



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Monday 17 December 2012 at 7.30pm
at The Harlington**

PRESENT

Councillors

Cllr Schofield (Chairman)
Cllr Axam
Cllr Einchcomb
Cllr Holt
Cllr Robinson
Cllr Tilley
Cllr Vincent
Cllr Woods

Also Present

James Corrigan-Town Clerk
Sheila Rayner – Committee Clerk

ITEM 1 APOLOGIES FOR ABSENCE

Cllrs Hill and Perthen presented their apologies.

ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest

ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

ITEM 4 MINUTES OF THE PREVIOUS MEETING

17 September – **Item 4 (8)** The Town Clerk reported that HDC had confirmed by email that rents from The Point would accrue to FTC. It was also reported that a separate meeting would need to be arranged to discuss a range of issues regarding leases that FTC had let.

Item 6 The Town Clerk reported that a training session on the Council's accounting system would be arranged after the budget structure had been settled.

Item 7 The Town Clerk confirmed that 7 passes were now held by FTC together with the 2 passes already held

RESOLVED to approve and sign the minutes of the previous meetings held on 17 September, 3 October and 7 November 2012/7 November 2012

ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT

The Committee considered the report of the Town Clerk on the quarterly review of the Council finances.

The report contained a detailed commentary on those cost centres where there were indications that there could be significant variations to budget (copy of report attached to record minutes)

In particular the members considered the comments in relation to the following cost centres

- 4420 Bank Charges-The Town Clerk confirmed that bank charges had now diminished as the transfer to the Co-op Bank was complete
- 1870 Interest—The Town Clerk confirmed that there was a possible mistake in the schedule which would be investigated
- 4537 Members' Allowances-In considering this item the Committee confirmed that the allowance was set at £200 (subject to receipts) If necessary , the Council was able to print hard copies for members when documents were bulky etc to reduce members printing costs
- 4740 Licences- Members requested a review of charging levels at Ancells Community Centre to ensure that the cost of licences is covered.
- 4845 S106/CIL Expenditure It was confirmed that new pump for the showers at Ancells Pavilion would be installed in time for the start of the football season
- 4122 Electricity- The Town Clerk reported that he was investigating the payments towards electricity used in the Library and The Point. Reference was made to the existence of a sub-meter cupboard to the rear of The Harlington kitchen
- 4170 Building Maintenance at the Harlington – It was confirmed that the £820 monthly cost would be investigated.
- 425 CCTV It was confirmed that the CCTV for Open Spaces had been left in the Harlington budget by mistake. This duplicate provision will be spent on a CCTV system for the Harlington. A Proposal regarding this would be submitted to a future Committee meeting

RESOLVED

To note the projected variations, both over and under spends, in the current years budget

ITEM 6 INCOME AND REVENUE STATEMENT, PAYMENT SCHEDULE AND BANK RECONCILIATION

The Committee received the payment schedule and bank reconciliation for November 2012

RESOLVED

To accept into the minutes the payment schedule and bank reconciliation .

ITEM 7 REPORT ON THE OUTCOME OF MEETING WITH HDC TREASURY MANAGERS ADVICE ON INVESTMENTS

The Committee considered the report of the Town Clerk on the issue of investing Council reserves in line with the system operated at Hart District Council. It had emerged that HDC employs a specialist consultant to make recommendations. However many investment options only cater for minimum investments of £1m. There was a detailed discussion regarding information about possible additional interest income and The Town Clerk circulated a schedule showing the current levels of investment and interest. Members agreed that there should be a concentration of effort on large saving areas and the Town Clerk undertook to submit a prioritised list of saving areas to be investigated to the next quarterly meeting of the committee.

RESOLVED

To continue to invest in the best available interest banking accounts with the Cooperative Bank

ITEM 8 REPORT ON DRAFT PUBLICATION AND AGENDA AND MINUTE POLICIES.

a) Public Participation

The Committee considered a draft public participation policy . The proposed rule 3 was amended to read

‘each member of the public will be allowed to make representations, ask questions and give evidence , for a maximum of 3 minutes ‘

The minutes of the meeting will briefly record the nature of the question/statement etc and any answers given

b) Agenda and Minute policy

The Committee considered a draft agenda and minute writing policy.

The policy was agreed with the following amendments:

‘ The purpose of the Minutes is to record who attends the meeting and the legal decisions taken at the meeting’

‘ The Minutes will briefly record the debate that took place and individuals will not be named’

RESOLVED

a) To adopt the Public Participation policy ,as amended, and to place copies on seats reserved for members of the public at future meetings

b) To adopt the Agenda and Minute Policy, as amended.

c) Copies of both policies to be circulated to all members

ITEM 9 DATE AND TIME OF NEXT MEETING

The next quarterly meeting will be Monday 18 March 2013 at 7.30pm at the Harlington.

There being no further business the meeting closed at 9.20 pm

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