



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE POLICY AND FINANCE COMMITTEE**

**Monday 20 July 2015  
at The Harlington at 7 pm**

#### **PRESENT**

Cllr Holt (Chairman)  
Cllr Cantle  
Cllr Einchcomb  
Cllr Oliver  
Cllr Schofield  
Cllr Walton

#### **Also Present**

Janet Stanton - Town Clerk  
Deborah Kirby - Deputy Town Clerk  
  
Sheila Rayner - Committee Clerk

#### **ITEM 1 ELECTION OF CHAIRMAN**

Cllr Holt was elected as Chairman for the 2015/2016 Local Government Year

#### **ITEM 2 ELECTION OF VICE-CHAIRMAN**

Cllr Cantle was elected as Vice-Chairman for the 2015/2016 Local Government Year

#### **ITEM 3 APOLOGIES FOR ABSENCE**

There was an apology for absence from Cllr Robinson and Cllr Smith

#### **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 MEETING**

With the addition of the words at item 6(b) 'with £1 remaining in it' after 'had been closed', the Minutes of the Policy and Finance Committee held on Monday 20 April 2015 were approved and signed by the Chairman

## **ITEM 7            QUARTERLY FINANCIAL MONITORING REPORT**

The members considered the quarterly commentary of the 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 2015/2016.

The following matters were specifically raised and discussed:

- The projected overspend of £6238
- Football fees
- Coffee shop performance
- Recruitment of a food/beverages manager based on the structure previously agreed by the Establishment Committee
- The RLA Committees intention to keep the above two matters under review
- Performance of Ancells Farm Community Centre
- The need for a website upgrade which will be considered at the next meeting of the P & F Committee
- Cllr Cattle to research web designs of other entertainment venues and liaise with the Town Clerk

### **RESOLVED**

- a) To receive the Town Clerk's quarterly monitoring report
- b) To receive and accept into the minutes the 2015-2016 Budget/Projection/Actual Year End Summary
- c) To receive and accept into the minutes the Budget and projection detail
- d) To receive and accept into the minutes the budget and projection summary
- e) To receive and accept into the minutes the cash book for May 2015
- f) To receive and accept into the minutes the bank reconciliation for May 2015
- g) To receive and accept into the minutes the payments for May 2015
- h) To receive and accept into the minutes the cash book for June 2015
- i) To receive and accept into the minutes the bank reconciliation for June 2015
- j) To receive and accept into the minutes the list of payments for June 2015
- k) To receive and accept into the minutes the income and expenditure statement up to June 2015
- l) To receive and accept into the minutes summary income and expenditure June 2015
- m) To receive and accept into the minutes the balance sheet at June 2015
- n) To receive and accept FTC charge cards statements for March and April
- o) To confirm that the bank reconciliations for May and June 2015 equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules

Cllr Walton entered the meeting at 7.08pm during discussion of the above item

## **ITEM 8 INVESTMENT REPORT**

The members received and noted the quarterly investment report. It was noted that the rates of interest were to be included in future reports

### **RESOLVED**

The report was noted

## **ITEM 9 EARMARKED RESERVES**

The members considered the statement of earmarked reserves  
The possibility of a grant to support the local retail community in preparing a BID (Business Improvement District) proposal was discussed in principle. This would, among other things assist with implementing town events.

The Committee indicated that it was minded to approve a grant to support a BID initiative but was not yet in a position to agree the level of support

### **RESOLVED**

That the Council consider an appropriate level of grant to support a BID at the next Council meeting on 2 September 2015

## **ITEM 10 GRANTS**

The members considered the proposed revised grant policy and list of core clients for 2015/2016

Members were anxious to ensure that local organisations were aware of the grant fund and the procedure to be followed and requested that details be included in Fleet Life.

A schedule showing the grants approved to date to be circulated to members of the Committee

### **RESOLVED**

- a) that the draft grant policy be adopted
- b) that the core clients for 2015/2016 be approved as follows:

#### Financial Grants

- Fleet Link
- Fleet Festivities (inc Fleet Food Festival and Christmas Festivities)
- Fleet Carnival
- Fleet Future
- 'Friends of ' groups

#### Leases (peppercorn)

- Fleet Lions Community Store
- Calthorpe Park Scouts
- Basingbourne Park Scouts
- Fleet Guides
- Fleet Cricket Club
- Fleet Phoenix

Leases (reduced rent)

- Fleet Town Football Club

Free use of facilities

- Fleet Lions Firework Display
- Fleet Half Marathon
- Fleet Carnival

**ITEM 11 BUDGET PREPARATION TIMETABLE AND APPOINTMENT OF BUDGET WORKING PARTY**

The members received and considered the 2016/2017 budget preparation timetable. With an amendment to the date of the working group from 20 October 2015 to 19 October 2015, at 5pm ,it was

**RESOLVED**

To adopt the budget preparation timetable for the 2016/2017 budget and for all P&F Committee members to be invited to serve on the budget preparation working group

**ITEM 12 PAYPAL ACCOUNT FOR TENNIS COURTS**

The members noted that a Paypal Account had been set up in order to facilitate online booking of tennis courts

**ITEM 13 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Monday 19 October 2015 at 7pm

There being no further business the meeting closed at 8.43 pm

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

**Chairman**