

**POLICY AND FINANCE
NOTICE OF MEETING**

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

**Monday 18 June 2012 at 7.30 p.m.
The Harlington**

All committee members are summoned to attend

To: Cllrs R Schofield, C Axam, P Einchcomb, A Hill, L Holt, H Perthen,
R Robinson, S Tilley, W Vincent, G Woods



Signed:
TOWN CLERK:

Date: 13 June 2012

A G E N D A

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 21 May 2012

** (*Minutes attached*)

Part 1 – ITEMS FOR DECISION

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

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 May 2012. To raise issues of concern, and establish plans for addressing such issues

6. REVIEW OF MATTERS ARISING FROM THE INTERNAL AUDIT 2012

To consider the review of matters arising from Internal Audit 2012
(Paper attached)

RECOMMENDATION

That the Town Clerk be authorised to develop control systems to continue to improve issues identified in the Review from Internal Audit 2012 and to report back in due course.

7. APPOINTMENT OF EXTERNAL AUDITOR for 2012/13 AND FUTURE YEARS

The Audit Commission is consulting FTC on their proposal to appoint BDO LLP to audit the annual return of Fleet Town Council for 5 years from 2012/13. The Audit Commission has reported that BDO has over ten years' experience of auditing small bodies under the Audit Commission's limited assurance regime. The Audit Commission has a duty to consult local government bodies on the proposed appointment.

RECOMMENDATION

That Fleet Town Council gives the Audit Commission their approval to the appointment of BDO LLP to audit the annual return of Fleet Town Council for five years from 2012/13

8. GRANT APPLICATION- THE LEA BUS PROJECT

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

Following consideration of this application at the last meeting, a revised application has been received giving more detailed information about the scheme and the funding arrangement

Copy of application attached

9. GRANT APPLICATION – HNC “Get with it 2012”

To **RECEIVE** and **CONSIDER** a grant application from Hart Neighbourhood Centre for activities for 11 -16 year olds. The Council has supported this scheme in previous years.

Copy of application attached

10. CLERK’S REPORT

Copy of report attached.

RECOMMENDATION

That the Town Clerk is authorised to invest in the short term all surplus funds in the current account with the highest possible paying account with the Cooperative Bank PLC.

Part 2 – ITEMS TO NOTE

11. DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 16 July 2012 at 7.30pm in the Harlington.