



**POLICY AND FINANCE COMMITTEE
NOTICE OF MEETING**

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

Monday 21 July 2014 at 7pm (PLEASE NOTE TIME)

The Harlington

All committee members are summoned to attend

To: Cllrs S Cattle, P Einchcomb, L Holt, A Oliver, R Robinson, B Schofield , N Walton

Signed:

Janet Stanton
Acting Town Clerk

Date: 15 July 2014

AGENDA

- 1. ELECTION OF CHAIRMAN**
To receive nominations for and to elect a chairman of the P&F Committee for the year 2014-2015
- 2. ELECTION OF VICE-CHAIRMAN**
To receive nominations for and to elect a vice-chairman of the P&F Committee for the year 2014-2015
- 3 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
- 4 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.

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

To receive questions and statements from members of the public.

6 MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on Wednesday 7 May 2014

** (Minutes attached)

Part 1 – ITEMS FOR DECISION

7 QUARTERLY FINANCIAL MONITORING REPORT

To consider the quarterly commentary of the Acting Town Clerk and to receive:

- a) Income and Expenditure Statement up to 30 June 2014
- b) Summary Income and Expenditure June 2014
- c) Cash Book for April
- d) Cash Book for May
- e) Cash book for June
- f) Bank reconciliation for April
- g) Bank reconciliation for May
- h) Bank reconciliation for June
- i) List of Payments for April
- j) List of payments for May
- k) List of payments for June
- l) Balance Sheet as at 30 June
- m) FTC Charge Card Statements for February
- n) FTC Charge Card Statement for March
- o) FTC Charge Card Statement for April
- p) FTC Charge Card Statement for May
- q) FTC Charge Card Statement for June
- r) Quarterly Monitoring Report

RECOMMENDATION

- a) To confirm that the bank reconciliation equals zero and Cllr Robinson to confirm that the bank statement matches the reconciliation and sign the bank statements and payment schedule
- b) To receive and accept into the minutes the List of Payments for April, May and June 2014
- c) To receive and accept into the minutes the Income and Expenditure Statement up to 30 June 2014
- d) To receive and accept into the minutes the Balance statement as at 30 June 2014
- e) To receive the Fleet Town Council Charge card statements and Cllr Holt to confirm approval of expenditure on FTC Charge Card Statements for February, March, April, May and June 2014.

- f) To receive the Acting Town Clerks Quarterly Monitoring Report
- g) That councillors agree the allocation of salaries to cost centres for the financial year 2014-201

8. INVESTMENT REPORT

To consider the quarterly investment report-copy attached

RECOMMENDATION

That the contents of the report be noted

9. BANK ACCOUNT SIGNATORIES

To consider Councillor bank signatories for the new HSBC Bank Account

RECOMMENDATION

To agree bank signatories for the new HSBC account.

10 BUDGET PREPARATION 2015/2016

To consider a report on the appointment of a Budget Preparation Working Party and approve the budget preparation timetable –copy attached

RECOMMENDATION

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

11 REVIEW OF GRANT POLICY

To consider a report on the possible amendment to the Grants policy-copy of report and existing policy attached

RECOMMENDATION

To approve the suggested additions to the grant policy

12 GRANT APPLICATION- FLEET PHOENIX

To consider a grant application from Fleet Phoenix in the sum of £500 for the Lea Bus Project Summer 2014 for 6 weeks-copy attached

RECOMMENDATION

To determine the grant application from Fleet Phoenix

13 UTILITIES POLICY ON THE VIEWS

To consider a draft policy for the use of electricity at The Views prepared by former Cllr Tilley-copy attached

RECOMMENDATION

To approve the adoption of the policy for the use electricity on the Views

14. TRANSFER OF PONDTAIL SCOUT SITE

To consider an offer from Hart District Council to transfer the Scout Hut site at Farnham Road, Fleet to Fleet Town Council. Site plan and copy of email attached.

RECOMMENDATION

To consider the offer from Hart District Council to transfer the Scout Hut Site at Farnham Road, Fleet and to make a recommendation to Full Council

Part 2 – ITEMS TO NOTE

15 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 20 October 2014 at 7pm at The Harlington