

# **MINUTES OF THE FLEET TOWN COUNCIL POLICY AND FINANCE COMMITTEE**

**16 May 2011 7.30pm**  
**The Harlington**

## **Councillors**

Robert Schofield (Chair), Cllr Appleton, Cllr Einchcomb, Cllr Hurley, Cllr Perthen, Cllr Robinson, Cllr Woods.

## **Also Present**

Cllr Gotel  
Shar Roselman – Clerk

## **P & F MAY 2011 ITEM 1: APOLOGIES FOR ABSENCE**

There were no apologies.

## **P & F MAY 2011 ITEM 2: DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **P & F MAY 2011 ITEM 3: PUBLIC SESSION**

Cllr Gotel enquired about Cllr Appleton's presence at the last meeting. It was established that because of a late arrival Cllr Appleton had not signed the register, but had been present. The minutes were amended accordingly.

## **P & F MAY 2011 ITEM 4: MINUTES OF PREVIOUS MEETING**

**Resolved to receive and approve as a correct record the minutes of the Policy and Finance Committee dated 18 April 2011, with the above amendment of attendance and an amendment to Item 8, now reading "an amount of just over £12000 had been suggested by HCC", rather than "had been agreed."**

**Prop: GW Sec: RR**

## **P & F MAY 2011 ITEM 5: RISK ASSESSMENT/LOSS CONTROL**

The meeting received a report of the third working group meeting on Risk Assessment. Risks of levels 9 and 6 had been assessed and actions had been identified to mitigate these, thereby reducing these risks.

The three activities that are to be undertaken are:

- Fire assessment at the Harlington and at Ancells Farm
- Security of USB's
- A Business Continuity plan.

The next meeting is scheduled for Tuesday 28<sup>th</sup> June, at 8 pm at Cllr Perthen's home. At this meeting risks to the value of 4 will be examined.

**Action:** The Harlington Operations Manager will get the fire assessor to assess both venues.  
The clerk will write a USB procedure.  
The working group to determine a Business Continuity Plan.

## **P & F MAY 2011 ITEM 6: REPORT FROM THE WORKING GROUP ACCOUNTS**

Cllr Robinson reported that he and Cllr Hurley had met on Friday 13 May 2011, to monitor the payments and review the bank reconciliation, against cash book. He noted that everything had balanced for the months of March and April 2011.

**Action:** The deputy clerk will keep working with RBS to establish a solution to the systems problems with entering then clearing cheques which had been rewritten.

The committee received into the minutes and signed off the month 12 income payment schedule and the bank reconciliation.

## **P & F MAY 2011 ITEM 7: ANNUAL RETURN**

The committee received the year end financial statements for the year ending 31<sup>st</sup> March 2011. It was noted that although Council had not yet paid the pension obligations, a provision for this had been made.

**Resolved to recommend to Full Council certification of the Financial Statements for the year end 31<sup>st</sup> March, as fairly reflecting the financial position of the Council and its income and expenditure.**

**Prop: PE Sec: GW**

The committee considered the statements of Corporate Governance, and the actions the council had taken towards each of these during the year.

**Further resolved to recommend to Full Council that the following statements in the Annual Governance Statement should receive a YES notation.**

- 1. We have approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.**
- 2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.**
- 3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes**

of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.

4. We have provided proper opportunities during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit regulations.

5. We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

6. We have maintained throughout the year an adequate and effective systems of internal audit of the council accounting records and control systems.

7. We have taken appropriate action on all matters raised in reports from internal and external audit.

8. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end have a financial impact on the council and, where appropriate have included them in the accounting statements.

Prop: **GW Sec RR**

On statement 9, the Policy and Finance Committee will recommend to Full Council completing this with a Not Applicable answer, as the Council does not act as managing trustee of any Trust Funds.

#### **P & F MAY 2011 ITEM 8: MONTH ONE (APRIL 2011) INCOME AND REVENUE STATEMENT, PAYMENT SCHEDULE, BANK RECONCILIATION.**

The committee received into the minutes and signed off the month one (April 2011) income and revenue statement, the payment schedule, and the bank reconciliation.

#### **P & F MAY 2011 ITEM 9: COMMUNITY COMMUNICATION STRATEGY**

##### **THE EMAIL HOSTING SERVICE**

The committee received a report from the clerk on the problems regarding paying for the email hosting system. Microsoft will not allow an account for any amounts under £175 per month unless this is paid by credit card.

**Resolved to approve an upgrade of the Microsoft email system to a productivity suite for councillors and some staff members.**

**Action: All councillors to note that training for this system takes place on 22 June 2011, at 18h30 for basic users and at 20h00 for advanced users, at the**

**Harlington. Please advise the clerk of attendance or non attendance at this training.**

## **THE NEWSLETTER**

The forthcoming Newsletter was discussed.

**Resolved to include the following in the newsletter:**

- Fleet Link, a human interest story and description of the service.**
- A good Citizen Guide**
- A mention of our new councillors**
- The opening of Ancells Farm playground with photographs**
- The Town Council's input on the Pedestrian Crossing on Reading Rd North**
- The new ashes plot at the cemetery**
- The successes of the Friends of Groups, and the new groups that are forming at Calthorpe Park and Basingbourne Park.**
- The intention of holding the Carnival in Calthorpe Park, and a mention of the park as the events park.**
- The Clearwater campaign**

**Prop: RA    Sec: GW**

## **THE WEBSITE**

The working group have yet to meet to discuss the Website.

**Action: Cllr Schofield will discuss with Cllr Forster a date for this meeting.  
Action for all councillors who are members of the working group on the Website.**

## **P & F MAY 2011 ITEM 10: CIVIC EVENTS POLICY**

The Committee considered a final draft of the Civic Events Policy in the light of the intention to turn Calthorpe Park into the events park of the Town Council.

**Resolved to recommend approval of the policy to Full Council.**

**Prop: RA    Sec: PE**

## **P & F MAY 2011 ITEM 11: GRANT APPLICATIONS**

The Committee received several grant applications which were discussed.

**Resolved that, for the grant application for Victim Support, the clerk enquire from the organisation information about numbers of victims supported in Fleet.**

**Prop: RA    Sec: RS**

**Resolved to approve the grant to Lions for room hire at £120, to train local street wardens, under the Power to provide buildings for public meetings and assemblies. LGA 1972 s133.**

**Prop: GW                      Sec: RA**

**Resolved to re-consider the grant application from Fleet Lions for the Lions Community Store for renewal of a van, under the power of LGA s137, in November 2011.**

**Prop: RR                      Sec: AH**

**Action: The clerk**

**P & F MAY 2011 ITEM 12: CONFIDENTIAL ITEMS**

**The committee resolved that, in terms of the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public Section 1(2), by reason of the item referring to an individual/s and to confidential information, the Public and Press would be excluded from the following items on the agenda.**

**P & F MAY 2011 ITEM 13: ESTABLISHMENT SUB-COMMITTEE**

The minutes of the Establishment Sub Committee meeting dated 4 May 2011, were received.

A new staff appointment was discussed.

**P & F MAY 2011 ITEM 14: SALARY INCREASES AND BONUS PAYMENT**

Staff salaries and a bonus payment were discussed

**P & F MAY 2011 ITEM 15: MILEAGE RATES**

Mileage rates were discussed.

**P & F MAY 2011 ITEM 16: UPDATE ON LEASE**

Cllr Schofield provided an update on the negotiation of the lease on The Harlington

**There being no further business the meeting ended at 10.16 pm.**

**The next meeting will be held on 20<sup>th</sup> June 2011 at 7.30 pm at The Harlington.**

**Signed.....**

**Date:.....**