



**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 29 April 2024** at **2:00pm** at the Parish Office, Lower Green Road, Pembury.

*H Munro*

Helen Munro

Parish Clerk

Date of Issue: 23 April 2024

**Members of the Public and Press are welcome to attend**

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**A G E N D A**

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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 22 January 2024 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.*

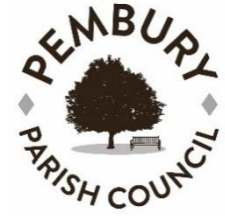
7. **GOVERNANCE & POLICIES.** To review amendments and recommend to Full Council:
  - a. Standing Orders.

8. **TERMS OF REFERENCE.** To review amendments to 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.
10. **ASSET REGISTER.** To review the asset register for recommendation to Full Council.
11. **YEAR END ACCOUNTS & AUDIT 2022/23.**
  - a. To consider the Statement of Internal Control for recommendation to Full Council.
  - b. To receive Draft Annual Governance and Accountability Return (AGAR) and variance analysis for 2023/24.
12. **BANKING & INVESTMENTS.** For recommendation to Full Council.
  - a. To review banking arrangements.
  - b. To consider moving cash balances over the Financial Services Compensation limit of £85,000 in each banking institution and any new accounts required.
  - c. To note maturity of Nationwide Fixed Rate saver and consider re-investing.
  - d. To confirm the Fidelity Guarantee had been increased to £500,000 from April 2024.
13. **FINANCIAL INFORMATION.** To receive reports to 31 March 2024 for review and recommendation to Full Council:
  - a. Income and Expenditure report.
  - b. Bank reconciliations.
  - c. Balance sheet
  - d. Reserves.
  - e. Transfer of budgets to Earmarked Reserves.
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 22 July 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. Sick Pay.
- b. Pensions.
- c. Draft Contracts.
- d. Interviews and selection.

Minutes of the **FINANCE & HR COMMITTEE** meeting held in the Parish Office, Lower Green Road, Pembury on **Monday 22 January 2024** at 11:30am.



**Councillors Present:**

Cllr N Stratton (Chair)  
Cllr A Birch

Cllr K Brooks (Vice-Chair)

**Also in attendance:**

Helen Munro (Clerk)

23/384. **APOLOGIES FOR ABSENCE.** There were none.

23/385. **DECLARATIONS OF INTEREST.** There were none.

23/386. **MINUTES.** The minutes from the committee meeting held on 17 November 2023 were approved and signed by the Chair as an accurate record.

23/387. **CHAIR'S ANNOUNCEMENTS.** There were none.

23/388. **CLERK'S REPORT.** The following report was **noted**:

- a. Insurance Renewal. The insurance renewal is due from 5 April 2024 and three providers will be approached to quote. Due to the timing of the renewal and FHR Committee meeting schedule, it will not be possible to review the renewal at a Committee meeting. Therefore, quotes will be obtained in time for the March Full Council meeting.

23/389. **OPEN SESSION.** There were no members of the public present.

23/390. **GOVERNANCE & POLICIES.** The following policies were reviewed, and it was **RESOLVED** to recommend the amended policies to Full Council.

- a. Standing Orders.
- b. Financial Regulations.
- c. Publication Scheme.
- d. Complaint Policy.
- e. Press Policy.
- f. Investment Strategy.
- g. Grievance Policy.
  
- h. Disciplinary Policy – a review of this policy was deferred to the next committee meeting.

- i. IT Policy Disclaimer – it was **RESOLVED** that this should be recommended to Full Council and signed by Councillors at each Annual Parish Council meeting.
- j. Scheme of Delegation – a review of this policy was deferred to the next Committee meeting.

23/391. **TERMS OF REFERENCE.** The following Terms of Reference were reviewed, and it was **RESOLVED** they be recommended to Full Council at the Annual Parish Council meeting:

- a. Terms of Reference – Finance & HR Committee
- b. Terms of Reference – Open Spaces Committee
- c. Terms of Reference – Planning & Highways Committee
- d. Terms of Reference - Internal Audit

23/392. **RISKS.**

- a. There were no new risks.
- b. There were no new risk assessments.
- c. The draft annual Council risk assessment was reviewed, and minor amendments agreed, and it was **RESOLVED** it be recommended to Full Council for approval.

23/393. **SYSTEM OF INTERNAL CONTROL.** The system of internal control was reviewed, and it was **RESOLVED** that the system of internal control be recommended to Full Council and that the system is effective.

23/394. **INTERIM INTERNAL AUDIT.**

- a. The Interim Internal Audit report highlighted the following:
  - Supporting meeting papers should be published with all Council and Committee agendas with effect from May 2024.
  - Cash balances with NatWest exceeded the Financial Services Compensation Scheme limit of £85,000 and consideration be given to transferring funds to maximise the protection.
  - A review of the fidelity guarantee amount was required as cash balances had grown.
- b. The findings of the report were discussed, and it was **RESOLVED** that a recommendation be made to Full Council to publish all supporting

papers. Discussion of banking arrangements to follow later in the meeting.

- c. It was **RESOLVED** to recommend to Full Council that a three year agreement be entered into with the Internal Auditor, Mulberry & Co.

23/395. **BANKING.** The banking arrangements were reviewed. Further research would be undertaken on additional bank accounts and reported at the next Committee meeting.

23/396. **FINANCIAL INFORMATION.** Reports to 31 December 2023 were reviewed. It was **RESOLVED** that they be recommended to Full Council:

- a. Income and expenditure report. There was a projected deficit on the budget. Part of the deficit was due to the approved £10,000 spending on converting streetlights to LEDs.
- b. Bank reconciliations. The bank reconciliations had been checked by Cllrs Brooks and Stratton for September to December 2023.
- c. Reserves. Clarification of the calculation for general reserves was reported. No changes were required to the Earmarked Reserves.
- d. Unbudgeted Memorial repair costs for unsafe memorials. One quote for £8,050 had been obtained and another was being sought. The additional quote would be ready for the next Full Council meeting.
- It was **RESOLVED** to make a recommendation to the Open Spaces Committee that they consider reducing the height of future memorials to 2 foot or under.
  - It was **RESOLVED** to recommend to Full Council that the work be phased to reduce the impact on the budget.
  - It was **RESOLVED** that the additional quote would be shared with Committee members and a recommendation for Full Council agreed by email.
  - It was **RESOLVED** that funds would be allocated in each future budget for remedial work to memorials.

23/397. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.

23/398. **NEXT MEETING DATE.** Monday 15 April 2024 at 2:00pm in the Parish Office.

23/399. Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 it was **RESOLVED** to 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 at 12:45pm

23/400. **HR MATTERS.**

- a. Salaries for 2024/25 were reviewed and it was **RESOLVED** to make a recommendation to Full Council.
- b. Office Staffing and workload was discussed. A written request to be made before the matter was progressed. If the written request was received, it was **RESOLVED** to make a recommendation Full Council.

There being no other business, the meeting closed at 13:22.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair

**Report to:** Finance & HR Committee

**Date:** 29 April 2024

**By:** Helen Munro, Clerk

**Subject:** Clerk's Report

**Summary:** Update on outstanding actions from last Committee Meeting and other items to note

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**Decision/s Required: To note update**

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**1. 23/390. Governance**

Due to work pressures, the disciplinary policy and Scheme of Delegation have not been reviewed. To be actioned in due course.

**2. 23/396d. Memorial Repair Costs**

A second quote for works was obtained and approved at the February Full Council meeting. The first phase of work has been completed and the second phase will be scheduled in due course.



# PEMBURY PARISH COUNCIL

Working for Pembury People



## Standing Orders

Adopted ~~15/05/2023~~ 13/05/2024

Version:	Date Approved:	Review Date:
1.0	03/07/2017	31/05/2018
2.0	14/05/2018	31/05/2019
3.0	03/12/2018	31/05/2019
4.0	13/05/2019	31/05/2020
5.0	04/05/2021	31/05/2022
6.0	09/05/2022	31/05/2023
7.0	15/05/2023	31/05/2024
<u>8.0</u>	<u>13/05/2024</u>	<u>31/05/2025</u>

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# Standing orders

## 1. RULES OF DEBATE AT MEETINGS

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h. A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.
- j. Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k. One or more amendments may be discussed together if the Chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l. A Councillor may not move more than one amendment to an original or substantive motion.

- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another Councillor
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke
  - iii. to make a point of order
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- p. During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q. A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion
  - ii. to proceed to the next business
  - iii. to adjourn the debate
  - iv. to put the motion to a vote
  - v. to ask a person to be no longer heard or to leave the meeting
  - vi. to refer a motion to a committee or sub-committee for consideration
  - vii. to exclude the public and press
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s. Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover

of the motion under debate has exercised or waived their right of reply.

- t. Excluding motions moved understanding order 1(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If a person or persons disregard the request of the Chair of the meeting to moderate or improve their conduct, or the Chair will not moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**



c. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**



d. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 10 minutes unless directed by the Chair of the meeting.

g. Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.

h. In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

i. A person shall raise their hand when requesting to speak.

j. A person who speaks at a meeting shall direct their comments to the Chair of the meeting.

k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.

l. **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

- m. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if any).**
- p. **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- q. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**
- r. **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (j) below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- s. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t. The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting
  - ii. the names of Councillors present and absent
  - iii. interests that have been declared by Councillors and non-Councillors

with voting rights

- iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights.
- v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered
- vi. if there was a public participation session; and
- vii. the resolutions made.



- u. **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**



- v. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.*



- w. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- x. A meeting shall not exceed a period of 2 hours.

#### **4. COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS**

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

- b. **The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.**

~~c.~~ **Unless the Council determines otherwise, all the members of an advisory working group may be non-Councillors.**

~~c.~~



d. —

d. The Chair and Vice-Chair of the Parish Council shall be ex-officio members of every Committee and Working Group. For the avoidance of doubt, they can attend, vote and be counted towards the quorum, in the same way as any other Committee member.

