



**POLICY AND FINANCE  
NOTICE OF MEETING**

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

**Wednesday 2 October 2013 immediately following Council  
The Harlington**

All committee members are summoned to attend

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

Signed:  
Town Clerk

Date: 26 September 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 3 July and 16 September 2013

*\*\* (Minutes attached)*

**Part 1 – ITEMS FOR DECISION**

**5 INCOME RECEIPTS AND EXPENDITURE PAYMENTS FOR SEPTEMBER 2013**

**RECOMMENDATION**

To receive and accept into the minutes the income and revenue statement up to 26 September 2013, the balance sheet as at 26 September , summary income and expenditure up to 26 September-copies attached

**Part 2 – ITEMS TO NOTE**

**6 FTC CHARGE CARDS**

Charge cards have been received by the Town Clerk and Operations Manager. The Council's protocol has been signed by the officers and countersigned by CllrSchofield.

Once the first statement has been received, this and future statements, will be presented to each monthly meeting of the Committee

**7 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 6 November 2013 immediately following Council.