



**POLICY AND FINANCE COMMITTEE
NOTICE OF MEETING**

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

Monday 19 October 2015 at 7pm

The Harlington

All committee members are summoned to attend

To: Cllrs S Cante, P Einchcomb, L Holt, A Oliver, R Robinson, B Schofield, J Smith
N Walton

Signed:

Janet Stanton
Town Clerk

Date: 13 October 2015

AGENDA

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 Localism Act 2011, 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 Monday 20 July 2015-copy attached

Part 1 – ITEMS FOR DECISION

5 QUARTERLY FINANCIAL MONITORING REPORT

To consider the quarterly commentary of the Town Clerk and to receive:

- a) Quarterly monitoring report
- b) Budget/Projection/Actual Summary
- c) Budget Projection Detail – September
- d) Budget Projection Summary – September
- e) Income and Expenditure Statement up to September 2015
- f) Summary Income and Expenditure September 2015
- g) Cash book for September 2015
- h) Bank reconciliation for September 2015
- i) List of payments for September 2015
- j) Balance Sheet as at September 2015
- k) Cash book for August 2015
- l) Bank reconciliation for August 2015
- m) List of payments for August 2015
- n) Cash Book for July 2015
- o) Bank reconciliation for July 2015
- p) FTC Charge Card Statements for June 2015
- q) FTC Charge Card Statement for July 2015
- r) FTC Charge Card Statement for May 2015

RECOMMENDATION

To receive and accept into the minutes:

- a) Quarterly monitoring report
- b) Budget/Projection/Actual Summary
- c) Budget Projection Detail - September
- d) Budget Projection Summary - September
- e) Income and Expenditure Statement up to September 2015
- f) Summary Income and Expenditure September 2015
- g) Cash book for September 2015
- h) Bank reconciliation for September 2015
- i) List of payments for September 2015
- j) Balance Sheet as at September 2015
- k) Cash book for August 2015
- l) Bank reconciliation for August 2015
- m) List of payments for August 2015
- n) Cash Book for July 2015
- o) Bank reconciliation for July 2015
- p) FTC Charge Card Statements for June 2015
- q) FTC Charge Card Statement for July 2015
- r) FTC Charge Card Statement for May 2015
- s) To confirm that the bank reconciliations for June, July and August 2015 equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules

6 INVESTMENT REPORT

To consider the quarterly investment report-copy attached

RECOMMENDATION

- a. To note the balances held in the Fleet Town Council Accounts
- b. To approve opening an HSBC Call account
- c. To approve moving £50,000 from the Co-operative Bank Account (65583782), into the HSBC on-call account
- d. To approve moving £100,000 from the HSBC Current Account (61539272) into the proposed new HSBC Call account
- e. To approve moving any balance over £100,000 from HSBC Current Account (61539272) into the Nationwide Business Instant Saver Account.

7. RESERVES

Currently £45,000 is held in Earmarked Reserves – Parking Provision 900 - 9031 as FTC's contribution to the Pay on Exit Scheme which is in addition to the £45,000 allocated from NHTS funds for Fleet.

Members to consider if this £45,000 should be returned to General Reserves and reallocated to ear marked reserves.
copy attached.

RECOMMENDATION

- a. That £45,000 be transferred from 900 – 9031 (Earmarked Reserves – Parking Provision to General Reserves
- b. To agree the transfer of funds from General Reserves to earmarked reserves for projects where funding has not been allocated.

8. CASH FLOAT

Members are asked to consider and agree an increase in the Harlington Float by £160 as below. The current float/petty cash for the Harlington is £850. This would make a new total float of £1010. Having dedicated floats greatly helps with the cash management of the business and will improve the operations and sales especially at busy events.

New Bar Till – float required	£100.00
2 x Usher floats each £30.00 – total usher floats required	£60.00
TOTAL AMOUNT	£160.00

RECOMMENDATION

To approve the increase in float for The Harlington from £850 to £1010, an increase of £160

9. DEBTS

Members are asked to agree to the writing off of the following bad debt. A great deal of officer time was spent in trying to recoup the debt and after the last request for payment, the council was advised that an envelope with cash was put under the door. However, no money was ever found. The internal auditor has recommended that this debt be written off.

HC2020	Emma Hedge	29 September 2014	£60.00
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RECOMMENDATION

To write off:

HC2020	Emma Hedge	29 September 2014	£60.00
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10. GRANTS

a. Basingstoke Canal Authority

To consider the grant application from The Basingstoke Canal Authority in the sum of £18,309 towards the management of the canal.

RECOMMENDATION

To determine the grant application for The Basingstoke Canal Authority

b. Fleet and Church Crookham in Bloom

To consider a grant application from Fleet and Church Crookham in Bloom in the sum of £330 towards the cost of putting on the annual prize giving ceremony

RECOMMENDATION

To determine the grant application for Fleet and Church Crookham in Bloom

c. VoxSkool Community Limited

To consider a grant application for VoxSkool Community Limited (by guarantee /not for profit) in the sum of £556.29 for the hire of the Auditorium at The Harlington for a Concert to help raise funds for the elderly and dementia care patients locally.

RECOMMENDATION

To determine the grant application for VoxSkool Community Limited

d. A Safe Haven in Fleet

To consider the grant application from A Safe Haven in Fleet

RECOMMENDATION

To determine the grant application for a Safe Haven in Fleet

e. Hart Football Club

To consider a grant application from Hart Football Club for portable 11 v 11 goals in the sum of £2034

RECOMMENDATION

To determine the grant application for Hart Football Club

f. Fleet Transition

To consider a grant application for Fleet Transition to assist with start up costs in the sum of £250

RECOMMENDATION

To determine the grant application for Fleet Transition

11. Credit card

To note that there has been fraudulent activity on Alex Robin's credit card. The funds have now been refunded to AR's account. In light of this incident and the questions asked by the fraud team at the bank, the clerk is asking that the Facilities Officer is granted a charge card to better protect the owner of the card in such cases.

RECOMMENDATION

To approve the Facilities Officer being allocated an HSBC Charge Card with a limit of £2,000 in line with the existing charge cards for the Operations manager and Deputy Town Clerk

12. BANK CREDIT

Payments into the Co-operative Bank are made into the FTC current account via the Post Office. In December 2014, £723.86 was paid into the Post Office in Fleet but this one amount was credited twice to our bank account. This was brought to the attention of the Co-operative bank, the Post Office/Post Office HO and Santander on several occasions, giving them the opportunity to investigate and take the funds back. Following their investigations, we were advised that both credits were ours and no further action was required.

Members are asked to now approve this £723.86 be moved from "Adjustments to Reconciliation" on the Bank reconciliation into 201 1000 – Harlington Hall Hire

RESOLUTION

To agree that £723.86 is now credited to 201 1000.

13. PORTABLE CCTV POLICY

To consider the draft Portable CCTV Policy – *copy attached*

RECOMMENDATION

To adopt the new Portable CCTV Policy

Part 2 – ITEMS TO NOTE

14. INTERNAL AUDITORS INTERIM REPORT

To note the internal auditors interim report relating to reserves and ear marked reserves. *Copy attached*

15. DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 25 January 2016 at 7pm at The Harlington