- e. The Council may appoint standing committees or other committees and working groups as may be necessary, and:
- i. shall determine their terms of reference
  - ii. shall determine the number and time of the ordinary meetings of a standing committee or working group up until the date of the next annual meeting of Full Council
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings
  - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee
  - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee or working group whose role is to replace the ordinary members at a meeting of a committee or working group if the ordinary members of the committee or working group confirm to the Proper Officer 2 days before the meeting that they are unable to attend
  - vi. shall, after it has appointed the members of a standing committee or working group, appoint the Chair of the standing committee or working group
  - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee.
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee, a sub-committee and working group which shall be no less than three
  - ix. shall determine if the public may participate at a meeting of a committee
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 7:15pm.**
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if any) of the Council.**
- f. **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g. **The Vice-Chair of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**

- j. Following the election of the Chair of the Council and Vice-Chair (if any) of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
- i. **In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council
  - iii. Receipt of the minutes of the last meeting of a committee or working group;
  - iv. Consideration of the recommendations made by a committee or working group
  - v. Review of delegation arrangements to committees, sub-committees, working groups, staff and other local authorities
  - vi. Review of the terms of reference for committees or working groups
  - vii. Appointment of members to existing committees or working groups
  - viii. Appointment of any new committees or working groups in accordance with standing order 4 above
  - ix. Review and adoption of appropriate standing orders and financial regulations
  - x. Review of arrangements, including legal agreements, with other local authorities, not-for-profit bodies and business
  - xi. Review of representation on or work with external bodies and arrangements for reporting back
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future
  - xiii. Review of inventory of land and assets including buildings and office equipment
  - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks
  - xv. Review of the Council's and/or staff subscriptions to other bodies
  - xvi. Review of the Council's complaints procedure
  - xvii. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

- xviii. Review of the Council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL AND COMMITTEES AND SUB-COMMITTEES**

- a. **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**
- c. The Chair of a committee or working group may convene an extraordinary meeting of the committee or working group at any time.
- d. If the Chair of a committee or working group does not or refuses to call an extraordinary meeting within 3 days of having been requested to do so by 5 members of the committee or the working group, any 3 members of the committee and the working group may convene an extraordinary meeting of a committee and a working group.

## **7. PREVIOUS RESOLUTIONS**

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 7 Councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a working group.
- b. When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## **8. VOTING ON APPOINTMENTS**

- a. Where more than two persons have been nominated for a position to be filled by the Council, each candidate is asked to prepare the answer to the following questions:
  - i. What previous experience and transferrable skills can you bring to the role?
  - ii. How do you plan to commit to the role?
- b. After presenting to the Council, candidates will leave the room while the discussion and voting occurs. If none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.
- c. The Chair of the meeting will inform candidates of the outcome before re-joining the meeting

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until

the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 5 clear days before the meeting.

- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h. Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

#### **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting.
  - ii. to move to a vote.
  - iii. to defer consideration of a motion.
  - iv. to refer a motion to a particular committee or sub-committee.
  - v. to appoint a person to preside at a meeting.
  - vi. to change the order of business on the agenda.
  - vii. to proceed to the next business on the agenda.
  - viii. to require a written report.
  - ix. to appoint a committee or sub-committee and their members.
  - x. to extend the time limits for speaking.
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
  - xii. to not hear further from a Councillor or a member of the public.

- xiii. to exclude a Councillor or member of the public for disorderly conduct.
- xiv. to temporarily suspend the meeting.
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements).
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

## 11. MANAGEMENT OF INFORMATION

- a. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council’s retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a. If the draft minutes of a preceding meeting have been served on Councillors with

the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e. **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f. Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### **13. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u) above.*

- a. All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.
- b. Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which



he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

- c. Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f. A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates.
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h. **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
  - i. **without the dispensation, the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

#### **14. CODE OF CONDUCT COMPLAINTS**

- a. Upon notification by the District that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.
- b. Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c. The Council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d. **Upon notification by the Borough that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

#### **15. PROPER OFFICER**

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
  - i. at least three clear days before a meeting of the Council, a committee, a sub-committee and a working group:
    - (i) serve on Councillors by delivery or post at their residences or by email authenticated in such a manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email) and
    - (ii) Provide, in a conspicuous place, public notice of the time, place and

agenda (provided the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them.

*See standing order 3(b) above for the meaning of clear days for a meeting of a Full Council and standing order 3 (c) above for a meaning of clear days for a meeting of a committee.*

- ii. subject to standing order 9 above, include on the agenda all motions in the order received unless a Councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of Full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office.**
- iv. facilitate inspection of the minute book by local government electors.
- v. **receive and retain copies of byelaws made by other local authorities.**
- vi. hold acceptance of office forms from Councillors.
- vii. hold a copy of every Councillor's register of interests.
- viii. assist with responding to requests made under Freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures.
- ix. Liaise, as appropriate, with the Council's Data Protection Officer.
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (eg the Limitations Act 1980.)
- xii. arrange for legal deeds to be executed.  
*See also standing order 22 below.*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair of the Planning and Highways Working Group within two working days of receipt to facilitate an extraordinary meeting if the nature

of a planning application requires consideration before the next ordinary meeting of the Council.

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.

*See also standing order 22 below.*

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a. "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments for each quarter.
  - ii. the Council's aggregate receipts and payments for the year to date.
  - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i. each Councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and
  - ii. to the Full Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
  
- e. The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual governance and accountability return shall be presented to all Councillors at least 14 days prior to the anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls.
  - ii. the assessment and management of financial risks faced by the Council.
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually.
  - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
  
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
  
- c. **A public contract, regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000, but less than the relevant thresholds in standing order 18(f) is subject to Regulation 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder**

**website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up.
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process.
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate.
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer.
  - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed.
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or working group with delegated responsibility.
- e. Neither the Council, nor a committee or a working group with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil**

**or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016**

## **19. HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of Council and/or the Finance & HR Committee is subject to standing order 11 above.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of Council or, if he is not available, the Vice-Chair of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Finance & HR Committee at its next meeting.
- c. The Chair of the Council or in their absence, the Vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Finance & HR Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chair of the Finance & HR Committee or in their absence, the Vice-Chair of the Finance & HR Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Finance & HR Committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chair or Vice-Chair of the Finance & HR Committee, this shall be communicated to another member of the Finance & HR Committee, which shall be reported back and progressed by resolution of the Finance & HR Committee.
- f. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g. The Council shall keep all written records relating to employees secure. All paper

records shall be secured, and locked and electronic records shall be password protected and encrypted.

- h. Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to (post holder) and/or the Chair of the Council.

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a. **The Council may appoint a Data Protection Officer.**
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**



## **22. RELATIONS WITH THE PRESS/MEDIA**

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii) above.*

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. **Subject to standing order 22(a) above, any two Councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

## **24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the District and County Council representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to the District and/or County Council shall be sent to the ward Councillor(s) representing the area of the Council.

## **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless authorised by a resolution, no Councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **26. STANDING ORDERS GENERALLY**

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 7 Councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible after he has delivered their acceptance of office form.
- d. The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.



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## Finance and Human Resources (HR) Committee Terms of Reference

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### 1. Introduction

- 1.1. Pembury Parish Council has agreed to adopt the Terms of Reference at its meeting held on ~~15/05/2023~~13/05/2024 and has recorded the decision under Minute ~~23/009xxxx~~.
- 1.2. Pembury Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

### 2. Membership

- 2.1. The Committee shall consist of up to **SIX** Councillors who shall be elected each year at the Annual Parish Council Meeting.
- 2.2. The Chair and Vice Chair of the Council shall be ex-officio members of the e Committee. For the avoidance of doubt, they can attend, vote and be counted towards the quorum, in the same way as any other Committee member.
- 2.3. The quorum of the Finance and HR Committee will be **THREE** Members.
- 2.3.2.4. A substitute member of the Committee shall be appointed each year at the Annual Parish Council meeting.

### 3. Procedures

- 3.1. The Committee will operate within Pembury Parish Council's Standing Orders and Local Government Law.
- 3.2. The Chair and Vice Chair for the forthcoming year shall be elected at the Annual Parish Council Meeting. The Chair and Vice Chair may be re-elected.
- 3.3. The Committee will submit all of its minutes of meetings for ratification to the next appropriate meeting of Pembury Parish Council
- 3.4. The Parish Clerk and/or Deputy Clerk will provide administrative support for the Committee.

#### **4. Meeting Dates**

- 4.1. The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 4.2. The Committee shall meet once every quarter on a Monday at a time agreed in the Council Office, Lower Green Recreation Ground, Pembury TN2 4DZ.

#### **5. Committee Functions and Delegated Powers**

The Committee shall:

- 5.1. Receive quarterly budget monitoring reports and monitor the income and expenditure of the Council and report to Full Council on their findings.
- 5.2. Receive and consider and approve the internal auditors report and take such action as may be necessary to comply with the internal auditor's recommendations. Findings to be reported to Full Council.
- 5.3. Establish and maintain a system of internal audit of all the Council's activities.
- 5.4. Conduct an annual review of the effectiveness of Internal Audit and Internal Control procedures for recommendation to Full Council.
- 5.5. Make recommendations to Full Council for new policies, procedures and protocols for the Council.
- 5.6. Periodically review existing policies, procedures and protocols for the Council.
- 5.7. Make recommendations to Full Council on the Council's banking, Council funds and investments and monitor risks to council funds.
- 5.8. Make recommendations to Full Council for any other matters relating to finance and HR issues.
- 5.9. Advise Council on all matters relating to Parish Council staff including terms and conditions and performance.
- 5.10. Monitor annual staff performance management.
- 5.11. Ensure that disciplinary or grievance matters are progressed in line with Council policy. Members of the Committee shall be appointed to a Hearing Panel or as a Hearing Manager in the event of any disciplinary or grievance issues arising.
- 5.12. Ensure that complaints are progressed in line with Council policy. Members of the Committee shall be appointed to a Complaints Committee in the event of a complaint arising.

5.13. Oversee the running of the Parish Office and Depot.



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## Open Spaces Committee Terms of Reference

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### 1. Introduction

- 1.1. Pembury Parish Council has agreed to adopt the Terms of Reference at its meeting held on ~~13~~5/05/202~~4~~3 and has recorded the decision under Minute ~~23/009xx~~.
- 1.2. Pembury Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

### 2. Membership

- 2.1. The Committee shall consist of up to ~~SEVEN-SIX~~ Councillors who shall be elected each year at the Annual Parish Council Meeting.
- 2.2. The Chair and Vice Chair of the Council shall be ex-officio members of the Committee. For the avoidance of doubt, they can attend, vote and be counted towards the quorum, in the same way as any other Committee member.

~~2.3.~~—The quorum of the Open Spaces Committee will be **THREE** Members.

~~2.4.~~—

~~2.5.~~2.3.

### 3. Procedures

- 3.1. The Committee will operate within Pembury Parish Council's Standing Orders and Local Government Law.
- 3.2. The Chair and Vice Chair for the forthcoming year shall be elected at the Annual Parish Council Meeting. The Chair and Vice-Chair can be re-elected.
- 3.3. The Committee will submit all of its minutes of meetings for ratification to the next appropriate meeting of Pembury Parish Council
- 3.4. The Parish Clerk and/or Deputy Clerk will provide administrative support for the Committee.

