



**POLICY AND FINANCE COMMITTEE
NOTICE OF MEETING**

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

Monday 20 July 2015 at 7pm

The Harlington

All committee members are summoned to attend

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

Signed:

Janet Stanton
Town Clerk

Date: 14 July 2014

AGENDA

1. ELECTION OF CHAIRMAN

To receive nominations and elect a chairman of the Policy and Finance Committee for the local government year 2015/2016

2. ELECTION OF VICE-CHAIRMAN

To receive nominations and elect a vice-chairman of the Policy and Finance Committee for the local government year 2015/2016

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 April 2015 -copy attached

Part 1 – ITEMS FOR DECISION

7 QUARTERLY FINANCIAL MONITORING REPORT

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

- a) Quarterly monitoring report
- b) 2015-2016 Budget/Projection/Actual Year End Summary
- c) Budget and Projection detail
- d) Budget and projection summary
- e) Cash Book for May 2015
- f) Bank reconciliation for May 2015
- g) List of payments for May 2015
- h) Cash book for June 2015
- i) Bank reconciliation for June 2015
- j) List of payments for June 2015
- k) Income and Expenditure Statement up to June 2015
- l) Summary Income and Expenditure June 2015
- m) Balance Sheet as at June 2015
- n) FTC Charge Card Statements for March 2015
- o) FTC Charge Card Statement for April 2015

RECOMMENDATION

- a) To receive the Town Clerk's quarterly monitoring report
- b) To receive and accept into the minutes the 2015-2016 Budget/Projection/Actual Year End Summary
- c) To receive and accept into the minutes the Budget and projection detail
- d) To receive and accept into the minutes the budget and projection summary
- e) To receive and accept into the minutes the cash book for May 2015
- f) To receive and accept into the minutes the bank reconciliation for May 2015
- g) To receive and accept into the minutes the payments for May 2015
- h) To receive and accept into the minutes the cash book for June 2015
- i) To receive and accept into the minutes the bank reconciliation for June 2015
- j) To receive and accept into the minutes the list of payments for June 2015

- k) To receive and accept into the minutes the income and expenditure statement up to June 2015
- l) To receive and accept into the minutes summary income and expenditure June 2015
- m) To receive and accept into the minutes the balance sheet at June 2015
- n) To receive and accept FTC charge cards statements for March and April
- o) To confirm that the bank reconciliations for May 2015 equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules

8 INVESTMENT REPORT

To consider the quarterly investment report.
Copy attached

RECOMMENDATION

That the accounts balances for FTC are noted

9 EARMARKED RESERVES

Review and finalise the earmarked reserves for 2015-2016
Documents attached

RECOMMENDATION

To agree the Earmarked Reserves for 2015-2016

10 GRANTS

Following amendment to the Grant Policy by the Committee at the last meeting held on 20 April 2015, to agree the list of core clients for 2015/2016 .
Copy of grant policy and list of core clients attached

RECOMMENDATION

To approve the list of core clients for 2015/2016 and to authorise the Town Clerk to inform the core clients concerned of the requirement to submit an Annual Report on the previous years activities.

11 BUDGET PREPARATION TIMETABLE AND APPOINTMENT OF BUDGET WORKING PARTY

To consider the draft timetable for the preparation of the 2016/2017 Budget and the appointment of members to the Budget Preparation Working Party
Paper attached

RECOMMENDATION

To agree the 2016/2017 Budget Preparation timetable and appoint members to The Budget Preparation Working Party

Part 2 – ITEMS TO NOTE

12 PAYPAL ACCOUNT FOR TENNIS COURTS

To note that a Paypal account has been set up in order to facilitate the booking online and paying for tennis courts (RLA min 9 . 17 June 2015)

13 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 19 October 2015 at 7pm at The Harlington