



**POLICY AND FINANCE COMMITTEE
NOTICE OF MEETING**

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

Monday 20 October 2014 at 7pm (PLEASE NOTE TIME)

The Harlington

All committee members are summoned to attend

To: Cllrs S Cantle, P Einchcomb, L Holt, K Jasper, A Oliver,
R Robinson, B Schofield, N Walton

Signed:

Janet Stanton
Town Clerk

Date: 13 October 2014

AGENDA

1. ELECTION OF CHAIRMAN

To receive nominations for and to elect a chairman of the P&F Committee for the year 2014-2015

2. ELECTION OF VICE-CHAIRMAN

To receive nominations for and to elect a vice-chairman of the P&F Committee for the year 2014-2015

3 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

4 DECLARATIONS OF INTEREST

Under the Local Authorities Localism Act 2011, 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.

5 QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)

To receive questions and statements from members of the public.

6 MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on Monday 21 July 2014

Part 1 – ITEMS FOR DECISION

7 QUARTERLY FINANCIAL MONITORING REPORT

To consider the quarterly commentary of the Town Clerk and to receive:

- a) Cash Book for August 2014
- b) Bank reconciliation for August 2014
- c) List of payments for August 2014
- d) Income and Expenditure Statement up to 30 September 2014
- e) Summary Income and Expenditure September 2014
- f) Cash book for Sept 2014
- g) Bank reconciliation for Sept 2014
- h) List of payments for Sept 2014
- i) Balance Sheet as at 30 Sept 2014
- j) FTC Charge Card Statements for July
- k) FTC Charge Card Statement for Aug
- l) Year end Budget Projections
- m) Quarterly Monitoring Report

RECOMMENDATION

- a) To confirm that the bank reconciliations for August and September equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules
- 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 how the Facilities Officer salary be allocated for 2014-2015

8. INVESTMENT REPORT

To consider the quarterly investment report-copy attached

RECOMMENDATION

- That the accounts balances for FTC are noted
- That approval be given to the Clerk to close the Nationwide 95-day Investment account

9 BEREAVEMENT LEAVE POLICY

To consider and adopt the Staff Bereavement Leave Policy approved for adoption by the Establishment Committee on 19 May 2014-copy attached

RECOMMENDATION

To adopt the Staff Bereavement Leave Policy

10 TIME OFF IN LIEU POLICY (TOIL)

To consider and adopt the TOIL policy approved for adoption by the Establishment Committee on 17 September 2014-copy attached

RECOMMENDATION

To adopt the TOIL policy

11 REPORT ON UNPAID INVOICES

To consider a report on unpaid invoices to be written off- copy attached

RECOMMENDATION

To write-off invoices as set out in the report

12 COMPLETION OF EXTERNAL AUDIT FOR 2013/2014

To receive the report on the External Audit from BDO and the Town Clerk's report

RECOMMENDATION

- a) The report of the completion of external auditor audit for 2013/2014 is approved and accepted by Full Council
- b) That the actions relating to the minor matters raised by the external auditor are approved

13 GRANTS

a) Fleet and District Carnival

To consider a grant application for £5,000 to help provide stage and sound for the Fleet Carnival 60th Anniversary

RECOMMENDATION

To determine the grant application

b) Friends of Ancells Farm

To consider a grant application for £1,000 for the installation of flat-seated swings and a basketball hoop in the play area at Ancells Farm park

RECOMMENDATION

To determine the grant application

c) Minding the Garden

To consider a grant application for £972 to help support gardening services for elderly and disabled people

RECOMMENDATION

To determine the grant application

Part 2 – ITEMS TO NOTE

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 at The Harlington