### 4. Meeting Dates

- 4.1. The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 4.2. The Committee shall meet once every quarter ~~on a Monday at 3:00pm~~ in the Council Office, Lower Green Recreation Ground, Pembury TN2 4DZ ~~unless otherwise agreed~~ at an agreed time.

## **5. Committee Functions**

The Committee shall:

- 5.1. Review the terms and conditions and charges for pitch hire of Lower Green Recreation Ground and Woodside Playing Fields on an annual basis.
- 5.2. Review the terms and conditions and burial fees for Pembury Burial Ground on an annual basis.
- 5.3. Oversee the management and maintenance of Lower Green Recreation Ground and Woodside Playing Fields to ensure it is in line with Council policy and approved budgets.
- 5.4. Make recommendations to Full Council for making improvements to Lower Green Recreation Ground and Woodside Playing Fields and request necessary budgets from Full Council as required.
- 5.5. Purchase and maintain all vehicles, machinery and tools as required to carry out the management and maintenance of all areas under the Committee's control within approved plans and budgets. Request necessary budgets from Full Council as required.
- 5.6. Make recommendations to Full Council for the development of all the recreation facilities in Lower Green Recreation Grounds and Woodside Playing Fields.
- 5.7. Make recommendations for the drawing up/updating and application of bylaws for relevant Council owned land.
- 5.8. Oversee the management and maintenance of the Council's cemeteries and burial grounds to ensure it is in line with Council policy and approved budgets.
- 5.9. Oversee the management and maintenance of the Village Green, War Memorial, Old Coach Road and other Council owned open spaces in the parish in line with Council policy and approved budgets.
- 5.10. Oversee the management and maintenance of the allotment site in line with Council policy and approved budgets.
- 5.11. Oversee the management and maintenance of trees and hedges on all Council owned land in line with Council policy and approved budgets.
- 5.12. Consider future requirements and request necessary budgets each year for recommendation to Full Council.
- 5.13. Oversee approved projects ensuring they are within approved budgets.
- 5.14. Liaise with local sporting clubs and maintain good working relationships.
- 5.15. Oversee the agreed floral displays in the parish within budget working with the Community Gardening group on joint projects as appropriate.
- 5.16. Oversee litter and waste matters.

## **6. Delegated Powers to the Clerk**

- 6.1. Day to day administration and management of the allotments and cemeteries in line with Council policy and approved budgets.
- 6.2. Day to day management of all of the Council owned open spaces (including allotments and cemeteries), trees and hedges in line with Council policy and approved budgets.
- 6.3. Day to day management of the Council's cemeteries in line with Council policy and approved budgets.
- 6.4. Day to day management of the Council's building, equipment and facilities in line with council policy and approved budgets.
- 6.5. Day to day management of all vehicles, machinery and tools within approved budgets.
- 6.6. Day to day management of floral displays and liaison with the Community Gardening group on current joint projects.
- 6.7. Day to day management of litter and waste matters.





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## Planning and Highways Committee Terms of Reference

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### 1. Introduction

1.1 Pembury Parish Council has agreed to adopt the Terms of Reference at its meeting held on ~~15/05/2023~~13/05/2024 and has recorded the decision under Minute ~~23/009xxx~~.

1.2 Pembury Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

### 2. Membership

2.1 The Committee shall consist of up to **SIX** Councillors who shall be elected each year at the Annual Parish Council Meeting.

~~2.2~~ 2.2—The Chair and vice Chair of the Council shall be ex-officio members of the committee. For the avoidance of doubt, they can attend, vote and be counted towards the quorum, in the same way as any other Committee member.

2.3 The quorum of the Planning and Highways Committee will be **THREE** Members.

### 3. Procedures

3.1 The committee will operate within Pembury Parish Council's Standing Orders and Local Government Law.

3.2 The Chair and Vice-Chair for the forthcoming year shall be elected at the Annual Parish Council Meeting. The Chair and Vice Chair may be re-elected.

3.3 The Committee will submit all its minutes of meetings for ratification to the next appropriate meeting of Pembury Parish Council

- 3.4 The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting in November/December.
- 3.5 The Parish Clerk and/or Deputy Clerk will provide administrative support for the Committee.

#### **4. Meeting Dates**

- 4.1 The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 4.2 The Committee shall meet once every month on a Monday at 3:30pm in the Council Office, Lower Green Recreation Ground, Pembury TN2 4DZ unless otherwise agreed.

#### **5. Committee Functions and Delegated Powers**

The Committee shall:

- 5.1 Exercise the powers and duties of Pembury Parish Council in respect of the powers conferred to it from time to time under the Town and Country Planning Acts and the Orders and Regulations made under them.
- 5.2 Decide Pembury Parish Council's responses to consultations on planning applications received from Tunbridge Wells Borough Council and from Kent County Council and forward them in writing to the appropriate authority.
- 5.3 Attend site visits as appropriate for planning applications affecting Pembury and in accordance with agreed protocols.
- 5.4 Make recommendations to Pembury Parish Council on statutory and non-statutory planning policy documents.
- 5.5 Select from its membership a person or persons to represent Pembury Parish Council's previously agreed views at site meetings, public enquiries, Public Transport Liaison Group etc.
- 5.6 Consider road schemes relating to new highway proposals or improvements to existing roads.
- 5.7 To consider and put forward recommendations to Pembury Parish Council on the Tunbridge Wells Borough Local Plan.

- 5.8 Monitoring the application of the Neighbourhood Development Plan policies to ensure they have been applied consistently and interpreted correctly in response to planning applications both by this committee and the Tunbridge Wells Borough Council.
- 5.9 Maintaining a watching brief on national planning guidance and any changes to the Tunbridge Wells Local Plan, and considering any impact that changes have on the NDP. Accordingly, as required, making recommendations to Pembury Parish Council for a light-touch or more fundamental review of the NDP.
- 5.10 To consider and formulate a response if appropriate on highway and transportation consultation and information documents from relevant authorities and organisations.
- 5.11 To consider and take action on all other matters that are of a general nature relating to the Town and Country Planning Acts and related legislation.
- 5.12 To consider and take action on all other matters that are of a general nature relating to the highway network within Pembury.
- 5.13 To monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines and other similar structures.
- 5.14 To monitor and comment upon public transport affecting Pembury.
- 5.15 To maintain and develop all Parish Council owned street furniture in Pembury such as benches and bus shelters. An annual review to be undertaken.
- 5.16 To maintain Parish Council owned streetlights.
- 5.17 To monitor public footpaths and public rights of way and formulate a response, if appropriate, on public consultation and information documents from relevant authorities and organisations.

~~5.18 When it is not possible for the Committee to meet to decide Pembury Parish Council's responses to consultations on planning applications, the Clerk shall have delegated powers to agree planning responses in consultation with Members of the Planning & Highways Committee and forward them in writing to the appropriate authority. For the avoidance of doubt this will include the summer recess and Christmas periods.~~

## **6. Delegated Powers to the Clerk**

~~6.1 When it is not possible for the Committee to meet to decide Pembury Parish Council's responses to consultations on planning applications, the Clerk shall have delegated powers to agree planning responses in consultation with Members of the Planning & Highways Committee and forward them in writing to the appropriate authority. For the avoidance of doubt this will include the summer recess and Christmas periods.~~

6.2 Day to day management of Parish Council owned street furniture in line with Council policy and approved budgets.

6.3 Day to day management of all Parish Council owned streetlights in line with Council policy and approved budgets.



# PEMBURY PARISH COUNCIL

Working for Pembury People

## Council Risk Assessment

Approved 07/02/2022

Reviewed ~~22/01/2024~~ 29/04/2024

Version:	Date Approved:	Review Date:
1.0	03/07/2017	31/05/2018
2.0	05/03/2018	31/03/2019
3.0	04/02/2019	31/03/2020
4.0	03/02/2020	31/03/2021
5.0	01/02/2021	31/03/2022
6.0	07/02/2022	31/03/2023

# 1. Introduction

## 1.1. Risks

This is a high-level risk assessment for the Council to highlight key areas of risk where the Parish Council has full or partial responsibility for managing or mitigating risk. The Parish Council’s aim is to manage risks in a thoughtful and realistic manner. Since resources such as staff and Councillors’ time are limited, it is necessary to set priorities.

## 1.2. Methodology

Risks have been assessed using an industry standard approach. This risk assessment deals with strategic risks only. Each risk is scored using the table below which assesses the potential consequences with the likelihood of the risk happening. The resulting risk score then indicates the appropriate level of priority to be given to any mitigation against that risk.

## 1.3. Risk score matrix

		Consequences		
		Minor 3	Moderate 2	Major 1
Likelihood	Probable A	Yellow	Red	Red
	Possible B	Green	Yellow	Red
	Improbable C	Green	Green	Yellow

Key	Green Low Risk	Yellow Medium Risk	Red High Risk
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## 2. Risk Assessment

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
<b>PHYSICAL ASSETS</b>											
1.	Fire – injury to staff, councillors and members of the public and damage to property	1	B	H	<ul style="list-style-type: none"> <li>• Fire alarm installed at the Parish Office</li> <li>• Fire risk assessment undertaken for all sites</li> <li>• Annual Maintenance contract in place</li> </ul>	•	1	C	M		
2.	Damage to buildings and property	1	B	H	<ul style="list-style-type: none"> <li>• Insurance cover in place</li> <li>• Inventory and asset register reviewed and up to date.</li> <li>• Individual annual risk assessments undertaken for each site.</li> <li>• CCTV installed at office</li> <li>• Height of security fence increased around office</li> </ul>	•	1	C	M		
3.	Loss, damage or theft – office building contents	2	B	M	<ul style="list-style-type: none"> <li>• Insurance cover in place</li> <li>• Security shutters installed on doors and windows</li> <li>• Inventory and asset register reviewed and up to date.</li> <li>• CCTV installed at office</li> </ul>	•	2	C	L		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					<ul style="list-style-type: none"> <li>Height of security fence increased around office</li> </ul>						
4.	Loss, damage or theft – depot contents	2	A	H	<ul style="list-style-type: none"> <li>Insurance cover in place</li> <li>Groundsmen equipment locked in depot building.</li> <li>Security measures improved.</li> <li>Security fencing installed January 2019.</li> <li>Inventory and asset register reviewed and up to date.</li> </ul>		2	B	M		
5.	Loss, damage or theft – play / gym equipment	2	A	H	<ul style="list-style-type: none"> <li>Insurance cover in place</li> <li>Regular inspections to check for damage.</li> <li>Repairs/replacements undertaken following reports of damage.</li> <li>Annual RoSPA inspections undertaken. Recommended actions undertaken.</li> <li>Inventory and asset register reviewed and up to date.</li> <li>Risk assessments undertaken for each site.</li> </ul>		2	B	M		
6.	Loss, damage or theft – street furniture	1	B	H	<ul style="list-style-type: none"> <li>Insurance cover in place</li> </ul>		2	B	M		



Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					<ul style="list-style-type: none"> <li>Inventory and asset register reviewed and up to date.</li> <li>Regular inspections of all street furniture in place</li> </ul>						
7.	Maintenance of equipment	1	A	H	<ul style="list-style-type: none"> <li>Annual service undertaken for Grounds maintenance equipment</li> </ul>		2	B	M		
<b>PUBLIC LIABILITY</b>											
8.	Public safety in areas under the Parish Council's responsibility	1	B	H	<ul style="list-style-type: none"> <li>Regular inspections undertaken and reported</li> </ul>		2	B	M		
9.	Street Column safety for hanging baskets and Christmas Lights	1	B	H	<ul style="list-style-type: none"> <li>Apply for permit annually</li> <li>Load testing on all relevant street columns undertaken every 3 years</li> </ul>		2	B	M		
10.	Christmas Lights & Displays	1	A	H	<ul style="list-style-type: none"> <li>Installed by professional contractor / electrician</li> <li>Risk assessment undertaken for Christmas Tree</li> <li>Regular inspection of Christmas Tree</li> </ul>		2	B	M		
11.	Events	2	A	H	<ul style="list-style-type: none"> <li>Individual risk assessments</li> </ul>		2	B	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					undertaken for each event <ul style="list-style-type: none"> <li>Details of events submitted to TWBC for approval</li> </ul>						
<b>FINANCIAL</b>											
12.	Misappropriation of funds – theft / fraud / errors	1	B	H	<ul style="list-style-type: none"> <li>Fidelity guarantee in place</li> <li>Internal audit by independent auditor at least once a year</li> <li>Internal controls and processes reviewed.</li> <li>Accounts for payment approved at a council meeting.</li> <li>Faster payments set up by an officer and approved by 2 signatories.</li> <li>Invoices supplied as back up for all transactions</li> </ul>		1	C	M		
13.	Investment loss	1	B	H	<ul style="list-style-type: none"> <li>New bank account with Nationwide opened to spread risk.</li> <li>New bank account with Unity opened to spread the risk.</li> </ul>	<ul style="list-style-type: none"> <li>Consider other providers to further spread risk and maximise yields</li> </ul>	1	C	M	FHR	On-going
14.	Insufficient or excessive funds	1	B	H	<ul style="list-style-type: none"> <li>Comprehensive budget setting process in place</li> </ul>		2	B	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					<ul style="list-style-type: none"> <li>Monthly budget monitoring undertaken by the Clerk.</li> <li>Quarterly budget monitoring at Finance &amp; HR Committee meetings</li> <li>Review of reserves undertaken regularly by the Finance &amp; HR Committee with recommendations to Full Council at least annually</li> </ul>						
15.	Inaccurate accounts	2	A	H	<ul style="list-style-type: none"> <li>Computerised accounting system used</li> <li>Monthly accounts prepared</li> </ul>	<ul style="list-style-type: none"> <li>Review the need for sales ledger on Rialtas Omega software</li> </ul>	2	B	M	FHR	May 2024
16.	Banking arrangements	2	B	M	<ul style="list-style-type: none"> <li>Cheques and cash banked promptly</li> <li>Monthly bank reconciliations undertaken</li> <li>Chair of Finance &amp; HR Committee reviews bank reconciliation quarterly. Other councillors to review in other months.</li> <li>Finance &amp; HR Committee clarify balances quarterly.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	3	C	L		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					<ul style="list-style-type: none"> <li>• Faster payments set up by an officer and approved by 2 signatories.</li> <li>• Invoices checked by signatories before payments are set up</li> <li>• Changes to bank details for suppliers confirmed in writing.</li> </ul>						
17.	Payroll	2	B	M	<ul style="list-style-type: none"> <li>• Computerised payroll system used</li> <li>• Entries made by Deputy Clerk and checked by the Clerk before it is audited by a member of the FHR Committee.</li> <li>• Monthly review of payroll records by a member of the Finance &amp; HR Committee undertaken</li> <li>• Payments now made by Faster Payments through Unity. 2 councillor signatories to approve payments after review of payroll records.</li> <li>• Payments set up by the Clerk on Unity.</li> </ul>		3	C	L		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
<u>18.</u>	<u>Pension Liability</u>	<u>1</u>	<u>B</u>	<b>H</b>	• <u>  </u>	<u>Further research being undertaken.</u>	<u>1</u>	<u>B</u>	<b>H</b>	<u>FHR</u>	
<u>19.</u>	<u>Sick Pay Liability</u>	<u>1</u>	<u>B</u>	<b>H</b>	• <u>  </u>	<u>Insurance quotes being sought</u>	<u>1</u>	<u>B</u>	<b>H</b>	<u>FHR</u>	
<del>18.2</del>	Debit & Fuel Cards	2	B	<b>M</b>	<ul style="list-style-type: none"> <li>• Debit and Fuel Card policy introduced.</li> <li>• Invoices provided to evidence the spending and reported to Full Council</li> </ul>		3	C	<b>L</b>		
<del>19.2</del>	Petty Cash	2	B	<b>M</b>	<ul style="list-style-type: none"> <li>• Float is responsibility of one member of staff</li> <li>• Receipts required for all expenditure</li> <li>• Review undertaken.</li> <li>• 2 signatures required for all spending.</li> <li>• Monthly analysis of spending and reconciliation to accounts.</li> <li>• Quarterly check made by Chair of Finance &amp; HR Committee to reconcile cash and records.</li> </ul>		3	C	<b>L</b>		
<del>20.2</del>	Bad debts	2	B	<b>M</b>	<ul style="list-style-type: none"> <li>• Write off bad debts approved by Full Council.</li> </ul>		3	C	<b>L</b>		
<b>REGULATORY / STATUTORY / CONTRACTUAL</b>											

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
21.2	Breach of Health and Safety Responsibilities	1	A	H	<ul style="list-style-type: none"> <li>Public and Employers Liability insurance in place</li> <li>Health and Safety Policy in place and regularly reviewed</li> <li>Review of system, policies and processes undertaken</li> </ul>		1	B	M		
22.2	Breach of employment legislation	2	A	H	<ul style="list-style-type: none"> <li>Review of policies and procedures undertaken</li> <li>Benchmarking and review of pay and benefits undertaken</li> <li>Policies updated regularly as required</li> </ul>		2	B	M		
23.2	Breach of contractual obligations	1	A	H	<ul style="list-style-type: none"> <li>Contracts prepared in conjunction with legal advisors.</li> <li>All staff have signed employment contracts.</li> </ul>		1	C	M		
24.2	Breach of regulations governing Local Councils	2	A	H	<ul style="list-style-type: none"> <li>Qualified Clerk in post</li> <li>KALC membership for advice and training</li> <li>SLCC membership for advice and training</li> <li>Declarations of interest documented</li> <li>Achieved Quality Council status</li> </ul>		2	B	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
25.2	Adoption and adherence to the Code of Conduct	2	B	M	<ul style="list-style-type: none"> <li>Each Councillor provided with a copy of the Code of Conduct</li> <li>Training offered to all Councillors</li> <li>Disclosable Pecuniary Interest published on Council website.</li> <li>Review of all DPI forms being undertaken</li> </ul>	•	2	C	L		
<b>SERVICES</b>											
26.2	Burial Grounds – breach of regulations and contractual rights	1	B	H	<ul style="list-style-type: none"> <li>Records maintained and kept up to date</li> <li>Cemetery regulations reviewed.</li> <li>Continuing staff training undertaken</li> <li>Transfer of Exclusive Right of Burial introduced.</li> <li>Thorough review of records being undertaken</li> </ul>	<ul style="list-style-type: none"> <li><u>New staff to receive training at the earliest opportunity</u></li> <li><u>Short term ongoing support from external sources to be investigated</u></li> </ul>	2	B	MH		
27.2	Burial Grounds – Disputes and complaints	1	B	H	<ul style="list-style-type: none"> <li>Records maintained and kept up to date</li> <li>Historical records reviewed and corrected when necessary</li> <li>Annual review of fees undertaken</li> </ul>		2	B	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					<ul style="list-style-type: none"> <li>• Sensitive handling of bereaved members of the public</li> <li>• Individual risk assessments undertaken for each site</li> </ul>						
<u>28.3</u>	Memorials – injury to members of the public	2	B	M	<ul style="list-style-type: none"> <li>• Regular memorial safety testing now in place</li> <li>• Recommendation to undertake remedial works for high priority memorials</li> <li>• Computerised software being used, and information being input into the system</li> <li>• Budget allocated for memorial repairs when owners cannot be contacted</li> </ul>	<ul style="list-style-type: none"> <li>• Memorial policy to be introduced</li> <li>• Dangerous memorials to be stake and banded to make safe until remedial work undertaken</li> </ul>	2	C	L		
<u>29.3</u>	Allotments – breach of regulations and contractual rights	2	A	H	<ul style="list-style-type: none"> <li>• Regular site inspections undertaken</li> <li>• Vacant plots maintained and kept tidy.</li> <li>• Individual risk assessments undertaken for the site</li> <li>• Staff training undertaken</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	2	B	M		
<u>30.3</u>	Trees	1	A	H	<ul style="list-style-type: none"> <li>• Tree management policy in place</li> </ul>		2	B	M		



Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					<ul style="list-style-type: none"> <li>Annual Visual Tree Assessments undertaken by qualified contractor and recommendations actioned</li> <li>Regular inspections introduced including those following extreme weather conditions.</li> </ul>						
31.3	Coronavirus	2	A	H	<ul style="list-style-type: none"> <li>Restrictions followed and facilities closed if appropriate</li> <li>Office staff to work from home if they have Covid (if they are well enough to undertake work)</li> <li>Grounds staff to work outdoors only if they have Covid (if they are well enough to undertake work)</li> </ul>	•	2	B	M		
<b>OFFICE &amp; ADMINISTRATION</b>											
32.3	Computer Failure	1	B	H	<ul style="list-style-type: none"> <li>IT contract in place</li> <li>Cloud storage of documents implemented</li> <li>Virus protection updated regularly</li> <li>Cyber insurance cover in place.</li> </ul>		1	C	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
33.3	Cyber Attacks	1	B	H	<ul style="list-style-type: none"> <li>• Firewall in place on PPC IT equipment</li> <li>• Cyber insurance in place</li> <li>• Advice from IT Contractor received.</li> </ul>	<ul style="list-style-type: none"> <li>• Creation of BYOD policy</li> <li>• Ensure cllrs comply with BYOD policy</li> <li>• Consider upgrade of officer Microsoft account with additional security features.</li> <li>• Share information on password security with cllrs.</li> </ul>	2	B	M		

