



**POLICY AND FINANCE
NOTICE OF MEETING**

Notice is hereby given that there will be a committee meeting on

Wednesday 5 September 2012

(Directly after the Full Council Meeting which begins at 7.30pm)

The Harlington

All committee members are summoned to attend

To: Cllrs R Schofield, C Axam, P Einchcomb, A Hill, L Holt, H Perthen,
R Robinson, S Tilley, W Vincent, G Woods

Signed:
TOWN CLERK:

Date: 30 August 2012

A G E N D A

1. APOLOGIES

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable

2. DECLARATIONS OF INTEREST

Under the Local Authorities (Model Code of Conduct) order 2007, members must declare any interests and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.

3. QUESTIONS FROM THE PUBIC (3 min per person maximum 15 minutes)

To receive questions and statements from members of the public

Part 1 – ITEMS FOR DECISION

4. INCOME AND REVENUE STATEMENT, PAYMENT SCHEDULE AND BANK RECONCILIATION

- a) To confirm that the bank reconciliation equals zero, to match bank statement to reconciliation and to sign the bank statements and payment schedule for the months of June and July 2012
- b) To receive and accept into the minutes the income and revenue statement for June and July 2012

5. DATE AND TIME OF NEXT MEETING

The next quarterly meeting of the Policy and Finance Committee will be held on Monday 17 September at 7.30pm in the Harlington.