



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Monday 19 March 2012 at 7.30pm
at The Harlington**

PRESENT

Councillors

Cllr Schofield (Chairman)
Cllr Hill
Cllr Holt
Cllr Oliver
Cllr Perthen (arrived at 7.45pm during item 5)
Cllr Robinson
Cllr Woods

Also Present

Janet Stanton – The Acting Clerk
Sheila Rayner – Committee Clerk

The Chairman welcomed Cllr Alastair Hill to his first meeting and reported that Cllr Macallan had now formally submitted his resignation from the council.

ITEM 1 - P & F MAR 2012: APOLOGIES FOR ABSENCE

Cllr Einchcomb presented his apologies.

ITEM 2 - P & F MAR 2012: DECLARATIONS OF INTEREST

Cllr Oliver Item 7 (b) Friends of Calthorpe Park – Personal and prejudice interest.
Cllr Robinson 7 (a) Citizens Advice – Personal.

ITEM 3 - P & F MAR 2012: QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

ITEM 4 - P & F MAR 2012: MINUTES OF THE PREVIOUS MEETING

Resolved to approve the minutes of the previous meeting held on 20 Feb 2012.

Prop Cllr Holt
Sec Cllr Woods

ITEM 5 - P & F MAR 2012: INCOME AND REVENUE STATEMENT, PAYMENT SCHEDULE AND BANK RECONCILIATION

The Committee received the payment schedule and bank reconciliation for February 2012. It was noted that expenditure was holding close to budget and no substantial invoices were outstanding. It was noted that it would be beneficial to move to a system of commitment so that orders were loaded onto the system at the time of issue.

It was confirmed that CCTV cameras had previously been double-counted and that the RLA Committee was the appropriate committee to consider the possible installation of CCTV in Calthorpe Park.

It was noted that income from the Library had increased from the budgeted sum and there was still a substantial deficit on the coffee shop. Income would be closely monitored and it was hoped that this would improve with upgraded display equipment, improved fare options, better signage and promotional material. Coffee shop issues would be discussed by the Harlington management and RLA committee.

Cllr Robinson confirmed that the bank revenue statement for February 2012 was satisfactory.

RESOLVED

To accept into the minutes the payment schedule and bank reconciliation for February 2012.

Prop Cllr Woods
Sec Cllr Oliver

ITEM 6 - P & F MAR 2012: EARMARKED RESERVES

Members noted a potential contingency of £65,000.

RESOLVED

That subject to final year end accounts :

- £50,000 to be added to General Reserves.
- Earmarked reserves
 - Computers £6000
 - Harlington Replacement Equipment £6250
 - Pavilion improvement £2750

Prop Cllr Woods
Sec Cllr Robinson

ITEM 7 P & F MAR 2012: GRANTS

a) Citizens Advice – Hart

The Committee considered an application for grant for £3000. Following discussions recognising the important contribution Citizens Advice made to the residents of Fleet it was

RESOLVED

to award a grant of £3000 to Citizens Advice – Hart.

b) Friends of Calthorpe Park (Cllr Oliver left the room)

The Committee considered an application for a grant of £800 to purchase equipment etc. to allow participation in the South and South East in Bloom competition with a wild flower meadow and daylight event. Following discussions it was agreed that the purchase of a gazebo, table and chair should not be funded by grant and subject to confirmation by the Grounds Maintenance contractor that it was feasible to remove the concrete debris from the designated area

RESOLVED

- that a grant of £800 would be awarded to assist with publicity and costs of ground preparation and removal of concrete.
- Cllr Oliver to meet with the grounds maintenance contractor to assess the financial feasibility of implementing the wild flower meadow within the grant allocation

ITEM 8 P & F MAR 2012: MEMORIALS IN AREAS OTHER THAN FLEET CEMETARY

Members noted that a request had been received for a tree to be planted in Oakley Park as a memorial. There was agreement that a policy was required to assist in dealing with such requests and the policies of other town/parish councils were made available.

RESOLVED

- That the request to plant a flowering cherry tree in Oakley Park be approved.
- That a working group comprising Cllr Schofield, Cllr Robinson and Cllr Fisher be set up to draw up a policy for Fleet Town Council including benches, trees and plaques.

ITEM 9 P & F MAR 2012: HSBC BANK CHARGES

It was reported that the bank charges applied by HSBC had increased by £250 per month. Members acknowledged that the transfer to an electronic system of banking ie BACS would reduce this charge and

RESOLVED

that the review and re-tendering of the Council's banking arrangements should be an early priority of the new Town Clerk.

ITEM 10 P & F MAR 2012: PAVILIONS

It was noted that, following advice from Hart District Council, Planning Permission would need to be obtained for Fleet Town Council Pavilions to be a multi-use facility including education. An application was about to be submitted for Oakley Park to facilitate the use by Squirrels Pre School Group and the permission relating to the remaining pavilions would be regularised when officer time permitted.

ITEM 11 P & F MAR 2012: CHAIRMANS CHARITY GRANT APPLICATION 2012

The committee noted the receipt of a letter of thanks from the Chairman of Hart District Council for the grant awarded by Fleet Town Council to cover the cost of the hire of the hall for the Chairman's Charity Barn Dance.

ITEM 12 P & F MAR 2012: THE CLERK'S REPORT

The Committee received the Acting Clerk's report and particularly noted

- That the council's insurance company required written references to be obtained from council employees.
- That the new website would be launched during April. www.fleet-tc.gov.uk
- That web access for Cllrs should be checked with the council IT adviser.
- That the hire of an additional credit/debit card machine had lowered the hire charge and the insurance position in the case of loss/damage be checked.
- That there was a risk of a commercial hose-pipe ban that could affect the watering of hanging baskets.

- A meeting of the Risk Committee to be convened to review and update the Risk Register

RESOLVED

The Acting Clerk's report be noted.

ITEM 13 P & F MAR 2012: DATE AND TIME OF NEXT MEETING

The next meeting will be Monday 16 April at 7.30pm at the Harlington.

ITEM 14 P & F MAR 2012: CONFIDENTIAL

RESOLVED

that 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 **Establishment Sub Committee**, the **Public and Press** will be excluded from the following agenda items for the reasons of them relating to an individual/s, or because they include information on confidential negotiations.

The members considered the staff performance and salary review.

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

