



## **FLEET TOWN COUNCIL**

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

**Monday 17 July 2017  
at The Harlington at 7 pm**

#### **PRESENT**

Cllr Robinson (Vice Chairman) (In the Chair)  
Cllr Einchcomb  
Cllr Hunt  
Cllr Schofield  
Cllr Smith  
Cllr Walton  
Cllr Wheale  
Cllr Woods

#### **Also Present**

Janet Stanton - Town Clerk  
Alex Robins-Harlington General Manager  
Sheila Rayner -Committee Clerk

#### **PF July 2017 ITEM 1 APOLOGIES FOR ABSENCE**

There was an apology for absence from Cllrs Holt and Oliver

#### **PF July 2017 ITEM 2 DECLARATIONS OF INTEREST**

There were Declarations of Interest from:

Cllr Robinson –item 9(a) CAB  
Cllr Smith-item 9 (b) Victim Support  
Cllr Woods-item 5(e) HVA

#### **PF July 2017 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public

#### **PF July 2017 ITEM 4 MINUTES OF PREVIOUS MEETING**

With the addition of the word 'inspection' after VAT at item 16, the minutes of the Policy and Finance Committee held on Monday 22 May 2017 were approved and signed by the Chairman

## **PF July 2017 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT**

(taken after item 9)

The members considered the commentary of the Town Clerk with an overview of the financial performance up to June 2017 together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring

The following matters were raised:

- Issues relating to the coffee shop profitability
- Request to improve the presentation of the budget summary(5k)
- Omission of summary income and expenditure and summary budget from future standard reports to the quarterly meeting of the Committee
- Inclusion of date on future budget projections

### **RESOLVED**

- a) To receive the Town Clerks Quarterly Monitoring Report and recommendation
- b)
- c) To receive and accept into the minutes the cash book for June 2017
- d) To confirm that the bank reconciliations for June 2017 equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules
- e) To receive and accept into the minutes the List of Payments for June 2017
- f) To receive and accept into the minutes the Income and Expenditure Statements up to June 2017
- g) To receive and accept into the minutes the Balance statement as at June 2017
- h) To receive and accept into the minutes the Budget detail as at June 2017
- i) To receive and accept into the minutes the VAT statement for June 2017
- j) To receive the budget projections

## **PF July 2017 ITEM 6 INVESTMENT REPORT**

The members received the quarterly investment report

### **RESOLVED**

To note the balances held in Fleet Town Council accounts

## **PF July 2017 ITEM 7 BUDGET PREPARATION WORKING GROUP**

The members approved the draft timetable for the preparation of the 2018/2019 Budget and discussed the treatment of capital projects

An additional provisional date for a meeting of the Budget Working Group was set for 6pm on Wednesday 13 December 2017, immediately before the Establishment Committee

Members indicated that they would be striving to achieve no increase in precept and that capital projects should not be included in the operating budget

Requests for additional budget items should be submitted to the Town Clerk

**RESOLVED**

- a) To approve the amended 2018/2019 Budget Preparation timetable
- b) To confirm the appointment of all members of the committee to the Budget Preparation Working Group

**PF July 2017 ITEM 8 NEW POLICIES FOR ADOPTION**

Members were asked to approve new policies for

- a) Bonus Scheme

The members considered a draft policy statement which had been based on principles approved at the meeting of the committee held on 22 May 2017.

Members suggested that the draft statement was vague and lacked the detail to allow practical application

**RESOLVED**

That with the assistance of Cllrs Schofield and Woods, the policy be re-drafted and submitted to a future meeting of the committee

- b) Equal Opportunities

The members considered a draft Equal Opportunities statement.

It was suggested that the first para .....FTC believes.....and knowledge base..... should be deleted.

**RESOLVED**

To adopt the draft Equal Opportunities policy as amended with review in July 2020

**PF July 2017 ITEM 9 GRANT APPLICATIONS 9 (taken after item 4)**

The members considered the following grant applications:

**a) CAB GRANT APPLICATION**

An application from CAB Hart for £8500 to support the provision of benefit advice, research and campaign and digital outreach services to Fleet residents , was considered .

Ms Sally Plank representing the CAB and who had been in post since the end of March 2017, made a presentation outlining the content of the application.

It was explained that there were pockets of deprivation within the area with 40% of clients presenting as disabled, 40% who were not home owners and 28% unemployed  
12% of clients were now accessing CAB services through webchat and email but more complex cases were dealt with face-to-face

An outreach advisor had been appointed and 4 new volunteers had been recruited. Assistance was mainly required to deal with issues concerning benefits, debt, relationships, families and housing

A map of deprivation was displayed in relation to Fleet central and Fleet east . Fleet west included Elvetham Heath so these 171 clients had been discounted from the figures. 245 of clients originated from these two wards

The impact of the introduction of universal credit was not yet known though substantial evidence from other similar areas suggested that 3 in 10 families would be effected. Evidence suggested a 6-10 week wait between benefit and universal credit payments leading to further problems of debt. Added to this universal credit applications could only be dealt with on-line with no telephone service.

