

15 January 2013

Dear Sir or Madam

A Meeting of the **POLICY, FINANCE AND ADMINISTRATION COMMITTEE** will be held in the Council Chamber, Parkside, Station Approach, Burton Street, Melton Mowbray on **Wednesday 23 January 2013 at 6.30 p.m.** at which your attendance is requested.

Yours faithfully

Lynn Aisbett
Chief Executive

A G E N D A

No.	Item
1.	APOLOGIES FOR ABSENCE
2.	MINUTES To confirm the minutes of the meeting held on 4 December 2012.
3.	DECLARATIONS OF INTEREST
4.	RECOMMENDATIONS FROM OTHER COMMITTEES
5.	UPDATE ON DECISIONS The Chief Executive to submit an update on decisions from previous meetings of the Committee.
6.	MEDIUM TERM FINANCIAL STRATEGY The Head of Central Services to submit a report to review the Council's Medium Term Financial Strategy (MTFS) in light of the key financial issues that will affect the Council in the next and later financial years.

No.	Item
7.	<p>ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES</p> <p>The Head of Central Services to submit a report to provide requests for approval of this Committee under Financial Procedure Rules and to provide information on amounts approved under delegated powers and to report the impact of these on the Council's reserves and balances.</p>
Business Case at Appendix B(i) – to follow	
8.	<p>PARKSIDE CIVIC SUITE – EXTERNAL BOOKING CHARGES AND SERVICE DELIVERY</p> <p>The Head of Central Services to submit a report requesting approval to adopt a new set of fees and charges that are simpler to administer, to adjust the existing concession arrangement and to authorise officers to investigate options for enhancing future service delivery.</p>
9.	<p>PARKSIDE RECEPTION IMPROVEMENTS - ACOUSTICS</p> <p>The Head of Central Services to submit a report requesting approval for to some acoustic improvements to Parkside Reception at a cost of up to £11,000 and to approve a capital sum of up to £11,000 to be funded from the Council's reserves and balances.</p>
10.	<p>COUNCIL TAX BASE REPORT 2013-14</p> <p>The Head of Communities and Neighbourhoods to submit a report the purpose of which states:</p> <p>(1) The Local Government Finance Act 1992 requires each billing authority to calculate a Council Tax Base. The base is used in determining the level of Council Tax based on budget decisions within each billing and precepting authority and in the calculation of the amount of a precept payable by each billing authority to a major precepting authority.</p> <p>(2) To calculate the amount of Council Tax that needs to be paid by tax payers in Melton, the budget (amount required to be raised through Council Tax) is divided by the tax base. This report calculates the tax base.</p>
11.	<p>NATIONAL NON DOMESTIC RATES RETURN (NNDR1) 2013-14</p> <p>The Head of Communities and Neighbourhoods to submit a report which sets out the calculation of non-domestic rating income as required by legislation and for the provision of information to Central Government for statistical purposes. This report calculates the NNDR1 return.</p>
12.	<p>CORPORATE ISSUES</p> <p>The Chief Executive to submit a report to advise Members about a number of corporate issues</p>
To follow	
13.	<p>URGENT BUSINESS</p> <p>To consider any other items that the Chairman considers urgent.</p>

To : Councillors M.W. Barnes P.M. Posnett (VC)
G. Bush J.B. Rhodes (C)
P. Cumbers D.R. Wright
E. Hutchison J. Wyatt
M. O'Callaghan Vacancy

Advice on Members' Interests

COUNCIL MEETINGS - COMMITTEE MINUTES : DECLARATION OF INTERESTS

Interests need not be declared at Full Council in relation to Committee Minutes which do not become the subject of debate at Full Council (ie. Minutes referred to solely on a page by page basis when working through the Minutes of each Committee.)

An interest must be declared at Full Council as soon as it becomes apparent that a relevant Committee Minute is to be debated – this applies even if an interest has been declared at Committee and is recorded in the Minutes of that Committee.

PERSONAL AND NON-PECUNIARY INTERESTS

If the issue being discussed affects you, your family or a close associate more than other people in the area, you have a personal and non pecuniary interest. You also have a personal interest if the issue relates to an interest you must register under paragraph 9 of the Members' Code of Conduct.

You must state that you have a personal and non-pecuniary interest and the nature of your interest. You may stay, take part and vote in the meeting.

PERSONAL AND PECUNIARY INTERESTS

If a member of the public, who knows all the relevant facts, would view your personal interest in the issue being discussed to be so great that it is likely to prejudice your judgement of the public interest and it affects your or the other person or bodies' financial position or relates to any approval, consent, licence, permission or registration then **you must state that you have a pecuniary interest, the nature of the interest and you must leave the room***. You must not seek improperly to influence a decision on that matter unless you have previously obtained a dispensation from the Authority's Governance Committee.

DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS

If you are present at any meeting of the Council and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, if the interest is not already registered, you must disclose the interest to the meeting. You must not participate in the discussion or the vote and you must leave the room.

You may not attend a meeting or stay in the room as either an Observer Councillor or *Ward Councillor or as a member of the public if you have a pecuniary or disclosable pecuniary interest*.

BIAS

If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias) then you should not take part in the decision-making process; you should leave the room. **You should state that your position in this matter prohibits you from taking part.** You may request permission of the Chair to address the meeting prior to leaving the room. The Chair will need to assess whether you have a useful contribution to make or whether complying with this request would prejudice the proceedings. A personal, pecuniary or disclosable pecuniary interest will take precedence over bias.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you are aware of the issue being discussed.*

*There are some exceptions – please refer to paragraphs 13(2) and 13(3) of the Code of Conduct.