

# 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 the Sport Pavilion, Vine Hill Drive, Higham Ferrers on **TUESDAY** the **TWENTY-SECOND** day of **JUNE 2021** at **7.30pm** in the evening.

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

### AGENDA

1. **ELECTION OF CHAIRMAN**  
To elect a Chairman for 2021/22.
2. **APOLOGIES**  
To receive and accept apologies for absence.
3. **ELECTION OF VICE-CHAIRMAN**  
To elect a Vice-Chairman for 2021/22.
4. **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.
5. **MINUTES**  
To approve and sign as a correct record the Minutes of the meeting of the Policy and Resources Committee held on 13<sup>th</sup> April 2021. (copy herewith). Pages 1 – 2.
6. **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.
7. **REVIEW OF POLICIES**  
To review the following policies: - Page 13 (copy herewith)
  - 7.1. Health and Safety Policy
  - 7.2. Disciplinary and Grievance Procedure
  - 7.3. Dignity at Work – Bullying and Harassment Policy
  - 7.4. Leader Protocol
  - 7.5. Mayors' Handbook.
  - 7.6. Financial Regulations
8. **BUSINESS/FORWARD PLAN**  
To receive an update on progress with projects and works detailed in the Business/Forward Plan. Page 4 (copy herewith)
9. **BUDGETS**  
To review the budget for 21/22. Pages 5 -16 (copy herewith)
10. **REGULAR PAYMENTS**

To authorise the payment for 2021/22 of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation. Pages 17 -18 (copy herewith)

11. **DIRECT DEBITS**  
To authorise the continued payment by variable direct debit to the suppliers as detailed in the report circulated. (copy herewith) Page 19
12. **GROUNDS MAINTENANCE CONTRACT**  
To agree a course of action for the contract for grounds maintenance. (copy herewith) Pages 20 -33
13. **FEEDER PILLARS**  
To Pages 34 -35 consider installation of 2 feeder pillars in the Market Square. (copy herewith)
14. **INVESTMENTS**  
To consider the report from the Town clerk/RFO on review on Investments held by the Town Council. (copy herewith) Pages 36 -37
15. **ITEMS TO REPORT**  
To report on any items not included on the agenda. No decisions can be taken under this item.
16. **DATE OF NEXT MEETING.**  
17th August 2021

Signed  
Sandra Mitcham  
Town Clerk (BA (Hons), FILCM  
15<sup>th</sup> June 2021