arrangements for recommendation to Full Council.
16. **LOCAL GOVERNMENT PENSION SCHEME.**
- a. To receive pension scheme valuation and note changes to employer contributions.
 - b. To consider the consultation on the Kent Pension Fund Draft Funding Strategy Statement.
17. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.

18. **NEXT MEETING DATE.** 24 April 2023 in the Parish Office at 2pm.
19. Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 to consider excluding the public and press from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information.
20. **HR MATTERS.**
 - a. To review salaries for 2023/24.
 - b. To arrange annual appraisals.