



## **FLEET TOWN COUNCIL**

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

**Monday 19 October 2015  
at The Harlington at 7 pm**

#### **PRESENT**

Cllr Holt (Chairman)  
Cllr Cantle  
Cllr Einchcomb  
Cllr Oliver  
Cllr Robinson  
Cllr Schofield  
Cllr Smith  
Cllr Walton

#### **Also Present**

Janet Stanton - Town Clerk  
Deborah Kirby - Deputy Town Clerk  
Sheila Rayner - Committee Clerk

Victoria Beebee- VoxSkool Community Ltd  
Fiona Shipp- Blackwater Valley Canal Manager

#### **ITEM 1 APOLOGIES FOR ABSENCE**

There were no apologies for absence

#### **ITEM 2 DECLARATIONS OF INTEREST**

There were no declarations of interest

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

There were no questions from the public

#### **ITEM 4 MINUTES OF PREVIOUS MEETING**

The Minutes of the Policy and Finance Committee held on Monday 20 July 2015 were approved and signed by the Chairman

#### **ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT**

The members considered the quarterly commentary of the Town Clerk together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet, charge card statements and quarterly monitoring report

The following matters were specifically raised and discussed:

- The requirement for a business plan from the new Food and Beverages Manager
- Open Spaces 301-should read £4,500 (not £2,500)
- A projected overspend level of £20,000 which can hopefully be recovered during the remainder of the year, possibly through a successful pantomime season
- Concerns regarding VAT reported by the Town Clerk
- Involvement of the RLA Committee in operational decisions

## **RESOLVED**

To receive and accept into the minutes:

- a) Quarterly monitoring report
- b) Budget/Projection/Actual Summary
- c) Budget Projection Detail - September
- d) Budget Projection Summary - September
- e) Income and Expenditure Statement up to September 2015
- f) Summary Income and Expenditure September 2015
- g) Cash book for September 2015
- h) Bank reconciliation for September 2015
- i) List of payments for September 2015
- j) Balance Sheet as at September 2015
- k) Cash book for August 2015
- l) Bank reconciliation for August 2015
- m) List of payments for August 2015
- n) Cash Book for July 2015
- o) Bank reconciliation for July 2015
- p) FTC Charge Card Statements for June 2015
- q) FTC Charge Card Statement for July 2015
- r) FTC Charge Card Statement for May 2015
- s) To confirm that the bank reconciliations for June, July and August 2015 equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules

## **ITEM 6 INVESTMENT REPORT**

The members received and noted the quarterly investment report. Following discussion it was

## **RESOLVED**

- a. To note the balances held in the Fleet Town Council Accounts
- b. To approve moving £50,000 from the Co-operative Bank Account (65583782), into the HSBC current account 61539272

- c. To approve moving any balance over £100,000 from HSBC Current Account (61539272) into the Nationwide Business Instant Saver Account.

## **ITEM 7      RESERVES**

The Committee was reminded that £45,000 is held in Earmarked Reserves – Parking Provision 900 - 9031 as FTC's contribution to the Pay on Exit Scheme which is in addition to the £45,000 allocated from NHTS funds for Fleet.

Members considered if this £45,000 should be returned to General Reserves and reallocated to ear marked reserves.

### **RESOLVED**

- a. That £45,000 could be transferred from 900 – 9031 (Earmarked Reserves – Parking Provision to General Reserves), once the final HDC decision regarding parking is known in January 2016
- b. To agree the transfer of funds from General Reserves to earmarked reserves for projects where funding has not been allocated.
- c. The flooring to Ancells Community Centre should be repaired using General Reserves
- d. Cllr Oliver to arrange for Neighbourhood Plan Community Grant to be sought

## **ITEM 8      CASH FLOAT**

Members were asked to consider and agree an increase in the Harlington Float by £160. The current float/petty cash for the Harlington is £850. This would make a new total float of £1010. Having noted that dedicated floats greatly helps with the cash management of the business and improves the operations and sales especially at busy events, it was

### **RESOLVED**

To approve the increase in float for The Harlington from £850 to £1010, an increase of £160

## **ITEM 9      DEBTS**

Members were asked to consider the writing-off of a debt

### **RESOLVED**

In view of the internal auditor's advice, to write off HC2020, dated 29 September 2014 in the sum of £60.00

## **ITEM 10 GRANTS**

The Committee was informed that a sum of £10,780 remained in the Grants Budget after taking into account monies currently earmarked.

