



**POLICY AND FINANCE COMMITTEE
NOTICE OF MEETING**

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

Monday 25 January 2016 at 7pm

The Harlington

All committee members are summoned to attend

To: Cllrs S Cattle, P Einchcomb, L Holt, A Oliver,
R Robinson, B Schofield, J Smith, N Walton

Signed:

Janet Stanton
Town Clerk

Date: 20 January 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 19 October 2015-copy attached

Part 1 – ITEMS FOR DECISION

5 BUDGET PROJECTION 2015/2016 AND DRAFT BUDGET 2016/2017

To consider the budget projection for 2015/2016 and the draft budget for 2016/2017 which includes the re-allocation of the Harlington Option 3 as approved by Council on 13 January 2016 .

Budget papers attached

RECOMMENDATION

1. To receive and accept into the minutes the budget projections for 2015-2016
2. To consider and approve the draft full FTC budget for 2016/2017 for recommendation to Council on 3 February 2016

6 QUARTERLY FINANCIAL MONITORING REPORT

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

- a) Quarterly monitoring report (Oct-Dec 2015)
- b) Cash Book for Nov 2015
- c) Bank reconciliation for Nov 2015
- d) List of payments for Nov 2015
- e) Income and Expenditure Statement up to 30 Nov 2015
- f) Summary Income and Expenditure Nov 2015
- g) Cash book for Dec 2015
- h) Bank reconciliation for Dec 2015
- i) List of payments for Dec 2015
- j) Balance Sheet as at 31 Dec 2015
- k) Income and Expenditure Statement up to 31 Dec 2015
- l) Summary Income and Expenditure Dec 2015
- m) FTC Co-op Charge Card Statements for Aug 2015
- n) FTC HSBC Charge Card Statement for Robins Oct 2015

RECOMMENDATION

- a) To receive the Town Clerks Quarterly Monitoring Report
- b) To confirm that the bank reconciliations for November and December 2015 equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules
- c) To receive and accept into the minutes the List of Payments for November and December 2015
- d) To receive and accept into the minutes the Income and Expenditure Statement to December 2015

- e) To receive and accept into the minutes the Balance statement as at 31 December 2015
- f) To receive the Fleet Town Council Charge card statements and Cllr Holt to confirm approval of expenditure on FTC Charge Card Statements for the August Co-op and October HSBC 2015 (Alex Robins)

7 INVESTMENT REPORT

To consider the quarterly investment report-copy attached

RECOMMENDATION

That the accounts balances for FTC are noted

8 PRICE LIST 2016/2017

To receive and approve the proposed FTC price list for 2016/2017, effective from 1 April 2016-copy attached

RECOMMENDATION

To receive and approve the 2016/2017 price list

9 GRANT APPLICATIONS AND CURRENT POSITION STATEMENT

a) Aldershot Town FC Community Trust

To consider a grant application for £500 giving free usage of Oakley Park during holiday periods to Aldershot Town FC Community Trust to allow local young people to receive structured sports coaching sessions

b) Fleet Carnival

To approve the release of £1993 to Fleet Carnival for the 2015 event which FTC agreed to underwrite up to £3,000 (P and F Cttee 19 January 2015)

c) HYPE storage of the equipment application

To consider a grant application for £3,000 to cover the cost of the storage container in Victoria Road car park

d) To note the current position on the 2015/1016 grant fund

RECOMMENDATION

To determine the grant applications and note the current position regarding 2015/2016 grant approvals

10 POLICIES FOR ADOPTION

To consider the following draft policies for approval and adoption

- a) portable CCTV

- b) auto pension policy

RECOMMENDATION

To approve and adopt the above two draft policies

11 CODE OF CONDUCT

The Council's Code of Conduct was adopted on 7 November 2012 and is therefore due for review.

A copy of the policy is attached and members are invited to suggest any amendments or approve the continued adoption of the policy until January 2019- copy attached

RECOMMENDATION

To adopt a Code of Council for further review in January 2019

12 INTERNAL AUDITOR'S REPORT

To receive the internal auditors report and approve the actions to be taken

RECOMMENDATION

To receive the Internal Auditor's report and approve the actions to be taken

Part 2 – ITEMS TO NOTE

13 FINANCIAL REPORTS

Members are asked to note that the financial monitoring information in the months that there is no Policy and Finance Committee will be presented Council for the penultimate month preceding Council (ie 31 October accounts are presented to Council in December)

14 DATE AND TIME OF NEXT MEETING

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