



**POLICY AND FINANCE
NOTICE OF MEETING**

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

Fleet Town Council

**Monday 19 March 2012 at 7.30 p.m.
The Harlington**

All committee members are summoned to attend

To: Cllrs R Schofield, C Axam, P Einchcomb, L Holt, G Woods, H Perthen, R Robinson
and A Oliver

Signed:
ACTING TOWN CLERK:
Date:

AGENDA

1. 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.

2. 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.

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

To receive questions and statements from members of the public.

4. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on 20 February, 2012

*** (Minutes attached)*

Part 1 – ITEMS FOR DECISION

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

To receive payment schedule for, bank reconciliation and income and revenue statement for February 2012

To **RESOLVE:**

- a) To receive and accept into the minutes a payment schedule and bank reconciliation, for February 2012. To confirm that the bank reconciliation equals zero, to match bank statements to reconciliations and to sign bank statements and the payment schedules.

*** (Papers attached)*

- b) To receive and accept into the minutes the income and revenue statement for February 2012. To note the trends in the financial graphs produced. To raise issues of concern, and establish plans for addressing such issues
*** (Papers attached)*

6. EARMARKED RESERVES

Councillors to decide where to accrue earmarked reserves

To **RESOLVE**

To accrue earmarked reserves where appropriate

*** (Attached report)*

7. GRANTS

1. Citizens Advice - Hart District

To receive a grant application from the Citizens Advice – Hart District for £3000 to support the advice and information service for the citizens of Hart District, specifically for the clients resident in Fleet.

*** (Grant Application attached)*

To **RESOLVE:**

To award a community grant of £3,000 to support the Citizens Advice - Hart District

2. Friends of Calthorpe Park

To receive a grant application from the Friends of Calthorpe Park to purchase equipment/ displays to help the group encourage at events in the park and to purchase Wildflower meadow seed to support entry into S & SEIB competition.

*** (Grant Application attached)*

To RESOLVE:

To award a community grant of £800.00 to the Friends of Calthorpe Park to purchase equipment to allow participation at daylight events within the park and to purchase Wildflower meadow seed to support entry into S & SEIB Competition

8. MEMORIALS IN AREAS OTHER THAN FLEET CEMETERY

A request has been received from a member of the public for a tree to be planted in one of the town's parks as a memorial .

Members of the Policy and Finance Committee to decide if the Council supports the needs and principles of allowing memorials such as benches, trees and shrubs in the town's parks and open spaces. The Committee would need to consider drafting a Parks and Green Spaces Memorial Policy.

*** (Attached - policies from other Councils for information)*

To RESOLVE

To set up a joint Working Group with Members of the Policy and Finance and Recreation, Leisure and Amenities Committees to draft a Parks and Green Spaces Memorial Policy to be brought back to the Policy and Finance Committee for consideration.

Part 2 – ITEMS TO NOTE

9. HSBC BANK CHARGES

To note the review of bank charges from HSBC as FTC's turnover now exceeds £500,000

*** (Letter from HSBC attached)*

10. PAVILIONS AT OAKLEY, BASINGBOURNE AND ANCELLS PARKS

To note that after meetings with a senior HDC Planning Officer, a planning application is being applied for

- Oakley Park Pavilion (ie Change of Use and permission for a fence to be erected, change of ground covering and erection of a shed/outbuildings)
- Basingbourne Park Pavilion (Change of Use)

As the FTC Pavilions are now Multi-user, The Planning Officer at HDC recommends that FTC seeks advice from HDC Planning Department if and when there are any new uses for the pavilion.

11. CHAIRMAN'S CHARITY GRANT APPLICATION 2012

To receive a letter of thanks from the Chairman of Hart District Council for the grant awarded by Fleet Town Council to cover the hire of the Hall for the Chairman's Charity Barn Dance.

*** (Letter attached)*

12 THE CLERKS REPORT

To receive and note the Clerk's report

*** (Report attached)*

13. DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 23 April at 7.30pm in the Harlington.

14. 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.

15. STAFF PERFORMANCE AND SALARY REVIEW

Staff Performance Reviews are scheduled to be carried. In 2011, these were carried out in mid April. The committee to confirm if these reviews should be delayed until the new Clerk has joined the Council. To confirm that if the reviews are delayed, any salary increases would be backdated until 1 April 2012.

To **RESOLVE**

To agree the Staff Performance and Salary Review procedure for 2012