



**POLICY AND FINANCE COMMITTEE
NOTICE OF MEETING**

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

Monday 18 July 2016 at 7pm

The Harlington

All committee members are summoned to attend

To: Cllrs S Cattle, P Einchcomb, L Holt, R Hunt, A Oliver, R Robinson, B Schofield,
J. Smith, N Walton

Signed:

Janet Stanton
Town Clerk

Date: 13 July 2016

AGENDA

1 ELECTION OF CHAIRMAN

To elect the Chairman for the local government year 2016/2017

2 ELECTION OF VICE-CHAIRMAN

To elect the vice-Chairman for the local government year 2016/2017

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 18 April 2016 -copy attached

Part 1 – ITEMS FOR DECISION

7 QUARTERLY FINANCIAL MONITORING REPORT

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

- a) Quarterly monitoring report including any budget risks associated with the Harlington project (P&F Cttee (item 5) 25 Jan 2016)
- b) Cash Book for May 2016
- c) Bank reconciliation for May 2016
- d) List of payments for May 2016
- e) Income and Expenditure Statement up to June 2016
- f) Summary Income and Expenditure June 2016
- g) Cash book for June 2016
- h) Bank reconciliation for June 2016
- i) List of payments for June 2016
- j) Balance Sheet as at June 2016
- k) Summary Budget June 2016
- l) Budget detail June 2016
- m) VAT for June 2016
- n) Year end Budget Projections

RECOMMENDATION

- a) To receive the Town Clerks Quarterly Monitoring Report and recommendation
- b) To receive and accept into the minutes the cash book for May and June 2016
- c) To confirm that the bank reconciliations for May and June 2016 equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules
- d) To receive and accept into the minutes the List of Payments for May and June 2016
- e) To receive and accept into the minutes the Income and Expenditure Statement up to June 2016
- f) To receive and accept into the minutes the Balance statement as at June 2016
- g) To receive and accept into the minutes the Budget detail as at June 2016
- h) To receive and accept into the minutes the VAT statement for June 2016
- i) To receive the Year end projections

8 INVESTMENT REPORT

To consider the quarterly investment report-copy attached

RECOMMENDATION

To note the balances held in Fleet Town Council accounts

9 BUDGET PREPARATION WORKING PARTY 2017-2018

To approve the draft timetable for the preparation of the draft budget 2017/2018
-copy attached

RECOMMENDATION

- a) That the draft timetable be agreed
- b) That members be appointed to serve on the Budget Preparation Working Party

10 FTC CREDIT CARD APPROVAL

Members are asked to consider and approve the allocation of one of the original FTC credit card for use on official business by the Facilities and Open Spaces Manager.

Based on recent purchases which have had to be made, it has become obvious that significant savings that can be made through the use of an FTC card.

Firstly VAT can be claimed back which is not possible if the FOSM makes purchases using his own money. Secondly the ability to purchase online would reduce costs and increase work output

RECOMMENDATION

To authorise the allocation of an FTC credit card to the Facilities and Open Space Manager

11 GRANTS

a) Grant applications

To consider a grant application in the sum of £ 5,000 for the CAB for the Fleet station project –copy of application and bank statement etc attached

b) Core Clients 2016/2017

To note the core clients for 2015/2016 and to confirm the list of core clients for 2016/2017

The list of core clients for 2015/2016 and the grant policy is attached

12 EVENT APPLICATION

As there is no early meeting of the RLA committee or Council, to consider an application for a screening event to be held in The Views on 9 September 2016 and 8 October 2016. A copy of the application and Risk Assessment is attached. The applicant is aware that public liability insurance and a site map will need to be provided

RECOMMENDATION

To determine the application to hold a screening event in The Views

Part 2 – ITEMS TO NOTE

13 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 17 October 2016 at 7pm at The Harlington