

8th May 2019

To: Members of Finance and Policy Committee

Dear Councillor

A meeting of the **Finance & Policy Committee** will be held at 3 New Street, Daventry, NN11 4BT on **Monday 13th May 2019 at 6.30pm.**

Members are reminded to sign the attendance register on entering the Council Chamber.

Yours sincerely



Deborah Jewell
Chief Officer

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.

FP1905.1 Apologies for absence.

FP1905.2 Declaration of Interests. Members to declare any interests they consider relevant to specific items identified in this Agenda.

FP1905.3 Minutes. To approve and sign as a correct record the Minutes of the Finance and Policy Committee meetings held on Monday 8th April 2019.

FP1905.4 Internal Audit for the Council Year 2018/19. To receive a report from the appointed internal auditor for the council year 2018/19.

FP1905.5 Final Accounts and Annual Return for the Year Ended 31st March 2019. To receive and consider recommendation of approval for final annual accounts and annual return for accounting period 2018/19.

FP1905.6 Grants. To review following applications received and make any decisions thereon:

None to Review.

FP1905.7 Policies. To review and recommend for approval the following

(i) Co-Option of Town Councillors

FP1905.8 General Data Protection Regulations (GDPR) Compliance. To consider and recommend the following

- (i) Adoption of the Data Map.
- (ii) Adoption of the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy.
- (iii) Adoption of Privacy Notices.
- (iv) To confirm receipt of Security Compliance Checklist from all Councillors.
- (v) To confirm that the Council is registered as a Data Controller with the ICO
- (vi) To confirm the appointment of Chief Officer as the Council Data Protection Officer (DPO).

FP1905.9 Daventry Town Council – Aviva Workplace Pension Scheme. To review scheme activity and audit and make recommendations thereon.

FP1905.10 Internal Financial Check.

- (i) To receive a report from Cllrs Arnold and Knape on the internal financial check for Q4
- (ii) To receive a report from Cllrs Arnold and Knape following their review of the Annual Governance Statement.
- (iii) To appoint two members to carry out an internal financial check, April 2019 to June 2019.

FP1905.11 Financial Reports

- (i) To receive council budget/income and expenditure for April 2019.
- (ii) To receive statement of Earmarked Reserves for April 2019.
- (iii) To receive report on CIL receipts and expenditure.
- (iv) To approve statement of balance and confirm reconciliation of same as at 30th April 2019.
- (v) To approve schedule of payments for the period 9th April 2019 to 13th May 2019.
- (vi) To approve list of petty cash payments, inter account transfers and virements for the period 9th April 2019 to 13th May 2019.

FP1905.12 Correspondence. To note correspondence received and advise action, if any.

FP1905.13 Date of Next Meeting. To confirm the date of the next meeting as

- (i) Tuesday 28th May 2019 – on the conclusion of the Annual Town Meeting, to elect the Chair and Vice-Chair of the committee for the council year 2019/20.
- (ii) Monday 10th June 2019.