



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Monday 20 February 2017
at The Harlington at 7 pm**

PRESENT

Cllr Holt (Chairman)
Cllr Einchcomb
Cllr Hunt
Cllr Oliver
Cllr Schofield
Cllr Robinson
Cllr Walton

Also Present

Janet Stanton	- Town Clerk
Deborah Kirby	- Deputy Town Clerk
Sheila Rayner	- Committee Clerk
Andrew McGill	-for item 8 Fleet Speedwatch

PF Feb 2017 ITEM 1 APOLOGIES FOR ABSENCE

There was an apology for absence from Cllr Smith

PF Feb 2017 ITEM 2 DECLARATIONS OF INTEREST

There were no Declarations of Interest

PF Feb 2017 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public

Item 8 Fleet Speedwatch taken here

PF Feb 2017 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Monday 17 October 2016 were approved and signed by the Chairman

PF Feb 2017 Item 5 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 and quarterly monitoring report as follows:

The members considered:

- a) Quarterly monitoring report
- b) Cash Book for December 2016
- c) Bank reconciliation for December 2016
- d) List of payments for December 2016
- e) Budget for January 2017
- f) Summary Budget for January 2017
- g) Cash book for January 2017
- h) Bank reconciliation for January 2017
- i) List of payments for January 2017
- j) Income and Expenditure Statement up to January 2017
- k) Summary Income and Expenditure January 2017
- l) Balance Sheet as at January 2017
- m) VAT for December 2016
- n) FTC Charge Card Statements for August , September, October, November 2016 - Kirby, Robins, Crane
- o) Year end Budget Projections

General discussion covered:

- A bigger underspend than originally predicted due , amongst other things, to an increased income from cemeteries and several months without an apprentice in post and an increase in football pitch income
- Continuing good performance in bar takings
- A reduction in coffee shop takings due to the closure of the library for renovation works

Cllr Schofield requested a meeting with the Town Clerk and Deputy Town Clerk to improve the presentation of the Balance Sheet with an additional line to show the funds held for the Harlington

RESOLVED

a) To receive and accept into the minutes

- a) Quarterly monitoring report
- b) Cash Book for December 2016
- c) Bank reconciliation for December 2016
- d) List of payments for December 2016
- e) Budget for January 2017
- f) Summary Budget for January 2017
- g) Cash book for January 2017
- h) Bank reconciliation for January 2017
- i) List of payments for January 2017

- j)Income and Expenditure Statement up to January 2017
- k)Summary Income and Expenditure January 2017
- l)Balance Sheet as at January 2017
- m)VAT for December 2016
- n)FTC Charge Card Statements for August , September,October, November 2016 - Kirby, Robins, Crane
- o)Year end Budget Projections

- b) That any unused funds within the cost codes 310 Calthorpe Park, be used to repair the football pitches
- c) That any unused funds within the cost codes 315 Oakley Park be used to repair the banks of the stream and bridge to the pond
- d) That the report be noted

PF Feb 2017 ITEM 6 INVESTMENT REPORT

A statement of the Council's investments and current accounts was considered together with a report on a proposed investment opportunity

Members requested that future reports present all the figures in the same format

In relation to the issue raised by Cllr Schofield, members remained confident with the investment in the Co-operative Bank

RESOLVED

- a) To note the balances held in FTC accounts and to approve depositing funds into CCLA-The Public Sector Deposit Fund
- b) To approve depositing funds into the CCLA- The public Sector Deposit fund

PF Feb 2017 ITEM 7 FEES AND CHARGES 2017/18

The members considered a proposed list of fees and charges for 2017/2018

RESOLVED

To receive and approve the 2017/2018 price list

PF Feb 2017 6 ITEM 8 GRANT APPLICATION-FLEET SPEEDWATCH (taken after item 4)

The members considered an application for a grant of £214 for two new signs to be used in connection with the Fleet Speedwatch scheme.

Andrew McGill of Fleet Speedwatch updated the members on the progress of the scheme and explained the benefits of signs on all the Speedwatch roads.

HCC had agreed to the free installation of and the liability of damage to any new signs.

It was agreed that any new signs should be purchased by FTC for accounting purposes

RESOLVED

To approve a grant in the sum of £214 for the purchase of two new signs for use by Fleet Speedwatch

PF Feb 2017 ITEM 9 WRITE OFF OF DEBTS

The members considered the advice of the Internal Auditor regarding the following debts

RESOLVED

- a) That on the advice of the internal auditor, the following invoices to be written off:

Name	Date of invoice	Invoice no.	Amount
• Laurent (Ancells Farm)	30.12.13	AF421	£161.93
• Birkby	29.09.14	HC2024	£168.00
• Hedge	29.09.14	HC2020	£60.00

- b) That the following debt be pursued through the Small Claims Court
- | | | | |
|---------|----------|---------|---------|
| • Jones | 29.05.15 | Various | £870.00 |
|---------|----------|---------|---------|

- c) That an outstanding debt of the Dance School (approx. £2000) be pursued through the Small Claims Court

PF Feb 2017 ITEM 10 INTERNAL AUDITOR'S INTERIM REPORT

The members noted the Internal Auditor's Report dated 7 October 2016 and 7 December 2016 together with the actions taken by FTC

RESOLVED

To note the Internal Auditors report and actions taken by FTC

PF Feb 2017 ITEM 11 ASSET REGISTER

The members considered the Asset Register and suggested various improvements in the next register to be presented including the playground at the Views, town centre benches, and Ancells Farm Youth Shelter. It was also suggested that anomalies be dealt with and the Friends Group be consulted.

RESOLVED

To receive the Asset Register for recommendation to Council for approval and adoption

PF Feb 2017 ITEM 12 POLICIES-TREE POLICY

Members received a copy of the existing tree policy with the addition of a paragraph dealing with tree replacement.

With the addition of the word 'mature' in the penultimate paragraph it was

RESOLVED

To approve the revised tree policy for adoption

PF Feb 2017 ITEM 13 VAT INSPECTION

It was noted that a VAT visit would be made on 20 April 2017

PF Feb 2017 ITEM 14 YEAR END CLOSE DOWN 2016/2017

The members noted the scheduled visits of RBS associated with the 2016/2017 closedown of accounts

- a) Pre year end visit by RBS-13 March 2017
- b) 2016/17 Year end close down visit by RBS 26 April 2017

PF Feb 2017 ITEM 15 THE HARLINGTON LEASE

It was reported that the implied lease had expired in 2015.

HDC had now provided a long term lease document with a 12 month break clause

Following a lengthy discussion about the implications of this it was agreed that the matter should be referred to the Lease Working Group

P F Feb 2017 ITEM 16 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 22 May 2017 at 7pm

There being no further business the meeting closed at 8.20 pm

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

Chairman