



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Monday 22 May 2017
at The Harlington at 7 pm**

PRESENT

Cllr Holt (Chairman)
Cllr Einchcomb
Cllr Oliver
Cllr Schofield
Cllr Robinson

Also Present

Janet Stanton - Town Clerk
Alex Robins - Harlington General Manager
Sheila Rayner - Committee Clerk

PF May 2017 ITEM 1 ELECTION OF CHAIRMAN

Cllr Holt was elected as Chairman of the Committee for the Local Government Year 2017/2018

PF May 2017 ITEM 2 ELECTION OF VICE-CHAIRMAN

Cllr Robinson was elected as Vice-Chairman of the Committee for the Local Government Year 2017/2018

PF May 2017 ITEM 3 APOLOGIES FOR ABSENCE

There was an apology for absence from Cllrs Hunt, Smith and Walton

PF May 2017 ITEM 4 DECLARATIONS OF INTEREST

There were no Declarations of Interest

PF May 2017 ITEM 5 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public

PF May 2017 ITEM 6 MINUTES OF PREVIOUS MEETING

With confirmation that the action at item 9 (Write-off of debts) was being progressed, the minutes of the Policy and Finance Committee held on Monday 20 February 2017 were approved and signed by the Chairman

PF May 2017 ITEM 7 QUARTERLY FINANCIAL MONITORING REPORT

The members considered the commentary of the Town Clerk with an overview of the financial performance up to the year end 2016/2017 together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring as follows:

The members considered:

YEAR END 2016/2017

- a) Year End Report
- b) Cash Book for March 2017
- c) Bank Reconciliation for March 2017
- d) List of Payments for March 2017
- e) Balance Sheet March 2017
- f) Income and Expenditure Statement up to March 2017
- g) Summary Income and Expenditure March 2017
- h) Budget Detail – March 2017
- i) Budget Summary – March 2017
- j) VAT for March 2017
- k) Year End Budget Spread sheet

2017-2018

- l) Cash Book for April 2017
- m) Bank Reconciliation for April 2017
- n) List of Payments for April 2017
- o) Balance Sheet as at April 2017
- p) Budget Detail – April 17
- q) Income and Expenditure Detail – April 2017
- r) Approved FTC Charge Card for December 2016

There was a detailed discussion regarding the treatment of Earmarked Reserves within the accounts with a general agreement that the principal budget was to cover operational costs whilst Earmarked Reserves would fund projects.

It was noted that the Town Clerk would take advice and explore the treatment of Earmarked Reserves within the accounts

A correction to paper 7M (Bank reconciliation statement) was noted line 2 HSBC to read 30/4/2017 (not 31/3/20)17

It was noted that an amount of £30,000 for the projected hours worked by staff on the Harlington development is included in the FTC revenue budget for 2017/2018

Members were informed that a sum of £301,000 was available from S106 contributions with a further £60,000 anticipated in October 2018

RESOLVED

To receive and accept into the minutes:

YEAR END 2016/2017

- a) Year End Report
- b) Cash Book for March 2017
- c) Bank Reconciliation for March 2017
- d) List of Payments for March 2017
- e) Balance Sheet March 2017
- f) Income and Expenditure Statement up to March 2017
- g) Summary Income and Expenditure March 2017
- h) Budget Detail – March 2017
- i) Budget Summary – March 2017
- j) VAT for March 2017
- k) Year End Budget Spread sheet

2017-2018

- l) Cash Book for April 2017
- m) Bank Reconciliation for April 2017
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- o) Balance Sheet as at April 2017
- p) Budget Detail – April 17
- q) Income and Expenditure Detail – April 2017
- r) Approved FTC Charge Card for December 2016

PF May 2017 ITEM 8 HEALTH AND SAFETY POLICY

The members received and considered a draft Health and Safety policy statement

With the addition of the intention to nominate an officer with H&S responsibility and the need for training it was,

RESOLVED

To adopt the Health and Policy Statement with a review due in June 2020

PF May 2017 ITEM 9 PENSION DISCRETION POLICY

Members were reminded that two members of staff are included within the Local Government Pension scheme (LGPS) as they were the subject of a TUPE arrangement with HDC

Due to changes to the LGPS in April 2014, the new LGPS regulations state that every employer requires a Pension Discretion Policy

The Pensions Discretion Policy relates to a few areas where employers can decide how to apply the Local Government Pension Scheme (LGPS)-mainly decisions that could cost employers money, directly or indirectly

Under the Local Government Pension Scheme each employer must prepare a written statement of its policy

There are two types of discretions :

- Compulsory discretions
- Optional discretions
-

Compulsory discretions

FTC must have a policy statement on the following discretions

- Awarding additional pension
- Voluntary funding of additional pension-shared cost additional pension contributions
- Flexible retirement
- Waiving of actuarial reductions
- Switching on the 85 year rule
- Post 31 March 2008/pre 1 April 2014 leavers early payment of pension

RESOLVED

- a) FTC will not consider awarding additional pension in any circumstances
- b) Voluntary funding of additional pension-shared cost will not be considered
- c) Flexible retirement arrangements will not be allowed
- d) Actuarial reductions will not be waived in any circumstances
- e) FTC will not switch on the 85 year rule in any circumstances
- f) Early payment of deferred benefits will not be considered
- g) Optional discretions will not apply

PF May 2017 ITEM 10 ROUTINE REVIEW OF EXISTING POLICES

Members were advised that it was good practice to keep existing policies under review.

