

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

to be held on

**TUESDAY 28 APRIL 2009 AT 7.30 PM**

at

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

Mr M Kennedy  
Town Clerk

23 April 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**

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 24 March 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 16 March 2009 (attached).

6. **STRATEGIC RISK ASSESSMENT**

**TO CONSIDER** the attached report.

7. **REVIEW OF INTERNAL AUDIT**

**TO CONSIDER** the attached report.

8. **STAFF TRAINING**

**TO CONSIDER** the attached report.

9. **HR POLICIES**

**TO NOTE** the attached Acas Code of Practice document covering:

- o Disciplinary procedures.
- o Grievance procedures.

**TO APPROVE** the adoption of the Code of Practice as the policy document for Henley on Thames Town Council.

10. **MARKET RENTS**  
**TO CONSIDER** the attached two letters.
  
11. **DAY CENTRE REPAINTING**  
**TO RECEIVE** a verbal update on progress.
  
12. **LOCALITY PRIMARY SCHOOL REVIEW**  
**TO NOTE** the attached letter and **TO CONSIDER** who the most appropriate attendee(s) would be at the meeting.
  
13. **EXCLUSION OF THE PUBLIC AND THE PRESS**

It is proposed by the Chairman

that the public and the press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which were about to be discussed are considered to be confidential.

14. **CONFIDENTIAL**
  - i) **LEGAL UPDATE**  
**TO NOTE** the attached report.
  
  - ii) **VALUE FOR MONEY WORKING GROUP**  
**TO NOTE** the outcome of the meeting held on 20 March 2009.
  
  - iii) **LEASE EXTENSION**  
**TO CONSIDER** the request to extend the term of the current lease.  
**TO CONSIDER** extending the lease to 25 years.

Mr M Kennedy

23 April 2009