



**POLICY AND FINANCE COMMITTEE
NOTICE OF MEETING**

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

Monday 17 October 2016 at 7pm

The Harlington

All committee members are summoned to attend

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

Signed:

Janet Stanton
Town Clerk

Date: 12 October 2016 2016

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 18 July 2016 -copy attached

Part 1 – ITEMS FOR DECISION

5 QUARTERLY FINANCIAL MONITORING REPORT

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

- a) Quarterly monitoring report
- b) Cash Book for August 2016
- c) Bank reconciliation for August 2016
- d) List of payments for August 2016
- e) Income and Expenditure Statement up to September 2016
- f) Summary Income and Expenditure September 2016
- g) Budget for September 2016 (paper also applies to item 6 below)**
- h) Summary Budget for September 2016(paper also applies to item 6 below)**
- i) Cash book for September 2016
- j) Bank reconciliation for September 2016
- k) List of payments for September 2016
- l) Balance Sheet as at September 2016
- m) VAT for September 2016
- n) FTC Charge Card Statements for April 2016
- o) FTC Charge Card Statements for May 2016
- p) FTC Charge Card Statements for July 2016
- q) Year end Budget Projections(paper also applies to item 6 below)**

RECOMMENDATION

To receive and accept into the minutes:

- a) Quarterly monitoring report
- b) Cash Book for August 2016
- c) Bank reconciliation for August 2016
- d) List of payments for August 2016
- e) Income and Expenditure Statement up to September 2016
- f) Summary Income and Expenditure September 2016
- g) Budget for September 2016
- h) Summary Budget for September 2016
- i) Cash book for September 2016
- j) Bank reconciliation for September 2016
- k) List of payments for September 2016
- l) Balance Sheet as at September 2016
- m) VAT for September 2016
- n) FTC Charge Card Statements for April 2016
- o) FTC Charge Card Statements for May 2016
- p) FTC Charge Card Statements for July 2016
- q) Year end Budget Projections

- r) To confirm that the bank reconciliations for July and August 2016 equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules

6 DRAFT BUDGET 2017/2018

To consider the first draft budget for 2017/2018-copy attached

The Committee to give direction on the finalisation of the drafting process and to agree a date (if required) for the Budget Preparation Working Party to meet, with a view to the presentation of a recommended draft budget to Council on 7 December 2016

7 INVESTMENT REPORT

To consider the quarterly investment report-copy attached

RECOMMENDATION

To note the balances held in FTC accounts

8 GRANTS

Members will recall that a grant of £5,000 to help launch a project to engage commuters at Fleet Railway Station was approved at the last meeting of the Committee on 18 July 2016(item 11)

In accordance with the members 'request, a representative of the CAB, will be in attendance to update the members on progress

RECOMMENDATION

To note the update report of the CAB on progress of the project to engage commuters at Fleet railway station

9 DRAFT POLICY- MEMBERS ALLOWANCES

To consider a draft policy for the payment of Chairman' s and Councillors allowances-copy attached

RECOMMENDATION

To approve for adoption the policy on the payment of Chairman's and Councillors allowances

Part 2 – ITEMS TO NOTE

10 CHARGE CARDS

To advise that the Facilities and Open Spaces Manager now has a Charge Card

11 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 16 January 2017 at 7pm at The Harlington