



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Monday 21 July 2014
at The Harlington at 7pm**

PRESENT

Cllr Schofield (Chairman for this meeting)
Cllr Cantle
Cllr Einchcomb
Cllr Walton

Also Present

Janet Stanton- Acting Town Clerk
Sheila Rayner –Committee Clerk

ITEM 1 ELECTION OF CHAIRMAN

In view of the small number of members present, it was agreed that Cllr Schofield would chair this meeting but the formal election of the chairman should be dealt with at the next meeting on 20 October 2014

ITEM 2 ELECTION OF VICE-CHAIRMAN

In view of the small number of members present, it was agreed that the election of a vice-chairman should be dealt with at the next meeting on 20 October 2014

ITEM 3 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllrs Holt, Oliver and Robinson

ITEM 4 DECLARATIONS OF INTEREST

There were no declarations of interest

ITEM 5 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public

ITEM 6 MINUTES OF PREVIOUS MEETINGS

The Minutes of the Policy and Finance Committee held on Wednesday 7 May 2014 2 April 2014 were approved and signed

ITEM 7 QUARTERLY FINANCIAL MONITORING REPORT

The members considered the quarterly commentary of the Acting 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 first quarter of 2014/2015.

The following matters were specifically raised and discussed:

- Confirmation that the precept was paid twice yearly in April and December
- The newsletter should continue to be published on a quarterly basis
- All the options, including a multi-function device, should be considered before the purchase of a new scanner
- Hall hire income had been detrimentally affected by the delay in the work to form a dance studio
- The reported figures represented cash book figures with no accruals
- The transfer to the new HSBC bank account was imminent
- Balance at the end of 2013/14 was £443,000 and was improving
- Confirmed that bank reconciliation was carried out each month by Cllr Robinson
- There was now only one credit card for use by named officers
- Noted that Cllrs Holt and Robinson would continue to sign off credit card statements

RESOLVED

- a) To confirm that the bank reconciliations for April and May equals zero and Cllr Robinson to confirm that the bank statement matches the reconciliation and sign the bank statements and payment schedule. Cllr Robinson to still reconcile June
- b) To receive and accept into the minutes the List of Payments for April, May and June 2014
- c) To receive and accept into the minutes the Income and Expenditure Statement up to 30 June 2014
- d) To receive and accept into the minutes the Balance statement as at 30 June 2014
- e) To receive the Fleet Town Council Charge card statements and Cllr Holt to confirm approval of expenditure on FTC Charge Card Statements for February, March, April, May and June 2014.
- f) To receive the Acting Town Clerks Quarterly Monitoring Report
- g) That councillors agree the allocation of salaries to cost centres for the financial year 2014-2015- to be finalised by Cllr Schofield and the Establishment Committee

ITEM 8 INVESTMENT REPORT

The members received and noted the quarterly investment report. It was noted that the possibility of short medium and long term tranches of investment would be discussed with HSBC in due course

ITEM 9 BANK ACCOUNT SIGNATORIES 2013/2014

The committee considered the requirement for named councillors to be signatories to the new HSBC current account

RESOLVED

All members of the Policy and Finance Committee be authorised as signatories to the new HSBC current account

ITEM 10 BUDGET PREPARATION 2015/2016

The members considered the proposed timetable for the preparation of the 2015/2016 Budget together with the membership of the Budget Preparation Working Party.

Following discussion on the Council's treatment of VAT, the possibility of officer and member telephone training in the Council's budget building system was noted.

RESOLVED

- a) The 2015/2016 Budget Preparation timetable was agreed
- b) All members of the Policy and Finance Committee were invited to membership of the Budget Preparation Working Party to be held on 22 October 2014 at 4pm

ITEM 11 REVIEW OF GRANT POLICY

The members received a copy of the existing grant policy adopted on 17 June 2013 together with a brief report which set out areas about which members had previously expressed concerns.

Following discussion various amendments were agreed including:

- (1)
 - The division of 1.1 into two paragraphs
 - The re-drafting of 4.3 (final bullet point) to add clarity
 - Delete 'in excess of £1,000' from para 2.8
 - Delete para 3.2 regarding any maximum ceiling on grants

The revised policy will be circulated to all members for inclusion in their Members' Handbook

- (2) The list of core clients for 2014/2015 should be:

- Basingstoke Canal
- Fleet Link
- Fleet Festivities(inc Fleet Food Festival)
- Fleet Lions Firework Display
- Fleet Lions Community Store
- Fleet Carnival

ITEM 12 GRANT APPLICATION-FLEET PHOENIX

The members considered an application for a grant of £500 from Fleet Phoenix to provide resources and refreshments for the Lea Bus Project over a period of 6 weeks in the summer of 2014

RESOLVED

To approve a grant of £500 to Fleet Phoenix to provide resources and refreshments for the Lea Bus Project during the summer 2014.

ITEM 13 UTILITIES POLICY ON THE VIEWS

In order to regularise the use of electricity by event organisers using The Views, a draft policy was considered by the members. It was noted that an appropriate map should be provided which showed the site of the electricity meter.

RESOLVED

That the draft policy for the use of the electricity supply in The Views should be adopted

ITEM 14 TRANSFER OF PONDTAIL SCOUT SITE

The members considered an offer from Hart District Council to transfer the Scout Hut at Farnham Road, Fleet, to Fleet Town Council.

Whilst recognising that there would be a degree of liability, it was considered that the scout hut was a worthwhile asset to FTC

RESOLVED

FTC to indicate its willingness in principle, to accept the transfer of the scout hut at Farnham Road and that HDC be invited to provide the draft terms of any transfer, for consideration by FTC

ITEM 15 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 20 October 2014 at 7pm

There being no further business the meeting closed at 8.55 pm

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

Chairman