



**POLICY AND FINANCE
NOTICE OF MEETING**

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

Fleet Town Council

**Monday 20 February 2012 at 7.30 p.m.
The Harlington**

All committee members are summoned to attend

To: Cllrs R Schofield, C Axam, P Einchcomb, L Holt, G Woods, H Perthen, R Robinson
and A Oliver

Signed:
DEPUTY TOWN CLERK:
Date:

A G E N D A

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 (Model Code of Conduct) order 2007, 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 16 January, 2012

Part 1 – ITEMS FOR DECISION

5. INCOME AND REVENUE STATEMENT, PAYMENT SCHEDULE AND BANK RECONSOILIATION

To receive payment schedule, bank reconciliation and income and revenue statement.

To **RESOLVE:**

- a) To receive and accept into the minutes a payment schedule and bank reconciliation, for January 2012. To delegate to Cllr Robinson to confirm that the bank reconciliation equals zero, to match bank statements to reconciliations and to sign bank statements and the payment schedules.
- b) To receive and accept into the minutes the income and revenue statement for January 2012. To note the trends in the financial graphs produced. To raise issues of concern, and establish plans for addressing such issues

6. DRAFT TREE POLICY

To receive the draft Tree Policy
Tree Policy attached

To **RESOLVE:**

- To approve the Tree Policy

7. WEB SITE

To receive a report on the new Fleet Web Site from Cllr A Oliver

To **RESOLVE:**

- To implement recommendations from the Member's report

8. GRANTS

1. Hart Young Musician of the Year

To receive a grant application from the Hart Young Musician of the Year
Grant Application awaited

To **RESOLVE:**

- a) If a Community Grant or prize should be awarded,
and if agreed,
- b) The amount to be awarded

2. Cllr John Kennet

To receive a grant application from Cllr John Kennett, the Hart Chairman's Charity which this year is the RAF Benevolent Fund and "Minding the Garden"

To **RESOLVE**:

To award a community grant of £393.00 for the hire of the Harlington

3. Fleet Carnival

To receive a grant application from Fleet and District Carnival for the 2012 Carnival /Jubilee weekend of events

To **RESOLVE**

To award a community grant of £6,000. £4000 for Fleet Carnival Events and £2000 for the Jubilee Events

9. MICROSOFT OFFICE SOFTWARE

To receive the attached report to upgrade Fleet Town Council's Microsoft Office Software

To **RESOLVE**:

- To update Fleet Town Council Office computers to Microsoft Office 2010. Officer report attached
Cost – £1,120. To be allocated to 4185 101 – Equipment Maintenance

10 LEASE AND HIRE AGREEMENT

(a) Model Lease

To receive from the solicitors, his comments and the model lease for Fleet Town Council buildings.

To **RESOLVE**:

- To delegate to Nominated Members and the Acting Town Clerk and to bring back to the next committee for ratification.

(b) Hire agreement –Oakley Pavilion- Squirrel Pre-School

To **RESOLVE**

- To approve the draft lease for signature

Part 2 – ITEMS TO NOTE

11 THE CLERKS REPORT

To receive and note the Clerk's report

12. Date and Time of Next Meeting

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Monday 19 March at 7.30pm in the Harlington.