



**To all Members of Pembury Parish Council**

*Cllrs Birch, Brooks, Gautam, Gillan, Hall, Reilly, Snow, Stratton, Weaver & Webster*

You are hereby summoned to attend the Meeting of **Pembury Parish Council** on **Monday 6 March 2023** at **7:15pm** at the Pembury Baptist Church Hall, Romford Road, Pembury.

*H Munro*

Helen Munro  
Parish Clerk

Date of Issue: 28 February 2023

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

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**A G E N D A**

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1. 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 item of business on the grounds that it will involve the likely disclosure of exempt information.
2. **COUNCILLOR CO-OPTION.**
  - a. To interview applicant.
  - b. To vote on co-option.
  - c. If approved, to agree Committee and Working Group memberships.

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*The meeting will be re-opened to the press and public*

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3. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence.
4. **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.*
5. **CHAIR'S ANNOUNCEMENTS.** To receive announcements.
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. **MINUTES.** To receive and approve the minutes of the meetings held on 6 February 2023 for signature.
8. **COMMITTEE & WORKING GROUP MINUTES.** To note draft minutes of Committees and/or Working Groups for adoption and receive verbal report and update from Committee or Working Group Chairs:
  - a. Community Events Working Group – 13 February 2023
  - b. Planning & Highways Committee – 20 February 2023
  - c. Open Spaces Committee – 27 February 2023
9. **CLERK'S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.
10. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.** To receive questions and reports.
11. **EXTERNAL BODIES.** To receive and note any reports from representatives of External Bodies or other meetings attended.
12. **VILLAGE CCTV.** To receive request to consider paying to expand the CCTV system to cover the entrances to the village at Maidstone Road and Bo Peep corner.
13. **RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS.**

Finance & HR Committee:

- a. To consider future Working Groups required, how they operate and agree any changes.
- b. To approve the system of internal control and its effectiveness.
- c. To approve annual risk assessment.
- d. To approve opening new Nationwide notice accounts and delegate transfer arrangements between accounts to the Clerk.
- e. To approve the banking arrangements.

Community Events Working Group

- f. To receive updated format for the 2023 Musical Picnic renamed "Pembury in the Park" for approval.
- g. To agree revised budget for the event and delegation to the Clerk.
- h. To consider supporting a resident organised "thank you tea" event and assisting with grant funding applications.
- i. To consider community bunting project for the King's Coronation.
- j. To approve changes in format for the Fireworks Display including additional catering and entrance tickets.

14. **CIVILITY & RESPECT PLEDGE.**
  - a. To approve Councillor / Officer Protocol.
  - b. To approve Dignity at Work Policy.
  - c. To note Civility and Respect training for Councillors and staff.
  - d. To approve signing the Civility & Respect Pledge.
  
15. **ANNUAL PARISH MEETING – THURSDAY 11 MAY 2023.** To agree format of the meeting and displays required.
  
16. **FINANCIAL INFORMATION.** To receive and approve the accounts for payment.
  
17. **RISKS.** To consider any new risks affecting the Council and actions required.
  
18. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
  
19. **FUTURE MEETINGS.**
  - a. Full Council – Monday 3 April 2023 at 7:15pm at Pembury Baptist Church Hall.
  - b. Annual Parish Meeting – Thursday 11 May 2023 at 8pm at Pembury Village Hall.
  
20. 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 item of business on the grounds that it will involve the likely disclosure of exempt information.
  
21. **HR MATTERS.** To approve salaries for 2023/24.