

4 July 2016

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 12 July 2016 at 6.30pm 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 13 April 2016.
3.	<b>DECLARATIONS OF INTEREST</b>
4.	<p><b>RECOMMENDATIONS FROM OTHER COMMITTEES</b></p> <p><b><u>Communities and Social Affairs Committee: 22 June 2016 – Minute C11- Public Conveniences – Replacement Proposal</u></b></p> <p><b>RECOMMENDED: To approve the immediate closure of Park Lane toilets in accordance with the recommendations set out in paragraph 3.5 of this report and that it be recommended to the Policy, Finance and Administration Committee that this property be declared surplus and the Corporate Property Officer be authorised to instruct architects to obtain planning consent for change of use and to seek to achieve maximum capital receipt for the freehold disposal of the Park Lane toilets.</b></p> <p><i>A copy of the report previously circulated to the Communities and Social Affairs Committee on 22 June 2016 has been re-circulated with this agenda.</i></p>

No.	Item
5.	<p><b>UPDATE ON DECISIONS</b> The Chief Executive to submit an update on decisions from previous meetings of the Committee.</p>
6.	<p><b>REPLACEMENT CARETAKER VAN</b> The Corporate Property Officer to submit a report to seek approval for the business case for a replacement new caretaker van and disposal of the existing van and seek approval for the associated finances.</p>
7.	<p><b>COMMITTEE SOFTWARE BUSINESS CASE AND ICT PROTOCOL FOR MEMBERS</b> The Head of Communications to submit a report to request approval of a Committee Software Business Case and to progress the project including the associated costs and request approval of the revised ICT protocol for Members.</p>
8.	<p><b>MELTON BOROUGH LOCAL AUTHORITY LOTTERY</b> The Head of Communities and Neighbourhoods to submit a report to gain agreement from members to the establishment and management of a local authority lottery for the Borough of Melton that would support the voluntary and community sector also easing the financial strains on the Council and to enable good causes to raise funds directly.</p>
<b>To Follow</b>	
9.	<p><b>APPROVAL OF BUSINESS CASES- PLAY EQUIPMENT &amp; FRONTLINE EMT MOWERS</b> The Head of Communities and Neighbourhoods to submit a report to seek members approval of two Business Cases relating to Play Equipment and Frontline Environmental Maintenance Team (EMT) Mowers.</p>
10.	<p><b>BOTTESFORD FOOTBALL CLUB PROJECT- COMMUNITY FACILITY GRANT</b> The Head of Communities and Neighbourhoods to submit a report to seek members approval to award a Community facility Grant of £25,000 to Bottesford Football Club, to support their Pavilion Project.</p>
11.	<p><b>REVENUE BUDGET 2015/16 – PROVISIONAL YEAR END POSITION</b> The Head of Central Services to submit a report to provide Members with information on the provisional year end position subject to external audit approval for 2015/16 and to provide Members with information on the implications for the Council's balances and reserves.</p>
12.	<p><b>STATEMENT OF ACCOUNTS</b> The Head of Central Services to present a report of the Statement of Accounts for 2015-16 for approval which have been prepared in accordance with the Accounts and Audit Regulations 2015 and inform the Committee of the key issues within the accounts.</p>
13.	<p><b>ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES</b> 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>

No.	Item
14.	<p><b>ONE COUNCIL AND DEVELOPMENT PLAN</b>  The Chief Executive to submit a report to seek Members approval to the new Corporate Plan which has been termed the “One Council Delivery and Development Plan” (OCDDP).</p>
15.	<p><b>EFFICIENCY REPORT</b>  The Chief Executive to submit a report to update members on the progress made towards the development of the Council’s Efficiency Plan as a first step in consideration of submission of the plan together with supporting documents as the Councils Efficiency Statement to Government.</p>
16.	<p><b>CORPORATE ISSUES</b>  The Chief Executive to submit a report to bring Members up to date with Corporate activities and issues which have occurred in the intervening period since the last report.</p>
<b>To Follow</b>	
17.	<p><b>URGENT BUSINESS</b>  To consider any other items that the Chairman considers urgent.</p>
	<p><b>EXCLUSION OF THE PUBLIC</b>  <b>RECOMMENDED that the Public be excluded during consideration of the following item of business in accordance with Part 1 of Schedule 12A of the Local Government Act 1972 (Access to Information: Exempt Information) under paragraph 3.</b></p>
18.	<p><b>LEISURE VISION FINANCES</b>  The Head of Welland Internal Audit Consortium to report on the budget position regarding the Leisure Vision Project.</p>

To : Councillors

R. de Burle	J.T. Orson
M. Glancy	P.M. Posnett (C)
T. Greenow	J.B. Rhodes
L. Higgins (VC)	J. Wyatt
E. Hutchinson	E. Holmes

# 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.