

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

**21 February 2011 7.30pm**  
**The Harlington**

## **Councillors**

Robert Schofield (Chair), George Woods, Cllr Perthen, Cllr Einchcomb, Cllr Robinson.

## **Also Present**

Shar Roselman – Clerk  
Cllr Forster for the item on the website.

## **P & F FEB 2011 ITEM 1: APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Appleton, and a block apology for absence from committees was received from Cllr Hurley.

## **P & F FEB 2011 ITEM 2: DECLARATIONS OF INTEREST**

There were no declarations of interest

## **P & F FEB 2011 ITEM 3: PUBLIC SESSION**

No members of the public were present.

## **P & F FEB 2011 ITEM 4: MINUTES OF PREVIOUS MEETING**

**Resolved to receive and approve as a correct record the minutes of the Policy and Finance Committee dated 17<sup>th</sup> January 2011.**

## **P & F FEB 2011 ITEM 5: RISK ASSESSMENT/LOSS CONTROL**

Cllr Perthen reported that the working group on this matter had been waiting to establish whether Cllr Hurley would remain a member of the working group. Cllrs Perthen, Forster, Schofield and Robinson will meet on 7<sup>th</sup> March 2011, at 7.30 at the Harlington Centre.

**Action: The clerk to book a venue.**

## **P & F FEB 2011 ITEM 6: COMMUNICATION STRATEGY**

The committee discussed the presentation of the financial statements. The clerk advised that the year end annual return requires the following documents:

- The receipts and payment account adjusted to revenue and expenditure for year end, and a report on variances
- The annual governance statement
- The Internal Auditor's annual report
- The External Auditor's annual report

The clerk further explained that following additional items could be added to the financial statements, or could form the basis for the report at the annual parish meeting.

- The budget for 2010/2011 against the budget for 2011/2012.
- A chairman's address.
- An address by each of the committee chairs.
- A set of specific objectives for each year and achievement against these objectives.

The chair presented for comment a sample graph showing expenditure in broad categories for presentation purposes at the annual parish meeting. There was general support for this type of presentation.

**Resolved to include in the financial statements a chairman's address.**

**Also resolved to produce the budget in broad cost centres areas rather than line by line specific cost codes and to provide a graph of actual figures against budget in 2011/2012 for the annual parish meeting.**

**Prop: BS Sec: RR**

#### **P & F FEB 2011 ITEM 7: ACCOUNTS WORKING GROUP REPORT**

Cllr Robinson reported that the Accounts Working Group was satisfied that the Bank Statements for January reconciled with the Cash Book. He recommended that under no circumstances should a cheque be reissued unless the original cheque was in the possession of the clerk.

#### **P & F FEB 2011 ITEM 8: MONTH TEN INCOME AND REVENUE STATEMENT, PAYMENT SCHEDULE, BANK RECONCILIATION.**

**Resolved to receive, sign off and accept the Income Statement, Balance Sheet, Payment Schedule and Bank Reconciliation into the minutes.**

#### **P & F FEB 2011 ITEM 9: FLEET SPECIAL EXPENSES**

The committee received a letter from the chief executive of Hart District Council regarding allocations to Fleet Special Expenses.

**Action: Cllr Schofield will review all previous minutes of the shadow council to investigate any references to allocations.**

#### **P & F FEB 2011 ITEM 10: CHAIRMAN'S AND MEMBERS ALLOWANCES**

**Resolved to approve a chairman's allowance of £1000 for 2010/2011 and future years of £1000.**

This amount will have to be vired from the Civic and Democratic cost centre, under the council development cost code, and so will need full council approval.

**Resolved also to approve members allowances of £200 per member taking effect as from the 2011/2012 financial year. Allowances are to be paid on production of a receipt involving printing costs.**

This amount will have to be vired in the New Budget from the Civic and Democratic Cost centre under the vision development cost code, and so will need full council approval.

#### **P & F FEB 2011 ITEM 11: CLERK'S REPORT**

The clerk's report was received. A new debit/credit card machine has been approved by the clerk for use in the Harlington. Credit card charges will be passed onto the customer. A charge of 25p is levied on debit card uses, and no transaction of under £10 will be allowed. Only face to face transactions will be guaranteed by the bank under chip and pin requirements, so no telephone or email transactions will at this stage be allowed.

A meeting to discuss the Harlington lease will be held on 1<sup>st</sup> March 2011 at 4 pm at the Harlington.

**Action: The clerk to book a venue**

#### **P & F FEB 2011 ITEM 12: WEBSITE**

The clerk asked 8 companies to offer quotes for the production of a website. Four of these responded with quotations. Cllr Forster had produced a report for the committee outlining design options, initial and ongoing costs, comments, Unique Selling Points, Restrictions, Project Plans, Security aspects, Timeframes, Training, Hosting, Optimisation, email, and references for each contractor, without reflecting the suppliers concerned.

**Action: Cllr Forster will establish a few more details such as the whether the websites could be iPad optimized and the level of recommendation from other councils who have received services from the contractors.**

In general the committee was in favour of contractor C.

The decision will be referred up to Full Council 2 March 2011.

**Action: The clerk**

#### **P & F FEB 2011 ITEM 13: PETTY CASH**

An amount of £450 was being held in various floats, petty cash and vouchers by the Harlington, following practice previously established by Hart District Council. However this amount had never been approved by the Town Council. The clerk recommended a float and petty cash holding of £500 be approved for the Harlington.

**Resolved to approve an amount of £500 for floats and petty cash for the Harlington.**

Action: The clerk

**P & F FEB 2011 ITEM 14: ESTABLISHMENT SUB-COMMITTEE**

The minutes of the establishment sub-committee meetings held on 7<sup>th</sup> January 2011 and 25<sup>th</sup> January 2011 were approved by the committee.

There being no further business the meeting ended at 9.56 pm.

The next meeting will be held on 16<sup>th</sup> March 2011 at 7.30 pm at The Harlington.

Signed.....

Date:.....