



**POLICY AND FINANCE
NOTICE OF MEETING**

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

**Monday 18 March 2013 at 7.30 p.m.
The Harlington**

All committee members are summoned to attend

To: Cllrs R Schofield, C Axam, P Einchcomb, A Hill, L Holt, H Perthen,
R Robinson, S Tilley, W Vincent, G Woods

Signed:

TOWN CLERK:

Date: 12 March 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 9 January and 6 February 2013

** (*Minutes attached*)

Part 1 – ITEMS FOR DECISION

5. QUARTERLY FINANCIAL MONITORING REPORT

- a) Town Clerk's report
- b) Income and revenue statement, payment schedule and bank reconciliation

RECOMMENDATION

That the contents of the reports be noted

6. QUARTERLY INVESTMENT REPORT

RECOMMENDATION

That the contents of the report be noted

7. GRANT APPLICATION FLEET CARNIVAL

To consider an application from Fleet and District Council for a grant of £5,000 to assist with hosting the Fleet Carnival including payment for bunting, signage security and toilet hire-copy attached

8. GRANT APPLICATION FLEET AND CHURCH CROOKHAM IN BLOOM

To consider an application for a grant of £300 from Fleet and Church Crookham in Bloom to provide pots and compost etc to nursery and pre-schools for entry into the 2013 competition-copy attached

9. GRANT APPLICATION – GIRLGUIDING FLEET DIVISION

To consider an application for a grant of £463.18 to fund the purchase of wall fan heaters for the new Division HQ and community hall off Basingbourne Road-copy attached

10. HUMAN RESOURCES SUPPORT

To consider the summary outline of Human Resources support for FTC as proposed by MorlanGil Human Resources Ltd.- copy attached

RECOMMENDATION

That the Committee agrees to enter into an agreement with MorlanGil to provide the HR support to Fleet Town Council at a price of £960 pa

11 INTERNAL AUDIT-MATTERS ARISING FROM INTERIM VISIT

To consider the internal auditor's interim report-copy attached

RECOMMENDATION

That the contents of the report be noted

12 STANDING ORDERS/FINANCIAL REGULATIONS/POLICIES ETC

To review these policies with a view to submitting any proposed changes to Council on 3 April 2013-copies attached

RECOMMENDATION

That subject to any amendments, the Committee recommends the adoption of the new Standing Orders and Financial Regulations

13 CAPITAL WISH LIST

To consider the report and list of projects on the Capital Wish List-copies attached

RECOMMENDATION

- That the Committee prioritises the list
- Adds or takes away items as appropriate
- Recommends a wish list to full Council for adoption

Part 2 – ITEMS TO NOTE

14 ASSET REGISTER

To note the up-to-date version of the Asset Register-copy attached

15 DATE AND TIME OF NEXT MEETING

The next quarterly meeting of the Policy and Finance Committee will be held on Monday 17 June 2013 at 7.30pm in the Harlington.