Ref	Location	Item	Qty	Date of purchase	Original Price	Serial Number
<b>Depot Contents</b>						
D2	Depot	Kubota L4200 Tractor	1	11/06/2001	16,690.50	Y538 CKM EL-741150-0020 I4200d 59930
D3	Depot	Equipment Trailer	1		1,000.00	Vin No. G26850-5 Serial No. 071209A
D4	Depot	Tractor Mounted Slitter 6'6"	1		1,500.00	26338
D7	Depot	Kubota mower	1	01/04/2015	10,095.00	GN15 CSZ Ser.no:G23 3 60503 Model no:G23-3HD
D10	Depot	Hayter mower ranger 53 pro	1		500.00	396A001212
D11	Depot	Flail mower Trimax	1		2,770.00	9.310.702.00
D14	Depot	Generator	1		525.00	
D15	Depot	Finishing Mower	1		2,000.00	100299
D16	Depot	Tractor roller	1		500.00	
D21	Depot	Swivel Chair	1		350.00	Moved from office
D23	Depot	Supaturf line marker	1	18/11/2017	660.00	
D24	Depot	Mitox MIBC74 4500UK Brushcutter	1	01/12/2017	466.67	
D25	Depot	Replacement blower	1	02/05/2018	215.00	
D27	Depot	Stihl KM94 Combi engine	1	28/11/2018	477.00	
D28	Depot	Brushcutter	1	07/01/2019	450.00	
D29	Depot	Mitsubishi L200 Pick up truck	1	13/03/2019	18,695.15	
D30	Depot	Stihl HT103 pole pruner	1	14/06/2018	495.00	
D31	Depot	Mitox 5300UK Strimmer	1	28/08/2019	483.33	
D32	Depot	Stihl SH86 Blower Vac	1	14/12/2020	225.00	
D33	Depot	Toro HoverPro 500	1	14/12/2020	410.00	
D34	Depot	Turf tyres for Truck	1	26/03/2021	390.00	
D35	Depot	Tyres x2	2	07/10/2021	390.60	
D36	Depot	Line Marker Spray	1	08/03/2022	610.00	
P9	Parish Office / Tr to Depot	Mobile phone	1	11/12/2019	333.33	Deputy Groundsman
D37	Depot	Echo DHC-200 24" battery operated hedgecutter	1	18/07/2023	225.00	
D38	Depot	Echo LBP-560-900 battery harness	1	18/07/2023	691.00	
D39	Depot	Echo Battery (additional)	1	21/03/2024	209.00	

<b>Tree Warden Equipment</b>						
T2	Volunteer Group	Strimmer	1		279.17	
D26	Depot / Tr to Volunteer Group	Replacement hedgcutter & pole	1	14/06/2018	365.00	

<b>Parish Office Contents</b>						
P2	Parish Office	Meeting room tables	7	13/09/2012	1,071.25	
P3	Parish Office	Meeting Room Chairs	19	10/07/2012	1,059.84	
P4	Parish Office	Computers x2	2	07/12/2017	750.00	
P5	Parish Office	Display Boards	1		500.00	
P6	Parish Office	Projector & dedicated laptop	1	20/04/2016	1,599.08	
P7	Parish Office	Chains of Office	1	1980	1.00	Estimate

Ref	Location	Item	Qty	Date of purchase	Original Price	Serial Number
P10	Parish Office	CCTV system	2	12/12/2019	2,298.00	
P11	Parish Office	New laptops x2	1	07/09/2020	1,198.00	
P12	Parish Office	New desks x2	2	07/02/2022	554.30	
P13	Parish Office	PA System (incl 4 cordless speakers)	1	15/09/2022	1,883.67	-
P14	Parish Office	Laptop & monitor	1	31/03/2024	957.06	Clerk

#### External & Street furniture

E1	External	Notice Boards (office, village hall, allotments)	3		1,507.00	
E2	External	Bus Shelters	7		30,333.33	
E4	External	Recreation Ground Signage	4		1,562.00	
E5	External	Dog waste bins	7		2,100.00	
E6	External	Litter Bins	10		1,000.00	
E7	External	Iron gate	1		811.00	
E8	External	Defibrillator	1		2,000.00	
E9	External	Street lights	36		36,000.00	
E10	External - Village Green	Village Sign - donated by WI	1		1.00	Donated by WI
E11	External - Village Green	Village Sign	1		5,915.71	
E12	External - Bo Peep Corner	Village Sign	1		755.00	
E13	Upper Church Burial Ground	Memorial wall	1	23/01/2017	4,750.00	
E14	Hastings Road	War memorial	1		1.00	
E15	Allotment site	Shed	1	06/11/2017	350.00	
E16	Street Light - Belfield Road	Replacement Streetlight column 1	1	10/01/2018	985.00	
E18	War Memorial- Hasting Road	Replacement plaques on War Memorial	1	08/02/2019	6,930.00	
E19	Depot	New security fence	1	01/02/2019	2,719.74	
E20	Office	New security fence	1	06/02/2020	1,617.91	
E23	External - Lower Green Rec	Light column	1	03/09/2020	2,160.00	
E25	External - by primary school	New notice board (by school)	1	28/01/2021	1,625.00	
E27	External - Woodside Playing Fields	Anti ram bollards	1	21/05/2021	890.00	
E28	External - Pembury Burial Grounds	Notice Board	1	30/03/2021	413.05	
E29	External - Pembury Burial Grounds	Post & Chain fence	1		473.69	
E30	External - Pembury Burial Grounds	Seats for bus stops	6		4,300.00	
E31	External - LG Rec	Replacement bollard LG Rec	1	01/02/2024	507.75	

#### Benches

	External (previously E3)	Seats			3,750.90	
01-LGR	LG Rec Front of tennis courts	Concrete / wooden bench	1			
02-LGR	LG Rec By adult gym	Metal bench	1			
03-LGR	LG Rec Behind tennis courts	Metal bench	1			
04-LGR	LG Rec Behind Bowls Club hedge	Metal bench	1			
05-LGR	LG Rec Scout hut entrance	Wooden bench	1			
06-LGR	LG Rec Skate Ramp area	Wooden bench	1			
07-LGR	LG Rec Playground	Green metal bench (1)	1			
08-LGR	LG Rec Playground	Green metal bench (2)	1			

Ref	Location	Item	Qty	Date of purchase	Original Price	Serial Number
09-LGR	LG Rec Playground	Small green picnic bench	1			
10-LGR	LG Rec Playground	Large picnic bench	1	05/03/2020	608.50	
01-PBG	PBG Front lawn	Memorial bench - Roy Cackett	1			
02-PBG	PBG 1st Roundell	Memorial Bench - Lionel & Iris Webzell	1			
03-PBG	PBG near notice board	Memorial Bench - Janice Ballard	1			
04-PBG	PBG Section 5 by holly hedge	Memorial Bench Bill, Bessie, James Tester	1			
05-PBG	PBG Section 5	Memorial bench - Geoffrey Baxter	1			
06-PBG	PBG Section 5	Memorial bench - Pam Stephenson	1			
07-PBG	PBG Cremated remains Section (previously E21)	Memorial Bench - David Tolhurst	1	28/05/2020	589.90	
08-PBG	PBG 2nd Roundel (previously E22)	Memorial Bench - Andrew Bray	1	23/07/2020	399.95	
09-PBG	PBG 2nd Roundel	Memorial Bench - Pembury Society	1	04/09/2017	644.00	
10-PBG	PBG Section 5	Memorila Bench - Mark Gannaway	1			
11-PBG	PBG Section 6	Memorial Bench - Samantha Thomas	1	02/05/2017	682.50	
12-PBG	PBG Roundell	Memorial Bench - Peter Glass	1	26/10/2023	775.25	
01-East	Coronation Gardens	Memorial bench	1			
02-East	Woodside Playing Fields	Metal bench	1			
03-East	Bo Peep Corner	Concrete / wooden bench	1			
01-LGC	LG Cemetery entrance road	Concrete / wooden bench	1			
01-OC	Old Church	Memorial bench	1			
02-OC	Old Church	Memorial bench	1			
03-OC	Old Church	Memorial bench - Mark Hudson	1	26/10/2020	554.95	
04-OC	Old Church	Memorial bench	1			
01-VG	Village Green - opposite the Camden Arms	Concrete / wooden bench	1			
02-VG	Village Green - Top of the Green	Memorial Bench - Kevin Lynes	1	27/01/2016	1,814.10	
03-VG	Village Green	Memorial Bench - Stan Moxon	1			
04-VG	Village Green	Memorial Bench - Trevor Burley	1	29/01/2022	574.95	
05-VG	Village Green	Concrete / wooden bench	1			
06-VG	Village Green		1			
07-VG	Village Green	Memorial Bench - Ken Watts	1			

#### Playground & Sports Equipment

PL1	Lower Green Rec	Equipment			61,818.00	
PL2	Lower Green Rec	Safety surfacing			12,616.00	
PL3	Lower Green Rec	Childrens playground			27,535.00	
PL4	Lower Green Rec	Extension to Children's playground: Pirate Ship, Nattertubes, dish roundabout; wet pour surfacing	1	22/04/2016	27,170.00	
PL5	Lower Green Rec	Adult Gym equipment		11/09/2009	18,587.00	
PL6	Lower Green Rec	Tennis Courts & associated fencing		10/04/2001	32,446.00	
PL7	Lower Green Rec	Extended playground fence		12/03/2020	1,010.00	
PL8	Lower Green Rec	Table Tennis Tables x2		22/02/2022	5,660.00	

#### Land

Ref	Location	Item	Qty	Date of purchase	Original Price	Serial Number
L1	Church Road	Old Church Burial Ground		1947	1.00	Closed Churchyard
L2	Lower Green Road	Lower Green Burial Ground		08/05/1902 or 08/08/1969	1.00	Lease for 999 years
L3	Hastings Road	Upper Church Burial Ground		07/11/1945	550.00	K920182
L3a	Hastings Road	Upper Church Burial Ground		08/08/1969	1.00	
L4	Lower Green Road	Lower Green Recreation Ground		15/03/1932	400.00	K920008
L5	Jubilee Way	Land at Jubilee Way		23/02/1978	1.00	K467654 / K624410
L6	Jubilee Way	Access to Scout hut		17/04/1961	1.00	K469978
L7	Village Hall	Village Hall and land		01/10/1963	1.00	K206475 - build costs £444052.95
L8	Scout hut	Land adjoining the recreation ground (Scout hut)		06/07/1976	1.00	K473853
L9	Woodside Road	Woodside Playing Fields		19/06/1972	3,870.00	K383726
L10	Woodside Road	Land adjacent to Woodside Playing Fields		19/10/1983	1.00	Licence
L11	Woodside Road	Woodside Playing Fields Access road			1.00	
L12	Hastings Road	Coronation Gardens		11/05/1951	1.00	K920003
L13	Henwood Green Road	Allotments		04/04/1929	1.00	K920063
L14	Lower Green Road	Village Green		01/02/1930	1.00	K261038
L15	Hastings Road	Land and War Memorial		1918	1.00	K712736
L16	Bo Peep Corner	Land at Bo Peep Corner		11/05/1951	1.00	
L17	The Coppice	Land at the Coppice		05/06/2017	1.00	K412774
L18	Old Coach Road	Land at the Old Coach Road		05/06/2017	1.00	K299411

Buildings						
B1	Woodside Road Playing Fields	Arthur Penn Sports Pavilion	1		205,591.00	
B2	Lower Green Rec	Lower Green Sports Pavilion	1		632,846.00	
B4	Upper Church Burial Ground	Storage Shed Upper Burial Ground	1		10,602.00	
B5	Woodside Road	Council Depot, Allotments	1	1991	33,000.00	
B6	Lower Green Rec	Office/meeting room	1	2012	108,211.00	
<b>TOTAL OF ALL ASSETS</b>					<b>1,375,904.13</b>	

**New purchases in 2023/24**

**Items disposed in 2023/24**

B3	Lower Green Rec	Storage Shed Lower Green Rec.	1		19,005.00	FC 04/12/2023 Ref: 23/317f.
D9	Depot	Harry Mower	1		500.00	FC 04/03/2024 Ref: 23/480b.

