



**POLICY AND FINANCE COMMITTEE  
NOTICE OF MEETING**

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

**Monday 17 July 2017 at 7pm**

**The Harlington**

All committee members are summoned to attend

To: Cllrs P Einchcomb, L Holt, R Hunt, A Oliver, R Robinson, B Schofield,  
J. Smith, N Walton , S Wheale, G Woods

Signed:

Janet Stanton

Town Clerk

11 July 2016

**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 Monday 15 May 2017 -copy attached

#### **Part 1 – ITEMS FOR DECISION**

#### **5 QUARTERLY FINANCIAL MONITORING REPORT**

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

- a) Quarterly monitoring report including any budget risks associated with the Harlington project
- b) Cash Book for June 2017
- c) Bank reconciliation for June 2017
- d) List of payments for June 2017
- e) Income and Expenditure Statement up to June 2017
- f) Summary Income and Expenditure June 2017
- g) Balance Sheet
- h) Summary Budget June 2016
- i) Budget detail June 2016
- j) VAT for June 2016
- k) Budget Projections

#### **RECOMMENDATION**

- a) To receive the Town Clerks Quarterly Monitoring Report and recommendation
- b) To receive and accept into the minutes the cash book for June 2017
- c) To confirm that the bank reconciliations for June 2017 equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules
- d) To receive and accept into the minutes the List of Payments for June 2017
- e) To receive and accept into the minutes the Income and Expenditure Statements up to June 2017
- f) To receive and accept into the minutes the Balance statement as at June 2017
- g) To receive and accept into the minutes the Budget detail as at June 2017
- h) To receive and accept into the minutes the VAT statement for June 2017
- i) To receive the year end budget projections

## **6 INVESTMENT REPORT**

To consider the quarterly investment report-copy attached

### **RECOMMENDATION**

To note the balances held in Fleet Town Council accounts

## **7 BUDGET PREPARATION WORKING PARTY 2018-2019**

To approve the draft timetable for the preparation of the draft budget 2018/2019  
-copy attached

Members may also wish to indicate the treatment of capital projects for 2018/2019

### **RECOMMENDATION**

- a) That the draft timetable be agreed
- b) That members be appointed to serve on the Budget Preparation Working Party
- c) The treatment of capital projects for 2018/2019

## **8 NEW POLICIES FOR ADOPTION**

### **a) Bonus scheme**

To consider a draft policy statement for a staff bonus scheme, the principles of which were approved at the last meeting of the committee -copy attached

### **b) Equal Opportunities**

To consider a draft Equal Opportunities policy statement-copy attached

### **RECOMMENDATION**

To adopt the new draft Bonus Scheme and Equal Opportunities policies

## **9 GRANTS**

### **Grant applications**

#### **a) CAB GRANT APPLICATION**

To consider an application from CAB Hart for £8500 to support the provision of benefit advice, research and campaign and digital outreach services to Fleet residents –copy application attached

#### **b) VICTIM SUPPORT**

To consider an application from Victim Support for a grant of £200 to assist with the purchase of security items such as personal alarms, dummy CCTV and window and door alarms, to make victims feel safer in their homes

#### **c) MEN'S SHED**

To consider an application from Church Crookham and Fleet Men's Shed for a grant of £1,000 to assist with the cost of building shed premises . Attached is an application together with an explanation of the project and the post codes of the existing group members

**d) BID NUTCRACKER TRAIL**

To consider an application from the Fleet BID for a grant of £3000 to match fund a Nutcracker Trail in the BID district for a 6 week period leading up to Christmas –application attached

**e) HART VOLUNTARY ACTION for AUTISM FRIENDLY**

To consider an application from Hart Voluntary Action for a grant of £500 to support Autism Friendly Fleet to assist with hire of venue costs for a coffee morning and training session together with associated promotional materials – application attached

**RECOMMENDATION**

To determine the above grant applications

**10 REVIEW OF POLICIES**

Further to the review timetable agreed at the last meeting of the committee held on 22 May 2017, to review the following policies :

- Complaints procedure
- Memorials
- Open Air Events (see small suggested amendment at para 4.3.3)

Copies attached

**RECOMMENDATION**

To confirm the continuation of the above three policies with a further review in July 2020

**Part 2 – ITEMS TO NOTE**

**11 BANK MANDATES-SIGNATORIES**

To note the approved signatories for the HSBC bank account. Copies of specimen signatures will be circulated to the relevant members at the meeting.

**12 EARMARKED RESERVES**

To note that the revised 2017-2018 Earmarked reserves maintains the general reserve at £159,147 rather than reducing it to £150,000 as had been proposed. Copy attached

**13 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Monday 16 October 2017 at 7pm at The Harlington