



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

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

**Wednesday 3 July 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, R Schofield, S Tilley, G Woods

Signed:  
TOWN CLERK:

Date: 27 June 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 POLICY AND FINANCE MEETING**

To approve the minutes of the last meeting held on 17 June 2013- copy attached

**Part 1 – ITEMS FOR DECISION**

**5 INCOME RECEIPTS AND EXPENDITURE PAYMENTS UP TO 27JUNE 2013  
AND BANK RECONCILIATION UP TO 31 MAY 2013**

**RECOMMENDATION**

- a) To confirm that the bank reconciliation equals zero and Cllr Robinson to confirm that bank statement matches reconciliation and sign the bank statements and payment schedule.
- b) To receive and accept into the minutes the income and revenue statement up to 27 June 2013.

**Part 2 – ITEMS TO NOTE**

**6 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Monday 16 September 2013 .