

You are hereby summoned to attend a Meeting of the Finance and Policy Committee to be held on Monday 16 September 2013 in the Upper Hall, Town Hall, Brackley, immediately following the Meeting of the Direct Responsibilities Committee.

Dated: 11 September 2013



Council Executive Officer

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

A G E N D A

1. Apologies for Absence

2. Declaration of Interest

Members are asked to declare any disclosable pecuniary interests in item on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011 and the Brackley Town Council Code of Conduct.

3. Public Participation

This section of the meeting gives members of the public who are present an opportunity to speak. You may speak on any item which appears on the agenda for this evening's meeting for a maximum of three minutes. Please state your name and address before asking your question

4. Finance Reports

To receive for approval List of Accounts number 6

5. Presentation from Ingham Pinnock Associates

To consider the presentation from Ingham Pinnock Associates and what recommendations the Committee wishes to make to Council.

6. Members' Reports

Re-allocation of Reserves

At the Finance & Policy Committee meeting held on 19th August, the CEO explained the use of s106 reserves and the variations depending on the purpose for which they were intended. It was recommended by the Internal Auditor that a review of the reserves needed to be carried out with possible reallocation.

Cllr Peter Rawlinson has prepared a report on the re-allocation of reserves

7. Officers Reports

Office Staffing

The CEO has prepared a report regarding the office staffing along with a Job Description and Person Specification. These have been reviewed by the Staffing Sub-committee and are attached now for members to consider and, if acceptable, to approve the recommendations.

8. Policies and Procedures Folder

Policies to be reviewed and adopted this month are:

- Equality & Diversity Statement
- Sickness Procedure
- Time off in lieu Policy

9. Communications Working Party

Members are asked to receive the minutes of the meeting of the Communications Working Party held on Tuesday 9th September 2013 and consider any recommendations contained therein.

10. Urgent Matters