

Dear Sir/Madam

## **NOTICE OF MEETING**

A Meeting of the **SCRUTINY COMMITTEE** will be held in the **Astley Room** at the Village Hall, Station Road, Broughton Astley at **8.00 pm** on **Monday 18 February 2019** for the transaction of the following business. Your presence is required.



Dated: 12 February 2019

**D S Barber**  
**Parish Manager**

## **A G E N D A**

1. Attendance and Apologies.
  2. Declaration of Members' interests on any matters to be placed before the Committee.
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### **Council Management**

3. To assess the:
  - (1) likely impact on crime and disorder of the Parish Council's resolutions from the 22 November 2018, 20 December 2018 and 17 January 2019 meetings;
  - (2) actions required to prevent or limit any negative impact created by these regulations.
4. To review the results from the Mini Internal Audit of Financial Transactions undertaken on 22 January 2019 by Councillors Patrick and Swinfen.
5. To arrange the next Mini Internal Audit of Financial Transactions to be undertaken on an agreed date in June 2019.
6. To review a summary of Broughton Astley Parish Council's Policies and Procedures and their next review / expiry dates:
  - (i) Complaints Procedure
  - (ii) Operational Policy – Highways and Related Issues
  - (iii) Litter and Dog Waste Bins Policy
  - (iv) Safeguarding Children and Child Protection Policy
  - (v) Out of Hours Incident Reporting Procedure
  - (vi) Broughton Astley Parish Council FOI Publication Scheme
  - (vii) Regular Users Policy and Agreement
  - (viii) Premises Age Verification Policy