



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Monday 16 December 2013
at The Harlington at 7.30pm**

PRESENT

Councillors

Cllr Vincent (Chairman)
Cllr Axam
Cllr Holt
Cllr Oliver
Cllr Robinson
Cllr Tilley
Cllr Schofield
Cllr Woods

Also Present

Janet Stanton – Deputy Town Clerk
Sheila Rayner –Committee Clerk

ITEM 1 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr Appleton

ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest

ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public

ITEM 4 MINUTES OF PREVIOUS MEETINGS

The minutes of the Policy and Finance Committee held on 6 November 2013 were approved

ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT

The members received :

- The income and expenditure payments for November 2013.
- Summary income and expenditure statement November 2013
- Cash book October and November 2013
- Bank reconciliation for October and November 2013
- List of payments for October and November 2013
- Balance sheet for November 2013
- FTC Charge Card statements for October and November 2013

Prior to detailed discussion of the financial issues, members unanimously agreed that the 2014/2015 Revenue Budget must be progressed by Council on 8 January 2014. Members expressed the view that the parameters of the budget had been agreed, for example that there should be no increase to the precept, and it was now only a question of correcting arithmetical errors.

It was suggested that significant progress had already been made and only limited work remained to be done which members would expect to see that the Town Clerk had progressed by the next Council meeting.

In considering the budgetary monitoring figures the members commented on the following issues:

- Detailed balance sheet (month 8) showed Bank Account/Current account as £220,219 whereas the investment report at item 6 on the agenda showed funds as £285,267. The Deputy Clerk will investigate
- Progress on the Council's revised banking proposals was sought with a view to a report on the current situation being presented to the next meeting
- Members were advised that a sum of £118,000 (S106 Edenbrook) would need to remain in the current year's accounts as income
- It was noted that RLA expenditure was exceptionally high due mainly to purchase of merchandising, building and redecoration costs associated with the pantomime together with the cost of Christmas lights.
- It was noted that the indications were that the pantomime may break even
- The credit card statements were of little value, because of lack of detail. It was explained that the detailed supporting information was scrutinised by two councillors but it was agreed that additional independent scrutiny should be provided by Cllrs Axam and Holt on a monthly basis.
- Members noted that several items had been purchased over the internet when they would have been readily available locally. Members wished goods to be purchased locally whenever possible.

Finally members noted the absence of a commentary on the quarterly monitoring figures and asked that this be submitted to all future quarterly meetings of the committee.

RESOLVED

That the quarterly financial monitoring report and bank reconciliation for October and November 2013 be noted

ITEM 6 QUARTERLY INVESTMENT REPORT

The members considered the quarterly investment report. The variation noted in discussion at agenda item 5 above was noted

RESOLVED

That the quarterly investment report be noted

ITEM 7 INTERNAL CONTROLS

The members considered a report that explained the internal control failures that had led to fraudulent activities at a Parish Council. The members were pleased to note that FTC's controls were in place and robust

RESOLVED

That the contents of the report be noted

ITEM 8 GRANT APPLICATIONS

(a) Hampshire Constabulary

The members considered an application for a grant of £71 to support a crime prevention initiative

RESOLVED to approve a grant of £71 to support a Hampshire Constabulary crime prevention initiative providing purse/handbag security lanyards for elderly shoppers

(b) Fleet and Ewshot Hockey Club

The members considered an application for a grant of £300 toward coaching and youth kit

RESOLVED

To approve a grant of £300 to assist with the funding of coaching and youth kit for Fleet and Ewshot Hockey Club

(c) Basingstoke Canal

The members considered an application for a grant of £18,309 as a pro rata contribution to the Joint Management Committee toward funding the activities of the Joint Management Committee during 2014/2015 .

There was a lengthy and detailed discussion during which members raised a number of issues regarding the grant application.

Whilst there was general continued support to contribute to the management of the canal in principle, members raised the following specific issues which they would like to be addressed by the Basingstoke Canal Manager. It was therefore agreed that Ms Fiona Shipp be invited to attend the next quarterly meeting of the Committee to be held on 17 March 2014 in order to respond to the members' concerns regarding the following matters arising from the grant application:

- An acknowledgement that FTC would be seeking to provide the Parish representation on the Basingstoke Canal JMC-this would be sought via the HDAPTC and may become a condition of future grant
- A detailed explanation of the formula which led to FTC paying such a significant contribution to the funding of the JMC
- An acknowledgement that a possible review of the formula resulting in a redistribution amongst Hart authorities may become a condition of future grant

RESOLVED

To defer the determination of the grant application for funding of the Basingstoke JMC in 2014/2015

ITEM 9 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 8 January 2014 immediately following Council

There being no further business the meeting closed at 9.05 pm

Signed:..... **Date**.....

Chairman