



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Monday 16 September 2013
at The Harlington at 7.30pm**

The Committee was not quorate. The minutes which follow therefore contain only recommendations all of which are subject to approval

PRESENT

Councillors

Cllr Vincent (Chairman)
Cllr Schofield
Cllr Woods

Also Present

James Corrigan-Town Clerk
Sheila Rayner –Committee Clerk

Mr Summers and his daughter

ITEM 1 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllrs Appleton, Axam, Einchcomb, Holt, Oliver, Perthen, Robinson, Tilley

ITEM 2 DECLARATIONS OF INTEREST

Item 8 Fleet Festival grant application –Cllrs Schofield and Vincent declared an interest

ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

Mr Summers and his daughter were present to seek approval to place items on a grave in the “lawned” area of the cemetery which is an area where only items placed on the plinth of the headstone is allowed. But as the grave was beneath an oak tree grass is unable to grow. The Chairman undertook to visit the grave and for the Council to respond to Mr Summer’s letter dated 31 July 2013.

ITEM 4 MINUTES OF PREVIOUS MEETINGS

The minutes of the Policy and Finance Committee held on 3 July 2013 would be presented on 2 October 2013 as this meeting was inquorate.

The members requested that an item be added to each future quarterly P & F agenda reporting on the actions taken from the previous quarterly meeting.

ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT

The members received the income and expenditure payments for July and August 2013.

Information was requested or noted on the following items:

- £1,500 grant income in two locations?
- Any outstanding account for Ancells Farm building works?
- Open spaces CCTV, Hart fee, to add to next FTC/HDC joint meeting
- Card key system for tennis courts to be investigated
- Ticket sales-current liabilities to be explained
- Panto is separate from the £48,750 projection
- Ticket sales/performance costs to be kept under review
- Town Clerk to investigate the Billingham Forum procedures
- Future explanatory note on the breakdown in ticket sales/ticket commission to be provided by Operations Manager
- Panto sales (net) is currently £15,000 (after VAT) which equates to 21% of seats
- Transfer £118,000 to earmarked reserves in respect of the commuted sum for the Edenbrook play areas
- Actual salaries should be shown against events in the future
- Many of the uneconomic daily specials were no longer being offered in the Coffee Shop
- The commercial dishwasher had been replaced (£1,200)
- Gas credit of £10,987 had been received
- Only headline issues in the form of an exception report together with the summary and revenue/income would be required at future quarterly meetings
- Target charts to be produced to show sales for use by the staff team

RECOMMENDED

That the quarterly financial monitoring report be noted

ITEM 6 UNPRESENTED CHEQUES AND UNPAID INVOICES

Members considered a report on un-presented cheques and unpaid invoices

RECOMMENDED

To write-off cheques and invoices as set out in the report

ITEM 7 QUARTERLY INVESTMENT REPORT

The members considered the quarterly investment report and discussed current account banking arrangements

RECOMMENDED

- 1) That the quarterly investment report be noted
- 2) That arrangements be made to pursue a move from the Co-op Bank to a high street bank such as NatWest

ITEM 8 GRANT APPLICATION-FLEET FESTIVAL COMMITTEE

The members considered a grant application for £3,000 for the Christmas Festival including the stage

RECOMMENDED

To approve the grant of £3000 in accordance with the Councils Grants Policy, £1500 of which will be to cover the stage activities.

ITEM 9 2014/2015 BUDGET PREPARATION

The members considered a report on the arrangements for the preparation of the 2014/2015 budget.

RECOMMENDED

- 1) All members of the P & F committee be invited to serve on the budget preparation working party
- 2) The first meeting be held on Wednesday 23 October 2013 at 5pm

ITEM 10 PORTABLE DEVICE POLICY

The members considered a draft portable device policy.

RECOMMENDED

That FTC's IT and HR consultants be asked to draft a robust portable device policy

ITEM 11 CEMETERY REQUEST TO CHANGE POLICY

The members requested that a copy of the Cemetery Regulations be sent to all members of the P & F Committee

ITEM 12 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 2 October 2013, immediately following Council

There being no further business the meeting closed at 9.13pm

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

Chairman