A report was considered which suggested which policies it would be appropriate to display on the FTC website and a suggested programme for the review of existing policies.

The three policies that had been reviewed were the Co-options Policy, the Data Protection and the Freedom of Information policies. A suggested change to the Co-option policy was considered .The other two policies documents were considered to continue to be relevant and appropriate

RESOLVED

- a) To agree those policies which should be displayed on the FTC website to include:

- Complaints procedure
- CCTV
- Co-option

- Data Protection
- Freedom of Information
- Grants
- Memorials
- Open Air events
- Park Development Plans
- Pavilion users
- Public participation
- Trees
- Agendas and minutes
- Health and Safety
- Press releases
- Social media
- Equal Opportunities
- Gifts

- b) To confirm the proposed programme of review of policies
- c) To approve the suggested revisions to the Co-option policy
- d) To confirm the Data Protection policy with review in April 2018 when new Data Protection requirements were expected to come into force.
- e) The Freedom of Information policy was approved with an amendment to the cost of copies to 50p per page for copies

PF May 2017 ITEM 11 INVESTMENT REPORT

The members received and considered the quarterly investment report.

RESOLVED

- a) To note the balances held in the Fleet Town Council Accounts
- b) To invest £300,000 into the CCLA Public Sector Deposit Fund , authorised signatories to include Cllrs Einchcomb, Holt, Oliver and Schofield
- c) To note the investment of £100,000 into the Unity Trust Bank

PF May 2017 6 ITEM 12 GRANTS

a) APPLICATION CARPE DIEM KRAV MAGA (DAKYS LTD)

The grant application was withdrawn by the applicant

b) CORE CLIENTS 2017/2018

The members considered the list of core clients for 2017/2018

RESOLVED

The core clients for 2017/2018 shall be:

Financial Grants

- Fleet Link
- Fleet Carnival
- 'Friends of ' groups
- Basingstoke Canal
- Fleet Lions Community Store

Leases (peppercorn)

- Fleet Lions Community Store
- Calthorpe Park Scouts
- Basingbourne Park Scouts
- Fleet Guides
- Fleet Cricket Club

Leases (community rate)

- Fleet Town Football Club

Free use of facilities

- Fleet Lions Firework Display
- Fleet Half Marathon
- Fleet Carnival
- Fleet Phoenix Youth

PF May 2017 ITEM 13 EARMARKED RESERVES

The members received and noted the earmarked reserves for 2017/2018

Following various explanations it was,

RESOLVED to RECOMMEND TO COUNCIL

To approve the proposed Earmarked Reserves list of projects for 2017/2018 (copy with record minutes)

PF May 2017 ITEM 14 BONUS SCHEME

Members were reminded that that the Establishment Committee at its June 2016 meeting had supported the idea of introducing a bonus scheme where it could be used to recognise the efforts of staff in achieving a required outcome for the benefit of FTC

The members discussed various approaches and suggested that the RLA committee in particular could agree the shape of a scheme and monitor its success. The P & F committee would monitor the application to FTC staff

RESOLVED

To approve the use of bonus schemes by the Harlington General Manager and Town Clerk for the enhanced benefit of FTC, any scheme to be approved by the appropriate monitoring committee in advance and to be in line with the proposal for a Staff Bonus Scheme submitted with the agenda and which will form a policy for adoption at the next meeting of the committee

PF May 2017 ITEM 15 INTERNAL AUDITOR'S INTERIM REPORT

The members noted the Internal Auditor's Report dated 19 May 2017 together with the actions taken by FTC.

It was also noted that a part-time Finance and Administration Officer would commence on 12 July 2017

RESOLVED

To note the Internal Auditors report and actions taken by FTC

PF May 2017 ITEM 16 VAT INSPECTION

It was noted that a VAT had been successfully completed by HM Revenue and Customs on 20 April 2017

PF May 2017 ITEM 17 CREDIT CARDS

It was noted that the FTC credit card account for the Deputy Town Clerk had been closed and a new card issued to the Projects and Committee Officer

P F May 2017 ITEM 18 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 17 July 2017 at 7pm

There being no further business the meeting closed at 9.24 pm

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

Chairman