

# **MINUTES OF THE FLEET TOWN COUNCIL POLICY AND FINANCE COMMITTEE**

**19 September 2011 7.30pm**  
**The Harlington**

## **Councillors**

Robert Schofield (Chair), Cllr Einchcomb, Cllr Hurley, Cllr Woods, Cllr Holt.

## **Also Present**

Shar Roselman – Clerk

One member of the Friends of Oakley Park for part of the meeting.

## **P & F SEPT 2011 ITEM 1: APOLOGIES FOR ABSENCE**

There were apologies from Cllr Robinson, Cllr Axam, and Cllr Perthen.

## **P & F SEPT 2011 ITEM 2: DECLARATIONS OF INTEREST**

Cllr Einchcomb declared a personal interest in Item 9 - the grant application from the Methodist Church for a foodbank.

## **P & F SEPT 2011 ITEM 3: QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the member of the public.

## **P & F SEPT 2011 ITEM 4 : MINUTES OF THE PREVIOUS MEETING**

**Resolved to approve the minutes of the previous meeting.**

**Prop: LH Sec: PE**

## **P & F SEPT 2011 ITEM 5: REVIEW OF INTERNAL AUDIT**

Council reviewed the systems of internal audit.

**Resolved to approve a Yes response to the questions of whether the Council was effective, efficient and taking appropriate actions on:**

- **Considering the Scope of the Internal Audit**
- **Reviewing the Independence of the Internal Auditor**
- **Considering the Competence of the Internal Auditor**
- **Ensuring appropriate relationships within the Internal Auditor process**
- **Clearly defining the Responsibilities of officers**
- **Clear audit Planning and Reporting**
- **Competent Risk assessment**
- **Understanding the whole organisation, its needs and objectives**
- **Seeing the organisation as a catalyst for change**
- **Responding to internal audit recommendations**

- **Being forward looking**
- **Allowing members to challenge risk**
- **Ensuring adequate resources are made available for internal audit to complete its work.**
- **Understand the legal and corporate framework within which the Council operates.**

**Prop: RS**

**P & F SEPT 2011 ITEM 6: REPORT FROM THE WORKING GROUP ACCOUNTS.**

The clerk advised that Cllr Robinson had completed the check of the bank reconciliation and payment schedule for July, and had found no problems with this. However the bank reconciliation for August still had to be completed.

Cllr Hurley advised that he would undertake a check on the August reconciliation and Payment schedule, and report back at the next Policy and Finance Committee Meeting.

**P & F SEPT 2011 ITEM 9: GRANTS**

**Resolved to move this item forwards on the agenda to accommodate the Friends of Oakley Park.**

**Prop: RS Sec: PE**

The Friends of Oakley Park applied for a grant from the Town Council for £1264 for a sustainable flower bed and bulb planting in Oakley Park. The Town Council has already applied to Hampshire County Council for a matched funding Bio-Diversity Grant, incorporating 96 man hours of labour to be provided by the Friends of Oakley Park.

**Resolved to approve payment of the grant for £1264 to the Friends of Oakley park.**

**P & F SEPT 2011 ITEM 7: INCOME AND REVENUE STATEMENT, PAYMENT SCHEDULE, BANK RECONCILIATION.**

The committee received into the minutes and signed off the payment schedule and the bank reconciliation for July.

The committee received into the minutes and signed off the month four and five (July and August 2011) income and revenue statement.

An issue of concern was the Income of the Harlington. It was noted that this was still down against budget. The clerk highlighted the point that the income was down approximately £19000, but costs were also down by approximately £30000.

**Action: The clerk will reflect projections in the forthcoming operating budget.**

A further area to be monitored closely is the income on pitch hire against budget.

The graphical representation of the key financial areas provided a ready overview of the Council's financial position. These graphs will be updated on a monthly basis.

## **P & F SEPT 2011 ITEM 8: COMMUNITY COMMUNICATION STRATEGY**

As a meeting of the working group had not been arranged, the officers had collectively submitted a report on website creation.

