



**POLICY AND FINANCE COMMITTEE
NOTICE OF MEETING**

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

Monday 22 May 2017 at 7pm

The Harlington

All committee members are summoned to attend

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

Signed:

Janet Stanton
Town Clerk

Date: 16 May 2017

AGENDA

1 ELECTION OF CHAIRMAN

To elect the Chairman for the local government year 2017/2018

2 ELECTION OF VICE-CHAIRMAN

To elect the vice-Chairman for the local government year 2017/2018

3 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

4 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.

5 QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)

To receive questions and statements from members of the public.

6 MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on Monday 20 February 2017 -copy attached

Part 1 – ITEMS FOR DECISION

7 QUARTERLY FINANCIAL MONITORING REPORT

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

YEAR END 2016/2017

- a) Year End Report
- b) Cash Book for March 2017
- c) Bank Reconciliation for March 2017
- d) List of Payments for March 2017
- e) Balance Sheet March 2017
- f) Income and Expenditure Statement up to March 2017
- g) Summary Income and Expenditure March 2017
- h) Budget Detail – March 2017
- i) Budget Summary – March 2017
- j) VAT for March 2017
- k) Year End Budget Spread sheet

2017-2018

- l) Cash Book for April 2017
- m) Bank Reconciliation for April 2017
- n) List of Payments for April 2017
- o) Balance Sheet as at April 2017
- p) Budget Detail – April 17
- q) Income and Expenditure Detail – April 2017
- r) Approved FTC Charge Card for December 2016

RECOMMENDATION

To receive and accept into the minutes:

YEAR END 2016/2017

- a) Year End Report
- b) Cash Book for March 2017
- c) Bank Reconciliation for March 2017
- d) List of Payments for March 2017
- e) Balance Sheet March 2017
- f) Income and Expenditure Statement up to March 2017
- g) Summary Income and Expenditure March 2017
- h) Budget Detail – March 2017
- i) Budget Summary – March 2017

- j) VAT for March 2017
- k) Year End Budget Spread sheet

2017-2018

- l) Cash Book for April 2017
- m) Bank Reconciliation for April 2017
- n) List of Payments for April 2017
- o) Balance Sheet as at April 2017
- p) Budget Detail – April 17
- q) Income and Expenditure Detail – April 2017
- r) Approved FTC Charge Card for December 2016

8 HEALTH AND SAFETY POLICY

To consider and adopt a draft Health and Safety policy statement-copy attached

RECOMMENDATION

To adopt the draft Health and Safety policy statement with a review due in June 2020

9 PENSION DISCRETION POLICY

To consider and adopt a draft Local Government Pension Scheme Discretion policy-copy attached

RECOMMENDATION

To adopt the draft Pension Discretion policy with a review due in June 2020

10 ROUTINE REVIEW OF EXISTING POLICES

In line with good practice, it is advisable to keep existing policies under review. A report is attached which suggests which policies it is appropriate to display on the FTC website and a programme for the review of existing policies.

The three policies that have been reviewed are the Co-options Policy and the Data Protection and the Freedom of Information policies. A suggested change to the Co-option policy is shown in red .The other two policies documents continue to be relevant and appropriate-copy of report and the existing Data Protection and Freedom of Information policies and revised Co-option policy are attached

RECOMMENDATION

- a) To agree those policies which should be displayed on the FTC website
- b) To confirm the proposed programme of review of policies
- c) To approve the suggested revisions to the Co-option policy
- d) To confirm the Data Protection and Freedom of Information policies

11 INVESTMENT REPORT

To consider the quarterly investment report-copy attached

RECOMMENDATION

- 1. To note the balances held in the Fleet Town Council Accounts
- 2. To invest £300,000 into the CCLA Public Sector Deposit Fund
- 3. To note the investment of £100,000 into the Unity Trust Bank

12. GRANTS

a) APPLICATION- CARPE DIEM KRAV MAGA(DAKYS LTD)

To consider an application for a grant to cover the cost of a weekly hall hire for a self defence class for pensioners. The class will be free of charge as part of a give-back programme. Instructors will be funded by the organisers but the Council are asked to agree a grant to cover the cost of hall hire waived on a weekly basis-copy of application attached

b) CORE CLIENTS 2017/2018

To approve the list of core clients for 2017/2018-the list for 2016/2017 is set out below

Financial Grants

- Fleet Link
- Fleet Festivities (inc Fleet Food Festival and Christmas Festivities)
- Fleet Carnival
- Fleet Future (now obsolete)
- 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

RECOMMENDATION

a)To determine the grant application

c) To agree the list of core clients for 2017/2018

13 EARMARKED RESERVES

To agree the earmarked reserves for 2017-2018. Copy attached

RECOMMENDATION

To consider and determine the proposed earmarked 2017-2018

14. BONUS SCHEME

To consider a report on the introduction of a staff bonus scheme –copy report attached

RECOMMENDATION

To approve use of the bonus scheme by the Harlington General Manager and Town Clerk for the enhanced benefit of FTC

15. INTERNAL AUDIT REPORT AND ACTION PLAN

To receive and note the Internal Auditor's Report and approve the FTC action Plan

RECOMMENDATION

To receive the Internal Auditor's report and the proposed Action Plan with a recommendation to Council for approval and adoption

Part 2 – ITEMS TO NOTE

16 VAT INSPECTION

To note the email from HMRC confirming that the Council has a good understanding of VAT and did not identify any errors or inaccuracies in the information provided. See email in file –

17 CREDIT CARDS

Members are asked to note that the FTC Credit Card account for the Deputy Town Clerk has been closed and a new card has been issued to Projects and Committee Officer. The appropriate receipt form and has been signed and stored

18 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 17 July 2017 at 7pm at The Harlington