



## **FLEET TOWN COUNCIL**

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

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

#### **PRESENT**

Cllr Holt (Chairman)  
Cllr Cantle  
Cllr Einchcomb  
Cllr Robinson  
Cllr Walton

#### **Also Present**

Janet Stanton- Town Clerk  
Sheila Rayner –Committee Clerk

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

There was an apology for absence from Cllrs Jasper, Oliver and Schofield

#### **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 October 2014 were approved and signed by the Chairman  
Item 9 of the minutes- Bereavement Policy- the Town Clerk was asked to obtain a copy of the ACAS paper on bereavement policy

#### **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 for the third quarter of 2014/2015.

The following matters were specifically raised and discussed:

- The arrangements for the appointment of the internal and external auditors
- The background to the fees incurred for the 3G consultant regarding Ancells Farm
- The reference to RLA Committee of the issue of free tennis courts during Wimbledon weeks only
- The reduced expenditure code at 4255 –Sinc provision
- The renewal of the Ground Maintenance contract-to be referred to RLA in April 2015
- The Pantomime.

There was careful consideration of the poorer than budget performance of the 2014 Pantomime based on the provisional information currently available to the Operations Manager. Members discussed a range of associated matters including the number of performances, notional loss of income from not hosting other profitable shows, bar and other ancillary income, cost of ticketing and staffing, the VAT status of suppliers, the disappointing lack of support from the local press, the postcode locations of ticket purchasers and arrangements for a wash up meeting in 2 weeks.

The meeting noted the provisional figures and members commented on how these could be presented to the RLA Committee and Council by the Operations Manager. It was noted that a series of options was required including a shorter season, alternative start and final performance dates and pricing bands.

It was noted that it may prove necessary to call a special meeting after the RLA Committee on 21 January 2015 and before Council on 4 February 2015 when a decision regarding any pantomime in 2015 would need to be made.

Cllrs Cantle and Einchcomb agreed to recommend if a special meeting was required following the RLA meeting.

It was also suggested that the Council's decision on the matter may be one that could be explained at the Annual Residents' meeting on 31 March 2015

- The desirability of setting up a working group of the RLA Committee to discuss the future of the Coffee Shop
- The need to add the reserves to the year end budget projections at paper (n)

## **RESOLVED**

- a) To receive the Town Clerk's quarterly monitoring report
- b) To confirm that the bank reconciliations for November equals zero and sign the bank statements and payment schedules. Cllr Robinson still to confirm the December 2014 reconciliation.
- c) To receive and accept into the minutes the List of Payments for November and December 2014
- d) To receive and accept into the minutes the Income and Expenditure Statement up to 31 December 2014
- e) To receive and accept into the minutes the Balance statement as at 31 December 2014
- f) To receive the Fleet Town Council Charge card statements and Cllr Holt to confirm approval of expenditure on FTC Charge Card Statements for September, October and November 2014.
- g) To receive the Year end projections

## **ITEM 6 INVESTMENT REPORT**

The members received and noted the quarterly investment report. Following discussion regarding the Nationwide 95 Day Notice Account, the new HSBC account to be operational in April 2015 and used to move money around as required, and the future consideration of investment options, it was

### **RESOLVED**

- That the accounts balances for Fleet Town Council are noted
- To note that the Nationwide 95 Notice Day Account has been closed and funds will be released on 2 April, 2015
- To note the Clerk's concerns regarding the Council's year end cash flow.
- Councillors to agree the future investment plan of the Town Council at the next meeting of the Committee in April 2015

## **ITEM 7 FUTURE ITEMS FOR DEVELOPMENT**

The Chairman sought the members' views on policy areas that could be developed over the coming year. Following discussion the following areas emerged for future consideration:

- a streamlined grants policy
- a disciplinary policy
- an ACAS health check of HR policies
- funding opportunities for the possible refurbishment of the Harlington linked to the Harlington Working Group and RLA Committee consideration of the possibilities for a scheme
- energy policy including solar panels, use of electricity and heat retention issues

## **ITEM 8 FUTURE LEVELS OF RESERVES**

The Chairman reminded members that reserves of approx. £270,000 had been built up over the life of FTC although a substantial part of this reserve was allocated to earmarked reserves. There was a general discussion about the prudent level of unallocated reserves with a view to free up funds to support desirable projects. Members agreed that a reasonable level of reserves should be agreed by Council.

Cllr Walton undertook to seek out evidence of a sensible reserve level with a view to reporting back to the next meeting in April 2015

## **ITEM 9 ADOPTION OF NEW POLICIES/PROCEDURES**

The Members considered three new draft policies and made a series of suggestions regarding the final documents.

The following documents will therefore be finalised and circulated to members as soon as possible :

- a) Grievance policy/procedure
- b) Computer Use policy
- c) Tree policy and guidelines

## **ITEM 10 GRANTS**

### **a) Fleet and District Carnival**

The Committee considered a grant application for £ 5,000 for the Fleet Carnival to provide stage and sound for the 2015 Carnival.

Members were very supportive of the sterling work of the Carnival Committee . However there were concerns regarding the Carnival Committee's declared intention to allocate all profit from the Carnival to its chosen charity and thereby diminishing FTC's ability to select the non-profit making projects it may choose to support. Nevertheless the Committee wanted to make it clear that it wished to help the Carnival Committee minimise any financial risk and therefore

#### **RESOLVED**

To underwrite the expenses of the Carnival Committee up to a level of £3,000 of income falling short of costs, as shown through appropriate income and expenditure documentation

### **b) Friends of Ancells Farm**

The Committee considered a grant application for £1,000 to assist with the provision of tarmac flooring around the base of the basket ball hoop within the play area of Ancells Farm park.

#### **RESOLVED**

To match fund the cost of providing tarmac flooring up to a maximum of £1000 on production of an invoice for the cost of the work equal to £2,000 or more.

### **c) Fleet Division Girl Guide Hall**

The Committee considered a grant application for £1,086 for the installation of an alarm system at the new Fleet Division Guide HQ.

Following careful consideration and mindful of the on-going FTC support of the Guides through its subsidised rental levels, it was

#### **RESOLVED**

To not approve the grant application for £1,086 to assist with the installation of an alarm system

### **d) Martial Arts Room Hire**

The Committee considered a grant application for £936 (+ VAT) for the free use of space at Ancells Farm to provide free lessons in the art of Kung Fu.

Whilst the members fully supported the aspirations of the applicant by already agreeing to the community use rate for the building, the Committee did not believe the lessons should be free

**RESOLVED**

To not approve the grant application for £ 936 (+ VAT) to provide the free use of space at Ancells Farm

**ITEM 11 VAT ISSUES**

The Town Clerk reported that discussions were still taking place with the VAT office regarding the charity status of a hirer and the possible implications for FTC. Prior to seeking professional advice to assist in dealing with the matter, the members suggested that Cllr Smith may be able to assist the Town Clerk. Cllr Robinson volunteered to help if Cllr Smith was not available

The Town Clerk will approach Cllr Smith regarding this matter

**ITEM 12 INTERNAL AUDIT-DATES OF VISITS**

Members noted that the Internal Auditor will visit FTC on 22 January 12 March and 20 May 2015

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

The next meeting of the Policy and Finance Committee will be held on Monday 20 April 2015 at 7pm

There being no further business the meeting closed at 9.50 pm

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

**Chairman**