

HIGHAM FERRERS TOWN COUNCIL

To: The Members of the Policy and Establishment Committee.

Your attendance is requested at the Town Hall, Higham Ferrers at **7.30** p.m. on Tuesday 01 December 2009, a Meeting of the Policy and Establishment Committee having been summoned for the purpose of transacting the following business:

AGENDA

1. The Town Clerk to report apologies received from members for inability to attend the Meeting.
2. Declarations of Interest
nb. Members are reminded that Interests may be either Personal or Prejudicial, and that if they wish for any clarification they are able to discuss the subject with the Town Clerk prior to the Meeting.
3. To approve and sign as a correct record the Minutes of the meeting of the Policy and Establishment Committee held on 06 October 2009 (copy herewith Folio 3874 – 3877).
4. Matters Arising.
5. Council Projects List (copy herewith)
6. Community Facility.
7. To receive the Report and Recommendations of the Meeting of the Personnel Sub-Committee held on 29 October 2009 (copy herewith Folios 3885 - 3886)
8. To give consideration to items to be included in the Annual Estimates for the Financial Year ending 31 March 2010 (copy herewith)
9. To make recommendations as to the Precept to be made for the Financial Year ending 31 March 2010.
10. To receive the Report of the Town Clerk on The Play Area adjacent to Fitzwilliam Leys (copy herewith)
11. To receive the Reports of the Town Treasurer;
 - i) Conclusion of the External Audit 2008/9 (Report to follow)
 - ii) Council Banking Arrangements (Report to follow)
 - iii) Council Investments – Appointment of Independent Financial Advisor (Report to follow)
12. Any other urgent business.
13. To adopt the Model Disciplinary and Grievance Procedure (copy herewith)

14. Date of next Meeting. **02 February 2010**

Members of the Public may address the Meeting upon individual items listed on the Agenda for a period not longer than 3 minutes provided that three clear working days notice is given of the intention to The Town Clerk.