

MINUTES OF THE FLEET TOWN COUNCIL POLICY AND FINANCE COMMITTEE

18 July 2011 7.30pm
The Harlington

Councillors

Robert Schofield (Chair), Cllr Einchcomb, Cllr Hurley, Cllr Woods, Cllr Axam, Cllr Holt.

Also Present

Shar Roselman – Clerk

Cllr Tilley – as a member of the public – for part of the meeting

2 members of the Fleet Festivities Partnership – for part of the meeting.

P & F JULY 2011 ITEM 1: APOLOGIES FOR ABSENCE

There were apologies from Cllr Robinson, and Cllr Perthen.

P & F JULY 2011 ITEM 8: GRANTS

Fleet Festivities Grant.

As a grant application for the Fleet Festivities Partnership was on the agenda, the committee agreed change the order of the agenda items and to allow a brief presentation by the Fleet Festivities team.

Resolved to change the order of the agenda and to receive a presentation from the Fleet Festivities Team.

Prop: BS Sec: GW

The Fleet Festivities Partnership advised that the date of the Festivities for this year would be Wednesday 23 November 2011. This date was already being circulated to businesses and stallholders. Artwork and publicity for the event were being prepared, and “save the day” cards were being handed out.

The partnership was now formalised, had a constitution in place, and had opened a bank account into which funds had been transferred from Fleet Forward. Membership in the Association of Market Towns had been retained, through which public liability insurance of £10 million would be obtained for the event.

An investigation had been undertaken into whether it was feasible to run a Christmas Market for several days around the event, but costs of using Gurkha square had been prohibitive.

The issue as to whether the festivities could extend down as far as Birch parade was still being investigated. There were real concerns because a diversion through Elvetham Road and into Church Rd would need to be put into place, to allow access to the Church Road car park. This would create a busy junction where vehicles and pedestrians would meet, which might create a safety hazard. However, at the moment Fleet Festivities are

investigating the level of interest from retailers within this area of the town, and if demand is high, consideration will be given to extending the event. It is intended to resolve this issue and to have a formal plan on road closure submitted within a month to Hart District Council. Key members of the team have undertaken Road Closure training, but concerns existed as to whether sufficient equipment and trained individuals could be mustered to operate the road closure internally rather than contract out this function.

It was intended to add a small increase to the costs of stallholders, but no revenue would be charged for advertising in the programme, as it was felt that the programme was not an essential or funding raising part of the activities.

Discussions had taken place with the Harlington Operations Manager and the clerk regarding better integration of events, and to ensure the Christmas light switch on component of the festival was not eclipsed by other activities.

The Festivities Team will be seeking formal permission from Fleet Town Council to use the premises licence for the street, and would therefore fall under the Harlington Operations Manager for DPS services. On environmental health issues, it was intended to liaise closely with environmental officers from Hart District Council.

The Chairman asked whether Fleet Festivities viewed the private fairs organised on the night as detrimental or beneficial to the event. Fleet Festivities advised that there was little anyone could do about these as they were held on private property and that, in general, they did not create any issues of which Fleet Festivities were aware.

A further question was asked about the request for funding for additional lighting for Gurkha Square. Fleet Festivities clarified that this would provide lighting for a row of trees in front of the library, which would remain permanently in place.

Cllr Axam asked what would happen with the large sum of money in the grant application for the Birch Avenue area, if the grant were to be awarded, but this area was not dedicated to the festivities. Fleet Festivities replied that this funding would revert to covering the costs of entertainments in Gurkha Square, such as the Ferris Wheel.

The last question related to concerns as to contingencies if all the funding for the event was not raised. Fleet Festivities indicated that the festivities were designed to be in part self funding, and that in the event the grant monies did not materialise the number of entertainments purchased would be reduced. It was intended to maintain a constant pot of money available for the forthcoming year.

P & F JULY 2011 ITEM 2: DECLARATIONS OF INTEREST

There were declarations of personal interest from Cllrs Schofield, Woods, Axam and Einchcomb, in knowing some or all of the members of the following organisations who were applying for grants:

The Fleet and Crookham Welcome Club.
Fleet Festivities Partnership
Fleet Town Colts Football Club
The Fleet & District Carnival Committee

P & F JULY 2011 ITEM 3: PUBLIC SESSION

At the time of this item there were no members of the public present. However, Cllr Tilley joined the meeting later and asked if she could present an issue under public session. She had visited the site of the effluent leak in Oakley Park, and was concerned that she could present factual information on this matter at the meeting of the Friends of Oakley Park which she was attending the following evening.

The clerk advised that the Environmental Agency had been contacted in connection with the leak. The Environmental Agency had decided that they could not deal with the leak under their powers of enforcement as the sewer leaking into the stream was a private sewer. Hart District Council holds enforcement powers to ensure that the residents who hold the legal responsibility for repairing the sewer effect the necessary repairs. However, this would be a lengthy process, as a period of ten weeks was required for residents to reply to letters sent out by the District Council. In the meantime the Environmental Agency and Hart District Council were seeking ways of reducing the influx of effluent into the stream.

