

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 **via Video Conference** on **TUESDAY** the **NINETH day of FEBRUARY 2021** at **7.30pm** in the evening.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/83018081080?pwd=ZzQvWHJTSC8rT25XclFMamRGUDIvQT09>

Meeting ID: 830 1808 1080

Passcode: 653018

Dial by your location

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

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AGENDA

- 1. APOLOGIES**
To receive and accept apologies for absence.
- 2. 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 8th December 2020. .
- 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 INSURANCE**
To review the insurance cover.
- 8. REVIEW OF ASSET REGISTER**
To review and note the asset register.

9. **APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR FOR 2020/21**
To appoint NCALC Internal Audit Service as Independent Internal Auditor for 2021/22.

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

11. **BUSINESS/FORWARD PLAN**
To review progress with projects and works detailed in the Business/Forward Plan.

12. **RESERVES**
To consider the report from the Town Clerk on the levels of Earmarked Reserves.

13. **ITEMS TO REPORT**
To report on any items not included on the agenda. No decisions can be taken under this item.

14. **ANNUAL TOWN MEETING**
To consider whether to postpone the Annual Town Meeting due to be held on 9th March or hold virtually.

15. **DATE OF NEXT MEETING.**
14th April 2020

Signed
Sandra Mitcham
Town Clerk (BA (Hons), FILCM)
2nd February 2021