

# Parish of HIGHAM FERRERS

## NOTICE OF MEETING OF COMMITTEE

NOTICE IS HEREBY GIVEN THAT ó

A Meeting of the Policy and Resources Committee will be held at **TOWN HALL, MARKET SQUARE, HIGHAM FERRERS** on **TUESDAY** the **NINTH** day of **FEbruary 2016** 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 ó 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 2015.
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 and insurance provider.
9. **APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR FOR 2015/16**  
To appoint NCALE Internal Audit Service as Independent Internal Auditor for 2015/16 and agree Terms of Reference.
10. **DONATIONS**  
To consider requests for the following donations:-
  - 10.1. County Air Ambulance Trust.
  - 10.2. SERVE.
11. **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
  
- 12. **BUSINESS/FORWARD PLAN**  
To review progress with projects and works detailed in the Business/Forward Plan.
  
- 13. **PHONE CONTRACTS**  
To review contracts for supply of phone lines and fibre optic.
  
- 14. **FIRE ALARM AND FIRE EXTINGUISHER SERVICING CONTRACTS**  
To review Fire Alarm and Fire Extinguisher Servicing Contracts.
  
- 15. **USE OF TOWN HALL CHAMBER**  
To consider continue free use of the Town Hall by Higham Ferrers Tourism and Higham Ferrers Twinning Association.
  
- 16. **HERITAGE CENTRE**  
To consider the report of the Town Clerk on the proposed Heritage Centre.
  
- 17. **CLOSURE OF MEETING TO PUBLIC AND PRESS.**  
To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the following items of business, the Press and the Public be excluded from the remainder of the meeting.
  
- 18. **SECURITY ALARM**  
To consider upgrading the security alarm.
  
- 19. **RE-OPEN MEETING TO PUBLIC AND PRESS.**  
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.
  
- 20. **ITEMS TO REPORT**  
To report on any items not included on the agenda. No decisions can be taken under this item.
  
- 19. **DATE OF NEXT MEETING.**  
5<sup>th</sup> April 2016

Signed  
Sandra Mitcham  
Town Clerk (BA (Hons), FILCM  
2<sup>nd</sup> February 2016