

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 **FOURTEENTH** day of **FEBRUARY 2017** 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 6th December 2016.
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. Pages 34 – 40. (copy herewith)
8. **REVIEW OF INSURANCE**
To review the insurance cover.
9. **APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR FOR 2017/18**
To appoint NCALC Internal Audit Service as Independent Internal Auditor for 2017/18. 67.
10. **DONATIONS**
To consider requests for the following donations:-
 - 10.1. SERVE.
11. **REVIEW OF POLICIES**
To review the following policies:-
 - 11.1. Sickness Absence Policy.
 - 11.2. Retirement Policy.
 - 11.3. Standing Orders
 - 11.4. Equal Opportunities Policy

- 11.5. Financial Regulations
- 11.6. Safeguarding Policy
- 11.7. Data Protection Policy
- 11.8. Social Media Policy

12. **ADOPTION OF POLICIES**
To adopt the following policy:-
Recording of Delegated Decisions.

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

14. **MAPPING SOFTWARE**
To consider report from Town Clerk on purchase of additional features to supplement the mapping software.

15. **INTERPRETATION BOARD – SAFFRON MOAT**
To consider expenditure on production and purchase of an Interpretation Board for Saffron Moat.

16. **REVIEW OF INVESTMENTS**
To consider a report on review of Investments and consider recommendations of Responsible Financial Officer. Pages 73- 74 (copy herewith)

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

18. **DATE OF NEXT MEETING.**
11th April 2017

Signed
Sandra Mitcham
Town Clerk (BA (Hons), FILCM
7th February 2017