Balance B/Fwd 01/04/2023	1,387,744.07
Add new purchases in 2023/24	7,665.06
Less disposals in 2023/24	- 19,505.00
<b>Balance C/Fwd as at 31/03/2024</b>	<b>1,375,904.13</b>

# Pembury Parish Council

## Statement on Internal Control for the Year Ending 31 March 2024

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### **1. SCOPE OF RESPONSIBILITY**

Pembury Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control as required by Section 2 of the Annual Return – Annual Governance Statement.

### **2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2024 and up to the date of approval of the annual report and accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

### **3. THE INTERNAL CONTROL ENVIRONMENT**

#### **The Council:**

The Council has appointed a Chair who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approves budgets for the following year at its December or January meeting. The December or January meeting of the Council approves the level of precept for the following financial year.

The Full Council meets eleven times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Clerk.

The Council carries out regular reviews of its internal controls, systems and procedures.

#### **Clerk to the Council / Responsible Financial Officer:**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

#### **Payments:**

All payments are reported to the Council for approval. Two Members of the Council must authorise every Faster payment or cheque.

**Income:**

All income is received and banked in the Councils’ name in a timely manner and reported to the Council.

**Risk Assessments / Risk Management:**

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

**Internal Audit:**

The Council has appointed an Independent Internal Auditor, Mulberry & Co, who reports to the Council on the adequacy of its:

- Records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit system is reviewed annually.

**External Audit:**

The Council’s External Auditors, Mazars, submit an annual Certificate of Audit, which is presented to the Council.

**4. REVIEW OF EFFECTIVENESS**

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Full Council.
- the Clerk to the Council / Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks.
- the independent Internal Auditor who reviews the Council’s system of internal control.
- Mazars, the Council’s external auditors, who make the final check using the Annual Governance & Accountability Return, a form completed and signed by the Responsible Financial Officer, the Chair and the Internal Auditor. Mazars issue an annual audit certificate.
- the number of significant issues that are raised during the year.

**5. SIGNIFICANT INTERNAL CONTROL ISSUES**

No significant internal control issues were identified during the 2023-24 financial year.

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review process.

\_\_\_\_\_  
Chair  
Pembury Parish Council

\_\_\_\_\_  
Clerk  
Pembury Parish Council

\_\_\_\_\_  
Date



County Area: KENT

		31 March 2023	31 March 2024
1.	Balance Brought Forward	138,756	143,951
2.	(+) Precept	243,624	247,504
3.	(+) Total Other Receipts	48,715	53,887
4.	(-) Staff Costs	159,977	172,760
5.	(-) Loan interest	4,119	4,119
6.	(-) All other payments	123,048	148,039
7.	(=) Balances Carried Forward	143,951	120,424
8.	Total Value of Cash and short term investments	155,556	130,159
9.	Total Fixed Assets plus long term investments and assets	1,387,744	1,375,904
10.	Total Borrowing	16,262	12,977

Variance £	Variance %	Explanation
3,880	1.59	Under 15% - explanation not required
5,172	10.62	Under 15% - explanation not required
12,783	7.99	Under 15% - explanation not required
-	-	Under 15% - explanation not required
24,991	20.31	See below - <b>note 1</b>
- 23,527	- 16.34	See below - <b>note 2</b>
- 11,840	- 0.85	New asset in year £7,665, disposals in year £19,505.00
- 3,285	- 20.20	As o/s balance is low, annual repayment has stayed the same but percentage variance has increased proportionally

## Analysis of Major Variances over 15% - note 1

Other Payments	31 March 2023	31 March 2024	Variance £	Variance %	Explanation
Grave digging	2,500	4,900	2,400	96.00	Increase in full burials rather than interments
Highways lighting	2,064	1,553	- 511	- 24.76	Reduction in electricity costs due to unit price drop
Christmas lights Display	6,387	9,509	3,122	48.88	£1,967 Load test due every 3 years. Paid in 2023/24 not due in 2022/23.
PA System	1,947	410	- 1,537	- 78.94	Purchase of new system in 2022/23 and ancillary equipment in 2022/23
Uncontested election costs	-	923	923	#DIV/0!	Cost every 4 years for elections
Memorial Inspections	-	1,150	1,150	#DIV/0!	Urgent repairs to memorials where no owner found
Burial refund	-	830	830	#DIV/0!	One off burial refund agreed
Convert Streetlights to LEDs	-	9,450	9,450	#DIV/0!	Project 2023/24 - convert all street lamps to LEDs.
Footpath signage	-	1,050	1,050	#DIV/0!	Project 2023/24 - provide bespoke footpath signs
Refurbish tennis court surface	-	5,785	5,785	#DIV/0!	Project 2023/24 - refurbish tennis court surface
Large water butts	-	1,100	1,100	#DIV/0!	Project 2023/24 - supply & installation of water butts for grounds maintenance team
Bus shelter seating	-	4,686	4,686	#DIV/0!	Project 2023/24 - provide seating in bus shelters
New accounting software	-	2,850	2,850	#DIV/0!	Project 2023/24 - Rialtas Omega software
LG Rec Storage	-	1,540			Project 2023/24 - removal of old garage in recreation ground & related asbestos removal
Replace tarmac path at closed churchyard	-	5,632	5,632	#DIV/0!	Project 2023/24 - replace tarmac path in closed churchyard
Fruit Tree Avenue	-	1,236	1,236	#DIV/0!	Project 2023/24 - fruit tree avenue to commemorate Coronation
War memorial clean	-	1,095	1,095	#DIV/0!	Project 2023/24 - specialist cleaning of war memorial
Neighbourhood Plan	5,845	440	- 5,405	- 92.47	Project 2022/23 - Neighbourhood Plan completed. Majority of costs were in 2022/23 and before
Grants / donations	4,492	-	- 4,492	- 100.00	Additional donation in 2022/23 of £3,214 to Scouts for accessible toilet and shower in scout hut, £1,278 for a hardship grant.
Commemorative Oak Tree project	1,000	-			Project in 2022/23 not repeated in 2023/24. New project for Queen's Green Canopy for trees to commemorate Queen's platinum Jubilee Coronation
Footpath maps	1,393	-			Project in 2022/23 not repeated in 2023/24. New maps of parish
Repaint climbing frame	1,060	-	- 1,060	- 100.00	Project in 2022/23 not repeated in 2023/24. Repaint playground equipment.
Allotment replace water taps & pipework	3,607	-	- 3,607	- 100.00	Project in 2022/23 not repeated in 2023/24. Work to taps in allotments.

		31 March 2023	31 March 2024
	Other payments	92,753	93,900
	<b>TOTAL OTHER PAYMENTS</b>	<b>123,048</b>	<b>148,039</b>

Variance £	Variance %	Explanation
1,147	1.24	
<b>24,991</b>	<b>20.31</b>	

**Earmarked Reserves - note 2**

Other Payments		31 March 2023	31 March 2024
320	SF - Vehicles Replacement	19,000	22,000
321	SF - LG Recreation Ground General	10,000	10,000
322	SF - Legal, Planning & Professional	4,400	4,145
323	SF - Election Cost	4,000	3,077
324	SF - Highways	2,500	2,500
325	SF - Tennis Court	1,585	8,746
326	SF - Rolling Building Maintena	1,000	1,000
400	EMR-Tennis Court Refurbishment	9,435	-
401	EMR-Community Deed of Release	5,000	-
402	EMR-LG Recreation Ground Replacement Garage	3,000	2,600
403	EMR-Load test Street Light Columns	1,890	-
404	EMR-Signposts for Twittens	1,000	1,000
405	EMR-Rainwater Havesting	1,000	-
406	EMR-New Dog bins	650	650
408	EMR-Replacement Defibrillator	-	1,000
409	EMR-Event Gazebo	-	423
410	EMR-PA System additional items	-	147
450	RF - TWBC Hardship Fund	628	-
	<b>TOTAL EARMARKED RESERVES</b>	<b>65,088</b>	<b>57,288</b>
	<b>GENERAL RESERVES</b>	<b>78,863</b>	<b>63,136</b>

Variance £	Variance %	Explanation
3,000	15.79	
-	-	
- 255	- 5.80	
- 923	- 23.07	
-	-	
7,161	451.80	
-	-	
- 9,435	- 100.00	
- 5,000	- 100.00	
- 400	- 13.33	
- 1,890	- 100.00	
-	-	
- 1,000	- 100.00	
-	-	
1,000	#DIV/0!	
423	#DIV/0!	
147	#DIV/0!	
- 628	- 100.00	
<b>- 7,800</b>	<b>- 11.98</b>	
<b>- 15,726</b>	<b>- 19.94</b>	

**ANNUAL RETURN**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**Pembury Parish Council**

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer  Date

I confirm that these accounts are approved by the Council and recorded as council minute reference  Dated

Signed on behalf of the above Council (Chair)  Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
<b>1</b>	Balances brought forward	<b>0</b>	<b>143,951</b>	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
<b>2</b>	(+) Precept or Rates and Levies	<b>0</b>	<b>247,504</b>	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
<b>3</b>	(+) Total other receipts	<b>0</b>	<b>54,487</b>	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
<b>4</b>	(-) Staff costs	<b>0</b>	<b>172,760</b>	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
<b>5</b>	(-) Loan interest/capital repayments	<b>0</b>	<b>4,119</b>	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
<b>6</b>	(-) All other payments	<b>0</b>	<b>148,039</b>	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
<b>7</b>	(=) Balances carried forward	<b>0</b>	<b>121,024</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
<b>8</b>	Total value of cash and short term investments	<b>0</b>	<b>130,159</b>	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
<b>9</b>	Total fixed assets plus long term investments and assets	<b>0</b>	<b>1,375,904</b>	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
<b>10</b>	Total borrowings	<b>0</b>	<b>12,977</b>	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March



### 12-Month Fixed Term

4.85% AER\* interest rate\*\*

[Find out more](#)



### 18-Month Fixed Term

4.90% AER\* interest rate\*\*

[Find out more](#)



### 24-Month Fixed Term

5.00% AER\* interest rate\*\*

[Find out more](#)



### 30-Day Deposit

2.96% AER\* interest rate\*\*

[Find out more](#)



### 90-Day Deposit

3.06% £85k-£10m

3.16% £10m and above  
AER\* interest rate\*\*

[Find out more](#)



### 6-Month Fixed Term

4.25% AER\* interest rate\*\*

[Find out more](#)



### Instant Access

2.77% AER\* interest rate\*\*

[Find out more](#)

you meet the [FSCS eligibility](#) criteria.

