



## **FLEET TOWN COUNCIL**

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

**Monday 17 September 2012 at 7.30pm  
at The Harlington**

#### **PRESENT**

##### **Councillors**

Cllr Schofield (Chairman)  
Cllr Axam  
Cllr Einchcomb  
Cllr Hill  
Cllr Perthen  
Cllr Tilley  
Cllr Vincent

##### **Also Present**

James Corrigan-Town Clerk  
Sheila Rayner – Committee Clerk

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

Cllr Holt, Robinson and Woods presented their apologies.

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

Cllr Axam	Item 7 Car parking spaces
	Item 8 Grant application Fleet Lions
Cllr Hill	Item 7 Car parking spaces
Cllr Einchcomb	Item 8 Grant application Fleet Lions

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

There were no questions from members of the public.

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

The following matters arose during consideration of the minutes of the last meeting

Item 5- £18, 337 was a mis-allocation from the Basingstoke Canal (not training)

Item 6

- Confirmed that the sum of £4851 had been secured from the Insurance company together with a sum to cover the replacement of carpets and loss of income.
- The discrepancy in burial records was accounted for by the fact that three cheques had been received after the year end in which the burials were undertaken
- It was confirmed that all payments were displayed on the web site prior to the Internal Audit suggesting this should be done.

Item 8 – The Chairman confirmed that there was only one issue outstanding with regard to The Point. This was the receipt of a confirmatory letter from Hart District Council that rent payments would accrue to FTC and not HDC. The Town Clerk confirmed that he was currently researching leases held by the Council and would produce a rentals schedule for presentation to the next meeting of the Committee in December 2012.

**RESOLVED** to approve and sign the minutes of the previous meeting held on 18 June 2012.

## **ITEM 5 INCOME AND REVENUE STATEMENT, PAYMENT SCHEDULE AND BANK RECONCILIATION**

The Committee received the payment schedule and bank reconciliation for June, July and August 2012 which Cllr Robinson had confirmed had been reconciled correctly and was in order.

### **RESOLVED**

To accept into the minutes the payment schedule and bank reconciliation for June, July and August 2012

## **ITEM 6 QUARTERLY FINANCIAL MONITORING REPORT**

The Committee considered the report of the Town Clerk on the quarterly review of the Council finances.

The report contained a detailed commentary on those cost centres where there were indications that there could be significant variations to budget (copy of report attached to record minutes)

In particular the members considered the comments in relation to the following cost centres

- 4000 Salaries- this area would be further considered as part of the staffing structure and business plan production work that was ongoing
- 4030 Training- The Town Clerk provided details of the range of training courses currently being undertaken by staff meaning this budget would overspend.

- 4400- Stationery- Members discussed the possibility of moving toward a paperless office with, for example, agenda and reports being displayed on the projector at meetings and certain papers only being available as hard copies on request.
- 4420 Bank charges – The Town Clerk confirmed that the new account with the Cooperative Bank would be running from 1 October 2012. It was confirmed that the Council was working toward printed cheque runs. Also that electronic payments should be made legal soon and the Town Clerk would report back when this facility was available.
- 4555 – Legal fees. Members confirmed that they wished to retain a sum of £10,000 in this cost centre for possible legal expenses associated with the Harlington.

### **Harlington Centre**

- 4000- Salaries. Noted
- 4122 – Electricity - The Town Clerk confirmed that he was concentrating on housekeeping issues with regard to electricity consumption
- 4150- Cleaning. Noted

### **Harlington Income**

- 1000-Hall hire. Noted
- 1415 – Coffee Shop .Members expressed their continuing concerns about the viability of the coffee shop. This issue will be addressed in the proposed business plan
- 1420-Bar sales. Noted
- 1450- Ticket sales. Noted that marketing issues would be considered as part of the work associated with the production of business plans.

