

14th April 2025

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 **Tuesday, 22nd April 2025 at 18:30hrs.**

Yours sincerely

Katherine Geddes

Katherine Geddes
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.

- FP2504.1 Apologies for absence.** To receive and consider apologies for absence.
- FP2504.2 Declaration of Interests.** Members to declare any interests they consider relevant to specific items identified in this Agenda.
- FP2504.3 Minutes.** To approve and sign as a correct record the Minutes of the Finance and Policy Committee meeting held on Monday 10th March 2025.

- FP2504.4 Community Grant(s).** To review following application(s) received and make decisions thereon.
- (i) Daventry Allotment & Garden Association
 - (ii) Daventry MotorFest 2025
- FP2504.5 Policies.** To review and recommend for approval the following:
- (i) Terms of Reference - Personnel Panel
 - (ii) Terms of Reference - Daventry Town Council Committees
 - (iii) Subject Access Request
 - (iv) Data Breach Policy
 - (v) Data Map
 - (vi) Data Retention and Disposal Policy
 - (vii) Privacy Policy
- FP2504.6 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.
- FP2504.7 Open Spaces.** To receive a report from the Operations Officer on the management and maintenance of the open spaces and make decisions thereon.
- FP2504.8 Internal Financial Check.**
- (i) To receive a report from Cllrs Dabbs, Taylor and Tweedale on the internal financial check for Quarter 4.
 - (ii) To consider the appointment of two members to carry out an internal financial check, April to June 2025.
- FP2504.9 Final Accounts and Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2025.**
- (i) To receive a report from the appointed internal auditor for the council year 2024/25.
 - (ii) To receive a report from Cllrs Dabbs, Taylor and Tweedale following their review of the Annual Governance Statement and consider recommendation to approve statements for submission to the external auditor.
 - (iii) To receive and consider recommendation of approval for the final annual accounts and annual return for the accounting period 2024/25.
- FP2504.10 Financial Reports.**
- (i) To receive council budget/income and expenditure for March 2025.
 - (ii) To receive statement of Earmarked Reserves for March 2025.
 - (iii) To receive report on CIL receipts and expenditure.
 - (iv) To approve statement of balance and confirm reconciliation of same as at 31st March 2025.
 - (v) To approve schedule of payments for the period 11th March 2025 to 22nd April 2025.
 - (vi) To note that there are no petty cash payments, inter account transfers and virements for the period 11th March 2025 to 22nd April 2025.
- FP2504.11 Correspondence.** To note correspondence received and advise action, if any.

Committee Members: Cllrs Ian Adkins, Mike Arnold, Scott Cameron (Vice-Chair) Stephen Dabbs, Alan Knappe (Chair), Janet Matthews, Ted Nicholl, Lynne Taylor, Katie Thurston.

- FP2504.12 Date of Next Meeting.** To confirm the date of the next meeting
- (i) Monday 12th May 2025 – on the conclusion of the Annual Town Meeting, to elect the Chair and Vice-Chair of the committee for the council year 2025/26.
 - (ii) Monday 19th May 2025.