



**POLICY AND FINANCE  
NOTICE OF MEETING**

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

**Monday 16 September 2013 at 7.30 p.m.  
The Harlington**

All committee members are summoned to attend

To: Cllrs W Vincent (Chairman) R Appleton, C Axam, P Einchcomb, L Holt,  
A Oliver Perthen, R Robinson, B Schofield, S Tilley, G Woods

Signed: Janet Stanton  
Deputy Town Clerk

For TOWN CLERK:

Date: 10 September 2013

**AGENDA**

**1 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

**2 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.

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

To receive questions and statements from members of the public.

**4 MINUTES OF PREVIOUS MEETING**

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on 3 July 2013

\*\* (*Minutes attached*)

**Part 1 – ITEMS FOR DECISION**

**5 QUARTERLY FINANCIAL MONITORING REPORT**

To consider a covering report and the income and revenue statements, payment schedules and bank reconciliations for July and August 2013

**RECOMMENDATION**

- a) To decide if the full income and expenditure report should be provided at all future P & F meetings
- b) That the contents of the reports be noted

**6 REPORT ON UNPRESENTED CHEQUES AND UNPAID INVOICES**

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

**RECOMMENDATION**

To write-off cheques and invoices as set out in the report

**7 QUARTERLY INVESTMENT REPORT**

**RECOMMENDATION**

That the contents of the report be noted

**8 GRANT APPLICATION FLEET AND DISTRICT FESTIVAL COMMITTEE**

To consider an application for a grant of £3000 from the Fleet and District Festival Committee-copy attached

**RECOMMENDATION**

To determine the grant application

**9 2014/2015 BUDGET PREPARATION TIMETABLE**

To appoint a P & F working party to consider the 2014/2015 budget and approve the budget preparation timetable

**RECOMMENDATION**

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

**10 PORTABLE DEVICE POLICY**

To consider the draft Portable Device Policy –copy attached

**RECOMMENDATION**

To approve the draft Portable Device Policy

**11 REPORT ON CEMETERY COMPLAINTS**

To consider a report on Cemetery complaints-copy attached

**RECOMMENDATION**

To reconsider the Cemetery regulations

**Part 2 – ITEMS TO NOTE**

**12 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 2 October 2013 immediately following Council.