It was suggested that Fleet Town Council would need to temporarily fence of the stream to prevent the public from using the water.

Action: The clerk will investigate costs.

P & F JULY 2011 ITEM 4: MINUTES OF PREVIOUS MEETING

Resolved to receive and approve as a correct record the minutes of the Policy and Finance Committee dated 20 June 2011.

Prop: GW Sec: CA

P & F JULY 2011 ITEM 8: GRANTS

Fleet and Crookham Welcome Club Grant request

At this stage the committee discussed the Fleet and Crookham Welcome Club request for grant funding of £300 for an event for the elderly to celebrate a 100th birthday of a resident.

Resolved to approve £250 for this grant.

Prop: PE Sec: AH

P & F JULY 2011 ITEM 5: REPORT FROM WORKING GROUP ACCOUNTS

Cllr Hurley reported that he had reviewed the payment schedule and bank reconciliation, and checked these against the cash book. He noted that the amounts had balanced, and that there were no outstanding issues for July 2011.

P & F JULY 2011 ITEM 6: MONTH THREE (JUNE 2011) INCOME AND REVENUE STATEMENT, PAYMENT SCHEDULE, BANK RECONCILIATION.

The committee received into the minutes and signed off the payment schedule and the bank reconciliation.

The committee received into the minutes and signed off the month three (June 2011) income and revenue statement.

Issues of concern raised were:

- Income of the Harlington. This was down against budget. It was noted however, that expenditure was tracking against income, in that this was also lower than budget. The clerk mentioned that whilst the concern was that the figures on income were setting a trend, the budget had been set at 37% higher than last year, and the income was up on last year for the same period.
- The cost of computer management for the move onto the Microsoft hosted environment was going over budget because of consulting requirements to ensure everyone was able to utilize the system. A number of problems had been experienced.
- The cost of bank charges for the new debit/credit card machine. No budget had been set for these costs. It was noted that, as minimum usage levels had not been reached, a standard fee was being charged for use of this service from the bank. The clerk also advised that free banking would end in October 2011, which would also put council over budget in this area.

Overall the first quarter costs were felt to be within budget.

It was mentioned that the clerk might provide a report on areas of concern for the Policy and Finance Committee.

Cllr Schofield discussed a proposal to put together a series of graphs to help understand the figures more clearly.

Action: Cllr Schofield to determine whether a programme could be written to ensure such graphs were automatically triggered.

P & F JULY 2011 ITEM 7 : COMMUNITY COMMUNICATION STRATEGY

The committee discussed setting a date for the Website Working Group to meet.

Cllr Schofield to contact Cllr Holt to set a date in conjunction with the clerk, the deputy clerk, and the cemeteries clerk.

The survey had now been arranged with the consultant David Fenton, and distribution of the questionnaire along with the Town Talk newsletter would commence on 25th July 2011 or before this date. The due date for the survey to be returned was 15th August, and results would be interpreted and produced for Full Council on 7th September 2011.

Resolved to approve an additional £500 for the survey to be available to residents on a website. Funding for this additional amount, and for the original survey costs to come from the Civic and Democratic Cost centre, election funding.

Prop: GW Sec: PE

P & F JULY 2011 ITEM 8: GRANTS

Fleet & District Carnival committee.

A grant had been applied for retrospectively for the Fleet & District Carnival. It was noted that this grant should be applied for in advance of the Carnival next year to be eligible for grant funding.

Resolved to approve a maximum of £3000 for this grant, payable on receipt of invoices.

Prop: PE Sec: AH

Fleet Town Colts Football Club.

A grant for £120 had been requested for the rental of 9 v 9 Football Goals from Surrey Youth League. Cllr Einchcomb mentioned that under usual circumstances a parish would pay for the goal posts for pitches hired to clubs.

Resolved to approve £120 grant to the Fleet Football Club.

Prop: PE Sec: CA

Fleet Festivities

The Fleet Festivities Partnership applied for a grant of £3500 from Fleet Town Council for the forthcoming Fleet Festivities in November 2011.

Resolved to approve the grant for £3500 for Fleet Festivities Partnership, payable on receipt of invoice for the Festivities.

Prop: BS Sec: PE

P & F JULY 2011 ITEM 9: CONFIDENTIAL ITEMS

The committee resolved that, in terms of the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public Section 1(2), by reason of the item referring to an individual/s, the Public and Press would be excluded from the following items on the agenda.

Prop: BS

P & F JULY 2011 ITEM 10: ESTABLISHMENT SUB-COMMITTEE

The minutes of the Establishment Sub Committee meeting dated 13 July 2011, were received.

Resolved to approve the appointment of HALC as the service provider for HR Services.

Prop: PE Sec: GW

P & F JULY 2011 ITEM 11: STAFF APPOINTMENT

Resolved to employ Ian Bruce for the position of Kitchen Supervisor/Chef. Salary and Pension contribution discussed under Confidential Minutes.

Prop: PE Sec: LH

There being no further business the meeting ended at 9.52 pm.

The next meeting will be held on 19 September 2011 at 7.30 pm at The Harlington.

Signed.....

Date:.....