



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE POLICY AND FINANCE COMMITTEE**

**Monday 20 May 2019  
at The Harlington at 7 pm**

#### **PRESENT**

Cllr Holt (Chairman)  
Cllr Carpenter  
Cllr Einchcomb  
Cllr Oliver  
Cllr Robinson  
Cllr Schofield  
Cllr Tilley  
Cllr Woods

#### **Also Present**

Janet Stanton - Town Clerk  
Alex Robins-Harlington General Manager  
Wendy Allen-Finance and Administration Officer  
Sheila Rayner- Committee Clerk

#### **PF May 2019 ITEM 1 ELECTION OF CHAIRMAN OF THE COMMITTEE 2019/2020**

The outgoing Chairman, Cllr Holt, called for nominations for Chairman of the Committee 2019/2020

#### **RESOLVED**

That Cllr Holt be elected to the office of Chairman of the Committee 2019/2020

Cllr Holt welcomed new members to the Committee and thanked those that had retired

#### **PF May 2019 ITEM 2 ELECTION OF VICE CHAIRMAN OF THE COMMITTEE 2019/2020**

The Chairman called for nominations for the office of Vice-Chairman of the Committee for the local government year 2019/2020

#### **RESOLVED**

That Cllr Woods be elected to the office of Vice-Chairman of the Committee for the local government year 2019/2020

### **PF May 2019 ITEM 3 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllr Wildsmith

### **PF May 2019 ITEM 4 DECLARATIONS OF INTEREST**

Cllr Tilley –item 7-Fleet Jazz Club

### **PF May 2019 ITEM 5 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public

### **PF May 2019 ITEM 6 MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on Monday 18 February 2019 were approved and signed by the Chairman

### **PF May 2019 ITEM 7 QUARTERLY FINANCIAL MONITORING REPORT**

The members considered the commentary of the Town Clerk with an overview of the financial performance at year end 2018/2019 together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring.

The members considered

#### **Year End 2018/2019**

- a) Year End (2018/2019) report
- b) 2018/2019 Actual and 2019/2020 projections spreadsheet
- c) Balance sheet as at 31 March 2019
- d) Budget detail as at 31 March 2019
- e) Income and expenditure detail 31 March 2019
- f) Cash Book 31 March 2019
- g) Bank reconciliation 31 March 2019
- h) List of payments 31 March 2019
- i) FTC charge card statements February 2019
- j) FTC charge card statements for March 2019
- k) Q4 VAT return

#### **2019/2020**

- l) Balance sheet as at 30 April 2019
- m) Budget detail as at 30 April 2019
- n) Bank reconciliation 30 April 2019
- o) Cash book 30 April 2019
- p) List of payments 30 April 2019
- q) Bank reconciliation 30 April 2019

- r) Income and expenditure detail 30 April 2019
- s) FTC charge card statements April 2019

The following matters were raised:

- A year end surplus of £47,000 with contributing factors of Harlington income being £20,400 over budget, low Election costs and a long term staff vacancy
- The absorption of health and safety costs into the budget
- Reduction on cemetery income
- Proposed marketing of the Garden of Remembrance
- Underspend on Councillors allowance
- The surplus on the Harlington budget including the coffee shop
- The need to purchase new clicker for slide presentations
- Need to include professional decorator time for the Harlington
- The potential need for work to be undertaken as a result of the condition survey
- Possible expenditure on a strengthened lighting structure
- Dance studio income
- Increasing staff costs associated with the shows programme
- The effectiveness of the Harlington brochure
- The range of genres booked
- The correction to read 31 March 2019 FTC reserves in report 7b
- HSBC/CCL cash deposit

The officers were thanked for their hard work throughout the year

Cllr Robinson confirmed that the bank reconciliation for April 2019 had not yet been completed

## **RESOLVED**

To receive and accept into the minutes:

### **Year End 2018/2019**

- a) Year End (2018/2019) report
- b) 2018/2019 Actual and 2019/2020 projections spreadsheet
- c) Balance sheet as at 31 March 2019
- d) Budget detail as at 31 March 2019
- e) Income and expenditure detail 31 March 2019
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### **2019/2020**

