



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE POLICY AND FINANCE COMMITTEE**

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

#### **PRESENT**

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

#### **Also Present**

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

Jane Friend CAB for item 11a Grant application  
Andrew Morris Driftin' Dreamers for item 12 Event application

#### **PF July 2016 ITEM 1 ELECTION OF CHAIRMAN**

Cllr Holt was elected as the Chairman for the local government year 2016/2017

#### **PF July 2016 ITEM 2 ELECTION OF VICE-CHAIRMAN**

Cllr Cantle was elected as the Vice-Chairman for the local government year 2016/2017

#### **PF July 2016 ITEM 3 APOLOGIES FOR ABSENCE**

There were no apologies for absence

#### **PF July 20 16 ITEM 4 DECLARATIONS OF INTEREST**

There were no Declarations of Interest

#### **PF July 2016 ITEM 5 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public

## **PF July 2016 ITEM 6      MINUTES OF PREVIOUS MEETING**

Having noted that the Risk Management Working Group had not considered a draft framework for the use of the General Power of Competence (Item 8) which would be brought forward to the Working Group's next meeting, the minutes and the confidential minutes of the Policy and Finance Committee held on Monday 18 April 2016 were approved and signed by the Chairman

## **PF JULY 2016 Item 7      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 (April – June 2016)
- b) Cash Book for May 2016
- c) Bank reconciliation for May 2016
- d) List of payments for May 2016
- e) Income and Expenditure Statement June 2016
- f) Summary Income and Expenditure June 2016
- g) Cash book for June 2016
- h) Bank reconciliation for June 2016
- i) List of payments for June
- j) Balance sheet at June 2016
- k) Summary budget June 2016
- l) Budget detail to June 2016
- m) VAT for June 2016
- n) Year End Budget projections

There was discussion regarding the time frame for assessing trends in the coffee shop and the continuing need for some creative ideas to improve the area which members considered to remain dull and lifeless.

The view was expressed that a proposal regarding the finances of the coffee shop would need to be formulated by the time the 2017/18 budget is fixed and that the RLA committee would need to consider the matter as part of its budget round.

It was clear that the service provided by the coffee shop served only day time users of the Harlington and did not attract people from the High Street or evening users of the Harlington.

## **RESOLVED**

- i. To receive the Town Clerks Quarterly Monitoring Report and recommendation to fund the replacement safety surface of the tyre swing in Oakley Park from Park Improvements
- ii. To receive and accept into the minutes the cash book for May and June 2016
- iii. To confirm that the bank reconciliations for May and June 2016 equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules

- iv. To receive and accept into the minutes the List of Payments for May and June 2016
- v. To receive and accept into the minutes the Income and Expenditure Statement up to June 2016
- vi. To receive and accept into the minutes the Balance statement as at June 2016
- vii. To receive and accept into the minutes the Budget detail as at June 2016
- viii. To receive and accept into the minutes the VAT statement for June 2016
- ix. To receive the Year end projections

### **PF July 2016 ITEM 8 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

### **RESOLVED**

To approve the opening of the following investment accounts if required;

#### **a. The Cambridge Building Society**

Type of Account	Easy Access Council Saver 2 Account
Access	Funds can be withdrawn up to twice per month
Interest	Gross AER pa 0.5%

Application form has been completed and to be signed by Councillors

#### **b. Unity Trust Bank**

Type of Account	Tailored deposit Account
Access	Instant Access (£28 CHAPS fee transfer)
Interest	Gross AER pa 0.2%

Application form has been completed and to signed by Councillors

#### **c. Co-operative Bank**

Type pf Account	Fixed Term
Access	3 months, 6 months or 12 months
Interest	Gross - 3 month - .34%, 6 month – 0.5%, 12 Month – 1.12%

Application Form completed and to be signed by Councillors

#### **d. HSBC**

Type of Account	Money Manager
Access	Instant Access /30 days/60 days
Interest	Gross - Instant access - 0.05%. 30 day - 0.06%.60 days – 0.07%

Application via the HSBC Relationship Manager

## **PF July 2016 6 ITEM 9 BUDGET PREPARATION WORKING PARTY 2017/2018**

Members considered a budget preparation timetable for the 2017/2018 budget

There was a request that a basic operating budget should be drafted together with a list of capital projects for 2017/2018

The view was expressed that that the precept should remain the same at least until there was clarity on the decision regarding the Harlington

### **RESOLVED**

To approve the budget preparation timetable and to invite all members of the Policy and Finance Committee to serve on the Budget Preparation Working Party

## **PF July 2016 ITEM 10 FTC CHARGE CARD APPROVAL**

Members considered the allocation of one of the original FTC charge cards for use on official business by the Facilities and Open Spaces Manager.

This facility would allow VAT to be claimed back and for purchases to be made on line

### **RESOLVED**

To approve the allocation of an FTC charge card to the Facilities and Open Spaces Manager for use on official business

## **PF July 2016 ITEM 11 GRANTS (taken after item 6)**

### **a) Grant application by the CAB**

The members considered an application for a grant of £5,000 to help launch a project to engage commuters at Fleet Railway Station so that they could access advice and information when needed and could hopefully be persuaded to join the team of CAB volunteers. This would be achieved by setting up digital advice channels with advice available via email or the web, publicising CAB through on board train WIFI, publications and social media and running 'pop up' advice sessions on the platform at Fleet Station

After a range of questions and careful consideration it was

### **RESOLVED**

- a) To approve a grant of £5,000 with a report back to the committee in October 2016 with an update on progress
- b) To arrange a website link from FTC to CAB

## **b) Core List of Clients 2016/2017**

Following discussion it was

### **RESOLVED**

a) To adopt the list of core clients for 2016/2017 as follows:

#### Financial Grants

- Fleet Link
- Fleet Festivities (inc Fleet Food Festival and Christmas Festivities)
- Fleet Carnival
- Fleet Future
- 'Friends of ' groups

#### Leases (peppercorn)

- Fleet Lions Community Store
- Calthorpe Park Scouts
- Basingbourne Park Scouts
- Fleet Guides
- Fleet Cricket Club
- Fleet Phoenix

#### Leases (reduced rent)

- Fleet Town Football Club

#### Free use of facilities

- Fleet Lions Firework Display
- Fleet Half Marathon
- Fleet Carnival

b) The Town Clerk to request Fleet Cricket Club to invite an FTC representative to attend board meetings in line with the lease provision between FTC and the Cricket Club

### **PF July 2016 ITEM 12 EVENT APPLICATION** (taken after item 11)

As there was no immediate meeting of the RLA committee the members considered an application for a screening event to be held in The Views on 9 September and 8 October 2016

It was explained that the company promoting the event was a Prince's Trust sponsored business, seeking permission to use the Views and electricity from the local supply for which there would be a charge

The sound track of the film and the live music would be heard through transmitters direct to headphones used by the audience. The selection of the film to be shown would be through Facebook nominations.

Toilets could be provided and there was a paying audience limit of 499.

Following discussion it was

**RESOLVED**

To approve the use of The Views on 9 September and 8 October 2016 for a music event and open air cinema with the audio broadcast through wireless headphone

**P F July 2016 ITEM 13 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Monday 17 October 2016 at 7pm

There being no further business the meeting closed at 9.07 pm

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

**Chairman**