



**POLICY AND FINANCE COMMITTEE
NOTICE OF MEETING**

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

Monday 21 May 2018 at 7pm

The Harlington

All committee members are summoned to attend

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

Signed:

Janet Stanton
Town Clerk

Date: 15 May 2018

AGENDA

1. ELECTION OF CHAIRMAN 2018/2019

To elect the Chairman of the Committee for 2018/2019

2. ELECTION OF VICE-CHAIRMAN 2018/2019

To elect the Vice-Chairman of the Committee for 2018/2019

3 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

4 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.

5 QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)

To receive questions and statements from members of the public.

6 MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on Monday 19 February 2018- copy attached

Part 1 – ITEMS FOR DECISION

7 QUARTERLY FINANCIAL MONITORING REPORT

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

YEAR END 2017-2018

- | | |
|------------------------------------------------------|----------------------------|
| a) 2017-18 Actual & 18-19 projections spreadsheet | included in agenda pack |
| b) Year End Report | included in agenda pack |
| c) Balance Sheet March 2018 | included in agenda pack |
| d) Income and Expenditure Statement up to March 2018 | included in agenda pack |
| e) Budget detail for March 2018 | included in agenda pack |
| f) Cash Book for March 2018 | on FTC portal and web site |
| g) Bank Reconciliation for March 2018 | on FTC portal and web site |
| h) List of payments for March 2018 | on FTC portal and web site |
| i) FTC Charge Card statements for Jan-March 2018 | on FTC portal and web site |
| j) VAT – up to 31 March 2018 | on FTC portal and website |

2018-2019

- | | |
|-----------------------------------------------------|----------------------------|
| k) 2018-19 projections spreadsheet at 30 April 2018 | included in agenda pack |
| l) Balance sheet as at 30 April 2018 | included in agenda pack |
| m) Budget detail as at 30 April 2018 | included in agenda pack |
| n) Income and expenditure detail – April 2018 | included in agenda pack |
| o) Cash Book – April 2018 | on FTC portal and web site |
| p) Bank Reconciliation – April 2018 | on FTC portal and web site |
| q) List of Payments – April 2018 | on FTC portal and web site |

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

RECOMMENDATION

1. To receive and accept into the minutes:

YEAR END 2017-2018

- | | |
|---------------------------------------------------|-------------------------|
| a) 2017-18 Actual & 18-19 projections spreadsheet | included in agenda pack |
| b) Year End Report | included in agenda pack |

- | | |
|------------------------------------------------------|----------------------------|
| c) Balance Sheet March 2018 | included in agenda pack |
| d) Income and Expenditure Statement up to March 2018 | included in agenda pack |
| e) Budget detail for March 2018 | included in agenda pack |
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| g) Bank Reconciliation for March 2018 | on FTC portal and web site |
| h) List of payments for March 2018 | on FTC portal and web site |
| i) FTC Charge Card statements for Jan-Mar 2018 | on FTC portal and web site |
| j) VAT – up to 31 March 2018 | on FTC portal and website |

2018-2019

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|-----------------------------------------------------|----------------------------|
| k) 2018-19 projections spreadsheet at 30 April 2018 | included in agenda pack |
| l) Balance sheet as at 30 April 2018 | included in agenda pack |
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| p) Bank Reconciliation – April 2018 | on FTC portal and web site |
| q) List of Payments – April 2018 | on FTC portal and web site |

2. To confirm that the bank reconciliation for March 2018 equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules.

8 INVESTMENT REPORT

To consider the quarterly investment report-copy attached

RECOMMENDATION

To note the balances held in FTC accounts

8 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

Members are asked to conduct a Review of Effectiveness of the system of internal control and preparation of the Annual Governance Statement (Section 1 of the AGAR Parts 2 and 3). Copy attached.

RECOMMENDATION

To recommend approval and signature of the Annual Governance and Accountability Return to Full Council, prior to submission to the external auditor.

10 INTERNAL AUDIT- May 2018

To receive and note the report of the Internal Auditor following the interim visit in May 2018 and approve the FTC Action Plan - copies attached

RECOMMENDATION

To receive and note the report and approve the Action Plan

11 HEALTH AND SAFETY

In order to ensure that FTC meets all the current H & S legislation, officers have now received the Health and Safety Audit with its recommendations.

The recommendations include:

- a) Standardising and rationalising current risk assessments. As FTC has such a broad range of activities/risks, guidance on standardisation is required. The H & S Consultant is able to provide assistance for FTC's compliance. This would include one to one training for officers.
- b) In order to ensure that FTC meets all the statutory requirements, it has been recommended that updated assessments of risks are obtained from professional organisations for the following areas:
 - i. Fire inspection
 - ii. Electrical inspection
 - iii. Water systems and legionella control

However, these items have not been budgeted for in this financial year.

A further discussion with the consultant has taken place regarding ongoing support for one year. Members are being asked to allocate £18,000 to fund the above.

RECOMMENDATION:

To allocate £18,000 to fund the Health and Safety Recommendations

12 EARMARKED RESERVES

Members are asked to review the current earmarked reserves and to consider any additions/reductions to the carried forward ear marked reserves for recommendation to Full Council. Documents enclosed include Proposed Capital Works list (agreed January 2017) and proposed ear marked reserves for 2018-2019.

RECOMMENDATION

To consider and determine the proposed earmarked reserves for 2018-2019

13 GRANTS

a) Fleet Cricket Club

To consider an application from Fleet cricket club for a grant of £3,360 to support a project to install permanent outdoor cricket nets at the cricket club in Calthorpe Park-application attached

b) Challengers

To consider an application from Challengers (Stoke Park Guildford) for a grant of £500 to assist with the funding of the Farnham Play scheme which provided essential play opportunities for disabled children aged 4-12 during the summer holidays .

Of the 174 children involved, 10 children live in GU51 and 13 in GU52 . 9 of the 23 children live in Church Crookham-application attached

RECOMMENDATION

To determine the grant applications

Part 2 – ITEMS TO NOTE

14 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 16 July 2018 at 7pm at The Harlington