

## **MINUTES OF THE FLEET TOWN COUNCIL POLICY AND FINANCE COMMITTEE**

**20 June 2011 7.30pm**  
**The Harlington**

### **Councillors**

Robert Schofield (Chair), Cllr Einchcomb, Cllr Hurley, Cllr Woods, Cllr Axam, Cllr Holt.

### **Also Present**

Shar Roselman – Clerk

### **P & F JUNE 2011 ITEM 1: ELECTION OF CHAIR**

The outgoing chairman called for nominations for chair. Cllr Woods nominated Councillor Schofield. There were no other nominations.

**Cllr Schofield was voted in to stand as chair for the forthcoming year.**

**Prop: GW Sec: CA**

### **P & F JUNE 2011 ITEM 2: APOLOGIES FOR ABSENCE**

There were apologies from Cllr Robinson, and Cllr Perthen.

### **P & F JUNE 2011 ITEM 3: DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **P & F JUNE 2011 ITEM 4: PUBLIC SESSION**

There were no members of the public present.

### **P & F JUNE 2011 ITEM 5: MINUTES OF PREVIOUS MEETING**

**Resolved to receive and approve as a correct record the minutes of the Policy and Finance Committee dated 11 May 2011.**

**Prop: PE Sec: GW**

## **P & F JUNE 2011 ITEM 6: REPORT FROM WORKING GROUP ACCOUNTS**

Cllr Hurley reported that he had reviewed the payment schedule and bank reconciliation, and checked these against the cash book. He noted that the amounts had balanced, and that there were no outstanding issues for June 2011.

## **P & F JUNE 2011 ITEM 7: MONTH TWO (MAY 2011) INCOME AND REVENUE STATEMENT, PAYMENT SCHEDULE, BANK RECONCILIATION.**

The committee received into the minutes and signed off the payment schedule and the bank reconciliation.

The committee received into the minutes and signed off the month two (May 2011) income and revenue statement.

It was noted that next month there will be a full first quarter review of the accounts.

## **P & F JUNE 2011 ITEM 8: COMMUNITY COMMUNICATION STRATEGY**

### Survey Questionnaire

Two quotations were received from consultants regarding the design and interpretation of a survey questionnaire to go to residents on housing and leisure pursuits.

As the quotations were very similar the committee agreed it needed more information on previous work completed by consultants specifically with public authorities, and that it required references.

**Action:** The clerk to investigate the above.

**Resolved to delegate the decision on which consultant to use to the clerk in consultation with the chairman.**

**Prop:** PE

### Website Design

The Website Design Working Group has yet to meet to discuss the development of the website.

**Action:** Cllr Schofield to firm up a date with Cllr Forster for the Website Design Working Group.

## **P & F JUNE 2011 ITEM 9: GIFT POLICY**

The committee discussed the impending retirement of staff. It was felt appropriate that retiring staff be awarded a small leaving gift, and that a small function be arranged.

**Resolved to amend the Gift Policy to add the following:**

**Retiring employees**

**On retirement employees may receive a small gift to the value of £20, and a celebratory tea/cake may be purchased in recognition of the value of the employees work for the council.**

**P & F JUNE 2011 ITEM 10: CIVIC EVENTS POLICY**

The committee considered draft 3 of the Civic Events Policy in the light of the intention to turn Calthorpe Park into the events park of the Town Council.

**Resolved to recommend approval of the revised policy to Full Council.**

**Prop: PE Sec: GW**

**P & F JUNE 2011 ITEM 11: GRANT APPLICATIONS**

The committee considered a request from the Hart Neighbourhood Centre, in connection with covering the transport costs for the 'Get With 2011' programme. The programme is designed to provide quality activities for 11-16 years olds of Hart District.

**Resolved to approve a grant payment of £250.00 for the Hart Neighbourhood Centre being for transportation for the "Get With 2011" programme.**

**Prop: GW Sec: CA**

**P & F JUNE 2011 ITEM 12: CONFIDENTIAL ITEMS**

**The committee resolved that, in terms of the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public Section 1(2), by reason of the item referring to an individual/s, the Public and Press would be excluded from the following items on the agenda.**

**P & F JUNE 2011 ITEM 13: ESTABLISHMENT SUB-COMMITTEE**

The minutes of the Establishment Sub Committee meeting dated 8<sup>th</sup> June 2011, were received.

**P & F JUNE 2011 ITEM 14: STAFF SALARY PACKAGE**

The committee discussed a matter regarding a staff salary package.

**There being no further business the meeting ended at 9.47 pm.**

**The next meeting will be held on 20<sup>th</sup> July 2011 at 7.30 pm at The Harlington.**

**Signed.....**

**Date:.....**