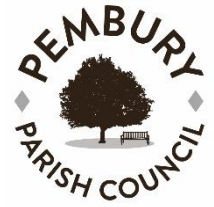


To all Members of the Finance & HR Committee

Cllrs Birch, Brooks, Stratton



You are hereby summoned to attend the meeting of Pembury Parish Council's **Finance & HR Committee** on **Friday 17 November 2023** at **2:00pm** at the Parish Office, Lower Green Road, Pembury.

#Munro

Helen Munro

Parish Clerk

Date of Issue: 13 November 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 18 August 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. **AUDIT.** To note Interim Internal Audit with new Internal Auditor on 29/11/2023.
8. **SALARY INCREASES 2023/24.** To note increase in national pay spine amounts and note backdated payments to relevant staff paid in November 2023 payroll.

9. **FINANCIAL INFORMATION.** To receive reports to 30 September 2023 for review and recommendation to Full Council:
 - a. Income and Expenditure report.
 - b. Bank reconciliations.
 - c. Reserves.
10. **EARMARKED RESERVES.** To review comparison of neighbouring Local Council's Earmarked Reserves and calculation of sinking funds required.
11. **BUDGET, PRECEPT & BAND D EQUIVALENT 2024/25.** To consider the following for recommendation to Full Council:
 - a. To review committee's wish lists.
 - b. To consider staff budgets.
 - c. To consider burial, allotment and sports pitch hire charges recommended by the Open Spaces Committee.
 - d. To consider newsletter advertising charges as recommended by the PVN Working Group.
 - e. To consider draft consolidated budget.
 - f. To review earmarked reserves and consider any changes.
 - g. To consider the draft Precept and Band D Equivalent.
12. **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.
13. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.
14. **NEXT MEETING DATE.** Budget Meeting - Monday 29 January 2024 at 2pm in the Parish Office.
15. **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.**
16. **OFFICE WORKLOAD.** To discuss issues and consider options.