



**POLICY AND FINANCE COMMITTEE
NOTICE OF MEETING**

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

Monday 16 October 2017 at 7pm

The Harlington

All committee members are summoned to attend

To: Cllrs P Einchcomb, L Holt, R Hunt, A Oliver, R Robinson, B Schofield, J. Smith,
N Walton, S Wheale, L Wood G Woods

Signed:

Janet Stanton
Town Clerk

Date: 10 October 2017

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 17 July 2017- copy attached

Part 1 – ITEMS FOR DECISION

5 QUARTERLY FINANCIAL MONITORING REPORT

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

- a) Quarterly monitoring report
- b) Cash Book for August 2017
- c) Cash Book for September 2017
- d) Bank reconciliation for August 2017
- e) Bank reconciliation for September 2017
- f) List of payments for August 2017
- g) List of payments for September 2017
- h) Income and Expenditure Statement up to September 2017
- i) Budget detail for September 2017 (paper also applies to item 6 below)**
- j) Balance Sheet as at September 2017
- k) VAT for September 2017
- l) FTC Charge Card Statements for January – July 2017
- m) Year end Budget Projections (paper also applies to item 6 below)**

RECOMMENDATION

To receive and accept into the minutes:

1.
 - a) Quarterly monitoring report
 - b) Cash Book for August 2017
 - c) Cash Book for September 2017
 - d) Bank reconciliation for August 2017
 - e) Bank reconciliation for September 2017
 - f) List of payments for August 2017
 - g) List of payments for September 2017
 - h) Income and Expenditure Statement up to September 2017
 - i) Budget detail for September 2017 (paper also applies to item 6 below)**
 - j) Balance Sheet as at September 2017
 - k) VAT for September 2017
 - l) FTC Charge Card Statements for January – July 2017
 - m) Year end Budget Projections (paper also applies to item 6 below)**

2.

To confirm that the bank reconciliation for August 2017 equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules

6 DRAFT BUDGET 2018/2019

To consider the first draft budget for 2018/2019-copy attached

RECOMMENDATION

To approve the draft budget for 2018/2019 for **RECOMMENDATION** to Council on 1 November 2017

7 INVESTMENT REPORT

To consider the quarterly investment report-copy attached

RECOMMENDATION

To note the balances held in FTC accounts

8 GRANTS

a) REVIEW OF GRANT POLICY

To consider a revised grants policy-copy showing suggested amendments in red attached

RECOMMENDATION

To decide on any changes to the existing Grant policy

b) CORE GRANT LIST 2017/2018

Further to the resolution of Council on 6 September 2017 (item 6), to consider the inclusion of the CAB in the 2017/2018 list of Core Clients-copy of current list attached

RECOMMENDATION

To decide on the inclusion of the CAB in the 2017/2018 list of Core Clients

c) GRANT APPLICATION - ROYAL BRITISH LEGION

To consider a grant application from the Royal British Legion for a grant of £250 to help send a two person delegation to represent Fleet at a special event in August 2018 to mark the 90th anniversary of the Great Pilgrimage –see attached covering letter for further details of the event-application and supporting papers attached

RECOMMENDATION

To determine the grant application from the Royal British Legion

9 REVIEW OF POLICIES

As members are aware there is an on-going review of policies (P & F Committee 22 May 2017)

a) Complaints procedure

A review of the complaints procedure has been carried out and the existing policy has been amended to include up to date requirements. The necessary changes are shown in red-copy attached

RECOMMENDATION

To approve the draft revised Complaints procedure with a further review in October 2020

b) Pavilion Users policy

To review the existing Pavilion Users policy- copy attached with minor suggested changes shown in red

RECOMMENDATION

To approve the draft Pavilion User policy, as suggested, with a further review in October 2020

c) Park Development Plans policy

To review and approve the existing Park Development Plans policy-copy of existing policy attached with no suggested changes

RECOMMENDATION

To approve the existing Park Development Policy with a further review in October 2020

10 REQUESTS FOR BUDGET APPROVALS

a) OJEU consultation fee for the grounds maintenance contract

Further to the Council's decision (4 September 2017) for Rushmoor Borough Council to undertake the procurement process for the Grounds Maintenance

Contract in the sum of £4,000, there is no provision in the 2017/18 budget .

It is suggested that that this expenditure should initially be set against Open Spaces-Grounds Maintenance (301-4200) in the anticipation of possible savings within this budget and the matter be reviewed at the end of the financial year 2017/2018

b) Commissioning of salary survey

Further to the Establishment Committee decision (13 September 2017) to commission a salary survey by the Councils HR provider in the sum of up to £2,000, there is no provision in the 2017/2018 budget

It is suggested that this expenditure should initially be set against Central Admin – HR services (101-4551) in the anticipation of possible savings within this budget and the matter to be reviewed at the end of the financial year 2017/2018

11. WRITE OFF OF DEBTS

There have been unsuccessful attempts to trace the following hirers. Members are therefore asked to agree that the following 2 outstanding debts be written off:

- Military Fitness 4U-Use of park-£870
- On Your Toes Dance Show-Use of accommodation and facilities-£1924-55

RECOMMENDATION

That the two unpaid debts be written off

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 19 February 2018 at 7pm at The Harlington