

26th April 2023

To: Members of Finance and Policy Committee

Dear Councillor

You are summoned to attend the meeting of the **Finance & Policy Committee** to be held at 3 New Street, Daventry, NN11 4BT on **Wednesday, 3rd May 2023 at 18:30hrs.**

Yours sincerely



Deborah Jewell
Chief Officer

Email: 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 (from Item FP2304.1)

FP2304.1. Apologies for absence. To receive and consider apologies for absence.

FP2304.2. Declaration of Interests. Members to declare any interests they consider relevant to specific items identified in this Agenda.

FP2304.3. Minutes. To approve and sign as a correct record the Minutes of the Finance and Policy Committee meeting held on Monday 13th March 2023.

FP2304.4. Community Grants(s). To review following applications(s) received and make decisions thereon.

- (i) Daventry Allotment & Garden Association
- (ii) Daventry Conservative Club
- (iii) Daventry Advent Calendar Windows
- (iv) Daventry Abbey Townswomen's Guild

FP2304.5. Policies. To review and recommend for approval the following:

- (i) Terms of Reference – Daventry Town Council Committees
- (ii) Terms of Reference – Personnel Panel
- (iii) Subject Access Request
- (iv) Data Breach Policy
- (v) Data Map
- (vi) Data Retention and Disposal Policy
- (vii) Privacy Policy

FP2304.6. Internal Financial Check.

- (i) To receive a report from Cllrs Knappe, Dabbs and Randall on the internal financial check for Quarter 4.
- (ii) To appoint two members to carry out an internal financial check, April 2023 to June 2023.

FP2304.7. Final Accounts and Annual Governance and Accountability Return (AGAR) for the Year Ended 31st March 2023.

- (i) To receive a report from the appointed internal auditor for the council year 2022/23.
- (ii) To consider a report from Cllrs Knappe, Dabbs and Randall following their review of the Annual Governance Statement.
- (iii) To receive and consider recommendation of approval for final annual accounts and annual return for the accounting period 2022/23.

FP2304.8. Financial Reports

- (i) To receive council budget/income and expenditure for April 2023.
- (ii) To receive statement of Earmarked Reserves for April 2023.
- (iii) To receive report on CIL receipts and expenditure.
- (iv) To approve statement of balance and confirm reconciliation of same as at 30th April 2023.
- (v) To approve schedule of payments for the period 14th March 2023 to 3rd May 2023.
- (vi) To note that there are no petty cash payments, inter account transfers and virements for the period 14th March 2023 to 3rd May 2023.

FP2304.9. Correspondence. To note correspondence received and advise action, if any.

FP2304.10. Date of Next Meeting. To confirm the date of the next meeting

- (i) Monday 22nd May 2023 – on the conclusion of the Annual Town Meeting, to elect the Chair and Vice-Chair of the committee for the council year 2023/24.
- (ii) Wednesday, 12th June 2023.