

**COUNCILLORS ARE HEREBY SUMMONED
TO ATTEND A MEETING OF
THE FINANCE AND ADMINISTRATION COMMITTEE**

to be held on

TUESDAY 17 FEBRUARY 2009 AT 7.30 PM

at

**COUNCIL CHAMBER, TOWN HALL
HENLEY-ON-THAMES**

Mr M Kennedy
Town Clerk

11 February 2009

MEMBERSHIP:

The Mayor, Councillor Mrs G Zakss
The Deputy Mayor, Councillor Mrs E Hodgkin
Councillor Mrs J Bland
Councillor A J Elliott
Councillor A J Follett (Vice-Chairman)
Councillor Miss L M Hillier
Councillor C I Pye
Councillor Dr P J Skolar
Councillor Mrs J Wood
Councillor Dr B G Wood (Chairman)

Members are reminded to sign the attendance book.

AGENDA

1. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Councillor Dr P Skolar.

2. TO RECEIVE DECLARATIONS OF INTEREST

Members are hereby reminded that, under the provisions of Part 2 of the Local Government Act 2000 (The Code of Conduct), a member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest. A member with a prejudicial interest in any matter must withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he has obtained a dispensation from the standards committee of the responsible authority; and not seek improperly to influence a decision about the matter. For the purposes of this Part (of the Act), "meeting" means any meeting of the authority; or any of the authority's committees, sub-committees, joint committees or joint sub-committees.

3. MINUTES

TO APPROVE the Minutes of the Meeting held on 13 January 2009 (previously distributed)

4. PROGRESS REPORT

TO CONSIDER the attached progress report.

5. FINANCE

- i) **TO NOTE** the budget monitoring report and accompanying notes (attached)
- ii) **TO CONSIDER** the Council's cashflow position and note that there is no requirement for an investment withdrawal (see page 11).
- iii) **TO NOTE** the investment performance update.
- iv) **TO RECEIVE** the list of payments approved since 13 January 2009 (attached)
- v) **TO RECEIVE** the notes of the meeting with Williams de Broë Limited held on 12 January 2009.
- vi) **TO RECEIVE** and **APPROVE** the report detailing the proposed increases in fees and charges for 2009-10 (report attached).

6. GRANTS

TO CONSIDER the following grant applications:

- MS Therapy Centre Berkshire £500
- Rotary Club of Henley Bridge Saturday Free Use of Town Hall
- South Oxon Mencap Soc £500
- Henley Festival Trust £2,000
- Henley Round table £1,000

Budget: £9,000

Spend to date: £3,755

Committed spend: £1,820

Balance: £3,425

7. **AUDIT COMMISSION'S AUDIT PRACTICE ANNUAL QUALITY REPORT**
TO NOTE the e-mail from the Audit Commission concerning its second annual quality report. The report itself is available for inspection in the One Stop Shop.

8. **INSURANCE PREMIUMS**
TO CONSIDER the attached report.

9. **LEGAL FEES**
TO NOTE the attached paper showing, for information, comparative legal fees for similar sized town and parish councils.

10. **EXHIBITION CENTRE**
TO CONSIDER the attached report

11. **MAYORAL CHAIN**
TO CONSIDER the attached report.

12. **CONFIDENTIAL**
 - i) **LEGAL UPDATE**
TO NOTE the attached report.

 - ii) **VFM WORKING GROUP**
TO RECEIVE the notes of the meeting held on 8 January 2009.

 - iii) **PARKS SERVICE**
TO RECEIVE the attached report.

 - iv) **RENT REVIEW**
TO CONSIDER the attached report.

Mr M Kennedy

11 February 2009