



WALTHAM ABBEY TOWN COUNCIL

TOWN HALL, HIGHBRIDGE STREET, WALTHAM ABBEY, ESSEX EN9 1DE

K R RICHMOND BA (Hons) FILCM
Town Clerk & Chief Responsible Officer

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YOUR REF:

OUR REF: KRR/AM

Dear Member,

A meeting of the **Policy & Resources Committee** will be held on **Wednesday, 4th March 2020 at 7.30 p.m.** in the Town Hall.

Yours sincerely,

.....TOWN CLERK

AGENDA

1. **Recording of Meetings:** To note that this meeting may be recorded or filmed and will be capable of repeated viewing or another use by such third parties. It is possible that any such recording may capture images, and this may result in the possibility that images will become part of the broadcast. This may infringe human and data protection rights. To avoid this please move to the rear of the room. Anyone present intending to record the meeting, or any part thereof, must declare their intention to the Chairman and Officers before the meeting commences.
2. **Apologies for Absence:** To receive apologies.
3. **Disclosure of Interest:** Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s.30 (3) of the Localism Act, Members must declare any Disclosable Pecuniary Interests which they may have in any of the items under consideration at this meeting.
4. **Public Questions:** If any.



5. **Accounts Paid:** Lists herewith of accounts paid and reimbursements made on the authority of two Members and dated 12/02/2020 and 26/02/2020. (Enc. 1)
6. **GDPR:** To note that there is no further update at this point.
7. **Carbon Neutral Plan:** To note the Town Clerk's Report and the updated Action Plan (Enc. 2)
8. **Five Year Strategic Plan:** To receive the Council's 5-year plan and to consider the Town Clerk's report on changes. (Enc. 3)
9. **Internal Audit Plan:** To receive the Annual Audit Plan from the auditors. (To be tabled)
10. **Internal Audit Report:** To receive the second interim Internal Audit Report 2019/20 (Enc.4)
11. **Internal Control Measures:** To receive the Town Clerk's report and to approve the review of the Internal Control measures(Enc. 5)
12. **Risk Register Review:** To receive the Senior Assistant's report on the review of the Council's Risk Register (Enc. 6)
13. **PWLB Report:** To receive the Senior Assistant's report on the Public Works Loan Board loans. (Enc. 7).
14. **Annual Governance Statement:** To receive the Town Clerk's report on the Annual Governance Statement (Enc. 8)
15. **Status List:** To note the Status List. (Enc. 9)
16. **Any Other Business:** Items which the Chairman may allow for discussion only.
17. **Exclusion of Press and Public:** To consider that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
18. **Budget Monitoring Report:** To receive the Officers report. (Enc. 10)
19. **Sundry Debtors:** To receive the Officer's report. (Enc. 11)



20. **Direct Debits, Standing Orders and Transfers dated 01/01/2020 – 31/01/2020:**
(Enc. 12).
21. **Imprest Account Payments as at 01/01/2020 – 31/01/2020:** (Enc. 13).
22. **Bank Reconciliation Statements as at 31/01/2020:** (Enc. 14).
23. **Larsen’s Tennis Club:** To receive the Town Clerk’s Report (Enc. 15).
24. **Capital Reserves:** To receive the Senior Assistant’s report (Enc. 16).
25. **Communication:** To consider the Town Clerk’s Report (To be tabled)

TO: Cllr A Watts- Chairman
Cllr Mrs S A Stavrou – Deputy Chairman
Cllr M Fitch
Cllr R Holmes
Cllr Mrs H Kane
Cllr Mrs J Lea
Cllr Miss J Lucas
Cllr Mrs A Mitchell
Cllr D Plummer
Cllr Mrs E A Webster
Cllr S Yerrell

27th February 2020