

4<sup>th</sup> December 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, 9<sup>th</sup> December 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.*

- FP2411.1 Apologies for absence.** To receive and consider apologies for absence.
- FP2411.2 Declaration of Interests.** Members to declare any interests they consider relevant to specific items identified in this Agenda.
- FP2411.3 Minutes.** To approve and sign as a correct record the Minutes of the Finance and Policy Committee meeting held on Monday 11<sup>th</sup> November 2024.
- FP2411.4 Community Grant(s).** To review following applications(s) received and make decisions thereon.
- (i) Home Start Daventry and South Northants

- FP2411.5 Policies. To review and recommend for approval the following:**
- (i) Co-Option of Town Councillors
  - (ii) Audio Recording of Meetings
  - (iii) Data Protection
  - (iv) Market Terms & Conditions
- FP2411.6 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.
- FP2411.7 Internal Financial Check.**
- (i) To receive feedback from Cllrs Knape and Matthews on the internal finance check for Quarter 2.
  - (ii) To review and approve amendments to the quarterly financial check procedure.
  - (iii) To consider the appointment of two members to carry out the internal financial check, October to December 2024.
- FP2411.8 Council Budget and Precept 2025/2026.** Further to the workshop held on 27<sup>th</sup> November 2024, to recommend the final council budget and precept for the financial year 2025/2026.
- FP2411.9 Earmarked Reserves 2025/2026.** Further to the workshop held on 27<sup>th</sup> November 2024, to recommend the earmarked reserves for the financial year 2025/2026.
- FP2411.10 Financial Reports**
- (i) To receive council budget/income and expenditure for November 2024.
  - (ii) To receive statement of Earmarked Reserves for November 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> November 2024.
  - (v) To approve schedule of payments for the period 12<sup>th</sup> November 2024 to 9<sup>th</sup> December 2024.
  - (vi) To note that there are no petty cash payments, inter account transfers and virements for the period 12<sup>th</sup> November 2024 to 9<sup>th</sup> December 2024.
- FP2411.11 Correspondence.** To note correspondence received and advise action, if any.
- FP2411.12 Date of Next Meeting.** To confirm the date of the next meeting as Monday 13<sup>th</sup> January 2025.