



WINTERTON TOWN COUNCIL

52 West Street, Winterton, Scunthorpe,
North Lincolnshire. DN15 9QF

Phone: 01724 488085 or email clerk@wintertoncouncil.co.uk

You are summoned to attend the next meeting of the Policy and Finance Committee of Winterton Town Council on Monday 13th October, 2014 at 7.30pm. The meeting will be held at the Council Office, 52 West Street, Winterton. The Agenda is set out below.

Members of the public and press are welcome to attend.

Lisa Newstead

Assistant Town Clerk
7th October, 2014

Public Participation:

- Members of the public may raise subjects that they wish to bring to the attention of the Town Council. Items relating to matters on the Agenda will be taken first and the time will be restricted to 15 minutes maximum unless the committee decides otherwise. Listeners should note that decisions cannot be made at this meeting on items not on the agenda.

AGENDA

- 1 Apologies
To note apologies for absence.
- 2 Declaration of Interests
 - a. Declarations of Interests, in respect to agenda items, to be made and recorded in the minutes even if an interest has been declared in the register.
 - b. To note dispensations given to any member of the council in respect of the agenda items listed below.

To consider Agenda Items 3 to 10 and to make recommendation to Council:

- 3 Accounts
APPENDICES A: Summary of Spend, Budget Variance and Bank Reconciliation to 31/05/14 – to take comment.
- 4 To consider long and short term office equipment provision.
- 5 Grants and Donations
 - a. APPENDICES B: To consider a Grant Application from the Leukaemia and Lymphoma Research Winterton and District Branch. (*information to be forwarded prior to the meeting*)
 - b. APPENDICES C: To consider a Grant Application from the Winterton and Saffre Town Twinning Association. (*information to be forwarded prior to the meeting*).
- 6 Council Documentation
 - a. To review the following Council documents for recommendation to Full Council:
 - (i) APPENDIX D: Asset Register
 - (ii) APPENDIX E: Risk Assessment

- (iii) APPENDIX F(i)&(ii): Insurance (General and Motor)
- (iv) APPENDIX G: Standing Orders
- (v) APPENDIX H: Financial Regulations

b. To approve the following documents for recommendation to Full Council

- (i) APPENDIX I Complaints Procedure
- (ii) APPENDIX J: Emergency Plan
- (iii) APPENDIX K: Equality Policy (*forwarded 29/5/14*)
- (iv) APPENDIX L: Safeguarding Policy (*forwarded 29/5/14*)

c. APPENDIX M: To review Town Council income and charges

7 APPENDICES N: Landlord's Responsibilities:

a. To consider the annual cost of landlord's responsibilities;

- (i) Buildings' Insurance
- (ii) Gas Safety Checks
- (iii) Fire Safety Checks
- (iv) Any other applicable responsibilities

b. To consider any implications of the above on the amount of grants given to organisations leasing Council property.

8 Agenda for next and future meeting

To take note of any items Councillors wish to agenda for the next or future meetings.

9 Next Meeting

To confirm the date and time of the next Policy & Finance Meeting (subject to any change in circumstances).

7.30pm on 11th November, 2014

In the Council Offices, 52 West Street, Winterton