



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE POLICY AND FINANCE COMMITTEE**

**Monday 18 March 2013 at 7.30pm  
at The Harlington**

#### **PRESENT**

##### **Councillors**

Cllr Schofield (Chairman)

Cllr Einchcomb

Cllr Holt

Cllr Perthen

Cllr Tilley (entered the meeting at 9.45pm during discussion on item 12)

Cllr Vincent

Cllr Woods

##### **Also Present**

James Corrigan-Town Clerk

Sheila Rayner – Committee Clerk

#### **ITEM 1 APOLOGIES FOR ABSENCE**

Cllrs Axam and Robinson.

#### **ITEM 2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

#### **ITEM 4 MINUTES OF THE PREVIOUS MEETINGS**

The Committee received and approved the minutes of the meetings held on 9 January and 6 February 2013. (The minutes of the last quarterly meeting held on 17 December 2012 had already been signed by the Chairman on 9 January 2013)

With the addition of Cllr Holt being added to those present on 9 January 2013, it was

**RESOLVED** to approve and sign the minutes of the previous meetings held on 9 January and 6 February 2013

## **ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT**

The Committee considered the report of the Town Clerk on the quarterly review of the Council finances.

The report contained a detailed commentary on those cost centres where there were indications that there could be significant variations to budget (copy of report attached to record minutes)

The members considered the comments in relation to the various cost centres and, requested that in future quarterly reports include the addition of sub totals and a trend analysis by major sub total. In particular members considered the up-to-date situation on Earmarked Reserves. Following discussion and after careful consideration it was

### **RESOLVED**

- To note the projected variations, both over and under spends, in the current years budget
- To move the following items into Earmarked Reserves
  - Furniture-residual of grant received
  - £4000 –Decorations for Ancells Farm (205-4170)
  - £6250-CCTV (201-4205)
  - £7500-Tree surgery (301-4250)
  - £2000-Cemetery extension (350-4940)
- To ensure that the remaining Lengthsman funds are utilised before 31 March 2013
- To receive the income receipts and expenditure payments for February 2013.

## **ITEM 6 QUARTERLY INVESTMENT REPORT**

The Committee received and noted a statement on investments and current accounts. The Town Clerk reported that he was considering alternative options for short term investments and in answer to a question advised that the Government Banking guarantee applied only to individuals and not organisations

### **RESOLVED**

To accept into the minutes the statement on investments and reserves (copy with record minutes)

## **ITEM 7 GRANT APPLICATION FLEET CARNIVAL**

The Committee considered an application from Fleet and District Carnival for a grant of £5,000 to assist with hosting the Fleet Carnival in 2013. The Committee was reminded that the grant was historically for £3,000 but this had been increased to £5,000 in 2012 to take account of additional Jubilee Celebrations. The Committee also noted that it was the intention when supporting this event that it would eventually become as self-financing as possible.

After careful consideration it was

**RESOLVED** that a grant of £3,000 be approved for the 2013 carnival subject to the following conditions:

- The presentation of the 2012 carnival accounts to FTC
- The contribution from FTC be acknowledged in all publicity and on the front cover of the 2013 programme
- The presentation of relevant invoices to FTC for the 2013 Carnival
- Progress toward making the Carnival self-financing as FTC is unable to guarantee grants in future years

## **ITEM 8 GRANT APPLICATION FLEET AND CHURCH CROOKHAM IN BLOOM**

The Committee considered a request for a grant of £300 from Fleet and Church Crookham in Bloom to assist with the schools entry into the 2013 competition.

### **RESOLVED**

To approve a grant of £300 for 2013 but to advise the applicant that the Council would be unable to repeat its support in 2014 due to the Council's rules regarding repeat applications by non-core organisations

## **ITEM 9 GRANT APPLICATION GIRL GUIDING DIVISION**

The application for a grant of £463.18 was withdrawn with a view to the Girlguiding Division submitting an enhanced application to a future meeting

## **ITEM 10 HUMAN RESOURCES SUPPORT**

The Committee considered the report of the Town Clerk which explained the need for support for the HR function as staff are on various contracts with differing terms and conditions and some TUPE issues as well as the need for a set of general HR policies.

The members considered the proposal of MorlanGil to provide the HR support to FTC, which allowed a short withdrawal period of 3 months. The Town Clerk confirmed that the company was on good recommendation and their employment would lead to the

rationalisation of personnel files and terms and conditions of employment with the establishment of Performance Indicators and the move toward a performance based system.

## **RESOLVED**

That FTC enter into an agreement with MorlanGil to provide HR support to the Council at a sum of £960 pa with a 3 month tie-in period

## **ITEM 11 INTERNAL AUDIT- MATTERS ARISING FROM INTERIM VISIT**

The committee considered the comments of the internal auditor following the interim visit prior to the full internal audit after the year end accounts have been closed down and were pleased to note the positive nature of the comments and that the suggested practices were generally already in place.

## **ITEM 12 STANDING ORDERS/FINANCIAL REGULATIONS/POLICIES etc**

The Town Clerk advised the committee that it was good practice to periodically review Standing Orders, Financial Regulations etc. Marked up copies of Standing Orders and Financial Regulations showing proposed amendments were carefully considered and discussed by the Committee (copy attached to record minutes)

**RESOLVED** that the Committee recommends the adoption of the revised Standing Orders and Financial Regulations to full Council

Cllr Tilley entered the meeting during discussion on this item

## **ITEM 13 CAPITAL WISH LIST**

The Committee received an extensive wish list of capital projects. The Chairman asked members to indicate, in an additional column to be added and circulated to members by the Town Clerk, their view on the appropriate priority to be afforded to the projects they supported, as follows:

Priority 1 Urgent (for completion during 2013/2014)

Priority 2 Medium (for completion within 3 years)

Priority 3 Long term (for completion within 4-5 years)

X for deletions

+ for additions

Members were asked to submit their views within one week from receiving the pro forma from the Town Clerk

## **ITEM 14 ASSET REGISTER**

The Committee received a copy of the Asset Register. In answer to a question the Town Clerk confirmed that the Council had no depreciation policy and suggested that this would

need to be considered and it was noted that this could be a matter for the Risk Working Party

**ITEM 15 DATE AND TIME OF NEXT MEETING**

The next quarterly meeting will be Monday 17 June 2013 at 7.30pm at the Harlington.

There being no further business the meeting closed at 10.40 pm

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