



## **FLEET TOWN COUNCIL**

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

**Monday 20 February 2012 at 7.30pm  
at The Harlington**

#### **PRESENT**

##### **Councillors**

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

##### **Also Present**

Janet Stanton – The Acting Clerk  
Sheila Rayner – Committee Clerk

#### **ITEM 1 - P & F Feb 2012: APOLOGIES FOR ABSENCE**

There were apologies from Cllr Perthen

#### **ITEM 2 - P & F Feb 2012: DECLARATIONS OF INTEREST**

Cllr Axam Item 8(2) (3) Grants –Personal and prejudicial interest  
Cllr Schofield Item 8 (3) Grants- Personal and prejudicial interest  
Cllr Woods Item 8 (3) Grants –Personal and prejudicial interest

#### **ITEM 3 - P & F Feb 2012 : QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

#### **ITEM 4 - P & F Feb 2012: MINUTES OF THE PREVIOUS MEETING**

Resolved to approve the minutes of the previous meeting held on 16 January 2012

#### **ITEM 5 - P & F Feb 2012: INCOME AND REVENUE STATEMENT, PAYMENT SCHEDULE AND BANK RECONCILIATION**

The Committee received a payment schedule and bank reconciliation for January 2012 and delegated to Cllr Robinson confirmation of the bank reconciliation statement.

The Committee received into the minutes and signed off the month 10 income and expenditure statement. Financial graphs were received indicating trends of all aspects of the Council's activities. Councillors noted that revenue and expenditure were generally on target, the only significant divergence of income being at the coffee shop. It was hoped that this would be addressed with the proposed improvements approved by the RLA Committee on 15 February 2012. The overrun on the grounds maintenance budget had been anticipated

and it was noted that the expenditure on play equipment at Basingbourne would be met by S106 funds.

There was general discussion regarding funding of CCTV cameras, salary payments at The Harlington, Basingbourne building maintenance and cemetery income which exceeded the Council's projections.

#### **RESOLVED**

to delegate to Cllr Robinson the reconciliation of the bank statement for January 2012 . To approve the payment schedule and the January 2012 income and revenue statement as an accurate reflection of the accounts of the Council.

#### **ITEM 6 - P & F Feb 2012 : DRAFT TREE POLICY**

The Committee received a draft tree policy, which, with the addition of including the obligation on the grounds maintenance contractor to report concerns regarding any individual tree to the Council, was accepted. The policy will now be placed on the members' portal for inclusion in the FTC handbook.

#### **RESOLVED**

to approve and adopt the proposed tree policy

#### **ITEM 7 P & F Feb 2012: WEB SITE**

Cllr Oliver presented a report which explained the status of the project which sought to upgrade the FTC website through the evaluated tender response from E-Mango.

The report proposed that a contract should be let based on the original specification and should **not** include the extensions and additional modules.

The website should be dedicated as a portal for information exchange with the community:

- All email, collaboration tools, calendar and secure document areas should be serviced from the existing Microsoft BPOS contract.
- The website should have two dedicated areas (1) FTC and (2) Harlington, both of which should have dedicated themes/designs capable of being accessed through the current web address
- No marketing or business advertising modules should be procured at this time.

Following discussion it was moved by Cllr Oliver and seconded by Cllr Axam to

#### **RESOLVE**

(a) That a website hosting and set up contract be let to E-Mango based on the original proposal subject to the cost not exceeding £2000 in Year 1 and £700 in year 2 and £700 in Year 3

(b) That design fees be available to fund additional hours by FTC 's web maintenance officer ( Sian Taylor) or E-Mango design staff, subject to these costs not exceeding £2000 in year 1 and £500 in year 2 and £500 in year 3

(c) That the Acting Clerk and the Operations Manager, in consultation with Cllr Oliver, develop proposals for presentation to a future meeting..

**ITEM 8 P & F Feb 2012 : GRANTS**  
**(1) Hart Young Musician of the Year**

The Committee considered a request for a grant for the Hart Young Musician of the Year Award from the Rotary Club of Hart. Following discussion it was

**RESOLVED**

That the applicant be invited to submit a completed application form for 2013 for future consideration. It should be suggested to the organiser that FTC would prefer to provide a grant to fund the free hire of The Harlington for the event or sponsor a FTC cup or appropriate trophy.

