



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Monday 21 May 2012 at 7.30pm
at The Harlington**

PRESENT

Councillors

Cllr Schofield (Chairman)
Cllr Axam
Cllr Einchcomb
Cllr Holt
Cllr Robinson
Cllr Woods

Also Present

Janet Stanton – The Acting Clerk
James Corrigan-Town Clerk
Sheila Rayner – Committee Clerk

ITEM 1 ELECTION OF CHAIRMAN

Cllr Schofield was unanimously elected as Chairman of the Committee for the year 2012/2013

ITEM 2 ELECTION OF VICE CHAIRMAN

The election of a vice-chairman was deferred until the next meeting

ITEM 3 APOLOGIES FOR ABSENCE

Cllrs Hill, Perthen, Tilley and Vincent presented their apologies.

ITEM 4 DECLARATIONS OF INTEREST

There were no Declarations of Interest

ITEM 5 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

ITEM 6 MINUTES OF THE PREVIOUS MEETING

RESOLVED to approve the minutes of the previous meeting held on 16 April 2012.

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

The Committee received the payment schedule and bank reconciliation for April 2012 which Cllr Robinson confirmed had been reconciled. Cllr Schofield reminded the meeting that in future budgetary information would be presented in such a way to clearly show the receipt of SI06 funds and the projects on which those funds been spent.

RESOLVED

To accept into the minutes the payment schedule and bank reconciliation for April 2012

ITEM 8 NEWSLETTER

The Committee considered and agreed the matters that should be covered in the next issue of Town Talk.

RESOLVED

That the next issue of Town Talk should include the following topics:

- Chairman's introduction
- Welcome and profiles of Cllrs Hill, Oliver and Vincent and James Corrigan Town Clerk
- Report back on the Annual Residents' Meeting
- Good neighbourliness
- Report back on Action Day
- Olympic 2012 celebrations
- Report back on Diamond Jubilee celebrations
- Spotlight on the Harlington Coffee Shop

ITEM 9 POLICES- MEMORIALS POLICY

Following requests from local residents, a task group of members had drawn up a draft Memorial Policy based on policies adopted by other local authorities.

Members believed the policy was comprehensive and should also make it clear that there should be a clear connection between the person to be remembered and the park to which the memorial application applied. If that connection was not present then the cemetery was considered to be a more appropriate location.

The Committee agreed that the parks Friends Groups should be consulted, without the right to veto, prior to adoption by Fleet Town Council.

RESOLVED

The draft memorial policy be circulated to Friends Groups prior to adoption by FTC

ITEM 10 GRANT APPLICATION

The Committee received and considered a grant application from Fleet Phoenix/ Hampshire Constabulary, for refreshments for The Lea bus project. Following discussion regarding the importance of ensuring that any grant is ring-fenced to The Lea bus project and the receipt

of a complete application including financial information etc, it was agreed that the applicants should be advised to first seek the views of local residents to The Lea Bus project and to submit a completed application thereafter.

ITEM 11 FLEET CARNIVAL

The Committee was advised that the Fleet carnival Committee had reported back that they had not been successful in obtaining funds from other parish councils.

RESOLVED

To release the approved grant of £6000 and to explain to the Carnival Committee that any future grant funding will be approved on a matched funding basis with the other parish councils.

ITEM 12 ANNUAL RISK ASSESSMENT OF PLAY PARKS

Members noted that the annual inspections and risk assessments conducted for all six play parks has been completed by ROSPA.

The Committee also noted that the Council's insurers were dealing with a personal damages claim from the parents of a young person injured whilst using the skatepark.

ITEM 13 INVESTMENTS

The Committee noted that £85,000 had been invested in the Cooperative Investment Account. The Committee was informed that £50,000 is to be invested in each of the RBS and HSBC Investment accounts.

ITEM 14 INTERNAL AUDITOR

The Committee noted that the internal auditor will be visiting the officers on 29 May 2012 for the final year-end audit and to meet the new Town Clerk.

ITEM 15 WEB SITE

The Committee noted that the website was due to go live on Tuesday 22 May 2012 at www.fleet-tc.gov.uk

The members noted that the Hartley Wintney Parish Council website was a very informative site and it would be important to make the FTC news-page up to date and relevant.

ITEM 16 CITIZENS ADVICE BUREAU

Members noted a letter of thanks from Hart CAB for the 2012/13 grant recently paid to them.

The Committee emphasised the importance of grant recipients acknowledging FTC in their publicity.

ITEM 17 DATE AND TIME OF NEXT MEETING

The next meeting will be Monday 18 June 2012 at 7.30pm at the Harlington.

ITEM 18 CONFIDENTIAL ITEMS

RESOLVED

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.

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