



To all Members of Pembury Parish Council

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

You are hereby summoned to attend the Meeting of **Pembury Parish Council** on **Monday 3 April 2023** at **7:15pm** at the Pembury Baptist Church Hall, Romford Road, Pembury.

H Munro

Helen Munro
Parish Clerk

Date of Issue: 28 March 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. **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 meetings held on 6 March 2023 for signature.
6. **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. Planning & Highways Committee – 28 February 2023
 - b. Climate & Environmental Action Working Group – 1 March 2023
 - c. Community Events Working Group – 15 March 2023
 - d. Planning & Highways Committee – 20 March 2023

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 including updates on the Local Plan.
9. **EXTERNAL BODIES.** To receive and note any reports from representatives of External Bodies or other meetings attended.
10. **CHRISTMAS LIGHT DISPLAY.** To consider initial information regarding the designs and quotes for the 3 year contract.
11. **ACCOUNTING SOFTWARE.** To receive recommendation from the Finance & HR Committee to purchase new accounting software and agree supplier.
12. **FINANCIAL INFORMATION.** To receive and approve the accounts for payment.
13. **RISKS.** To consider any new risks affecting the Council and actions required.
14. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
15. **FUTURE MEETINGS.**
 - a. Annual Parish Meeting – Thursday 11 May 2023 at 7:15pm at Pembury Village Hall.
 - b. Full Council – Monday 15 May 2023 at 7:15pm at Pembury Baptist Church Hall
16. 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.
17. **DEED OF SURRENDER.** To receive draft deed of surrender for land and buildings leased by the YMCA for approval and signature.