



## **FLEET TOWN COUNCIL**

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

**Monday 16 October 2017  
at The Harlington at 7 pm**

#### **PRESENT**

Cllr Holt (Chairman)  
Cllr Einchcomb  
Cllr Hunt  
Cllr Oliver  
Cllr Robinson  
Cllr Schofield  
Cllr Smith  
Cllr Walton  
Cllr Wheale  
Cllr Woods

#### **Also Present**

Cllr Forster - HCC/HDC  
  
Janet Stanton - Town Clerk  
Alex Robins - Harlington General Manager  
Wendy Allen - Finance and Administration Officer

#### **PF Oct 2017 ITEM 1 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **PF Oct 2017 ITEM 2 DECLARATIONS OF INTEREST**

Cllr Woods –Item 8 -Grants

#### **PF Oct 2017 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC**

Cllr Forster asked about a response to his email regarding questions relating to the Harlington.

The Town Clerk confirmed that she had acknowledged receipt of the emailed questions and the copy recipients confirmed that they had received their copies.

The Chairman explained that the Harlington Working Group reported to Council, not the Policy and Finance Committee

Cllr Schofield reported that the sixteen questions would receive a written response in due course but reminded the meeting that FTC had obtained a mandate from local residents to provide a Harlington facility at a budget of £9.9m

The loan repayments and the cost of inflation had been included in the total project cost and it was confirmed that the planning process will be subject to further public scrutiny

There would be no further public consultation at this time and the project would now proceed to RIBA stage 2 and the submission of an outline planning application

It was confirmed that the current project estimate of £9.9m included the cost of any land payment to HDC

It was confirmed that membership of the Harlington Working Group remained open to Cllr Wheale and that any further questions regarding the Harlington should be raised at full Council meetings

#### **PF Oct 2017 ITEM 4 MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on Monday 17 July 2017 were approved and signed by the Chairman

#### **PF Oct 2017 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT**

The members considered the commentary of the Town Clerk with an overview of the financial performance up to September 2017 together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring

The following matters were raised:

- An explanation of the mechanism for the CAB grant payment to be taken from reserves if savings were not achieved throughout the year
- Parking enforcement payment for The Jenny Eclair performance and the potential need for better parking signage
- Letting of former chiropodist accommodation
- Pop up shop and associated tenancy issues
- Balance sheet explanation

The members considered:

- a) Quarterly monitoring report
- b) Cash Book for August 2017
- c) Cash Book for September 2017
- d) Bank reconciliation for August 2017
- e) Bank reconciliation for September 2017
- f) List of payments for August 2017
- g) List of payments for September 2017
- h) Income and Expenditure Statement up to September 2017
- i) Budget detail for September 2017
- j) Balance Sheet as at September 2017
- k) VAT for September 2017
- l) FTC Charge Card Statements for January – July 2017
- m) Year end Budget Projections

## **RESOLVED**

To receive and accept into the minutes:

1.
  - a) **Quarterly monitoring report**
  - b) **Cash Book for August 2017**
  - c) **Cash Book for September 2017**
  - d) **Bank reconciliation for August 2017**
  - e) **Bank reconciliation for September 2017**
  - f) **List of payments for August 2017**
  - g) **List of payments for September 2017**
  - h) **Income and Expenditure Statement up to September 2017**
  - i) **Budget detail for September 2017**
  - j) **Balance Sheet as at September 2017**
  - k) **VAT for September 2017**
  - l) **FTC Charge Card Statements** for January – July 2017
  - m) **Year end Budget Projections**
  
2.

