

# **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 **THIRTEENTH** day of **JUNE 2017** 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 2017/18.
  
2.     **APOLOGIES**  
To receive and accept apologies for absence.
  
3.     **ELECTION OF VICE-CHAIRMAN**  
To elect a Vice-Chairman for 2017/18.
  
4.     **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.
  
5.     **MINUTES**  
To approve and sign as a correct record the Minutes of the meeting of the Policy and Resources Committee held on 11<sup>th</sup> April 2017.
  
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:-
  - 7.1.    Management of Records Policy
  - 7.2.    Training Statement of Intent
  - 7.3.    Health and Safety Policy
  - 7.4.    Disciplinary and Grievance Procedure
  - 7.5.    Dignity at Work ó Bullying and Harassment Policy
  - 7.6.    Statement of Community Engagement
  - 7.7.    Flag Flying Policy
  
8.     **TOWN MAYOR HANDBOOK**  
To consider adoption of a MayorsøHandbook.
  
9.     **BUSINESS/FORWARD PLAN**
  - 9.1.    To receive an update on progress with projects and works detailed in the current Business/Forward Plan.
  - 9.2.    To adopt revised Business/Forward Plan.
  
10.    **BUDGETS**  
To review the budget for 2017/18.

11. **TOWN HALL ACCESS**  
To consider a report from the Town Clerk.
12. **ELECTRONIC AGENDAS**  
To consider a report from Town Clerk on a trial for electronic agendas.
13. **DEFIBRILLATOR**  
To consider a report from the Town Clerk on provision of a defibrillator in Higham Ferrers.
14. **REGULAR PAYMENTS**  
To authorise the payment for 2016/17 of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation
15. **DIRECT DEBITS**  
To authorise the continued payment by variable direct debit to the suppliers as detailed in the report circulated.
16. **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 item of business, the Press and the Public be excluded from the meeting.
17. **GLEBE FARM**
18. **RE-OPEN THE MEETING TO THE 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.
17. **DATE OF NEXT MEETING.**  
15th August 2017

Signed  
Sandra Mitcham  
Town Clerk (BA (Hons), FILCM  
7<sup>th</sup> June 2017