



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Monday 18 April 2016
at The Harlington at 7 pm**

PRESENT

Cllr Holt (Chairman)
Cllr Cantle
Cllr Einchcomb
Cllr Oliver
Cllr Robinson
Cllr Schofield
Cllr Smith

Also Present

Janet Stanton - Town Clerk
Alex Robins-General Manager The Harlington
Deborah Kirby - Deputy Town Clerk
Sheila Rayner - Committee Clerk

PF Apr 16 ITEM 1 APOLOGIES FOR ABSENCE

There was an apology for absence from Cllr Walton

PF Apr 16 ITEM 2 DECLARATIONS OF INTEREST

There were no Declarations of Interest

PF Apr 16 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public

PF Apr 16 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Monday 25 January 2016 were approved and signed by the Chairman

PF Apr 16 Item 5 QUARTERLY FINANCIAL MONITORING REPORT

The members considered the quarterly commentary of the Town Clerk together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring report as follows:

- a) Quarterly monitoring report (Jan-Mar 2016)
- b) Cash Book for Jan 2016
- c) Bank reconciliation for Jan 2016
- d) List of payments for Jan 2016
- e) Cash book February 2016
- f) Bank reconciliation for February 2016
- g) List of payments for February 2016
- h) Cash book March 2016
- i) Bank reconciliation March 2016
- j) List of payments March 2016
- k) Income and Expenditure Statement March 2016
- l) Income and expenditure March 2016
- m) Budget detail to 31 March 2016
- n) Budget summary to 31 March 2016
- o) Budget projections as at 31 March 2016 (not adjusted for yearend)
- p) Balance sheet at 31 March 2016

The quarterly commentary was discussed and the members received an updated Budget Summary (V4) as at 31 March 2016 (not adjusted for year-end) which indicated a small surplus.

It was noted that the Harlington sales, despite the Panto 2015 outturn, had met its annual target due to the excellent start to 2016 with many shows selling out .

Members sought clarification on when improvements to the Coffee Shop performance could be expected and it was hoped that this would start to be demonstrated by the time of the next meeting in July.

The increase in Harlington building costs was caused mainly by higher than expected utility costs .

Members sought a view on whether £150,000 remained a realistic running cost for the Harlington. It was important that officers considered this matter as it would form an important part of the Harlington Working Group's Business Plan and the consultation with local residents.

The view was expressed that in any new building with bigger acts, no hiring in of tiered seating and equipment and lower maintenance costs , that this figure was hopefully likely to be reduced. It was acknowledged that work would imminently be required on this aspect by the RLA Committee and the New Harlington Working Group

An assurance was given that un-presented cheques would be written off as part of the year-end exercise

Cllr Robinson confirmed that the March 2016 reconciliation had not yet been completed

RESOLVED

- a) To confirm that the bank reconciliations for January, February and March 2016 equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules for January 2016 and February 2016
- b) To receive and accept into the minutes the List of Payments for January 2016 February 2016 and March 2016
- c) To receive and accept into the minutes the Income and Expenditure Statement up to March 2016
- d) To receive and accept into the minutes the Balance statement as at March 2016
- e) To receive the Budget projections as at 31 March 2016 (not adjusted for year end)
- f) To receive the Town Clerks Quarterly Monitoring Report

An aspect of the financial monitoring report was dealt with in Part 3

PF Apr 16 ITEM 6 INVESTMENT REPORT

A statement of the Council's Investment and Current Accounts was considered. Members were asked to confirm the forms of investment that were considered appropriate to spread the Council's risk
It was reported that the Town Clerk, in order to assist manageability, would seek a facility that allowed transfer of funds between accounts on the strength of a delegated officer's signature

RESOLVED

That the Town Clerk be authorised to invest funds in any regulated UK-based safe financial institution with funds to be spread between three and five institutions to minimise risk rather than achieve marginally higher interest rates (this could include the Co-operative Bank where funds are currently held)

PF Apr 16 ITEM 7 GRANT APPLICATIONS

a) Ancells Farm Pre-School grant

The Committee considered the grant application from the Ancells Farm Pre-School in the sum of £195 to assist with the funding of the planning application to HDC to increase the fence height around the school

The members were of the view that the item applied for was an 'operating cost' and not an appropriate item to support through grant, that the pre-school accounts showed substantial sums already held by the organisation and that the activity was of benefit to only a small number of Fleet residents

RESOLVED

That a letter be written to Ancells Farm Pre-School explaining the reasons for the decision but that the application for grant be not approved

a) Youth Shelter –Ancells Farm

The Committee considered a grant application from the Friends of Ancells Farm for £3,000 to assist with the purchase of a youth shelter within Ancells Farm Park .

Members considered that various aspects of the project should be managed with the approval of the RLA Committee including the location. Design, solar lighting, management of vandalism .

RESOLVED

Subject to the joint management of the project with the RLA Committee, to approve a one-off grant of £3,000 to assist with the installation of a youth shelter in Ancells Farm Park

PF Apr 16 ITEM 8 GENERAL POWER OF COMPETENCE

Members were reminded that at its meeting on 16 March 2016, the RLA Committee had indicated that it would like to keep opportunities under review to work with others to support commercial events as provided for the Council's General Power of Competence.

RESOLVED

The Risk Management Working Group be authorised to draft a framework for recommendation to a future meeting of the Policy and Finance Committee

PF Apr 16 ITEM 9 PENSION REQUEST

Members were reminded that the FTC auto-enrolment pension scheme had come into effect on 1 April 2016.

The Establishment Committee held on 9 March 2016 had agreed that if an 'entitled worker ' came forward ,the matter would be considered as it arose

Such a worker has now come forward and in order to determine this, and other subsequent requests, a policy needs to be in place

Following detailed and careful consideration it was

RESOLVED

That FTC will match fund an 'entitled workers' contribution to the FTC auto-enrolment pension scheme up to a maximum of 4%

PF Jan 16 ITEM 10 DRAFT POLICY- USE OF INTERNET, SOCIAL MEDIA AND PERSONAL MOBILE PHONE USE AT WORK

The members considered a draft policy ,proposed by FTC's HR consultant, which provided a framework for the use of internet/social media personal mobile phones at work.

RESOLVED

To adopt the draft policy to cover the use of internet/social media and personal mobile phones at work

PF Apr 16 ITEM 11 CEMETERY COSTS-ESTABLISHMENT OF AN AD HOC CEMETERY WORKING GROUP

The members considered the circumstances regarding an issue which had arisen as a result of non-residents (including residents of Church Crookham) being charged double for burial fees in Fleet Cemetery.

The historical payment of 'Special Expenses' was explained together with the desire of FTC to keep as many future spaces as possible for Fleet residents. Members hoped that eventually Church Crookham would provide its own cemetery

The members further noted that cemetery accruals would be used to fund the installation of a remembrance garden

RESOLVED

To confirm the practice to charge double fees for non-residents of Fleet including residents of Church Crookham at Fleet cemetery

P F Apr 16 ITEM 12 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 18 July 2016 at 7pm

There being no further business the meeting closed at 8.50 pm

Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Council, the Public and Press were excluded from the Meeting.

Signed:..... Date.....

Chairman