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**POLICY AND FINANCE
NOTICE OF MEETING**

Notice is hereby given that there will be a committee meeting on

Monday 21 May 2012 at 7.30 p.m.

at

The Harlington

All committee members are summoned to attend

To: Cllrs Axam , Einchcomb, Hill, Holt, Perthen, Robinson,
Schofield, Tilley, Vincent, Woods

Signed:
ACTING TOWN CLERK:

Date:

A G E N D A

1. ELECTION OF CHAIRMAN

To receive nominations for and to elect a chairman of the Policy and Finance Committee for the municipal year 2012-2013

2. ELECTION OF VICE-CHAIRMAN

To receive nominations for and to elect a vice chairman of the Policy and Finance Committee for the municipal year 2012-2013

3. APOLOGIES

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable

4. DECLARATIONS OF INTEREST

Under the Local Authorities (Model Code of Conduct) order 2007, members must declare any interests and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in 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 members' judgement of the public interest.

5 QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)

To receive questions and statements from members of the public.

6 MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on 16 April 2012

*** (Minutes attached)*

Part 1 – ITEMS FOR DECISION

7. INCOME AND REVENUE STATEMENT, PAYMENT SCHEDULE AND BANK RECONCILIATION

To receive and accept into the minutes, month 1 income and revenue statement, payment schedule and bank reconciliation.

*** Papers attached*

To **RESOLVE**:

- a) To confirm that the bank reconciliation equals zero, to match bank statement to reconciliation and to sign the bank statements and payment schedule.
- b) To receive and accept into the minutes the income and revenue statement for April 2012. To raise issues of concern, and establish plans for addressing such issues

8. NEWSLETTER

To **CONSIDER** and **AGREE** the content of the June newsletter

Suggested content:

- Chairman's introduction
- Introduce Cllrs Oliver, Hill and Vincent.
- Annual Town Meeting – our next steps
- Medical questionnaire
- Good Neighbourliness
- Action day
- Olympic 2012
- Spot light on the Harlington Café

9. POLICIES

To receive the Memorials Policy

1. To **CONSIDER** and **COMMENT** upon the Memorials Policy
2. To **AGREE** to the draft policy being sent to all the *Friends of Groups* for comment prior to finalisation

*** Papers attached***

10. GRANT APPLICATION

To **RECEIVE** and **CONSIDER** a grant application from Fleet Phoenix / Hampshire Constabulary for refreshments for the Lea Bus Project

***Papers attached*

Part 2 – ITEMS TO NOTE

11. FLEET CARNIVAL

A response has been received from Fleet Carnival stating that they have made tentative approaches to other parish councils with no success. That the grant for £6,000 be released as agreed at the February Policy and Finance

12 ANNUAL RISK ASSESSMENT OF PLAY PARKS

To advise Councillors that the annual inspections and risk assessments conducted for all 6 play parks has now been completed by ROSPA. It is now a legal requirement for each piece of play equipment to have a risk assessment.

13. INVESTMENTS

To note that the investment in the Co-operative Investment account has been increased to £85,000. £50,000 is still to be invested in the RBS and HSBC Investment Account.

14 INTERNAL AUDITOR

To note that the internal auditor will be visiting the offices on Tuesday 29 May for the final year end audit and to meet the new Town Clerk.

15. WEB SITE

Councillor comments are being incorporated into the website and it is anticipated that the web site will go live on Tuesday 22 May. A reminder to all members to let the Deputy Town Clerk have any comments before the 18 May.

16. CITIZENS ADVICE BUREAU

To receive a thank you letter from the Citizens Advice Bureau for their grant

17. DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 18 June 2012 at 7.30pm in the Harlington.

18. CONFIDENTIAL ITEMS

To resolve that under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Establishment Sub Committee, the Public and Press will be excluded from the following agenda items for the reasons of them relating to an individual/s, or because they include information on confidential negotiations.

19. UPDATE ON THE POINT LEASE

To receive the latest update on the POINT Lease from Cllr Schofield

20. ESTABLISHMENT SUB-COMMITTEE

To receive the minutes of the Establishment Sub-Committee for the meeting dated 15th May 2012

To receive feedback on the review of the Clerk interim position

***Papers attached*