



### NOTICE OF MEETING

**MEETING:** Finance & Policy Committee  
**DATE & TIME:** Monday, 24<sup>th</sup> February 2020 at 7.30pm  
**PLACE:** The Tythings, Reading Road, Yateley, GU46 7RP

Councillors are hereby summoned to attend the following meeting.  
Please inform the Town Clerk if you are unable to attend.

This is a meeting in public. If you would like to attend and have any special requirements e.g. access or a copy of the agenda in another format, e.g. large print, please contact us.  
Agendas and minutes are available at [www.yateley-tc.gov.uk](http://www.yateley-tc.gov.uk)

**Rochelle Halliday**  
Town Clerk

19<sup>th</sup> February 2020

### AGENDA

1.	<b>APOLOGIES FOR ABSENCE</b> To receive apologies for absence
2.	<b>DECLARATIONS OF INTEREST</b> To receive declarations of interest for any item on the agenda
3.	<b>REQUESTS FOR FINANCIAL ASSISTANCE</b> To consider and approve the following requests: i) Vision 4 Youth ii) Yateley & District Lions Club (attached) iii) Yateley Society (attached)
4.	<b>PUBLIC PARTICIPATION</b> To receive public questions (not exceeding 15 minutes)
5.	<b>COUNCILLOR QUESTIONS</b> To receive questions from Councillors
6.	<b>MINUTES OF THE LAST MEETING</b> To approve the minutes of the meeting held on 13 <sup>th</sup> January 2020 (attached)
7.	<b>DRAFT ANNUAL COUNCIL RISK ASSESSMENT 2020/21</b> To review the Council's draft financial & non-financial risk assessment (attached)
8.	<b>FINANCIAL STATEMENTS, BANK RECONCILIATION &amp; OVERDUE ACCOUNTS</b> i) To approve statements for the period ending 31 <sup>st</sup> January 2020 (attached) ii) To consider and approve writing off two overdue accounts
9.	<b>TOWN MAYOR ALLOWANCE</b> To agree change to payment process for Town Mayor's allowance
10.	<b>POLICY REVIEWS</b> To review and approve the following policies: i) Health & Safety (attached) ii) Information Security (attached)
11.	<b>SCHEDULE OF ACCOUNTS</b> To approve the payments list (to be tabled)
12.	<b>INFORMATION ITEMS</b> To note information updates