

# POLICY AND FINANCE COMMITTEE NOTICE OF MEETING

Notice is hereby given that there will be a committee meeting on

## Monday 20 April 2015 at 7pm

## The Harlington

All committee members are summoned to attend

To: Cllrs S Cantle, P Einchcomb, L Holt, K Jasper, A Oliver, R Robinson, B Schofield, N Walton

Signed:

Janet Stanton Town Clerk

Date: 15 April 2015

## AGENDA

## 1 APOLOGIES

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable

## 2 DECLARATIONS OF INTEREST

Under the Local Authorities Localism Act 2011, members must declare any interests and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.

## 3 QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)

To receive questions and statements from members of the public.

#### 4 MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on Monday 19 January 2015 -copy attached

## Part 1 – ITEMS FOR DECISION

## 5 QUARTERLY FINANCIAL MONITORING REPORT

To consider the quarterly commentary of the Town Clerk and to to receive:

- a) Cash Book for January 2015
- b) Bank reconciliation for January 2015
- c) Cash Book for February 2015
- d) Bank Reconciliation for February 2015
- e) Cash book for March 2015
- f) Reconciliation for March 2015
- g) List of payments for February 2015
- h) Income and Expenditure Statement up to 31 March 2015 (excluding year end adjustments)
- i) Summary Income and Expenditure up to 31 March 2015 2015 (excluding year end adjustments)
- j) Balance Sheet as at 31 March 2015 2015 (excluding year end adjustments)
- k) FTC Charge Card Statements for December
- I) FTC Charge Card Statement for January -to follow
- m) FTC Charge Card statement for February
- n) Year end Budget Projections
- o) Quarterly Monitoring Report
- p) Budget Detail
- q) Summary Budget Detail

## **RECOMMENDATION**

- a) To confirm that the bank reconciliations for January, February and March equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules
- b) To receive and accept into the minutes the List of Payments for February 2015
- c) To receive and accept into the minutes the Income and Expenditure Statement up to 31 March 2015 2015 (excluding year end adjustments)
- d) To receive and accept into the minutes the Balance statement as at 31 March 2015 2015 (excluding year end adjustments)
- e) To receive the Fleet Town Council Charge card statements and Cllr Holt to confirm approval of expenditure on FTC Charge Card Statements for December 2014, January and February 2015
- f) To receive the Year end projection
- g) To receive the Town Clerks Quarterly Monitoring Report

#### **6** INVESTMENT REPORT

To consider the quarterly investment report-copy attached

#### **RECOMMENDATION**

That the accounts balances for Fleet Town Council are noted

- To note that the Nationwide 95 Notice Day Account has been closed and funds received into the Co-operative Bank.
- To consider and agree the investment options

#### 7 GRANTS

## a) Hart Voluntary Action-Minding the garden

To consider a grant application from Minding the Garden for a grant of £1,240 to help fund vehicle running costs for the minibus and pick-up truck and to assist with the fee to use Basingbourne Pavilion-copy attached

## b) Fleet Food Festival

To consider a grant application from Fleet Food festival for a grant of £1,000 to assist with costs associated with Public Liability Insurance and SIA Security-copy attached

## c) Hart First Response

To consider a grant application from Hart First Response for a grant of £ 500 to assist with the cost of training fees for one volunteer-copy attached

## d) Fleet Future

To consider a grant from Fleet Future for a grant of £472.50(net) £567 (gross) to cover the cost of hiring accommodation at the Harlington for an Open Day-copy attached

#### RECOMMENDATION

To determine the grant applications

## 8. DISCIPLINARY POLICY

To receive the Disciplinary Policy recommended for adoption by the Establishment Committee held on 18 March 2015 -copy attached

## 9. GRANTS POLICY

To receive and review the Grants Policy - copy attached

## **RECOMMENDATION**

To agree and adopt any amendments to the Grants policy

#### 10. FUTURE LEVELS OF RESERVES

To consider the future level of the Council's Reserves.

## **RECOMMENDATION**

To agree the level of reserves and recommend to Full Council

## 11. UPDATE ON THE ACCOUNTS PROCEDURE

To receive an update from the Clerk and Cllr Schofield on the accounts procedures and presentation.

## **RECOMMENDATION**

To agree what information should be provided to the Full Council

## Part 2 – ITEMS TO NOTE

## 12 DATE AND TIME OF NEXT MEETING

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