### **Ancells Community Centre**

208- Noted that the proposed business plan would aim for a breakeven situation in the short term and a profit in the long term

### **Open Spaces**

- 4200 Grounds Maintenance. Noted
- 4230 Playground maintenance. Confirmed that the Town Clerk would report back to the next quarterly meeting on the incorrect items charged to this cost centre by RBS at the last close of year.
- 1068 Income from canoes. Noted
- 1053 Miscellaneous income .Confirmed that work on the Ancells Farm pavilion will begin in the next few weeks

### **The Views**

- 4995 Miscellaneous expenditure Noted
- 1050 Outdoor space hire. Noted

The Committee noted the proposals with regard to moving individual budget headings into locations that better describe the activity concerned. Members requested that the Town Centre (flowers, lights etc) be identified separately from Open Spaces.

It was noted that the overall summary of all budget groups (which had not been included) showed a more or less break even position.

Concern was expressed at the lack of action in converting earmarked reserves into projects. The Clerk confirmed that proposals were being developed that would be brought to Council in the near future.

An apparent error in the Balance Sheet for month 5 was highlighted and the Clerk agreed to investigate and report back on this matter.

#### **RESOLVED**

- that the Committee noted the projected variations (both under and over spends) in the current year's budget. In particular projected overspends in Training £1320, Stationary £2000, Bank Charges £1000.
- The Town Clerk will report back to the use of the allocated reserves to the next meeting and the timings of proposed expenditure so that any projected underspends can be allocated to other projects
- The Town Clerk will arrange a training session for members on the Council's accounting system

#### **ITEM 7 PROVISION OF CAR PARKING PASSES TO FTC BY HDC**

The Committee considered a report by the Town Clerk on the provision of car parking passes to Fleet Town Council by Hart District Council.

Following discussion about the historical background to the allocation of passes the members agreed that Hart District Council should be requested to provide an additional ten passes, with appropriate justification. This would provide a total of nineteen including the seven currently held by The Point and two held by FTC.

#### **RESOLVED**

That the Town Clerk request the allocation of at least a further ten car parking permits from Hart District Council to Fleet Town Council.

#### **ITEM 8 APPLICATION FOR GRANT-FLEET LIONS**

The Committee considered a request for grant from the Fleet Lions for £1,500 for the Temporary Traffic Management Team to purchase signage, protective clothing, hi-viz jackets etc necessary to effect a road closure or traffic diversion at major events.

#### **RESOLVED**

That a grant of £1,500 be approved to the Fleet Lions to fund the purchase of clothing and equipment for the Temporary Traffic Management Team to effect a road closure or traffic diversion during town events.

#### **ITEM 9 PURCHASE OF NEW COFFEE MACHINE**

The Committee considered and approved a report on the purchase of coffee making equipment to be funded by the virement of funds between cost centres

**RESOLVED**

To approve the virement of £2000 from Earmarked Reserves (900 coffee shop improvements) to 201- 4180) (Harlington equipment rental) towards the purchase of new coffee making equipment

**ITEM 10 P & F COMMITTEE FORWARD PLAN REPORT**

The Committee considered a report by the Town Clerk on the proposed new Staff Handbook and policies contained therein and the production of a range of essential new policies that need to be developed over the coming months.

The members also agreed that budget preparation would need to begin in time for the draft budget to be presented to Council in December 2012 with the final recommendation to Council in January 2013.

To deal with these matters the following was agreed.

**RESOLVED**

- A meeting of a P & F Working Party be held on Thursday 4 October 2012 at 4pm to consider the draft staff handbook which will be emailed to all Finance and Policy Committee members so that those unable to attend the Working Party Meeting can submit their comments to the Town Clerk
- That the Town Clerk prepare a budget preparation timetable with date(s) for meetings of the F& P (budget) Working Party with a view to taking a draft budget to Council in December 2012 and a final recommendation to Council in January 2013

**ITEM 11 CONSULTATION ON THE AMENDMENT TO A REDUCTION IN COUNCIL TAX BASE**

The Committee considered the Town Clerk’s report on the alteration to the Council Tax Base.

The consequence of the proposed amendment to legislation is to exclude Parish and Town Councils from the impact of the Localising Support for Council Tax

**RESOLVED**

That the Committee agrees to support the proposed changes and that the Town Clerk replies to the consultation accordingly

**ITEM 17 DATE AND TIME OF NEXT MEETING**

The next quarterly meeting will be Monday 17 December 2012 at 7.30pm at the Harlington.

There being no further business the meeting closed at 9.50 pm

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