



## FLEET TOWN COUNCIL

### MINUTES OF THE POLICY AND FINANCE COMMITTEE

Monday 17 March 2014  
at The Harlington at 7.30pm

#### PRESENT

##### Councillors

Cllr Vincent (Chairman)  
Cllr Holt  
Cllr Robinson  
Cllr Schofield  
Cllr Woods

##### Also Present

James Corrigan-Town Clerk  
Janet Stanton – Deputy Town Clerk  
Sheila Rayner –Committee Clerk

#### ITEM 1 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors Appleton, Axam, Oliver and Tilley

#### ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest

#### ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public

#### ITEM 4 MINUTES OF PREVIOUS MEETINGS

The minutes of the Policy and Finance Committee held on 5 February 2014 were approved

### PRESENTATION REGARDING THE BASINGSTOKE CANAL

*The following Basingstoke Canal representatives were present:*

*James Taylor Surrey County Council Countryside Management  
Philip Riley Chairman of the Basingstoke Canal Society  
Fiona Shipp Manager of the Basingstoke Canal  
Alistair Clark HDAPTC  
David Millett Basingstoke Canal Society*

*The Committee received a presentation which outlined the characteristics of the canal its setting and provided reasons for approving financial support of the canal including*

- *Public safety and risk management*
- *Recreation*
- *Sustainable Transport*
- *Enhancement of the local environment*
- *Nature Conservation*
- *Tourism and economy*
- *Heritage*

*An explanation was then given of the funding partnership comprising*

- *Surrey County Council*
- *Hampshire County Council*
- *6 riparian district and borough boundaries*
- *7 Hampshire Parish Councils*
- *Key stakeholders (eg The Canal Society and Natural England)*
- *Joint Management Committee*
- *Basingstoke Canal Authority*

*The members asked a range of questions regarding the funding formula and the voting rights of various members of the JMC .Perceived inadequacies in the funding formula were discussed at length. It was established that the formula used by the canal authority to calculate contributions to the canal is the number of residences within 5 miles of the canal times by the length of the canal in each District.*

*It was then established that when Hart District Council decided to request the Parishes in the District pay half of the funding due from HDC, £32,000, two methods of calculating the Parish contribution were considered. The first was to follow the system operated by the canal which would have resulted in a 21.6% of the £32,000 contribution from Fleet and Church Crookham non-parished areas at the time. The second was a different formula based upon the number of households within the riparian Parish. This resulted in Fleet and Church Crookham non-parished area paying 76% of the £32,000 contribution. The second formula was chosen.*

*The Committee thanked the representatives for their attendance and helpful presentation and confirmed their support in principle for the maintenance and upkeep of the Basingstoke Canal*

## **ITEM 5 GRANT APPLICATION-BASINGSTOKE CANAL JMC**

The Committee considered an application for grant from the Basingstoke Canal JMC in the sum of £18,309 as FTC's contribution to the expenses of the JMC in 2014/15

Following on from the discussion which had taken place during the earlier presentation it was,

### **RESOLVED**

- **FTC will take note of the representation on the JMC of FTC when considering any grant request next financial year**
- **The Officers to write to the JMC and ask for voting representation on the JMC**
- **That negotiation be followed up with HDC regarding the formula adopted by it and the representation on the JMC**
- **That a grant of £18,309 for 2014/15 be approved**

## **ITEM 6 YELABUS MATCHED FUNDING CONTRIBUTION**

The Committee considered an application for matched funding in the sum of £500 for the Hart Yelabus service.

Following discussion and after careful consideration it was

**RESOLVED** that as FTC already supports Fleet Link, therefore that the application for grant funding be refused

## **ITEM 7 QUARTERLY FINANCIAL MONITORING REPORT**

The Members discussed the Town Clerk's quarterly financial commentary. There was discussion regarding the overall encouraging general financial position, issues regarding the Harlington, the coffee shop, bar takings, bar management and bar stock take, proposals for earmarked reserves, cemetery fees and the need for improvements in the cemetery.

Members were pleased to note the proposal to schedule business into meeting dates giving a greater emphasis on forward planning.

The Committee received :

- The income and expenditure payments for up to 28 February 2014
- Summary income and expenditure statement February 2014
- Income and expenditure account for year ended 17 March 2014
- Cash book for January and February 2014
- Bank reconciliation for January and February 2014
- List of payments for January and February 2014
- Balance sheet as at 17 March 2014
- FTC Charge Card statements for December 2013 and January 2014

## **RESOLVED**

That the quarterly financial monitoring report and bank reconciliation for January and February 2014 be noted and approved

## **ITEM 8 QUARTERLY INVESTMENT REPORT**

The Members considered the quarterly investment report.

## **RESOLVED**

That the quarterly investment report be noted

## **ITEM 9 WRITING OFF OF INVOICES**

The Committee considered the circumstances regarding two unpaid invoices

|                |         |
|----------------|---------|
| Mel Douglas    | £693    |
| David Matthews | £574.01 |

The committee was advised that the debt collection procedure had been reviewed and tightened and it was,

## **RESOLVED**

That the two unpaid invoices be written off.

**ITEM 10 ASSET REGISTER**

The committee received the Asset Register as at March 2014. It was noted that the Register would be reviewed once the overhaul of Council leases was complete

**RESOLVED**

To receive and agree the Asset Register as at March 2014

**ITEM 11 DEVELOPMENT PLAN PROCESS**

In line with FTC's decision to adopt Development Plans for the parks in partnership with 'Friends' groups , the committee considered a policy setting out the rationale and process of a development plan

**RESOLVED**

That the Park Development Plan policy be adopted and reviewed in March 2017

**ITEM 12 BANKING ARRANGEMENTS**

It was noted that the research on finding a new bank for the Council was almost complete. However, due to pressure of work including salary adjustments, the year-end and queries, this was not yet complete. A report with recommendations will be brought to the committee in May 2014

**ITEM 13 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 2 April 2014 immediately following Council

There being no further business the meeting closed at 10.13 pm

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

**Chairman**