



## **FLEET TOWN COUNCIL**

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

**Monday 20 October 2014  
at The Harlington at 7.20 pm**

#### **PRESENT**

Cllr Holt (Chairman)  
Cllr Cattle  
Cllr Einchcomb  
Cllr Jasper  
Cllr Oliver  
Cllr Robinson  
Cllr Schofield  
Cllr Walton

#### **Also Present**

Janet Stanton- Town Clerk  
Sheila Rayner –Committee Clerk

#### **ITEM 1 ELECTION OF CHAIRMAN**

Cllr Holt was elected as Chairman for the local government year 2014-2015

#### **ITEM 2 ELECTION OF VICE-CHAIRMAN**

Cllr Cattle was elected as Vice-Chairman for the local government year 2014-2015

#### **ITEM 3 APOLOGIES FOR ABSENCE**

There were no apologies for absence

#### **ITEM 4 DECLARATIONS OF INTEREST**

There were no declarations of interest

#### **ITEM 5 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public

#### **ITEM 6 MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Policy and Finance Committee held on Monday 21 July 2014 were approved and signed by the Chairman

## **ITEM 7            QUARTERLY FINANCIAL MONITORING REPORT**

The members considered the quarterly commentary of the Town Clerk together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet, charge card statements and quarterly monitoring report for the second quarter of 2014/2015.

The following matters were specifically raised and discussed:

- Item 7 (d) Town Clerk to double check that the grants expenditure at 110 is correct
- Item 7(d) Town Clerk to check HCC library expenditure
- Item 7(d) Basingbourne Paths-£2,000 appears in 320-1053 and Earmarked 900-9028. Town Clerk to amend so that the sum appears only in Earmarked Reserves.
- Edenbrook – The Earmarked Reserves is to be reduced by the amount in cost centre 330 ie £4191. Town Clerk to action
- Noted that although the RLA Committee had received 'gloomy' figures for the Harlington, the overall financial position of the Council was healthy
- Noted that paper 7(l) would be the basis for the Budget Working Party meeting on Wednesday 29 October 2014 at 5pm in the Function Room and members should familiarise themselves with the layout

## **RESOLVED**

- a) To confirm that the bank reconciliations for August equals zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules. Cllr Robinson still to confirm September 2014 reconciliation
- b) To receive and accept into the minutes the List of Payments for August and September 2014
- c) To receive and accept into the minutes the Income and Expenditure Statement up to 30 September 2014
- d) To receive and accept into the minutes the Balance statement as at 30 September 2014
- e) To receive the Fleet Town Council Charge card statements and Cllr Holt to confirm approval of expenditure on FTC Charge Card Statements for July and August 2014.
- f) To receive the Year end projections
- g) To receive the Town Clerks Quarterly Monitoring Report with the recommendation that the meeting agree that the Facilities Officer salary be allocated for 2014-2015 between The Harlington and FTC on a 50-50 basis

**ITEM 8 INVESTMENT REPORT**

The members received and noted the quarterly investment report. It was noted that the possibility of short medium and long term tranches of investment would be discussed with HSBC in due course

**ITEM 9 BEREAVEMENT POLICY**

The members received the draft Bereavement Policy which had been recommended for adoption by the Establishment Committee in May 2014. The members asked the Town Clerk to obtain a copy of the ACAS paper on Bereavement policy

**RESOLVED**

With the addition of the word 'partner' after 'spouse' at (b) , the Bereavement Policy was approved for adoption by the Council with immediate effect

**ITEM 10 TIME OFF IN LIEU POLICY**

The members considered the draft TOIL policy approved by the Establishment Committee on 17 September 2014

**RESOLVED**

With the addition of the word 'notice' after 'hours' at para (4) the TOIL policy was approved for adoption by the Council with immediate effect

**ITEM 11 REPORT ON UNPAID INVOICES**

The members considered a report regarding a request to write –off unpaid invoices. With the proviso that future room bookings be paid in advance , and that a list of non-payers be kept, it was

**RESOLVED**

- a) To write off the following invoices

HC 543	HC1196	AF 109	AF 406
HC 584	HC 1238	AF 276	AF 452
HC 618	HC 966	AF281	
HC 962	AF 450	AF 307	

- b) To write off invoices paid from the insurance claim

**ITEM 12 COMPLETION OF EXTERNAL AUDIT FOR 2013/2014**

The members received and considered the External Audit report carried out by BDO. A number of minor matters were noted but the committee congratulated the Town Clerk that there was no cause for concern

**RESOLVED**

- a) The report of the completion of the Audit for 2013-2014 be approved and adopted by the Council
- b) The actions relating to the minor matters raised by the external auditor be approved

**ITEM 13 GRANTS**

**a) Fleet and District Carnival**

Members noted that no supporting documents had been included with the application and agreed that if these papers had been submitted but overlooked by the officers, then the matter should be considered at the next Council meeting on 5 November 2014. However, if the supporting papers had not accompanied the application then they be requested in time for consideration at the next P & F Committee on 19 January 2015

**b) Friends of Ancells Farm**

This application was withdrawn as the RLA Committee had agreed to fund the installation of play equipment at Ancells Farm

**c) Minding the Garden**

The members, although sympathetic to the objectives of 'Minding the Garden', noted that the application had been framed in a way that precluded it from consideration due to the Council's Grants Policy. It was suggested that the organisation, with the assistance of the Council's officers, re-submit their application.

**d) Hart Fairtrade Steering Group**

Members noted that the application referred to a community activity that the General Manager of The Harlington had the discretion to negotiate a reduced Hall Hire fee

***The Chairman invited members to submit any policy development ideas to the Town Clerk for the inclusion on a future agenda***

**ITEM 14 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Monday 19 January 2015 at 7pm

There being no further business the meeting closed at 8.50 pm

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

**Chairman**