**Cllr Schofield and Cllr Holt will meet to discuss the officer proposal on 25<sup>th</sup> September at 11 am.**

A meeting has been planned between Cllr Woods and Cllr Tilley to prepare a response on the survey conducted by the Town Council. This report will form the basis of the write up for the October 2011 Town Talk. Another item to be included in Town Talk is a request to members of the public to write or email into the Town Council specific information on their concerns with medical provision in the Fleet to build up a body of evidence as to where concerns lie.

## **P & F SEPT 2011 ITEM 9: GRANT APPROVAL**

The committee received the following grants for approval:

- A request from Relate for the provision of room space and a grant for £1000 for funding a family counselling service. It was established that the charity had dealt with 99 cases in Fleet during the last financial year, with a total of 481 appointments.

**Resolved to approve funding of £1000 providing this is used on the cost of room hire either at Ancells Farm or at the Harlington.**

Prop: RS      Sec: LH

**Action: The clerk to advise Relate.**

- A request from Fleet Methodist Church for funding of £1800 to go towards setting up food bank in Fleet.

The committee requested further detail on exactly what the costs would go towards.

**Action: The clerk to investigate the details of this application and enquire as to whether applications had been made to other parishes in the area.**

- A request from Squirrels Community Pre-School for a grant for £1957.00 to cover VAT on room hire costs for the year. The committee discussed the grants policy, which clearly precludes applications from for-profit organisations, and does not encourage applications for sequential years from a single organisation. The issue of the room size being excessive to the requirements of the pre-school were discussed,

as were provisions for other play groups. It was noted that no financial reports had been included in the request.

**Action:** The clerk to request a submission of accounts from the pre-school, and to set up an informal meeting with them to discuss alternative venue provision.

- A request from the Hampshire and Isle of Wight Wildlife Trust for a grant for £100 for delivery of a project in the Loddon and Eversley Heritage Area. It was noted by the committee that the group did work in the Ancells Farm Area, and that the population of Fleet benefits from their services.

**Resolved to approve a grant payment of £100 to the Hampshire and Isle of Wight Wildlife Trust.**

**Action:** The clerk to advise The Hampshire and Isle of Wight Wildlife Trust.

## **P & F SEPT 2011 ITEM 10: RISK MANAGEMENT**

As Cllrs Perthen and Robinson are not available, this working group will postpone their meeting until a later date.

## **P & F SEPT 2011 ITEM 11: MEMBERSHIP OF THE SLCC**

The committee considered whether it was appropriate for the Council to become a member of the SLCC. The organisation was regarded as beneficial in terms of publications, legal and financial advice and other services such as opportunities to advertise for vacancies.

**Resolved to approve the payment of £234 for one year's membership of the SLCC.**

## **P & F SEPT 2011 ITEM 12: CLERK'S REPORT**

The committee received a clerk's report for noting which highlighted financial considerations such as forthcoming electrical bills, insurance provisions, overall income and expenditure on the Harlington, as well as asset management concerns regarding the lifting of the floor in the Carnival Hall and the delay to the repairs of the private sewer in Oakley Park.

## **P & F SEPT 2011 ITEM 13: CONFIDENTIAL ITEMS**

**The committee resolved that, in terms of the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public Section 1(2), by reason of the item referring to an individual/s, the Public and Press would be excluded from the following items on the agenda.**

**Prop: RS**

## **P & F SEPT 2011 ITEM 14: CLERK'S SALARY**

**Resolved that the clerk would receive a one off payment for completion of the CiLCA qualification.**

The clerk's salary was discussed and a resolution on this taken.

**Prop: RS    Sec: PE**

**P & F SEPT 2011 ITEM 15: STAFF APPOINTMENT**

**Resolved to employ three part time staff on minimum wage on casual, zero hours contracts to fulfil the requirements for staffing during events such as the Tudor Rose weekends.**

Prop: RS    Sec: PE

**Resolved also to delegate employment of casual, zero hours contract staff to the centre manager providing such employment remains within budget.**

Prop: RS

**There being no further business the meeting ended at 10.30 pm.**

**The next meeting will be held on 19<sup>th</sup> October at 7.30 pm at The Harlington. It should be noted by committee members that the budget for 2012/2013 will be a major item on the agenda.**

**Signed.....**

**Date:.....**