

To all Members of the Finance & HR Committee

Cllrs Brooks, Harris, Stratton



You are hereby summoned to attend the meeting of Pembury Parish Council's **Finance & HR Committee** on **Friday 18 August 2023** at **2:00pm** at the Parish Office, Lower Green Road, Pembury.

#Munro

Helen Munro
Parish Clerk

Date of Issue: 14 August 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 24 April 2023 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. **GOVERNANCE & POLICIES.** To review and recommend to Full Council:
 - a. Safeguarding Policy and Procedures.
 - b. Code of Conduct.
 - c. Councillor Co-option Policy.
 - d. Equality & Diversity Policy.
 - e. Information and Data Protection Policy.
 - f. Whistleblowing Policy.

- g. Recruitment & Selection Policy.
 - h. Social Media Policy.
 - i. Web Accessibility Statement.
 - j. Absence Policy.
 - k. Capability Policy.
8. **INTERNAL AUDITOR.** To receive quotes for new internal auditor and make recommendation to Full Council on their appointment.
9. **FINANCIAL INFORMATION.** To receive reports to 30 June 2023 for review and recommendation to Full Council:
- a. Income and Expenditure report.
 - b. Bank reconciliations.
 - c. Reserves.
10. **RISKS.**
- 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 receive quarterly strategic risk register for review.
11. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.
12. **NEXT MEETING DATE.** Budget Meeting - Friday 17 November 2023 at 2pm in the Parish Office.