

31<sup>st</sup> May 2018

**To: Members of the Council**

**A meeting of the FINANCE & GENERAL PURPOSES COMMITTEE, Arlesey Town Council will be held in the Village Hall, High Street, Arlesey, on Tuesday 5<sup>th</sup> June 2018 at 7pm.**

**The following committee members are hereby summoned to attend:** Cllrs Clark, Ferris, Frost, Holloway, Livermore, McGann, Page, Randall, Sarll and Gravett (Ex-officio).

**Ms Susan Foulkes  
Town Clerk**

#### **AGENDA**

**1 ELECTION OF CHAIRMAN & VICE CHAIRMAN FOR THE ENSUING YEAR**

- 1.1 Nominations for Chairman to be considered. Elected member to sign Declaration of Acceptance of Office of Chairman.
- 1.2 Nominations for Vice Chair to be considered.

**2 APOLOGIES FOR ABSENCE**

**3 DECLARATIONS OF INTEREST AND DISPENSATIONS**

- 3.1 To receive declarations of interest from councillors on items on the agenda.
- 3.2 To receive written requests for dispensations for disclosable pecuniary interests.
- 3.3 To grant any requests for dispensation as appropriate.

**4 PUBLIC PARTICIPATION**

**5 MINUTES OF THE PREVIOUS MEETING**

To consider and approve the minutes of the Finance & General Purposes Committee meeting held on 6<sup>th</sup> February 2018. *(attached)*

**6 MATTERS ARISING**

**7 REVIEW OF INFORMATION PUBLICATION SCHEME ADOPTED NOVEMBER 2008**

Members to review Information Publication Scheme, previously adopted November 2008, and consider Town Clerk's recommended amendments as indicated in red/blue text. *(attached)*

- 8 **REVIEW OF POLICIES AS IDENTIFIED WITHIN ANNUAL REVIEW OF EFFECTIVENESS OF SYSTEMS OF INTERNAL CONTROL Year Ended 31<sup>st</sup> March 2018.**
- 8.1 **Protocol on Member/Officer Relations (Feb. 2011)** - Recommended amendments indicated in red text. *(attached)*
- 8.2. **Child Protection Policy (Nov. 2011)** - Recommended amendments indicated in red text. *(attached)*
- 9 **CENTRAL GOVERNMENT CONSULTATION ON POWERS TO DEAL WITH UNAUTHORISED TRAVELLER ENCAMPMENTS**
- Members to consider a draft response for submission as delegated by Town Council. *(attached)*
- 10 **BATPC GDPR AND DATA PROTECTION BILL UPDATE**
- Members to note update received from BATPC. *(attached)*
- 11 **NALC LO4-18 MODEL STANDING ORDERS**
- Members to consider adoption of new model standing orders published by NALC to replace orders contained in Local Councils Explained 2013 NALC. Members to note annotations in red ink provided by Town Clerk. Arlesey Town Council adopted Standing Orders are provided for comparison purposes. *(attached)*
- 12 **COMMITTEE TERMS OF REFERENCE**
- Members to review Terms of Reference for Finance & General Purposes Committee. *(attached)*
- 13 **YEAR END INTERNAL AUDIT OBSERVATIONS 2018**
- Members to acknowledge receipt of Year End Internal Audit Observations 2018, and response from Mazars (External Auditor). *(attached)*
- 14 **REVIEW OF INSURANCE**
- Members to review Zurich insurance policy and renewal price £3,922.09 due 18<sup>th</sup> July 2018. *(attached)*
- 15 **PORTABLE APPLIANCE TESTING**
- Members to approve quotation received from PURE PAT for undertaking PAT testing to Council equipment in Resource Centre, Village Hall, Council Office, MUGA and Grounds maintenance operative equipment. *(attached)*
- 16 **AERIAL PHOTOGRAPHY GREAT BRITAIN**
- Members to consider joining the Aerial Photography Great Britain Agreement (APGB) providing free access to aerial photography and height data. *(attached)*
- 17 **PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**