## Our Business Savings accounts

Account type	Account name	Interest rate	Find out more
Instant access	Instant Saver*	<b>Earn up to 2.25%</b> AER/gross p.a. (variable)	<a href="#">Apply</a>
35 Day Saver	Notice	<b>Earn up to 3.35%</b> AER/gross p.a. (variable)	<a href="#">Apply</a>
1 Year Saver	Fixed	<b>4.25%</b> AER/gross p.a. (fixed)	<a href="#">Apply</a>

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Council Income</b>							
1076 Precept	247,504	247,504	(0)			100.0%	
1080 Bank Interest	3,498	250	(3,248)			1399.2%	
<b>Council Income :- Income</b>	<b>251,002</b>	<b>247,754</b>	<b>(3,248)</b>			<b>101.3%</b>	<b>0</b>
<b>Net Income</b>	<b>251,002</b>	<b>247,754</b>	<b>(3,248)</b>				
<b>110 Administration Costs</b>							
4000 Staff Wages & Pension	91,659	91,735	76		76	99.9%	
4060 Training	656	625	(31)		(31)	105.0%	
4070 Medical Assessment	25	60	35		35	41.7%	
4080 Cllrs' Expenses	37	100	63		63	37.1%	
4090 Cllrs' Training	388	350	(38)		(38)	110.9%	
4091 Election Costs	923	0	(923)		(923)	0.0%	923
4100 Maintenance	1,254	1,000	(254)		(254)	125.4%	
4110 Electricity	1,587	2,200	613		613	72.2%	
4120 Rates	3,877	3,800	(77)		(77)	102.0%	
4130 Cleaning	822	720	(102)		(102)	114.2%	
4135 Stationery & Office Costs	439	750	311		311	58.6%	
4140 Photocopier	700	850	150		150	82.3%	
4145 Postage	67	100	33		33	67.1%	
4150 Telephone / Internet	776	750	(26)		(26)	103.5%	
4155 Mobile Phone	1,029	900	(129)		(129)	114.3%	
4160 Computers, IT & website	5,085	5,250	165		165	96.9%	
4170 Mileage	33	50	17		17	66.6%	
4175 Meeting Costs	151	200	49		49	75.5%	
<b>Administration Costs :- Indirect Expenditure</b>	<b>109,511</b>	<b>109,440</b>	<b>(71)</b>	<b>0</b>	<b>(71)</b>	<b>100.1%</b>	<b>923</b>
<b>Net Expenditure</b>	<b>(109,511)</b>	<b>(109,440)</b>	<b>71</b>				
6000 plus Transfer from EMR	923	0	(923)				
<b>Movement to/(from) Gen Reserve</b>	<b>(108,588)</b>	<b>(109,440)</b>	<b>(852)</b>				
<b>120 Allotment</b>							
1200 Allotments Income	2,324	1,750	(574)			132.8%	
<b>Allotment :- Income</b>	<b>2,324</b>	<b>1,750</b>	<b>(574)</b>			<b>132.8%</b>	<b>0</b>
4100 Maintenance	251	250	(1)		(1)	100.4%	
4200 Water	370	650	280		280	57.0%	
<b>Allotment :- Indirect Expenditure</b>	<b>621</b>	<b>900</b>	<b>279</b>	<b>0</b>	<b>279</b>	<b>69.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,702</b>	<b>850</b>	<b>(852)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Burial Grounds</u>							
1300 Burials Income	22,572	23,000	428			98.1%	
<b>Burial Grounds :- Income</b>	<b>22,572</b>	<b>23,000</b>	<b>428</b>			<b>98.1%</b>	<b>0</b>
4100 Maintenance	6,303	500	(5,803)		(5,803)	1260.6%	
4120 Rates	484	450	(34)		(34)	107.6%	
4200 Water	257	450	193		193	57.1%	
4300 Gravedigging	4,900	3,200	(1,700)		(1,700)	153.1%	
4310 Memorial Plaques & Benches	921	500	(421)		(421)	184.3%	
4311 Memorial Inspections	1,150	1,400	250		250	82.1%	
4320 Burial Refund	830	0	(830)		(830)	0.0%	
<b>Burial Grounds :- Indirect Expenditure</b>	<b>14,845</b>	<b>6,500</b>	<b>(8,345)</b>	<b>0</b>	<b>(8,345)</b>	<b>228.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>7,726</b>	<b>16,500</b>	<b>8,774</b>				
<u>140 Open Space Costs</u>							
1090 Grants Received	1,095	0	(1,095)			0.0%	1,095
1100 Other Income	0	5,000	5,000			0.0%	
1105 Insurance Claim	1,794	0	(1,794)			0.0%	
1400 Tennis Coaching Court Hire	1,661	1,800	139			92.3%	1,661
1410 Rechargeable Open Space Income	811	400	(411)			202.7%	
1420 Club Rent	3,573	3,600	27			99.3%	
1440 Footpath Map Sales	68	150	82			45.3%	
<b>Open Space Costs :- Income</b>	<b>9,002</b>	<b>10,950</b>	<b>1,948</b>			<b>82.2%</b>	<b>2,756</b>
4000 Staff Wages & Pension	81,101	78,358	(2,743)		(2,743)	103.5%	
4060 Training	193	200	7		7	96.3%	
4100 Maintenance	5,121	7,410	2,289		2,289	69.1%	
4110 Electricity	376	1,000	624		624	37.6%	
4120 Rates	5,135	5,100	(35)		(35)	100.7%	
4200 Water	1,545	0	(1,545)		(1,545)	0.0%	
4400 Corporate Clothing	203	200	(3)		(3)	101.6%	
4405 G/men Renewal	1,734	2,000	266		266	86.7%	
4410 Truck Licence / MOT	320	300	(20)		(20)	106.7%	
4415 Insurance	871	950	79		79	91.7%	
4416 Expenditure - insurance claim	2,044	0	(2,044)		(2,044)	0.0%	
4420 Fuel	2,197	2,750	553		553	79.9%	
4425 Vehicle Repairs & Servicing	2,475	1,000	(1,475)		(1,475)	247.5%	
4430 Trees / Hedges	11,526	10,000	(1,526)		(1,526)	115.3%	
4435 G/men Supplies	1,285	1,450	165		165	88.6%	
4440 Sports Ground / Pavilion Cost	755	875	120		120	86.3%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4445 Rechargeable Open Space Costs	811	400	(411)		(411)	202.7%	
4450 Floral Display	1,079	1,000	(79)		(79)	107.9%	
4460 Waste Charges	694	650	(44)		(44)	106.8%	
4465 Dog Bins	2,583	3,600	1,017		1,017	71.8%	
4470 War Memorial	1,095	0	(1,095)		(1,095)	0.0%	1,095
4805 Vehicle Replacement	0	3,000	3,000		3,000	0.0%	
4815 Tennis Court Refurbishment	0	4,800	4,800		4,800	0.0%	
Open Space Costs :- Indirect Expenditure	<b>123,142</b>	<b>125,043</b>	<b>1,901</b>	<b>0</b>	<b>1,901</b>	<b>98.5%</b>	<b>1,095</b>
<b>Net Income over Expenditure</b>	<b>(114,140)</b>	<b>(114,093)</b>	<b>47</b>				
6000 plus Transfer from EMR	1,095	0	(1,095)				
6001 less Transfer to EMR	2,756	0	(2,756)				
<b>Movement to/(from) Gen Reserve</b>	<b>(115,801)</b>	<b>(114,093)</b>	<b>1,708</b>				
<u>150 Communications, Events &amp; PR</u>							
1500 PVN Adverts	5,254	8,500	3,246			61.8%	
1510 Firework Income	7,682	5,000	(2,682)			153.6%	
1515 Carols on the Green Income	147	0	(147)			0.0%	147
1520 Pembury in the Park Income	1,310	1,000	(310)			131.0%	
Communications, Events & PR :- Income	<b>14,393</b>	<b>14,500</b>	<b>107</b>			<b>99.3%</b>	<b>147</b>
4500 Newsletter Production	7,055	7,100	45		45	99.4%	
4510 Fireworks Costs	7,747	7,000	(747)		(747)	110.7%	
4520 Pembury in the Park Costs	1,557	1,500	(57)		(57)	103.8%	
4530 Remembrance Day	413	450	37		37	91.8%	
4540 Christmas Lights Display	9,509	7,000	(2,509)		(2,509)	135.8%	1,890
4550 Christmas Carols/Light Switch	107	300	193		193	35.7%	
4565 Coronation bunting	80	0	(80)		(80)	0.0%	
4566 PA System	410	0	(410)		(410)	0.0%	
Communications, Events & PR :- Indirect Expenditure	<b>26,878</b>	<b>23,350</b>	<b>(3,528)</b>	<b>0</b>	<b>(3,528)</b>	<b>115.1%</b>	<b>1,890</b>
<b>Net Income over Expenditure</b>	<b>(12,486)</b>	<b>(8,850)</b>	<b>3,636</b>				
6000 plus Transfer from EMR	1,890	0	(1,890)				
6001 less Transfer to EMR	147	0	(147)				
<b>Movement to/(from) Gen Reserve</b>	<b>(10,742)</b>	<b>(8,850)</b>	<b>1,892</b>				
<u>160 Planning &amp; Highways Cost</u>							
4600 Street Lighting / Maintenance	11,209	2,100	(9,109)		(9,109)	533.8%	
4610 Highway Lighting	1,553	2,500	947		947	62.1%	