Roll-out in Hart was not expected until summer 2018  
Very often the elderly and unemployed were digitally excluded and the local CAB service would like to provide more outreach and computer point services.

The unique nature of the CAB was explained together with an indication of organisations who recognised the work of the CAB and added support.

The members discussed the local situation and indicated that it may be appropriate to include the CAB in FTCs core list of clients. The list of core clients for 2017/2018 had been agreed at the last meeting of the committee.

There was a very lengthy discussion about the FTC funding method, the implication for the total grant fund, and the unequal contribution from other parishes. It was also acknowledged that an increase in workload could be expected as universal credits are rolled out.

Members discussed various ways in which assistance could be offered to the CAB through a community grant or a core grant and it was finally

## **RESOLVED**

That the application be referred to Council in September 2017 with a view to the basis of any grant in 2017/2018 or 2018/2019 being determined

Cllr Walton entered the meeting at 7.55pm

## **b) VICTIM SUPPORT**

An application from Victim Support for a grant of £200 to assist with the purchase of security items such as personal alarms, dummy CCTV and

window and door alarms, to make victims feel safer in their homes, was considered

### **RESOLVED**

To approve a grant of £200 to assist with the purchase of security items for victims and their families

#### **c) MEN'S SHED**

An application from Church Crookham and Fleet Men's Shed for a grant of £1,000 to assist with the cost of building shed premises was considered.

Mr Alan Walker had been present but had to leave the meeting at 7.50pm to attend another meeting . However it was reported that an excellent presentation had been made to HVA about the project at which Cllrs Smith and Woods had been present.

Various aspects of the project were discussed including the donation of the land adjoining allotments by Church Crookham Parish Council

The sense of the discussion was that the project was worthwhile and should be encouraged but that until issues such as planning permission etc had been settled , the application was considered premature

### **RESOLVED**

That the application be refused at this time but that the Council was prepared to consider a further application when the project was more developed

#### **d) BID NUTCRACKER TRAIL**

An application from the Fleet BID for a grant of £3000 to match fund a Nutcracker Trail in the BID district for a 6 week period leading up to Christmas, was considered.

Sue Tilley, the BID Director for Community Representation and Emma Molyneux, the BID Chairman, were both present to provide further background information.

The content of the proposed nutcracker trail was explained together with the efforts that had been made to attract funding from surrounding parishes. The Council was assured that the project would be self-sufficient in future and that there would be no future grant requests for this project

The project was highly visible and of benefit to the local community including many including young people and local businesses.

In view of the impact on the community grant fund it was

### **RESOLVED**

To approve funding of £3,000 but to RECOMMEND to Council that the sum be funded from reserves

**e) HART VOLUNTARY ACTION for AUTISM FRIENDLY**

An application from Hart Voluntary Action for a grant of £500 to support Autism Friendly Fleet to assist with hire of venue costs for a coffee morning and training session together with associated promotional materials, was considered

**RESOLVED**

To approve a grant of £500 to HVA for use by the Autism Friendly Fleet group to hold events, training sessions and promotional materials to raise awareness in Fleet

**PF July 2017 ITEM 10 REVIEW OF POLICIES**

Further to the review timetable agreed at the meeting of the Committee on 22 May 2017 the following policies were reviewed

**a) Complaints procedure**

The members reviewed the complaints procedure which had been adopted in April 2012.

As there were several changes to requirements it was

**RESOLVED**

To investigate issues which affect the policy and re-submit with any suggested amendments to a future meeting

**b) Memorials**

The memorials policy was considered and it was agreed that it was framed in a way that may deter applications for memorials

**RESOLVED**

That the Memorials Policy be confirmed with a further review in July 2020

**c) Open Air events**

The members considered the Open Air Events policy. With the addition of Fleet Food Festival usually held in May on The Views and other minor corrections, the policy was confirmed with review in July 2020

**PF July 2017 6 ITEM 11 BANK MANDATES-SIGNATORIES**

The signatures of bank signatories were handed to the appropriate members to ensure compatability with the signatures held by the bank

**PF July 2017 ITEM 12 EARMARKED RESERVES**

The members received and noted the earmarked reserves for 2017/2018 specifically:

- £8959 office support(possible conversion of the foot clinic to office space)
- Transfer of £9,147 out of General Reserves not Earmarked Reserves

**P F July 2017 ITEM 13 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Monday 16 October 2017 at 7pm

There being no further business the meeting closed at 9.32 pm

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

**Chairman**