

FLEET TOWN COUNCIL

TO: Cllrs R Schofield (Chair), C. Axam, P. Einchcomb, L. Holt, G. Woods,
H Perthen, R Robinson, Alan Oliver

NOTICE OF MEETING

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

Fleet Town Council

POLICY AND FINANCE

**Monday 16 January 2012 at 7.30 p.m.
The Harlington**

All committee members are summoned to attend

SIGNED:
TOWN CLERK:
DATE:

AGENDA

P&F JAN 2012 ITEM 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.

P&F JAN 2012 ITEM 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.

P&F JAN 2012 ITEM 3. QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)

To receive questions and statements from members of the public.

P&F JAN 2012 ITEM 4. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy & Finance Committee held on 21st November 2011.

P&F JAN 2012 ITEM 5. REPORT FROM WORKING GROUP ACCOUNTS

To note that the bank statement reconciliations for October, November and December 2011 have been checked and to receive a report from Cllr Robinson on this matter.

P&F JAN 2012 ITEM 6. INCOME AND REVENUE STATEMENT, PAYMENT SCHEDULE, BANK RECONCILIATION.

To receive and accept into the minutes the payment schedule for November 2011 and December 2011, and bank reconciliation for October, November and December 2011. To confirm that the bank reconciliations equal zero, to match bank statements to reconciliations and to sign the bank statements and the payment schedules.

To receive, and accept into the minutes the income and revenue statement for November and December 2011. To note the trends in the financial graphs produced. To raise issues of concern, and establish plans for addressing such issues.

To receive from the clerk the latest budget projections for year end following Quarter 3 figures being available.

P&F JAN 2012 ITEM 7. INTERNAL AUDITOR

To note that an internal audit service is no longer being provided through HALC, and to note that the same person (Eleanor Green) who previously conducted the audit through HALC is still available as an internal auditor.

To decide whether internal audit for 2010/2011 was completed in accordance with the Governance and Accountability for local councils – Practitioners' Guide (England) 2010. See attached questionnaire.

To approve appointing Eleanor Greene as internal auditor for Fleet Town Council.

P&F JAN 2012 ITEM 8: RISK ASSESSMENT

To set a date for the working group risk assessment to meet to complete the action items on the assessed risk for the council.

To note that a tree policy should be written to develop an approach to tree assessment, inspection, and safety management, and to agree a plan of action for the development of this the policy.

P&F JAN 2012 ITEM 9. COMMUNITY COMMUNICATION STRATEGY

To note that the investigation into the alternative proposal offered by the website provider must still be completed.

To approve the topics for the Spring 2012 Newsletter.

P&F JAN 2012 ITEM 10. CLERK'S REPORT

To receive a clerk's report.

P&F JAN 2012 ITEM 11. GIFT POLICY

To revise the gift policy to include spouses, and other influential residents' funeral tributes.

P&F JAN 2012 ITEM 12. CONFIDENTIAL ITEMS

To resolve that under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Establishment Sub Committee, the Public and Press will be excluded from the following agenda items for the reasons of them relating to an individual/s, or because they include information on confidential negotiations.

P&F JAN 2012 ITEM 13. ESTABLISHMENT SUB-COMMITTEE

To receive the minutes of the Establishment Sub-Committee for the meeting dated 15th December 2011.

To receive feedback on the interviews for Town Clerk from the interviewing panel.

To receive a recommendation from the Establishment Sub-Committee to disregard the advice by NALC that there can be no other pension provider than the Local Government Pension Scheme and to decide whether to accept the recommendation.

To receive a recommendation from the Establishment Sub-Committee to change the conditions of service for staff regarding the car allowance for private vehicles used on council business and to decide whether to accept the recommendation.

To approve the recommendation from the Establishment Sub-Committee to reimburse interviewees for petrol expenses at the rate of 25p per mile, and for expenses such as a meal or overnight accommodation for candidates travelling over 20 miles to attend an interview where such long distance expenses are requested.

To approve the recommendation from the Establishment Sub-Committee that a post employment medical questionnaire be required to be completed by all individuals appointed, and that, should any contentious information come up on the questionnaire, such a questionnaire be referred to a medical practitioner.