



# RAUNDS TOWN COUNCIL

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24 February 2022

Dear Councillor,

You are summoned to attend a meeting of the Finance and Policy Committee of Raunds Town Council to be held in the **Council Chamber at the Town Hall**, Thorpe Street, Raunds on **Tuesday 1<sup>st</sup> March 2022 at 7.30pm.**

***Press and Public welcome however please do advise the Clerk if you are attending to ensure adequate space is made available for social distancing. Masks are strongly recommended for members of the press and public unless exempt. It is also recommended that you take a COVID test before attending the meeting. Please ensure that you follow all COVID regulations applicable on the day of the meeting.***

*Mr Steve Beech*

Mr Steve Beech  
Clerk to the Council.

- 585.21 To Receive Apologies for Absence.**
- 586.21 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
- 587.21 Notification of members questions in compliance with the council's standing orders.**
- 588.21 Declarations of Interest.**  
COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM.
- 589.21 Bank Reconciliations:** To approve the bank reconciliations for December 2021 and January 2022. (Copies herewith.)
- 590.21 Payments for Approval:** To approve the payments lists for December 2021 and January 2022. (Copies herewith.)
- 591.21 Journal Entries:** There are none to review.
- 592.21 Timesheets:** To review the amended staff timesheet. (Copy herewith.)
- 593.21 Budget Review:** To review progress against the 2021/22 budget to the end of Q3, 31/12/21. (Copy herewith.)
- 594.21 Internal Audit Report:** To receive and review the report. (Copy herewith.)

- 595.21 Asset Register:** To review the Asset Register. (Copy to follow.)
- 596.21 Annual Review of Insurance:** To carry out an annual review of insurance. (Report to follow.)
- 597.21 Internal Controls:** To note that preparation for the annual review of internal control procedures is underway. (Report to follow.)
- 598.21 Annual Review of Financial and Risk Management:** To carry out a review of the Council's financial and risk management processes and risk assessments in order that Full Council may formally review them. (Report to follow.)
- 599.21 Policy Review:** To review the Data Protection Policy. (Copy herewith.)
- 600.21 Policy Review:** To review the Data Protection – Data Breach Policy. (Copy herewith.)
- 601.21 Policy Review:** To review the Data Protection – Records Management Policy. (Copy herewith.)
- 602.21 Policy Review:** To review the Money Handling Policy. (Copy herewith.)
- 603.21** *The press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960.*
- 604.21 Bad debts:** To consider what action to take regarding outstanding bad or doubtful debts. (Copy of list to follow.)