



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Monday 18 February 2019
at The Harlington at 7 pm**

PRESENT

Cllr Holt (Chairman)
Cllr Einchcomb
Cllr Robinson
Cllr Schofield
Cllr Wildsmith

Also Present

Janet Stanton - Town Clerk
Alex Robins-Harlington General Manager
Wendy Allen-Finance and Administration Officer
Sheila Rayner- Committee Clerk

PF Feb 2019 ITEM 1 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Oliver and Woods

PF Feb 2019 ITEM 2 DECLARATIONS OF INTEREST

There were no Declarations of Interest

PF Feb 2019 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public

PF Feb 2019 ITEM 4 MINUTES OF PREVIOUS MEETING

With the addition of Cllr Einchcomb to the apologies presented, the minutes of the Policy and Finance Committee held on Monday 15 October 2018 were approved and signed by the Chairman

PF Feb 2019 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT

The members considered the commentary of the Town Clerk with an overview of the financial performance for October 2018 – Dec 2019 together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring

The members considered:

- a) Quarterly Report
- b) 2018-19 projections spreadsheet at 31 January 2019
- c) Balance sheet as at 31 January 2019
- d) Budget detail as at 31 January 2019
- e) Income and expenditure detail – Jan 2019
- f) Cash Book – Dec 2018
- g) Cash Book Jan 2019
- h) Bank Reconciliation – Dec 2018
- i) List of Payments – Aug 2018
- j) FTC Charge Card statements for Nov 2018
- k) FTC Charge Card statements for Dec 2018
- l) FTC Charge Card statements Jan 2019
- m) Q3 VAT return

The following matters were raised:

- The forecast of a possible overspend in the Town Council budgets but a projected underspend in the Harlington budgets which was likely to lead to at least a break even position overall
- Changes to the Harlington forecast in the last quarter are due to the cost of Health and Safety work and repairs to toilets and boilers
- Continuing success of the mixture of events at the Harlington
- The success of the Christmas 2018 pantomime
- Improvement in the coffee shop budget
- Confirmation that the invitation to tender for the survey of the Harlington had gone out
- Receipt of S106 funding (given to Church Crookham in error)
- The full Pension deficit to be included in earmarked reserves at year end

All of the above documents had been made available on the FTC portal and FTC web site

Cllr Robinson confirmed the bank reconciliation for October, November and December 2018

RESOLVED

1. To receive and accept into the minutes:
 - a) The Town Clerk/General Manager's Quarterly Monitoring Report and recommendation
 - b) 2018/2019 projections at 31 Jan 2019
 - c) Balance sheet as at 31 Jan 2019
 - d) Budget detail as at 31 Jan 2019
 - e) Income and expenditure detail – Jan 2019
 - f) Cash book Dec 2018
 - g) Cash book –Jan 2019
 - h) Bank reconciliation Dec 2018
 - i) List of payments Jan 2019
 - j) FTC charge cards statements Nov 2018
 - k) FTC Charge Card statements Dec 2018
 - l) FTC Charge Card statements Jan 2019

m) Q3 VAT return

PF Feb 2019 ITEM 6 INVESTMENT REPORT

The members considered the quarterly investment report and the possible treatment of the precept in September 2019

RESOLVED

To note the balances held in FTC accounts

PF Feb 2019 ITEM 7 FLEET TOWN COUNCIL FEES

Members considered a review of the fees to take effect from 1 April 2019 representing an average increase for council services of 2% above 2018/2019 fees. The members discussed the level of cemetery fees especially in relation to ashes plots, sanctums and memorial curbs. With the authority of the Committee these latter matters were determined by Cllrs Holt and Schofield following the meeting

RESOLVED

To approve the revised FTC fees to take effect from 1 April 2019 (copy stored with record minutes)

PF Feb 2019 ITEM 8 GRANT APPLICATIONS

The schedule of grants awarded to date in 2018/2019 was noted

a) HART VOLUNTARY ACTION (HVA)

The members considered an application for a grant of £2,000 to help fund the delivery of HVA's 121 Youth Counselling Service to children and young people aged 11-25 who are Fleet residents

Members indicated concerns about 'back door devolution' and parish councils being asked to fund other organisations' services, including the NHS in this case.

Members raised issues about HVAs reserves, their plans to run the service in future years and general sustainability

RESOLVED

To refer the application to Council for determination when the HVA representative should be present to answer questions about the outstanding issues

b) FRIENDS OF ANCELLS FARM

The members considered an application for a grant of £11,800 to finalise the Friends of Ancells Farm project including the installation of ridges and a path extension between the Pavilion and ridges and staggered barriers at both entrances.

Members considered the detail of the project, including the £2,900 required for bridge installation and £8,000 for the path extension

As the work was essentially to the benefit of Ancells Park which was owned by FTC it was

RESOLVED

- a) FTC to fund the installation of the bridge to the sum of £2,900 from savings within FTC budgets
- b) RLA Committee be asked to seek S106 funding to cover the cost of the path extension

It was proposed and seconded that SO6 xxiii be moved to suspend SO4 to allow consideration of a grant application (see c) below

c) FRIENDS OF OAKLEY PARK

The members considered an application from the Friends of Oakley Park for a grant of £144 to fund the design of a two-sided postcard to be delivered to local people with the aim of attracting new members

RESOLVED

To approve a grant of £144 to assist with the design of a new postcard to attract new members to join Friends of Oakley Park on condition that the recruitment drive is also publicised through all the available social media channels

PF Feb2019 ITEM 9 REVIEW OF POLICIES –PUBLIC PARTICIPATION POLICY

The members considered a revised draft Public Participation policy. Following discussion, it was

RESOLVED

To rename the policy to 'Public participation at meetings policy' and with some small amendments the policy to be adopted, with circulation to all members and inclusion in the members' handbook

PF Feb 2019 ITEM 10 ASSET REGISTER

The committee considered and received the Asset Register as at February 2019. With the addition of the toilet at the cemetery, and if necessary the Town Clerk, on behalf of the football club, to arrange insurance cover of the Fleet Town Football Club building, it was

RESOLVED

To approve and adopt the Asset Register at February 2019

PF Feb 2019 ITEM 11 RISK –HEALTH AND SAFETY

The members noted that regular visits were made by the Health and Safety consultant on two half days per month and that work was proceeding on standardising H&S record keeping across the organisation with a view to strengthening FTC’s robust approach to H&S

PF Feb 2019 ITEM 12 CLERK’S REPORT

Members noted the update report of the Town Clerk. Arising from the item regarding the recent NALC conference, attended by the Chairman and Town Clerk, the following was noted:

- Devolution of services from higher authorities to be referred to Council on 6 March 2019
- Standards in public service (The Ledbury case) be referred to the Establishment Committee on 20 March 2019

Cllrs Robinson and Wildsmith to assist with the testing of electronic banking

PF Feb 2019 ITEM 14 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 20 May 2019 at 7pm

There being no further business the meeting closed at 9 pm

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

Chairman