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4620 Defibrillator	0	75	75		75	0.0%	
4630 General Planning Costs	255	0	(255)		(255)	0.0%	255
4825 Bus shelter seating	4,686	0	(4,686)		(4,686)	0.0%	4,686
<b>Planning &amp; Highways Cost :- Indirect Expenditure</b>	<b>17,704</b>	<b>4,675</b>	<b>(13,029)</b>	<b>0</b>	<b>(13,029)</b>	<b>378.7%</b>	<b>4,941</b>
<b>Net Expenditure</b>	<b>(17,704)</b>	<b>(4,675)</b>	<b>13,029</b>				
6000 plus Transfer from EMR	4,941	0	(4,941)				
<b>Movement to/(from) Gen Reserve</b>	<b>(12,762)</b>	<b>(4,675)</b>	<b>8,087</b>				
<u>170 Council Costs</u>							
4415 Insurance	5,319	5,250	(69)		(69)	101.3%	
4700 Audit Fees	1,301	1,600	299		299	81.3%	
4705 Legal & Professional Fees	1,525	0	(1,525)		(1,525)	0.0%	
4710 Data Protection Officer	350	350	0		0	100.0%	
4720 Bank Charges	114	120	6		6	95.1%	
4730 Loan Repayments	4,119	4,119	0		0	100.0%	
4740 Grants / Donations	2,122	1,400	(722)		(722)	151.5%	628
4750 Remembrance Wreath & Crosses	175	175	0		0	100.0%	
4770 Subscriptions	2,222	2,100	(122)		(122)	105.8%	
<b>Council Costs :- Indirect Expenditure</b>	<b>17,247</b>	<b>15,114</b>	<b>(2,133)</b>	<b>0</b>	<b>(2,133)</b>	<b>114.1%</b>	<b>628</b>
<b>Net Expenditure</b>	<b>(17,247)</b>	<b>(15,114)</b>	<b>2,133</b>				
6000 plus Transfer from EMR	628	0	(628)				
<b>Movement to/(from) Gen Reserve</b>	<b>(16,619)</b>	<b>(15,114)</b>	<b>1,505</b>				
<u>180 Projects</u>							
1090 Grants Received	2,700	5,100	2,400			52.9%	
<b>Projects :- Income</b>	<b>2,700</b>	<b>5,100</b>	<b>2,400</b>			<b>52.9%</b>	<b>0</b>
4800 Neighbourhood Development Plan	440	800	360		360	55.0%	
4810 Carbon Audit	0	1,500	1,500		1,500	0.0%	
4811 Energy Consultant	0	1,000	1,000		1,000	0.0%	
4813 Twitten Signage	1,050	0	(1,050)		(1,050)	0.0%	
4815 Tennis Court Refurbishment	5,826	0	(5,826)		(5,826)	0.0%	5,826
4820 Large Water Butts x 2	1,100	800	(300)		(300)	137.5%	1,000
4830 New Accounting Software	2,850	2,732	(118)		(118)	104.3%	
4850 LG Rec Storage	1,540	1,000	(540)		(540)	154.0%	400
4860 Playground Surfacing	0	5,000	5,000		5,000	0.0%	
4870 Defibrillator Cabinet	460	500	40		40	92.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4880 Fruit Tree Avenue	1,236	1,000	(236)		(236)	123.6%	
4890 Wildflower Meadow Improvement	469	300	(169)		(169)	156.2%	
4900 Notice boards	0	3,000	3,000		3,000	0.0%	
4905 Old Coach Rd replacement bench	0	400	400		400	0.0%	
Projects :- Indirect Expenditure	<b>14,970</b>	<b>18,032</b>	<b>3,062</b>	<b>0</b>	<b>3,062</b>	<b>83.0%</b>	<b>7,226</b>
<b>Net Income over Expenditure</b>	<b>(12,270)</b>	<b>(12,932)</b>	<b>(662)</b>				
6000 plus Transfer from EMR	7,226	0	(7,226)				
<b>Movement to/(from) Gen Reserve</b>	<b>(5,044)</b>	<b>(12,932)</b>	<b>(7,888)</b>				
Grand Totals:- Income	<b>301,992</b>	<b>303,054</b>	<b>1,062</b>			<b>99.6%</b>	
Expenditure	<b>324,918</b>	<b>303,054</b>	<b>(21,864)</b>	<b>0</b>	<b>(21,864)</b>	<b>107.2%</b>	
<b>Net Income over Expenditure</b>	<b>(22,926)</b>	<b>0</b>	<b>22,926</b>				
plus Transfer from EMR	<b>16,703</b>	0	(16,703)				
less Transfer to EMR	<b>2,903</b>	0	(2,903)				
<b>Movement to/(from) Gen Reserve</b>	<b>(9,126)</b>	<b>0</b>	<b>9,126</b>				

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**Pembury Parish Council**

**Bank - Cash and Investment Reconciliation as at 31 March 2024**

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**Confirmed Bank & Investment Balances**

**Bank Statement Balances**

29/02/2024	Natwest Current	10,000.00	
31/03/2024	Natwest Reserves	27,941.17	
31/03/2024	Nationwide Savers	5,264.48	
31/03/2024	Unity Bank Current	5,235.08	
31/03/2024	Petty Cash	19.09	
31/03/2024	Nationwide 35 day saver	20,555.21	
31/03/2024	Nationwide 95 Day Saver	15,490.07	
31/03/2024	Nationwide 125 day saver	20,653.42	
31/03/2024	Nationwide 1 year saver	25,000.00	
			<b>130,158.52</b>

**Receipts not on Bank Statement**

**0.00**

**Closing Balance**

**130,158.52**

**All Cash & Bank Accounts**

1	Natwest Current	10,000.00
2	Natwest Business Reserve	27,941.17
3	Nationwide Savers	5,264.48
4	Unity Bank Current	5,235.08
5	Petty Cash	19.09
6	Nationwide 35 Day Saver	20,555.21
7	Nationwide 95 Day Saver	15,490.07
8	Nationwide 125 Day Saver	20,653.42
9	Nationwide 1 year Saver	25,000.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>130,158.52</b>

## Balance Sheet as at 31st March 2024

31st March 2023

31st March 2024

**Current Assets**

0	Debtors	1,746
0	VAT Control A/c	6,079
0	Prepayments	7,080
0	Accrued Income	600
0	Natwest Current	10,000
0	Natwest Business Reserve	27,941
0	Nationwide Savers	5,264
0	Unity Bank Current	5,235
0	Nationwide 35 Day Saver	20,555
0	Nationwide 95 Day Saver	15,490
0	Nationwide 125 Day Saver	20,653
0	Nationwide 1 year Saver	25,000
0	Petty Cash	19

0

145,664

**0 Total Assets****145,664****Current Liabilities**

0	Creditors	11,334
0	Accruals	1,525
0	Allotment Deposits	2,150
0	Receipts In Advance	4,105
0	PAYE & NI	2,702
0	Pension Control LGPS	2,823

0

24,639

**0 Total Assets Less Current Liabilities****121,024****Represented By**

0	General Reserves	63,737
0	SF - Vehicles Replacement	22,000
0	SF - LG Rec Ground General	10,000
0	SF - Legal, Planning & Profess	4,145
0	SF - Election Cost	3,077
0	SF - Highways	2,500
0	SF - Tennis Court	8,746
0	SF - Rolling Building Maintena	1,000
0	EMR-LG Rec Replacement Garage	2,600
0	EMR-Signposts for Twittens	1,000

**Balance Sheet as at 31st March 2024**

**31st March 2023**

**31st March 2024**

0 EMR-New Dog bins	650
0 EMR-Defibrillator	1,000
0 EMR-Gazebo	423
0 EMR-PA System additional items	147
<u>0</u>	<u>121,024</u>

The above statement represents fairly the financial position of the authority as at 31st March 2024 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer \_\_\_\_\_ Date : \_\_\_\_\_

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 SF - Vehicles Replacement	19,000.00	3,000.00	22,000.00
321 SF - LG Rec Ground General	10,000.00		10,000.00
322 SF - Legal, Planning & Profess	4,400.00	-255.00	4,145.00
323 SF - Election Cost	4,000.00	-922.77	3,077.23
324 SF - Highways	2,500.00		2,500.00
325 SF - Tennis Court	1,585.00	7,161.00	8,746.00
326 SF - Rolling Building Maintena	1,000.00		1,000.00
400 EMR-Tennis Court Refurbishment	9,435.00	-9,435.00	0.00
401 EMR-Community Deed of Release	5,000.00	-5,000.00	0.00
402 EMR-LG Rec Replacement Garage	3,000.00	-400.00	2,600.00
403 EMR-Street Light Columns	1,890.00	-1,890.00	0.00
404 EMR-Signposts for Twittens	1,000.00		1,000.00
405 EMR-Rainwater Havesting	1,000.00	-1,000.00	0.00
406 EMR-New Dog bins	650.00		650.00
408 EMR-Defibrillator	0.00	1,000.00	1,000.00
409 EMR-Gazebo	0.00	422.61	422.61
410 EMR-PA System additional items	0.00	146.97	146.97
450 RF - TWBC Hardship Fund	628.00	-628.00	0.00
	<b>65,088.00</b>	<b>-7,800.19</b>	<b>57,287.81</b>

**Report to:** Finance & HR Committee  
**Date:** 29 April 2024  
**By:** Helen Munro – Clerk & RFO  
**Subject:** Reserves

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**Decision/s Required:** **To receive reports to 31 March 2024 for review and recommendation to Full Council on Reserves.**  
**To agree recommendation to Full Council for any transfer of budgets to Earmarked Reserves.**

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**1. Earmarked Reserves (EMR)**

A review of EMR to be undertaken to ensure the current EMR are appropriate. No changes recommended at this time.

**2. General Reserves (GR)**

GRs are calculated by subtracting any Public Works Loan Board loan repayments, any one-off capital expenditure budgets and any additions to reserves from the total revenue budget. In our case, this is as follows for 2023-24:

• Total Revenue Budget	£303,054
• Less PWLB loan repayments	£4,119
• Less any budgeted expenditure amounts for one-off capital expenditure	£13,032
• Less any budgeted expenditure amounts for addition to reserves	£7,800
• Net Revenue	£278,103
• 3 months of net revenue	£69,526
• ACTUAL GR as at 31 March 2024	£63,136
• <b>SHORTFALL</b>	<b>£6,390</b>

It is recommended that the GR is built up to the recommended minimum of 3 months of the total net revenue budget at the earliest opportunity. To be reviewed during the budget setting for 2025/26.