

5<sup>th</sup> June 2024

**To: Members of Finance, Policy & Assets Committee**

Dear Councillor

You are summoned to attend the meeting of the **Finance, Policy & Assets Committee** to be held at 3 New Street, Daventry, NN11 4BT on **Monday, 10<sup>th</sup> June 2024 at 18:30hrs.**

Yours sincerely



Deborah Jewell  
Chief Officer

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**The press and public are cordially invited to be present.**

**Mobile phones must be switched off or turned to silent during the meeting.**

**Polite request:** If you wish to film or record the meeting, please advise the Clerk in advance so that any necessary arrangements can be made to avoid disrupting the meeting and/or the view of the meeting by other members of the public. Any recordings made are your responsibility.

**Audio recording notice:** Please note, this meeting may be recorded - at the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded. You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained until the Minutes have been signed by the relevant Chairman as a true record.

## A G E N D A

**Open Forum.** This part of the meeting is an opportunity for members of the public to speak, for a maximum of three minutes, on any item on the Agenda. Should you wish to speak, please advise the Meeting Host when you join the meeting to facilitate your request.

*Please note: members of the public are not permitted to speak during the meeting.*

- FP2406.1      Apologies for absence.** To receive and consider apologies for absence.
- FP2406.2      Declaration of Interests.** Members to declare any interests they consider relevant to specific items identified in this Agenda.
- FP2406.3      Minutes.** To approve and sign as a correct record the Minutes of the Finance and Policy Committee meeting held on Wednesday 1<sup>st</sup> May and 20<sup>th</sup> May 2024.

- FP2406.4 Community Grant(s).** To review following applications(s) received and make decisions thereon.
- (i) The Knightley Singers
  - (ii) Middlemore Residents Association
- FP2406.5 Policies.** To review and recommend for approval the following:
- (i) Financial Regulations
  - (ii) Training Policy
  - (iii) Expenses Policy
  - (iv) Communication and Community Participation Policy
  - (v) Communication Protocol
  - (vi) Email Communication
- FP2406.6 Licences.** To receive a report on Licences issued for events, works or access on land owned or leased by Daventry Town Council.
- FP2406.7 Open Space Management & Maintenance.** To receive a report from the Operations Officer on the management and maintenance of open spaces.
- FP2406.8 Town Enhancements - Christmas Lights.** To receive a report on repairs, renewals and additions to sustain and enhance Christmas Lights scheme.
- FP2406.9 Employee Welfare.** To receive a report on the renewal of the employee health insurance scheme for 2024/2025 and make decisions thereon.
- FP2406.10 Financial Reports**
- (i) To receive council budget/income and expenditure for May 2024.
  - (ii) To receive statement of Earmarked Reserves for May 2024.
  - (iii) To receive report on CIL receipts and expenditure.
  - (iv) To approve statement of balance and confirm reconciliation of same as at 31<sup>st</sup> May 2024.
  - (v) To approve schedule of payments for the period 2<sup>nd</sup> May 2024 to 10<sup>th</sup> June 2024.
  - (vi) To note that there are no petty cash payments, inter account transfers and virements for the period 2<sup>nd</sup> May 2024 to 10<sup>th</sup> June 2024.
- FP2406.11 Correspondence.** To note correspondence received and advise action, if any.
- FP2406.12 Date of Next Meeting.** To confirm the date of the next meeting as Monday 15<sup>th</sup> July 2024.