- l) Balance sheet as at 30 April 2019
- m) Budget detail as at 30 April 2019

- n) Bank reconciliation 30 April 2019
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- s) FTC charge card statements April 2019

### **PF May 2019 ITEM 8 ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW (AGAR)**

Members were asked to conduct a Review of Effectiveness of the system of internal control and preparation of the Annual Governance statement (Section 1 of the AGAR Parts 2 and 3)

The committee considered the detail of the Statement and

#### **RESOLVED TO RECOMMEND TO COUNCIL**

The approval and signature of the Annual Governance and Accountability Return prior to submission to the external auditor

### **PF May 2019 ITEM 9 EARMARKED RESERVES**

The members reviewed the current earmarked reserves and considered additions/reductions to the carried forward earmarked reserves

Issues were raised regarding several items including:

- 9013 Calthorpe park building
- 9028 Oakley Park path
- 9032 Neighbourhood Plan
- 9035 Calthorpe Park
- 9040 community bus service

Members discussed the inclusion of sums for the Harlington building maintenance in the Harlington budget and the separation of operational costs from building costs. The need for an additional till point in the bar area was also noted

The merits of 4 year budgeting were discussed and the need to set aside funds for replacement programmes with a move away from a 'maintenance budget'

Following discussion it was

#### **RESOLVED**

- a) To report back to the next meeting on the method of separating Harlington operational costs from Harlington building costs
- b) That an ad hoc working group comprising The Town Clerk and Cllrs Einchcomb, Holt, Schofield and Woods consider the formulation of a 3 year rolling budget

- c) The proposed list of projects be deferred with the exception of item 9018 (£20,000) Ancells Farm community centre repairs and decoration 2019 which be approved

### **PF May 2019 ITEM 10 INVESTMENT REPORT**

The members considered the quarterly investment report

#### **RESOLVED**

To note the balances held in FTC accounts

### **PF May 2019 ITEM 11 GRANTS**

#### **a) VICTIM SUPPORT**

The members considered an application for a grant of £200 to purchase security items that are provided free of charge to victims and their families, such as dummy CCTV, window and door alarms

Members discussed the merits of limiting support to local community organisations rather than national organisations and the preference for the applicant organisations to present their requests for grant to the committee

#### **RESOLVED**

- a) To approve a grant of £200 to Victim Support to purchase security items that are provided free of charge to victims and their families with the proviso that statistics regarding the number of Fleet residents (data outside of the requirements of GDPR) who had been assisted and the submission of accounts rather than a financial overview, be submitted to FTC
- b) To consider a more rigorous grant procedure to support grants to local organisations rather than grants to large national organisations as a form of supporting devolution

#### **b) GRANTS PAID 2018/2019**

The schedule of grants paid in 2018 / 2019 were noted-copy attached to record minutes

### **PF May 2019 ITEM 12 REVIEW OF POLICIES**

The members considered the

- a) CCTV Portable Unit Policy
- b) Internet and social media policy

Following discussion, it was

#### **RESOLVED**

- a) To re-adopt the CCTV Portable Unit policy with a further review in May 2022
- b) To re-adopt the Internet/email, social media and mobile phone use at work but to clarify the treatment of breaches of policy/procedure , with a further review in May 2022

**PF May 2019 ITEM 13 GARDEN OF REMEMBRANCE FEES**

The members considered the standardisation of fees for interment and scattering of ashes within the dedicated area of the Garden of Remembrance and the updating of burial records at £170 (residents) and £340 (non-residents)

**RESOLVED**

To approve the fees for the interment and scattering of ashes within the Garden of Remembrance and updating of burial records £170 (residents) and £340 (non residents)

**PF May 2019 ITEM 14 CLERK'S REPORT**

Members noted the update report of the Town Clerk.

**PF May 2019 ITEM 15 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Monday 15 July 2019 at 7pm

There being no further business the meeting closed at 8.55 pm

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

**Chairman**