

Dear Committee Member,

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held in the **ANZAC ROOM**, Community House, Meridian Centre, Peacehaven on **Tuesday, 21st April 2015 at 6.30pm**

John Kocher
Corporate Services Manager & RFO

A G E N D A

GENERAL BUSINESS

1. PUBLIC QUESTION TIME

There will be a 15 minute period at the start of the meeting when members of the public may ask questions on any matters that affect the Town. Each speaker is restricted to 3 minutes. Copies of any non-confidential reports listed below may be obtained by contacting the Town Council Office.

2. TO CONSIDER APOLOGIES FOR ABSENCE

3. TO APPROVE AND SIGN THE NON CONFIDENTIAL MINUTES OF THE MEETING HELD ON 10th February 2015 – enclosed (page 1-4)

4. CHAIR ANNOUNCEMENTS

5. TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

FINANCIAL REPORTS

6. PAYMENTS FOR AUTHORISATION - report enclosed (page 5-9)

7. BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31st March 2015 - report enclosed (page 10-21)

8. APPOINTMENT OF INTERNAL AUDITOR AND AUDIT TERMS OF REFERENCE 2014-15 – report enclosed (page 22-26)

9. DELEGATION OF AUTHORITY – report enclosed (page 27-28)

10. PRESS AND MEDIA POLICY – report enclosed (page 29-33)

11. INTERNAL CONTROL REVIEW – report enclosed (page 34-35)

12. LEISURE AND AMENITIES EXPENDITURE – report enclosed (page 36-40)

OTHER BUSINESS

13. TO CONFIRM DATE OF NEXT MEETING Tuesday 7th July 2015 at 6:30pm