



**POLICY AND FINANCE (Finance)  
NOTICE OF MEETING**

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

**Wednesday 6 February 2013 immediately following Council at  
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: 31 January 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 THE LAST F&P (Finance) Meeting**

To approve the minutes of the last meeting held on 9 January 2013

#### **Part 1 – ITEMS FOR DECISION**

#### **5 INCOME AND REVENUE STATEMENT, PAYMENT SCHEDULE AND BANK RECONCILIATION**

##### **RECOMMENDATION**

- a) To confirm that the bank reconciliation equals zero, to match bank statement to reconciliation and to sign the bank statements and payment schedule.
- b) To receive and accept into the minutes the income and revenue statement for January 2013.

#### **Part 2 – ITEMS TO NOTE**

#### **6 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance ( Finance)Committee will be held on Wednesday 6 March 2013 immediately after Council in the Harlington.