### **a) Basingstoke Canal Authority**

The Committee considered the grant application from The Basingstoke Canal Authority in the sum of £18,309 towards the management of the canal. Members were mindful of the decision taken by full Council on 7 October 2015 that without voting representation on the JMC, grant funding will not be made available.

#### **RESOLVED**

That although the Council is supportive of the Basingstoke Canal it will not be in a position to formally determine the grant application until the resolution of the JMC is known regarding FTC's request for representation on the JMC with voting rights

### **b) Fleet and Church Crookham in Bloom**

The Committee considered a grant application from Fleet and Church Crookham in Bloom in the sum of £330 towards the cost of putting on the annual prize giving ceremony

#### **RESOLVED**

That no approval to the grant be made but that Fleet and Church Crookham in Bloom be invited to re-submit the application with an explanation of why a grant was required when more than sufficient funds were already held in reserves

### **c) VoxSkool Community Limited**

The Committee considered a grant application for VoxSkool Community Limited (by guarantee /not for profit) in the sum of £556.29 for the hire of the Auditorium at The Harlington for a Concert to help raise funds for the elderly and dementia care patients locally.

#### **RESOLVED**

To approve the grant of £556.29 to cover the cost of hire of the Harlington Auditorium for a concert to help raise funds for the elderly and dementia care patients

### **d) A Safe Haven in Fleet**

The committee considered the grant application for £100 from A Safe Haven in Fleet

#### **RESOLVED**

To approve the grant of £100 to cover the cost of room hire and general administration charges

**e) Hart Football Club**

The committee considered a grant application from Hart Football Club for portable 11 v 11 goals in the sum of £2034

**RESOLVED**

That FTC purchase the portable goal posts, retain their ownership and responsibility for insurance etc. with the Town Clerk to be authorised to use funds in the Ancells Farm Equipment budget

**f) Fleet Transition**

The Committee considered a grant application for Fleet Transition to assist with start-up costs in the sum of £250

**RESOLVED**

That conditional upon the presentation of invoices, a grant of £250 be approved for Fleet Transition to assist with start up costs including publicity, room hire and other PR items

**ITEM 11 CREDIT CARD**

Members noted that there had been fraudulent activity on Alex Robin's credit card. The funds had now been refunded to AR's account. In light of this incident and the questions asked by the fraud team at the bank, the Clerk requested that the Facilities and Open Spaces Manager be granted a charge card to better protect the owner of the card in such cases.

As this matter had been considered in June 2015, members were reminded that a written request to the Town Clerk from seven members would be required in order for the matter to receive reconsideration in accordance with the six month rule Standing Order 12 (a)

**RESOLVED**

That in the event that seven members so request, the matter will be referred to Council in November 2015 to determine the Town Clerk's suggestion that a charge card be made available to the Facilities and Open Spaces Manager

**ITEM 12 BANK CREDIT**

It was reported that in December 2014, £723.86 was paid into the Post Office in Fleet but this one amount was credited twice to the FTC (the then) Co-operative bank account. This was brought to the attention of the Co-operative bank, the Post Office/Post Office HO and Santander on several occasions, giving them the opportunity to investigate and take the funds back. Following their investigations, FTC was advised by the bank that both credits were correct and no further action was required.

Members were asked to approve £723.86 be moved from "Adjustments to Reconciliation" on the Bank reconciliation into 201 1000 – Harlington Hall Hire

**RESOLVED**

To agree that £723.86 is now credited to 201 1000.

**ITEM 13 PORTABLE CCTV POLICY**

Members considered a draft portable CCTV policy. Whilst the principles of the policy were agreed, the Committee requested the submission of a streamlined version to the next meeting of the Committee in January 2016

**ITEM 14 INTERNAL AUDITOR'S INTERIM REPORT**

The members noted the Internal Auditor's interim report relating to reserves and earmarked reserves

**ITEM 15 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Monday 25 January 2016 at 7pm

There being no further business the meeting closed at 8.45 pm

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

**Chairman**