

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 **Monday 22 January 2022** at **11:30am** at the Parish Office, Lower Green Road, Pembury.

#Munro

Helen Munro
Parish Clerk

Date of Issue: 16 January 2024

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 17 November 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 minor amendments:
 - a. Standing Orders
 - b. Financial Regulations
 - c. Publication Scheme
 - d. Complaints Policy
 - e. Press Policy
 - f. Investment Strategy

- g. Grievance Policy

To review major amendments and recommend to Full Council:

- h. Disciplinary Policy
 - i. IT Policy disclaimer
 - j. Scheme of Delegation
8. **TERMS OF REFERENCE.** To review committee terms of reference for recommendation to Full Council.
 9. **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 review the draft annual Council risk assessment for recommendation to Full Council.
 10. **SYSTEM OF INTERNAL CONTROL.** To consider the system of internal control and its effectiveness and make recommendations to Full Council.
 11. **INTERIM INTERNAL AUDIT.**
 - a. To receive Interim Internal Audit report
 - b. To consider findings and make recommendations to Full Council.
 12. **BANKING.** To review banking arrangements and make recommendations to Full Council.
 13. **FINANCIAL INFORMATION.** To receive reports to 30 December 2023 for review and recommendation to Full Council:
 - a. Income and Expenditure report.
 - b. Bank reconciliations.
 - c. Reserves.
 - d. To note unbudgeted cost of work to faulty memorials and consider funding options.
 14. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.
 15. **NEXT MEETING DATE.** To agree next meeting date currently scheduled on Monday 15 April 2024 at 2pm in the Parish Office.
 16. **CLOSED SESSION.** 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.

17. **HR MATTERS.**

- a. To review salaries for 2024/25.
- b. Office Workload.