**(2) Cllr John Kennet** ( Cllr Axam left the room during discussion of this item)

The Committee considered a request from Cllr John Kennett, for the Hart Chairman's Charity which is the RAF Benevolent Fund and 'Minding the Garden'

**RESOLVED**

That the application for a community grant of £393.50 for the hire of The Harlington etc be agreed

**(3) Fleet Carnival** ( Cllrs Axam, Schofield and Woods left the room during discussion of this item)

The Committee considered request for a community grant of £6000 (£4000-Fleet Carnival, £2000-Jubilee events)  
Following discussion it was

**RESOLVED**

- (a) a maximum grant up to £6000 be approved , subject to demonstrating that applications had been made to Elvetham Heath , Church Crookham and Crookham Village Parish councils and that any financial support from these sources be deducted from the £6000 approved by FTC
- (b) that FTC's support of the Carnival and Jubilee events be acknowledged in any promotional material, publicity and marketing associated with the events

**ITEM 9 P & F Feb 2012: MICROSOFT OFFICE SOFTWARE**

The Committee considered a report on the proposed transition of BPOS to Office 365 by Microsoft. A number of issues affecting the software on the FTC computers were considered and following discussion it was

**RESOLVED**

to upgrade all FTC computers to the latest Microsoft Office Software 2010 which will include Outlooks 2010 at a cost of £1, 120 (cost to be allocated to 4185 101 Equipment maintenance)

## ITEM 10 P & F Feb 2012: LEASE AND HIRE AGREEMENT

### (a) Model Lease Agreement

The Committee considered a Model Lease and Hire Agreement which had been drawn up by solicitors retained by HALC.

As the document ran to 27 pages it was agreed that it would be sensible to use the document as the basis for selecting appropriate clauses depending on the individual circumstances on future occasions

**(b)Oakley Park Pavilion-Squirrel Pre-School** (Representatives of the Squirrels Pre-School were present for this item)

The Committee discussed the detail of the terms and conditions of the proposed lease of Oakley Pavilion to the Squirrels Pre-School and the latest proposed version annotated by Cllr Schofield was circulated.

Following detailed discussion the following matters were noted:

- The hours of operation would be 8.30am-3.00pm during term time.
- Details of the proposed fenced area to be subject to agreement by FTC
- That the existing toilet/urinal be made useable and repaired by FTC
- That an additional handbasin be provided by FTC
- That the maximum number of persons to be present shall comply with Health and Safety requirements
- That the following paragraph should be included in the Agreement  
*No person shall, except with the express written consent FTC and being in possession of the relevant licence, be permitted to sell and/or market goods/items nor engage in any trade or business of any kind apart from the business of a pre-school.*
- That local residents have raised strong objection to the proposed use of Oakley Pavilion on the grounds of associated parking issues and the lack of an approved change of use planning application on which Cllr Schofield will seek clarification
- That there would be a site visit Tuesday 21 February 2-012 at 11am attended by Cllrs Fisher, Oliver and Schofield.

Proposed by Cllr Robinson and seconded by Cllr Einchcomb to

## RESOLVE

That following the site visit on 21 February 2012, and the completion of enquiries regarding any planning permission requirements, Cllrs Fisher, Oliver and Schofield be delegated authority to approve the fencing arrangements and that the Agreement , incorporating the amendments set out above , be then completed and signed.

**Action** Cllr Schofield to incorporate the amendments into the proposed agreement in readiness for signature and to clarify the planning situation

## ITEM 11 - P & F Feb 2012 : THE CLERK'S REPORT

The Committee received and noted the Acting Clerk's report. A rate of 1.53125% had been achieved on the investment in the Co-operative Investment Account and it was noted that any 2011/2012 underspend would be held in Earmarked reserves.

**RESOLVED**

The Acting Clerk's report be noted

There being no further business the meeting ended at 9.43 pm. The date of the next meeting is Monday 19 March 2012 at 7.30pm at The Harlington

**Signed**.....

**Date**.....