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10 November 2017

To: Town Mayor and all Members of the Policy and Finance Committee  
(Councillors R Berry, K Cursons, S Cursons, S Cotter, A Dodwell, K Ferguson, J M  
Freeman, S Jones – Vice Chair, F Kharawala, C Palmer, G Perham and E Wallace - Chair)  
(Copies to all Councillors for information)

## NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Policy and Finance Committee** to be held on **20 November 2017** commencing at **1930 hours** in the Council Chamber, The White House, Hockliffe Street.

**THIS MEETING  
MAY BE  
RECORDED \***

M Saccoccio  
Town Clerk

## AGENDA

### 1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

### 2. DECLARATIONS OF INTEREST

- (i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- (ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

### 3. QUESTIONS FROM THE PUBLIC (3 minutes per person; maximum 15 minutes)

To receive questions and statements from members of the public in respect of any item of business included in the agenda, as provided for in Standing Order No.s 1(f) and 1(h).

#### 4. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 18 September 2017 **(attached)**.

#### 5. CITIZENS ADVICE

By invitation, Tabitha Park of Citizens Advice will attend the meeting to provide an update in respect of services and grant funding.

#### 6. MINUTES OF SUB-COMMITTEE MEETINGS

To receive the draft minutes of the following Sub-Committee meetings **(attached)** and to consider the recommendation/s contained therein:

- (a) Personnel Sub-Committee 16 October 2017
- (b) Police Liaison Sub-Committee 9 October 2017
- (c) Grants & Awards Sub-Committee 13 November 2017 **(to follow)**

#### 7. COMMITTEE OBJECTIVES AND WORK PLAN

To receive and consider the committee objectives and work plan for 2017-2018.

#### 8. FEES & CHARGES FOR TACTIC

To receive a report and supporting documents regarding community use of the TACTIC building **(attached)** and to consider the recommendation/s contained therein.

#### 9. AUGUST, SEPTEMBER AND OCTOBER 2017 PAYMENTS

To receive and note the schedule of payments made in August 2017 **(attached)**, September 2017 **(attached)** and in October 2017 **(attached)** (approved for payment by the Town Clerk and two bank signatories).

#### 10. SIX MONTH BUDGET MONITORING REPORT

To receive and consider a budget monitoring report for the period April - September 2017 **(attached)**.

#### 11. INTERNAL AUDIT REPORT

To receive and consider the Internal Audit Report 2017-2018 (First Interim) **(attached)**.

#### 12. 2018-2019 BUDGET

To receive a report regarding the 2018-2019 budget **(to follow)** and to consider the recommendation/s contained therein.

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### 13. DEATH OF A SENIOR NATIONAL FIGURE

To receive a report and draft protocol in respect of Marking the Death of a Senior National Figure (**attached**) and to consider the recommendation/s contained therein.

### 14. EXCLUSION OF THE PUBLIC

The Committee may consider it appropriate to consider the following resolution should they consider that any discussion would be prejudicial to the public interests: **that, under the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information. The public and press to withdraw from the meeting during consideration of detailed discussion regarding:**

- (i) Data Protection Regulations (to follow)**
- (ii) Modern.gov document and meeting management (report attached)**
- (iii) White House lease (if applicable)**

*\* Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member, officer or member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not within the Council's control.*