

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 **8.00pm** on **Monday 19 June 2017** for the transaction of the following business. Your presence is required.



D S Barber
Parish Manager

13 June 2017

AGENDA

1. To elect the Chair and Vice-Chair of the Scrutiny Committee for the Municipal Year 2017/18.
 2. To elect the Personnel Sub-Committee for the Municipal Year 2017/18.
 3. Attendance and Apologies.
 4. Declaration of Members' interests on any matters to be placed before the Committee.
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Council Management

5. To assess the:
 - (i) likely impact on crime and disorder of the Parish Council's resolutions from the 16 March 2017, 20 April 2017, 12 May 2017 and 25 May 2017 meetings; and
 - (ii) actions required to prevent or limit any negative impact created by these regulations.

6. To review the results from the Mini Internal Audit of Financial Transactions undertaken on 6 June 2017 by Councillors Oliver and Brown.
7. To arrange the next Mini Internal Audit of Financial Transactions to be undertaken on an agreed date in September 2017.
8. To review a report on the income for 2010/17 and to 31 May 2017 for the financial year 2017/18 for the Village Hall, Cemetery, Allotments and Recreation Ground.
9. To review various policies and procedures:
 - (i) Community Engagement Strategy;
 - (ii) Broughton Astley Cemetery: Administrative and Operational Policy;
 - (iii) Frolesworth Road Recreation Ground Terms and Conditions 2017/18;
 - (iv) Western Willows Allotments: Terms and Conditions ;
 - (v) Sutton Allotment Site: Terms and Conditions;
 - (vi) Smoke Free Policy 2017; and
 - (vii) Computer Security.
10. To review the report on Broughton Matters.
11. To review the proposed amendments to the Broughton Astley Village Hall - Health and Safety Terms and Conditions.
12. To review the report on Out of Hours Incident Reporting.
13. To re-visit and clarify issues raised on the Freedom of Information publication.