It was confirmed that the bank reconciliation for August 2017 was equal to zero and Cllr Robinson confirmed that the bank statements matched the reconciliation and bank statements and payment schedules

## **PF Oct 2017 ITEM 6 DRAFT BUDGET 2018/2019**

The members received and considered the draft budget for 2018/2019

The members discussed the report and the presentation of the draft budget papers

Members raised issues concerning:

- Presentation of budget information
- The 2017/2018 precept
- The treatment of earmarked reserves
- Allocation of staff time
- CCTV monitoring costs
- The Harlington client base
- The Harlington subsidy
- Pop up businesses and the BID
- Impact of the new Hart Leisure Centre
- The principle of a nil precept increase
- Impact of possible HCC/HDC reductions in funding

Following general discussion it was agreed to

- a) To re-insert £15k taken out for Foot Clinic and to seek an increase in income
- b) The Harlington contribution to be set at £180k
- c) To reallocate salaries to better reflect the true costs
- d) To look at alternative ways of presenting the results
- e) The Contribution for the Harlington to be included on the FTC side of the budget.

## **RESOLVED to RECOMMEND to Council**

The inclusion of a 0% increase in the FTC Council Tax rates

## **PF Oct 2017 ITEM 7 INVESTMENT REPORT**

The members received the report on Investment and Current Accounts

## **RESOLVED**

To note the balances held in the Investment and Current Accounts

## **PF Oct 2017 ITEM 8 GRANTS**

- a) Review of Grant policy  
The members received and approved suggested changes to the Grants policy which had previously been approved in July 2015 .
- b) Core Clients  
As a result of the revisions to the Grant Policy above there is now no need for a core client list
- c) Grant application-Royal British Legion  
The members considered and approved a grant of £250 to the Royal British Legion to help send a two person delegation to represent Fleet at a special event in August 2018 to mark the 90<sup>th</sup> anniversary of the Great Pilgrimage

## **RESOLVED**

- a) To approve the suggested changes to the Grants Policy with a further review in 2020
- b) As a result of the revised Grant Policy above there are now no Core Clients. However a number of the previous Core clients will continue to receive a contribution from FTC and will be identified in the accounts
- c) To approve a grant of £250 to the Royal British Legion

## **PF Oct 2017 ITEM 9 REVIEW OF POLICIES**

Members were reminded that an on-going review of policies had been approved by the Policy and Finance Committee in May 2017

### **a) Complaints policy**

The members considered draft proposed changes to the Complaints procedure which had been approved in April 2012.

It was agreed that with the additional provision that any complaint regarding the Town Clerk should be submitted to the Chairman of the Council, that the receipt of all complaints related to the conduct of Members and Officers should be reported to the Establishment Committee who will, where appropriate, set up a panel of Councillors

to review the complaint and the amendment to para 5 to read The Local Government Ombudsman or seek advice from the CAB), it was

**RESOLVED**

- a) To approve the proposed changes to the Complaints policy with a review in 2020
- b) That a statement regarding respect to staff should be included on the FTC website

**b)Pavilion Users Policy**

With the deletion of the ' long term storage for FTC' at para 4 it was

**RESOLVED**

To adopt the suggested changes to the Pavilion Users policy with review due in October 2020

**c)The Park Development Plan policy**

The Park Development Plan policy was accepted with no changes, with a review in October 2020

**PF Oct 2017 ITEM 10 REQUESTS FOR BUDGET APPROVALS**

**a) OJEU consultation fee for the Grounds Maintenance contract**

Members considered a request regarding the sum of £4,000 as the fee to Rushmoor Borough Council to undertake the procurement process for the Grounds Maintenance contract and

**RESOLVED**

That the expenditure should initially be set against Open Spaces- 301-4200 in the anticipation of possible savings within the budget

**b) Commissioning of salary survey**

The members considered a request regarding the sum of up to £2,000 to cover the cost of a salary survey

**RESOLVED**

That the expenditure should be set against Central Admin-101-4551 in the anticipation of possible savings within the budget

**PF Oct 2017 ITEM 11 WRITE-OFF OF DEBTS**

Members were updated on the attempts to obtain payment of outstanding debts:

- Military Fitness 4U-Use of park-£870
- On Your Toes Dance Show-Use of accommodation and facilities-£1924-55.

**RESOLVED**

To approve the writing-off of the debts but to pursue the matter to a County Court judgement

**P F Oct 2017 ITEM 12 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Monday 19 February 2018 at 7pm

There being no further business the meeting closed at 9.24 pm

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

**Chairman**