



**POLICY AND FINANCE
NOTICE OF MEETING**

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

**Wednesday 6 November 2013 immediately following Council at
The Harlington**

All committee members are summoned to attend

To: Cllrs W Vincent (Chairman) R Appleton, C Axam, P Einchcomb, L Holt,
A Oliver, H Perthen, R Robinson, B Schofield, S Tilley, G Woods

Signed:
Town Clerk

Date: 31 October 2013

AGENDA

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 Localism Act 2011, 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 PUBLIC (3 Min per person maximum 15 minutes)

To receive questions and statements from members of the public.

4 MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on 2 October 2013

** (*Minutes attached*)

Part 1 – ITEMS FOR DECISION

5 INCOME RECEIPTS AND EXPENDITURE PAYMENTS UP TO 30 OCTOBER 2013 AND BANK RECONCILIATION UP TO 30 SEPTEMBER 2013

RECOMMENDATION

- a) To confirm that the bank reconciliation equals zero and Cllr Robinson to confirm that the bank statement matches the reconciliation and sign the bank statements and payment schedule
- b) To receive and accept into the minutes the Income Receipts and Expenditure statement up to 30 October 2013, the balance sheet as at 30 October 2013 and the summary income and expenditure up to 30 October 2013
- c) To note that the September statement for the 2 FTC Charge Cards has been checked and signed off as approved by two Councillors.

Part 2 – ITEMS TO NOTE

6. LIONS COMMUNITY STORE LEASE PAYMENT

To note the additional payment to the Lions in 2013-2014 as the attached report.

7. DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 16 December 2013 at 7.30pm