

Parish of HIGHAM FERRERS

NOTICE OF MEETING OF COMMITTEE

NOTICE IS HEREBY GIVEN THAT –

A Meeting of the Policy and Resources Committee will be held at **TOWN HALL, MARKET SQUARE, HIGHAM FERRERS** on **TUESDAY** the **THIRTEENTH** day of **FEBRUARY 2018** at **7.30pm** in the evening.

The meeting will be open to the public unless the Council otherwise direct.

AGENDA

- 1. APOLOGIES**
To receive and accept apologies for absence.
- 2. DECLARATIONS OF INTEREST**
To receive Declarations of Interest. To receive Declarations of Interest – Disclosable Pecuniary Interests or Other Interests and the nature of those interests relating to items on the agenda.
- 3. MINUTES**
To approve and sign as a correct record the Minutes of the meeting of the Policy and Resources Committee held on 5th December 2017
- 4. PUBLIC FORUM (15 minutes)**
To allow any member of the public to address the meeting for a period of no longer than three minutes each.
- 5. RISK ASSESSMENTS**
To review the Risk Assessments.
- 6. REVIEW OF COUNCIL INTERNAL CONTROLS AND INTERNAL AUDIT**
To review Internal Controls and Internal Audit.
- 7. REVIEW OF ASSET REGISTER**
To review and note the asset register.
- 8. REVIEW OF INSURANCE**
To review the insurance cover.
- 9. APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR FOR 2018/19**
To appoint NCALC Internal Audit Service as Independent Internal Auditor for 2018/19.
- 10. REVIEW OF POLICIES**
To review the following policies: -
 - 10.1** Sickness Absence Policy.
 - 10.2** Retirement Policy.
 - 10.3** Standing Orders
 - 10.4** Equal Opportunities Policy
 - 10.5** Financial Regulations
 - 10.6** Safeguarding Policy
 - 10.7** Social Media Policy

- 11. BUSINESS/FORWARD PLAN**
To review progress with projects and works detailed in the Business/Forward Plan.
- 12. LIBRARY**
To receive a verbal update from the Library Working Party and consider any recommendations.
- 13. TOWN TEAM**
To consider a report from the Town Clerk on the Town Team.
- ITEMS TO REPORT**
- 14.** To report on any items not included on the agenda. No decisions can be taken under this item.
- DATE OF NEXT MEETING.**
- 15.** 10th April 2018

Signed
Sandra Mitcham
Town Clerk (BA (Hons), FILCM
6th February 2018