

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 **TWELTH** day of **FEBRUARY 2019** 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 11th December 2018.
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. **TOWN MANAGERS' REPORT**
To receive a report from the Town Manager.
6. **RISK ASSESSMENTS**
To review the Risk Assessments.
7. **REVIEW OF COUNCIL INTERNAL CONTROLS AND INTERNAL AUDIT**
To review Internal Controls and Internal Audit.
8. **REVIEW OF ASSET REGISTER**
To review and note the asset register.
9. **REVIEW OF INSURANCE**
To review the insurance cover and agree an insurance provider from 1st April 2019.
10. **APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR FOR 2019/20**
 - 10.1. To approve Terms of Reference for Independent Internal Auditor
 - 10.2. To appoint NCALC Internal Audit Service as Independent Internal Auditor for 2019/20.
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

12. **BUSINESS/FORWARD PLAN**

To review progress with projects and works detailed in the Business/Forward Plan.

13. **GREENWAY**

To consider report from the Town Clerk on the Greenway project and budget and delegate authority to the Town Clerk to incur expenditure on the project within the budget.

14. **COMMUNITY BUILDING**

14.1. To receive the notes for the Community Centre Working Party held on 4th February 2019.

14.2. To agree the Consultation Documents for distribution to the Community.

15. **CHRISTMAS LIGHTING**

To consider whether to purchase further motifs for streetlights.

16. **CLOSURE OF MEETING TO THE 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 meeting.

17. **5 & 5A COLLEGE STREET**

18. **RE-OPEN THE MEETING TO PUBLIC AND PRESS**

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

19. **ITEMS TO REPORT**

To report on any items not included on the agenda. No decisions can be taken under this item.

20. **DATE OF NEXT MEETING.**

16th April 2019

Signed
Sandra Mitcham
Town Clerk (BA (Hons), FILCM)

6th February 2019