



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Monday 18 February 2018
at The Harlington at 7 pm**

PRESENT

Cllr Holt (Chairman)
Cllr Einchcomb
Cllr Oliver
Cllr Robinson
Cllr Schofield
Cllr Smith
Cllr Wheale

Also Present

Janet Stanton	- Town Clerk
Alex Robins	- Harlington General Manager
Wendy Allen	- Finance and Administration Officer
Sue Copley (Item 7a)	- Girl Guiding

PF Feb 2018 ITEM 1 APOLOGIES FOR ABSENCE
Cllr Woods

PF Feb 2018 ITEM 2 DECLARATIONS OF INTEREST

There were no Declarations of Interest

PF Feb 2018 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public

PF Feb 2018 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Monday 16 October 2017 were approved and signed by the Chairman

PF Feb 2018 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT

The members considered the commentary of the Town Clerk with an overview of the financial performance up to January 2018 together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring

The following matters were raised:

- CAB grant payment will be absorbed by year end
- Harlington report very positive. Good news that Bookers are approaching the Harlington to book their acts.
- Councillors congratulated the Harlington General Manager and staff for their excellent efforts
- Feasibility of vending machines
- Extra credit card to be sought but total credit to still be £6000 spread across 4 cards
- Hard copies of the reports at the meeting to be minimised and questions to be requested 2 working days in advance of the Policy and Finance meeting

The members considered:

- a) Quarterly monitoring report
- b) Cash Book – Income received for December 2017 and January 2018
- c) Bank reconciliation for December 2017 and January 2018
- d) List of payments for December 2017 and January 2018
- e) Income and Expenditure Statement up to January 2018
- f) Budget Detail statement up to January 2018
- g) Balance Sheet as at 31 January 2018
- h) VAT for 31 January, 2018
- i) FTC Charge Card Statements for August - December 2017
- j) Year end Budget Projections

RESOLVED

To receive and accept into the minutes:

1. Financial Reports
 - a) Quarterly monitoring report
 - b) Cash Book – Income received for December 2017 and January 2018
 - c) Bank reconciliation for December 2017 and January 2018
 - d) List of payments for December 2017 and January 2018
 - e) Income and Expenditure Statement up to January 2018
 - f) Budget Detail statement up to January 2018
 - g) Balance Sheet as at 31 January 2018
 - h) VAT for 31 January, 2018
 - i) FTC Charge Card Statements for August - December 2017
 - j) Year end Budget Projections. At Year End salary surplus to be carried forward in an earmarked reserve for unpaid salary adjustments and bonus due 2017-18
2. Bank Reconciliation

It was confirmed that the bank reconciliation for December 2017 and January 2018 were equal to zero and Cllr Robinson confirmed that the bank statements matched the reconciliation and bank statements and payment schedules.

PF Feb 2018 ITEM 6 INVESTMENT REPORT

The members received and considered the Investment Report and discussed interest rates currently being received.

Following general discussion it was agreed to

RESOLVED

1. To note the balances held in the Investment and Current Accounts
2. Review mix of investments and the interest rates received to ensure best outcome for Fleet Town Council

PF Feb 2018 ITEM 7 GRANTS

The members considered the following grant applications

- a) Girl Guiding (Taken after PF Feb 2018 ITEM 4)
To consider an application for a grant of £1,398.25 to assist with the funding of storage racks for holiday and camp equipment from Girl Guiding Fleet Division in a new store to be built to replace the existing storage garages in the compound of Girl Guiding Fleet off Basingbourne Road.

Sue Copley representing Girl Guiding organisation answered Councillors questions regarding the storage racks and application for grants from other Town Councils. Planning permission was also discussed for the new building.

RESOLVED

To approve a grant of £1,398.25 to assist with the purchase of storage racks for the Girl Guides holiday and camping equipment subject to building development permission

- b) Fleet Chilli Fiesta
To consider an application for a grant of £600 to cover the cost of the hire of toilets as the facilities at the Harlington are not available on the day of the Fleet Chilli Fiesta

Various aspects of the Chilli Fiesta were discussed including:

1. Lack of accounts
2. Fleet BID events
3. Not considered a bona fide charitable organisation
4. If the event was a different weekend there wouldn't be a need to hire toilets

RESOLVED

That the application be refused as the paperwork provided by the Chilli Fiesta was incomplete.

PF Feb 2018 ITEM 8 NEW POLICIES

a. Draft Whistleblowing policy

The Whistleblowing policy was considered and accepted.

RESOLVED

The policy was confirmed with review in February 2021.

b. Draft Standard Terms and Conditions of Purchase

The members considered the Standard Terms and Conditions policy.

RESOLVED

It was agreed to modify the policy and consider it at the earliest possible Council meeting

PF Feb 2018 ITEM 9

REVIEW OF POLICIES

a) Bereavement Leave

The members considered Bereavement leave policy. With the deletion of some wording in paragraph 3.3 the policy was accepted

RESOLVED

a) To approve the proposed changes to the Bereavement policy with a review in February 2021.

b) Gift Policy

The members considered Gift policy; it was agreed to remove the word retirement and put "up to" the value. Town Council awards will be increased to up to £100, Employees leaving the Council will read up to £50 and Funeral wreaths or donation will be up to £100.

RESOLVED

To adopt the changes to the Gift policy with review due in February 2021

c) Public Participation Policy

The members considered Public Participation policy. It was agreed to remove the words "other than the Establishment" in point 1; In point 4 it should read "The Chairman will determine in which order members of the public will be allowed to speak, having regard to who has previously asked questions at that meeting and previous meetings, who arrived at the meeting first and whether topics raised are the same or similar to topics already asked."

RESOLVED

To adopt the changes to the Public Participation policy discussed with review due in February 2021

d) Agenda and Minutes Policy

The members considered the Agenda and Minutes policy. Changes were requested which include removing "except for Establishment Committee" in paragraph 2; removal of "as this can lead to illegal decisions" in paragraph 3, paragraph 4 to read "The agenda will aim to be published one week before the meeting is held, but not

less than three working days.” The final paragraph to read “Public participation will record the name of the individual and the question asked or statement made in an abbreviated format. Statements will not be recorded”

RESOLVED

To adopt the changes to the Agenda and Minutes policy discussed above with review due in February 2021

PF Feb 2018 ITEM 10

ASSET REGISTER

Members considered the Asset Register; it was noted that there was an anomaly

RESOLVED

The Asset Register will be adjusted and taken to the Council meeting on 7th March for approval

PF Feb 2018 ITEM 11

FLEET TOWN COUNCIL FEES

Members reviewed the Fleet Town Council fees with effect from 1 April 2018; Following discussion it was agreed that Internment only Ashes for non-residents to be £330. VAT is erroneously listed against mini pitch hire.

RESOLVED

To approve the fees as listed with the amendment of Internment only Ashes for non-residents to be changed to £330 and VAT removed with effect from 1 April 2018

PF Feb 2018 ITEM 12

CLERKS REPORT

The members noted the Town Clerk’s report and specifically:

- Electronic Banking
- Grounds Maintenance contract
- Girl Guide Compound
- Instigate a Health and Safety Audit

RESOLVED

Members approved the use of Central Admin budget (101) to pay for the Health and Safety Audit.

PF Feb 2018 ITEM 12

DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 21 May 2018 at 7pm

Councillor Holt thanked the members of the Policy and Finance Committee for their support during his tenure as Chairman.

There being no further business the meeting closed at 9.22 pm

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