



To all Members of Pembury Parish Council

Clrs Barrett, 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 15 May 2023** at **7:15pm** at the Pembury Baptist Church Hall, Romford Road, Pembury.

H Munro

Helen Munro
Parish Clerk

Date of Issue: 9 May 2023

Members of the Public and Press are welcome to attend

A G E N D A

1. **CHAIR OF THE COUNCIL.**

- a. To receive nominations and vote on appointment.
- b. To receive the Declaration of Acceptance of Office for the Chair of the Council.

2. **VICE-CHAIR OF THE COUNCIL.** To receive nominations and vote on appointment.

3. **DECLARATION OF ACCEPTANCE OF OFFICE.**

- a. To accept signed declarations of acceptance of office from Councillors.
- b. To consider if declarations of acceptance of office can be signed later than 15 May 2023.

4. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence.

5. **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.

6. **CHAIR'S ANNOUNCEMENTS.** To receive announcements.

7. **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](#)

8. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.** To receive questions and reports including updates on the Local Plan with specific reference to housing developments.
9. **DELEGATION ARRANGEMENTS TO COMMITTEES, WORKING GROUPS & STAFF.** To approve arrangements and Terms of Reference.
10. **STANDING COMMITTEES AND WORKING GROUPS.** To agree Standing Committees and Working Groups and receive nominations and vote on memberships:
 - a. Finance and Human Resources Committee.
 - b. Open Spaces Committee.
 - c. Planning and Highways Committee.
 - d. Neighbourhood Development Plan Working Group.
 - e. Climate & Environmental Action Working Group.
 - f. Community Events Working Group.
 - g. PVN Advisory Group.
11. **COMMITTEE AND WORKING GROUP CHAIR AND VICE-CHAIR.** To vote on appointments.
12. **STANDING ORDERS.** To review and adopt.
13. **FINANCIAL REGULATIONS.** To review and adopt.
14. **EXTERNAL BODIES.** To agree representatives and arrangements for reporting back to Council.
 - a. KALC Area Committee & Annual meeting.
 - b. Charles Amhersts Alms-houses.
 - c. Pavilion Management Committee.
 - d. Village Hall Management Committee.
15. **GENERAL POWER OF COMPETENCE.** To consider if the Council is eligible and adopt the General Power of Competence for the term of the Council to 2027.
16. **ASSET REGISTER.** To review inventory of land and assets held.
17. **INSURANCE.** To confirm arrangements for insurance cover in respect of all risks.
18. **SUBSCRIPTIONS TO OTHER BODIES.** To review subscriptions.
19. **POLICIES.** To approve the following policies:
 - a. Complaints' Policy

- b. Publication Scheme
 - c. Press Policy
 - d. Advertising and Sponsorship Policy
 - e. IT Policy.
20. **MEETING DATES.** To agree meeting dates for 2023/24.
21. **MINUTES.** To receive and approve the minutes of the meetings held on 3 April 2023 for signature.
22. **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. PVN Advisory Group – 12 April 2023
 - b. Planning & Highways Committee – 17 April 2023
 - c. Community Events Working Group – 18 April 2023
 - d. Finance & HR Committee – 24 April 2023
 - e. Climate & Environmental Action Working Group – 3 May 2023
23. **CLERK’S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.
24. **EXTERNAL BODIES.** To receive and note any reports from representatives of External Bodies or other meetings attended.
25. **RECOMMENDATIONS FROM COMMITTEES.** To receive recommendations for approval.

Finance & HR Committee

- a. To approve Risk Assessment
 - b. To approve Interim Internal Audit Report and note no issues of concern raised.
 - c. To approve and sign the Statement of Internal Control.
 - d. To approve disposal of assets from the asset register.
26. **PRIORITIES.** to consider the process for discussing council priorities for the term of the Council to 2027 and engaging with the public to gauge their priorities.
27. **HARDSHIP FUND.** To receive requests for funding from the remaining Hardship fund.
28. **YOUTH COUNCIL.** To receive verbal update and note recommendation not to progress with the project.
29. **CHRISTMAS LIGHTS.** To receive recommendation about proposals and quotes received for 3-year contract and approve contractor.

30. **SINGLE POINT SWING.** To approve works to swing following damage if the insurance claim is unsuccessful.
31. **FINANCIAL INFORMATION.**
- a. To receive and approve the Accounts for Payment.
 - b. To receive and approve Budget Monitoring reports at 31 March 2023.
 - c. To receive and approve Bank Reconciliations and Statements as at 31 March 2023.
 - d. To receive and approve recommendation for Earmarked Reserves as at 31 March 2023.
 - e. To receive and approve reserves as at 31 March 2023.
32. **RISKS.** To consider any new risks affecting the Council and actions required.
33. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
34. **FUTURE MEETINGS.** Full Council – Monday 5 June 2023 at 7:15pm at Pembury Baptist Church Hall.