



**POLICY AND FINANCE  
NOTICE OF MEETING**

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

**Monday 17 June 2013 at 7.30 p.m.  
The Harlington**

All committee members are summoned to attend

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

Signed:

TOWN CLERK:

Date: 11 June 2013

**AGENDA**

**1. ELECTION OF CHAIRMAN**

To receive nominations for and to elect a chairman of the Policy and Finance Committee for the municipal year 2013-2014

**2. ELECTION OF VICE-CHAIRMAN**

To receive nominations for and to elect a vice chairman of the Policy and Finance Committee for the municipal year 2013-2014

**3 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

**4 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.

**5 QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)**

To receive questions and statements from members of the public.

**6 MINUTES OF PREVIOUS MEETING**

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on 15 and 23 May 2013

\*\* (*Minutes attached*)

**Part 1 – ITEMS FOR DECISION**

**7 QUARTERLY FINANCIAL MONITORING REPORT**

- a) Town Clerk's report – copy attached
- b) Income and revenue statement, payment schedule and bank reconciliation

**RECOMMENDATION**

That the contents of the reports be noted

**8 QUARTERLY INVESTMENT REPORT**

To consider the quarterly investment report

**RECOMMENDATION**

That the contents of the report be noted

**9. ALTERNATIVE BANKING ARRANGEMENTS**

To consider a report on possible alternative banking arrangements

**RECOMMENDATION**

The Council is asked to indicate in which account (s) it wishes to invest and to authorise the Town Clerk accordingly

**10 CAPITAL WISH LIST**

To consider the report and list of projects on the Capital Wish List-copies to be emailed on 12 June 2013

**RECOMMENDATION**

- That the Committee prioritises the list

- Adds or takes away items as appropriate
- Recommends a wish list to full Council for adoption

**11 REPORT ON NEW GRANT POLICY AND APPLICATION FORM**

A report on a new grant policy will be emailed on 12 June 2013

**RECOMMENDATION**

To consider the report and future policy

**12 REPORT ON ALL CHARGES FOR SERVICES FOR ADOPTION**

A report on charges for services will be emailed on 12 June 2013

**RECOMMENDATION**

To consider the report and future policy

**13 REPORT ON EARMARKED RESERVES TO INC CCTV AT CALTHORPE PARK**

To agree additions to the statement of earmarked reserves-report attached ( see also p15 of Income and Expenditure Statement at agenda item 7(b)

**RECOMMENDATION**

To consider the proposed amendments to the statement of Earmarked Reserves

**14 INTERNAL AUDIT ACTION PLAN**

To consider an Action Plan following the report of the Internal auditor –report to follow

**RECOMMENDATION**

To consider and adopt the Action Plan

**15 EVENTS POLICY**

To consider a revised Events Policy-copy to follow

**RECOMMENDATION**

To adopt a revised Events Policy

**Part 2 – ITEMS TO NOTE**

**16 TO SET THE TIME AND DATE FOR TRAINING SESSION ON THE BUDGET SYSTEM.**

A time and date will be set for holding a training session for Councillors to assist in analysing the Financial Performance of the Council

**17 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 3 July 2013 immediately following Council.