

10<sup>th</sup> July 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, 15<sup>th</sup> July 2024 at 18:30hrs.**

Yours sincerely



Deborah Jewell  
Chief Officer

Email: [chiefofficer@daventrytowncouncil.gov.uk](mailto:chiefofficer@daventrytowncouncil.gov.uk)

Telephone: 01327 301246

**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.*

- FP2407.1      Apologies for absence.** To receive and consider apologies for absence.
- FP2407.2      Declaration of Interests.** Members to declare any interests they consider relevant to specific items identified in this Agenda.
- FP2407.3      Minutes.** To approve and sign as a correct record the Minutes of the Finance and Policy Committee meeting held on Monday 10<sup>th</sup> June 2024.

- FP2407.4 Policies. To review and recommend for approval the following:**
- (i) Policy of funding and support
  - (ii) Cemetery Regulations
  - (iii) Councillor/Officer Relationships
  - (iv) Staff Handbook
- FP2407.5 Allotment.** To receive a report on the management and maintenance on the allotments and to consider the future charging structure.
- FP2407.6 Licences.** To receive a report on Licences issued for events, works or access on land owned or leased by Daventry Town Council and make decisions thereon.
- FP2407.7 Open Space Management & Maintenance.** To receive a report from the Operations Officer on the management and maintenance of open spaces.
- FP2407.8 Financial Reports**
- (i) To receive council budget/income and expenditure for June 2024.
  - (ii) To receive statement of Earmarked Reserves for June 2024.
  - (iii) To receive report on CIL receipts and expenditure.
  - (iv) To approve statement of balance and confirm reconciliation of same as at 30<sup>th</sup> June 2024.
  - (v) To approve schedule of payments for the period 11<sup>th</sup> June 2024 to 15<sup>th</sup> July 2024.
  - (vi) To note that there are no petty cash payments, inter account transfers and virements for the period 11<sup>th</sup> June 2024 to 15<sup>th</sup> July 2024.
- FP2407.9 Correspondence.** To note correspondence received and advise action, if any.
- FP2407.10 Date of Next Meeting.** To confirm the date of the next meeting as Monday 12<sup>th</sup> August 2024.