

18 January 2011

Dear Sir or Madam

A Meeting of the **POLICY, FINANCE AND ADMINISTRATION COMMITTEE** will be held in the Boardroom, Phoenix House, Nottingham Road, Melton Mowbray on **Wednesday 26 January 2011 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.	<b>APOLOGIES FOR ABSENCE</b>
2.	<b>MINUTES</b> To confirm the Minutes of the Meeting held on 8 December 2010
3.	<b>DECLARATIONS OF INTEREST</b>
4.	<b>RECOMMENDATIONS FROM OTHER COMMITTEES</b>
5.	<b>UPDATE ON DECISIONS</b> The Chief Executive to submit an update on decisions from previous meetings of the Committee
6.	<b>USE OF SOCIAL MEDIA REVIEW</b> The Head of Communications to submit a report to update on the use of Social Media at the Council, and make recommendations for future development of Social Media
7.	<b>CALCULATION OF COUNCIL TAX BASE 2011/2012</b> The Head of Communities to submit a report the purpose of which states : (a) 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; (b) 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

No.	Item
8.	<p><b>ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES</b>  The Head of Central Services to submit a report to submit 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>
9.	<p><b>MEDIUM TERM FINANCIAL STRATEGY</b>  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.</p>
10.	<p><b>REVENUE BUDGET 2011/12</b>  The Head of Central Services to submit a report to outline the key budget issues that will be going forward to the Council's budget setting meeting on 2 February 2011</p>
11.	<p><b>CAPITAL PROGRAMME 2010 - 2015</b>  The Head of Central Services to submit a report the purpose of which is to consolidate the Capital Programme across all committees, to revise authorised spending as appropriate and to consider the overall funding position for 2011/12 and make recommendations to Full Council on the Capital Programme for all funds for 2011/12. In determining the appropriate funding the provisions contained within the Local Government &amp; Housing Act 1989 have been considered, in particular, the strict controls applied to the amounts available from capital receipts</p>
12.	<p><b>EXEMPTION FROM CONTRACT PROCEDURE RULES : ELECTIONS</b>  The Head of Communications to submit a report which requests permission for printing of election stationery for Borough, Parish Council Elections and the Referendum planned for May 2011 without adhering to contract procedure rules</p>
13.	<p><b>EXTRAORDINARY EFFICIENCY TASK GROUP UPDATE</b>  The Chief Executive to submit a report to brief Members upon the meeting of the Task Group with the Chair of the Community and Social Affairs Committee at the Task Group's recent meeting on 14 January 2011</p>
14.	<p><b>URGENT BUSINESS</b>  To consider any other items that the Chairman considers urgent</p>

To : Councillors    N.R.G. Angrave                      J.T. Orson  
                         M.C.R. Graham MBE (C)                  P.M. Posnett  
                         A. Jackson                                      J.B. Rhodes  
                         R. Marks                                         D.R. Wright (VC)  
                         M. O'Callaghan                                Vacancy