



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Monday 17 October 2016
at The Harlington at 7 pm**

PRESENT

Cllr Holt (Chairman)
Cllr Einchcomb
Cllr Hunt
Cllr Schofield
Cllr Smith
Cllr Walton

Also Present

Janet Stanton	- Town Clerk
Alex Robins	- General Manager The Harlington
Deborah Kirby	- Deputy Town Clerk
Sheila Rayner	- Committee Clerk

Ailsa Kempthorne CAB for item 8 Grant application

PF Oct 2016 ITEM 1 APOLOGIES FOR ABSENCE

There was an apology for absence from Cllrs Cattle, Oliver and Robinson

PF Oct 20 16 ITEM 2 DECLARATIONS OF INTEREST

There were no Declarations of Interest

PF Oct 2016 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public

The Chairman welcomed Cllr Hunt to his first meeting of the Committee

PF Oct 2016 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Monday 18 July 2016 were approved and signed by the Chairman

PF Oct 2016 Item 5 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 and quarterly monitoring report as follows:

- a) Quarterly monitoring report
- b) Cash Book for August 2016
- c) Bank reconciliation for August 2016
- d) List of payments for August 2016
- e) Income and Expenditure Statement up to September 2016
- f) Summary Income and Expenditure September 2016
- g) Budget for September 2016 (paper also applies to item 6 below)**
- h) Summary Budget for September 2016 (paper also applies to item 6 below)**
- i) Cash book for September 2016
- j) Bank reconciliation for September 2016
- k) List of payments for September 2016
- l) Balance Sheet as at September 2016
- m) VAT for September 2016
- n) FTC Charge Card Statements for April 2016
- o) FTC Charge Card Statements for May 2016
- p) FTC Charge Card Statements for July 2016
- q) Year end Budget Projections (paper also applies to item 6 below)**

The members discussed various matters in relation to the reports:

- The total of the operational items
- The total of Earmarked Reserves
- The book keeping rather than the management accounting nature of the FTC accounting system

RESOLVED

To receive and accept into the minutes

- a) Quarterly monitoring report
- b) Cash Book for August 2016
- c) Bank reconciliation for August 2016
- d) List of payments for August 2016
- e) Income and Expenditure Statement up to September 2016
- f) Summary Income and Expenditure September 2016
- g) Budget for September 2016
- h) Summary Budget for September 2016
- i) Cash book for September 2016
- j) Bank reconciliation for September 2016
- k) List of payments for September 2016
- l) Balance Sheet as at September 2016
- m) VAT for September 2016
- n) FTC Charge Card Statements for April 2016
- o) FTC Charge Card Statements for May 2016

- p)FTC Charge Card Statements for July 2016
- q)Year end Budget Projections

PF Oct 2016 ITEM 6 DRAFT BUDGET 2017/2018

The members considered the first draft of the 2017/2018 budget and in particular,

- The allocated staff recharge for the new Harlington project and the implications for future years was noted.
- Audit fees had increased from £4,000 to £6,000 with a warning that external audit fees in the years beyond could rise to £13,000
- The inclusion of £810 for member parking whilst at meetings (allowances for Councillors)
- £2,000 for community support (eg free use of meeting rooms)
- Ring fencing of the Harlington budget with reserved funding being used to offset project costs
- Likelihood of Basingstoke Canal costs being held
- Possible repair of capital items such as play equipment and Auditorium ceiling
- The subsidy of the Harlington operational costs
- Outstanding matters relating to Health and Safety, Edenbrook and the Cemetery
- The creation of sinking funds
- The possible allocation of any 2016/2017 surplus to parks improvement
- The release of S106 funds
- The unspent commuted sum from the Edenbrook development
- Future maintenance of the resurfaced tennis courts
- Uptake of seats for the 2016 pantomime
- Sums held in General and Earmarked reserves (£294,000)
- The need to approach HDC regarding FTCs limited liability for repairs to the Harlington
- The level of cemetery income
- Community bus service/HCC taxi share/Fleet Link
- Future adoption of the Basingbourne Development Plan

RESOLVED

- a) That the Council is minded not to increase the precept in 2017/2018 as no good business case is likely to be made
- b) That community grants be reduced from £15,000 to £10,000
- c) That the Budget Working Group meet immediately after Council on 2 November 2016 with a view to progressing the production of a draft 2017/2018 Budget for recommendation to Council on 7 December 2016

PF Oct 2016 ITEM 7 INVESTMENT REPORT

A statement of the Council's Investment and Current Accounts was considered.

It was reported that the £75,000 protection applied per banking licence to banks within the same Group i.e. both Lloyds and Halifax

RESOLVED

To note the balances held in FTC accounts

PF Oct 2016 6 ITEM 8 GRANTS (this item was taken after item 4)

Members were reminded that a grant of £5,000 had been made to the CAB to help launch a project to engage commuters at Fleet Railway Station(18 July 2016 item 11) when it was requested that a representative of the CAB be asked to report back on progress to this meeting.

A representative of CAB made a presentation which outlined the progress made to date, the next steps etc (copy of presentation stored with record minutes)

RESOLVED

To note the satisfactory progress of the CAB scheme to engage commuters at Fleet Railway Station

PF Oct 2016 ITEM 9 DRAFT POLICY MEMBERS ALLOWANCES

The members considered a draft policy regarding the proposed payment of Members Allowances

It was proposed that FTC allocate elected members an allowance of £245, on the presentation of invoices, to enable attendance at meetings and to cover printing and parking costs

RESOLVED

To adopt the policy regarding payment of members allowances

PF Oct 2016 ITEM 10 CHARGE CARDS

It was noted that the Facilities and Open Spaces Manager has now been allocated an FTC charge card

P F Oct 2016 ITEM 11 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 13 February 2017 at 7pm

There being no further business the meeting closed at 9.25 pm

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

Chairman