



**POLICY AND FINANCE  
NOTICE OF MEETING**

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

**Monday 17 March 2014 at 7.30 p.m.  
The Harlington**

All committee members are summoned to attend

To: Cllrs W Vincent (Chairman) R Appleton, C Axam, P Einchcomb, L Holt,  
A Oliver, H Perthen, R Robinson, B Schofield, S Tilley, G Woods

Signed:  
For TOWN CLERK:

Date: 11 March 2014

**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 5 February 2014.

\*\* (Minutes attached)

***To receive a presentation from Ms Fiona Shipp and James Taylor regarding the formula used to calculate the FTC contribution to the funding of the Basingstoke Canal Joint Management Committee***

### **Part 1 – ITEMS FOR DECISION**

#### **5 GRANT APPLICATION- BASINGSTOKE CANAL JMC**

To consider an application from the Basingstoke Canal JMC for a grant of £18, 309 as FTC's contribution to the expenses of the JMC in 2014/2015-papers attached

##### **RECOMMENDATION**

To determine the grant application

#### **6 YELABUS MATCHED FUNDING CONTRIBUTION**

To consider an application for £500 matched funding for the Hart Yelabus-papers attached

##### **RECOMMENDATION**

To determine the grant application

#### **7 QUARTERLY FINANCIAL MONITORING REPORT**

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

- a) Income and Expenditure Statement up to 28 February 2014
- b) Summary Income and Expenditure Statement – February 2014
- c) Cash Book for January
- d) Cash Book for February
- e) Bank reconciliation for January
- f) Bank Reconciliation for February
- g) List of Payments for January
- h) List of Payments for February
- i) Balance Sheet as at 28 February
- j) To receive the FTC Charge Card Statements for December
- k) To receive the FTC Charge Card Statements for January.

## **RECOMMENDATION**

- a) For January– 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) For February– 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.
- c) To receive and accept into the minutes the List of Payments for January and February 2014
- d) To receive and accept into the minutes the Income and Expenditure Statement up to 28 February, 2014
- e) To receive and accept into the minutes the Balance statement as at 28 February 2014
- f) To receive the Fleet Town Council Charge card statements for December 2013 and January 2014. Cllrs Holt and Axam to confirm approval of expenditure on FTC Charge Card Statements for December 2013 and January 2014.

## **8 QUARTERLY INVESTMENT REPORT**

To consider the quarterly investment report-copy attached

### **RECOMMENDATION**

That the contents of the report be noted

## **9 WRITING OFF OF INVOICES**

To write off invoices for Mel Douglas and David Matthews –report attached

### **RECOMMENDATION**

**To write off:**

Mel Douglas	£693.00
David Matthews	£574.01

## **10 ASSET REGISTER**

To receive and verify the Asset Register-copy to follow

### **RECOMMENDATION**

To verify and approve the Asset Register

## **11 DEVELOPMENT PLAN POLICY**

To formally adopt the Development Plan Policy -papers attached

## **RECOMMENDATION**

That the attached Policy be adopted forthwith and reviewed in three years' time

### **Part 2 – ITEMS TO NOTE**

#### **12 BANKING ARRANGEMENTS**

The research on finding a new bank for the Council's current account is almost complete. Due to pressure of current work including pay adjustments, the financial year-end etc, a report with recommendations will be brought to the May 2014 Policy and Finance Committee for decision.

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

The next meeting of the Policy and Finance Committee will be held on Wednesday 2 April 2014 immediately following Council.