



**POLICY AND FINANCE COMMITTEE  
NOTICE OF MEETING**

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

**Monday 16 July 2018 at 7pm**

**The Harlington**

All committee members are summoned to attend

To: Cllrs L Holt (Chairman) P Einchcomb, A Oliver, R Robinson, B Schofield,  
S Wheale, P Wildsmith G Woods

Signed:

Janet Stanton

Town Clerk

11 July 2018

**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 Monday 21 May 2018 -copy attached

#### **Part 1 – ITEMS FOR DECISION**

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

To consider the quarterly commentary of the Town Clerk and The Harlington General Manager and to receive:

- |   |                            |
|---|----------------------------|
| a) Quarterly Report                                 | included in agenda pack    |
| b) 2018-19 projections spreadsheet at 30 June 2018  | included in agenda pack    |
| c) Balance sheet as at 30 June 2018                 | included in agenda pack    |
| d) Budget detail as at 30 June 2018                 | included in agenda pack    |
| e) Income and expenditure detail – June 2018        | included in agenda pack    |
| f) Cash Book – May,                                 | on FTC portal and web site |
| g) Cash Book June 2018                              | on FTC portal and web site |
| h) Bank Reconciliation – May 2018                   | on FTC portal and web site |
| i) Bank Reconciliation – June 2018                  | on FTC portal and web site |
| j) List of Payments – May,                          | on FTC portal and web site |
| k) List of Payment s - June 2018                    | on FTC portal and web site |
| l) FTC Charge Card statements for April - June 2018 | on FTC portal and web site |
| m) Q1 VAT return                                    | on FTC portal and web site |

All of the above documents are available on the FTC portal and FTC web site

#### **RECOMMENDATION**

To receive and accept into the minutes:

- a) To receive the Town Clerk/General Manager's Quarterly Monitoring Report and recommendation
- b) 2018/2019 projections at 30 June 2018
- c) Balance sheet as at 30 June 2018
- d) Budget detail as at 30 June 2018
- e) Income and expenditure detail – June 2018
- f) Cash book May 2018
- g) Cash book –June 2018
- h) Bank reconciliation May 2018
- i) Bank reconciliation June 2018
- j) List of payments May 2018

- k) List of payments June 2018
- l) FTC charge cards statements April-June 2018
- m) Q1 VAT return

**6 INVESTMENT REPORT**

To consider the quarterly investment report-copy attached

**RECOMMENDATION**

To note the balances held in Fleet Town Council accounts

**7 BUDGET PREPARATION WORKING PARTY 2019-2020**

To approve the draft timetable for the preparation of the draft budget 2019/2020  
-copy attached

**RECOMMENDATION**

That the draft timetable be agreed

**8 NEW POLICIES FOR ADOPTION**

Draft Health & Safety Policy General Statement of Policy-copy attached

**RECOMMENDATION**

To approve the draft Health and Safety Policy Statement

**9 REVIEW OF POLICIES**

Further to the review timetable agreed at the meeting of the committee on 22 May 2017, to review the following policies:

- Media Policy
- Time off in Lieu Policy

Copies attached

**RECOMMENDATION**

To confirm the Media and TOIL policy with review due in July 2021

## **PART 2 - ITEMS TO NOTE**

### **10 TENDERS**

#### **a) Garden of Remembrance**

The date for receipt of tenders for the Garden of Remembrance closed on Friday 29 June 2018. Although advertised on the Contract Finder website in line with Government regulations, only one bid was received  
Approval to award the contract will be sought from Full Council at its next meeting  
The target date for completion of the project is the end of September 2018

#### **b) Basingbourne Over 8's Playground**

The brief for the over 8's playground has been placed on the Contract Finder website and the closing date for tenders is 6 August 2018. Approval to award the contract will be sought from full council at its next meeting

### **11 BANK MANDATES-SIGNATORIES**

To note the approved signatories for the HSBC bank account

### **12 EARMARKED RESERVES**

To note the Earmarked Reserves have been updated as agreed at Council on 6 June 2018.

### **13 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Monday 15 October 2018 at 7pm at The Harlington