

MINUTES OF THE FLEET TOWN COUNCIL POLICY AND FINANCE COMMITTEE

18 April 2011 7.30pm
The Harlington

Councillors

Robert Schofield (Chair), Cllr Einchcomb, Cllr Woods, Cllr Perthen

Also Present

Shar Roselman – Clerk

P & F APRIL 2011 ITEM 1: APOLOGIES FOR ABSENCE

Apologies were received from Cllr Robinson and a block apology for absence from committees was received from Cllr Hurley.

P & F APRIL 2011 ITEM 2: DECLARATIONS OF INTEREST

There were no declarations of interest.

P & F APRIL 2011 ITEM 3: PUBLIC SESSION

No members of the public were present.

P & F APRIL 2011 ITEM 4: MINUTES OF PREVIOUS MEETING

Resolved to receive and approve as a correct record the minutes of the Policy and Finance Committee dated 21 March 2011.

Prop: PE Sec: RS

P & F APRIL 2011 ITEM 5: RISK ASSESSMENT/LOSS CONTROL

The meeting received the notes of the second working group meeting, which outlined the major risks facing the council. The date of the next meeting is 12 May, 2011 at 8 pm at Cllr Perthen's home.

Action: Members of the Risk Assessment working group.

P & F APRIL 2011 ITEM 6: CHEQUE/DEBIT ORDER PAYMENT PROCEDURE

The committee received from Cllr Robinson a note on controls in the event of

- a) the payee requiring a change of name and
- b) the need to reissue cheques where the original cheque goes missing.

Resolved that the procedure, when written, should include the following:

Reissue of cheques where payee requires a change of name. Invoices to be reissued with correct payee name. Wrong cheques are either not to be sent out and stapled into chequebook, or to be cancelled.

Reissue of cheques where original cheque is missing, lost or destroyed. Original cheque to be cancelled prior to making out a new cheque.

Prop: GW Sec: PE

P & F APRIL 2011 ITEM 7: MONTH TWELVE INCOME AND REVENUE STATEMENT, PAYMENT SCHEDULE, BANK RECONCILIATION.

The committee received into the minutes the provisional month 12 income and revenue statement, the payment schedule, and the bank reconciliation. It was noted that year end figures were still to be provided. Preliminary year end figures showed a balance of approximately £147,000 and a cash holding of approximately £113,000.

P & F APRIL 2011 ITEM 8: BAD DEBTS

The committee received a report from the clerk on bad debts at year end. The Centre Supervisor had worked hard to reduce bad debts, resulting in a low bad debts figure apart from the amounts owed by the Library and the Point.

The clerk had continued working on the Library agreement with Hampshire County Councils. An amount of just over £12 000 had been agreed, but the balance was still subject to negotiation. Cllr Schofield and Cllr Woods to be informed of the date of the next meeting with Hampshire County Council.

**Action: The clerk.
Cllr Schofield will also contact HCC regarding payment of this debt.**

The utilities payment for the Point was also outstanding.

Action: The clerk to contact Nigel Pool to request payment of this debt.

Resolved to write off 40pence outstanding for a bad debt originating from SWI Swinton.

Prop: RS Sec: PE

Action: The clerk to write off this debt, and to follow up the other outstanding debt from the Library for hall hire.

P & F APRIL 2011 ITEM 9: INVESTMENT STRATEGY

The committee discussed the rates quoted by HSBC for investment in a savings account, a high interest deposit bond, and the money market.

Resolved to deposit £50,000 with HSBC in a High Interest Deposit Bond for six months at a rate of 0.45% fixed.

Action: The clerk

P & F APRIL 2011 ITEM 10: GIFT POLICY

The committee received a draft gift policy from the clerk.

Resolved to approve the gift policy with the following changes:

TOWN COUNCIL AWARDS

In recognition of the unpaid service given by local people as Town Councillors on completion of service a token gift up to a maximum value of £50 may be given as a memento.

CHAIRMEN/WOMEN

The Town Council recognises the efforts put in by a Chairperson during their term of office. To recognise this commitment, the Chairperson's name is added to the Roll of Honour.

FUNERALS

As a mark of respect the Town Council purchases a wreath of the value of £50 for past and present Councillors and staff for their funeral.

ENTERTAINMENT AND HOSPITALITY

Minor catering (Tea, coffee, biscuits, snacks, soft drinks, bottled water) may be accepted by Members and Employees.

Major catering (sit-down meals, buffets etc, in house or in other establishments) received from any person in connection with Council Business, must be disclosed to council. Such gifts must also be registered in the gift register.

Prop: PE Sec: GW

Action: The clerk to purchase an Honour's board.

P & F APRIL 2011 ITEM 11: EMAIL HOSTING TRAINING.

The committee received a quotation on training for the email hosting system. Concerns were raised as to whether the Microsoft hosting environment would cope with emails to systems users who did not have Microsoft outlook, and whether Microsoft Outlook licences would be needed by all councillors to allow the system to function.

Action: The clerk to establish the above information.

Resolved that , providing the proposed Microsoft hosting system met the above requirement for other systems users, training for the email hosting system for councillors and staff was approved.

The 22 June was considered a good date for training, providing the start time could be arranged for later than 4.30 pm.

Prop: PE Sec: GW

P & F APRIL 2011 ITEM 12: NALC CONFERENCES

Two NALC conferences were discussed. The committee discussed whether attendance at the NALC conference on the localism bill was likely to be more beneficial than a local conference on this matter.

Resolved to book a place for the NALC Communities in Action Conference on 22 September 2011 for a councillor (Name of attending councillor to be confirmed at the Annual Meeting) and to reserve a place for the clerk to attend the NALC larger councils conference in November 2011.

Attendees at conferences are to bring back full reports on the conference.

Action: The clerk

P & F APRIL 2011 ITEM 13: APPLICATION FOR A GRANT

The committee received a grant application from Fleet Lions for funding the cost of the room hire used for training volunteers to offer warden services to the Fleet Community.

Resolved to approve the grant application for £100 for Fleet Lions under the power to provide buildings for public meetings and assemblies, LGA 1972 s133.

Action: The clerk.

P & F APRIL 2011 ITEM 14: STAFFING MATTERS

The committee resolved that, in terms of the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public Section 1(2), by reason of the item referring to an individual/s, the Public and Press would be excluded from the following items on the agenda.

Two staffing matters, relating to full time employment of a duty manager and the replacement of 365 cards with an alternative benefit were dealt with.

There being no further business the meeting ended at 10.12 pm.

The next meeting will be held on 16th May 2011 at 7.30 pm at The Harlington.

Signed.....

Date:.....