



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Monday 16 April 2012 at 7.30pm
at The Harlington**

PRESENT

Councillors

Cllr Schofield (Chairman)
Cllr Axam
Cllr Einchcomb
Cllr Holt
Cllr Oliver
Cllr Perthen
Cllr Woods

Also Present

Janet Stanton – The Acting Clerk
Sheila Rayner – Committee Clerk

ITEM 1 - P & F April 2012: APOLOGIES FOR ABSENCE

Cllrs Hill and Robinson presented their apologies.

ITEM 2 - P & F April 2012: DECLARATIONS OF INTEREST

There were no Declarations of Interest

ITEM 3 - P & F April 2012: QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

ITEM 4 - P & F April 2012: MINUTES OF THE PREVIOUS MEETING

With the inclusion of Cllr Axam in the apologies for absence presented, and 'for' replacing 'from' in item 12-first bullet point, it was resolved to approve the minutes of the previous meeting held on 19 March 2012.

ITEM 5 - P & F April 2012: INCOME AND REVENUE STATEMENT, PAYMENT SCHEDULE AND BANK RECONCILIATION

The Committee received the payment schedule and bank reconciliation for March 2012. Cllr Robinson had reconciled the statement to within £1. The Chairman reported that he had spent time rigorously checking the Year End figures. He reported that in future years

accounting there would need to be a more careful correlation between S106 funds received and projects expenditure. It was reported that after careful examination there appeared to be a surplus at budget line 301 (open spaces) of £60,000.

It was also agreed that the installation of CCTV equipment in Calthorpe Park be investigated with funding from the underspend at Budget 301 and a further potential saving of £5,000 if no local by-election is held on 17 May 2012.

It was also noted that the underspend of £13,000 at The Harlington was as a result of savings generated through the negotiations on maintenance and energy contracts, rather than improved income at the centre.

RESOLVED - subject to the year's final outturn

- To agree the use of funds from within the 2011/2012 Budget as Earmarked Reserves

Current	
Web site development	£2,875.00
Gym Development	£22,490.00
Cemetery Extension	£2,000.00
Park Improvements (Oakley Pk)	£3,000.00
Coffee Shop	£15,000.00
Sub Total	£45,365.00

Proposed	
Elections	£10,000.00
Olympic	£5,000.00
Computers	£6,000.00
Harlington Equipment	£6,250.00
Pavilion Improvements	£2,750.00
Office Support	£5,000.00
Park Signage	£12,000.00
Dog Bins	£8,000.00
Sub Total	£55,000.00

Salary provision	£5,000.00
Bonus adjustment	To be self financed
Sub Total	£5,000.00

TOTAL £105,365.00

- To earmark any savings towards the possibility of installing CCTV cameras at Calthorpe Park

- To accept into the minutes the payment schedule and bank reconciliation for March 2012.

ITEM 6 - P & F April 2012 BAD DEBTS

The acting Clerk reported on the circumstances surrounding an account for a call-out visit to attend to a fire alarm that had been set off in the Library.

RESOLVED

To write off £94.80 - Hampshire County Council (not SCC as stated in the agenda)

ITEM 7 P & F April 2012 FIXED INVESTMENT

The members noted that the Council's investment of £50,186.99 in the Cooperative Bank matured on 27 April 2012.

The Committee was reminded that the new Town Clerk would be required to produce a policy for short, medium and long term investments.

RESOLVED

To make the following investments for a period of 3 months

- £85,000 Cooperative Bank
- £50,000 RBS
- £50,000 HSBC

ITEM 8 P & F April 2012: POLICIES-REVIEW OF PRESS/MEDIA POLICY

The Members discussed the existing Press/Media policy and agreed to an amendment to para 3 and a new para 4 :

3. Press comments on *behalf of the Council* should only be given by the Clerk or the Chairman of the Council . Any other members or staff persons should clear any *such* comments with the Council.

4 *Individual Councillors can give their own views to the Press/Media as long as they make it clear they are their own views and not necessarily the views of the Council, and that the comments do not bring the Council into disrepute*

RESOLVED

That the Press/Media Policy, as amended, be recommended to Full Council for adoption.

Prop Cllr Oliver
Sec Cllr Axam

ITEM 9 P & F April 2012: GIRL GUIDES

The Committee was informed that the Girl Guides were making a funding application to Veolia for a grant towards a new Guide HQ off Basingbourne Road in the sum of £39,200. FTC would be required to sign the Landowner Permission Form.

Cllr Schofield reported that he was following up, with Veolia, issues regarding the possible future recovery of the grant and a legal charge on the building.

The lease had been renewed in 2008 and investigations of the new end date would need to be completed. The deadline for submission of the application was 26 April 2012.

(post-meeting note: the lease is for 30 years)

RESOLVED

That subject to the satisfactory completion of enquiries with Veolia the Chairman of the Council be authorised to approve the signing of the Landowner Permission Form.

ITEM 10 April 2012: MEMORIAL GARDEN

The Committee was informed that HDC had allocated £5000 towards the development of a 9/11 Memorial Garden with expenditure by 2012. A design had been produced for land behind the civic offices but in view of the uncertain future of the area, HDC had asked if FTC would be willing to receive £5000 to locate, plant and maintain a garden.

RESOLVED

That HDC be thanked for the opportunity but unless the funding was available for the creation of a garden without conditions, then the offer be declined.

ITEM 11 P & F April 2012: RISK CONTROL WORKING GROUP

Cllr Perthen reported on the current stage of progress of the working group and confirmed that most risks had been downgraded.

The work of the group is ongoing.

The Risk Register is available for inspection at any time.

ITEM 12 P & F April 2012: WEB SITE

The Committee noted that the information transfer to the new web site was underway with staff training on 19 April 2012. The new web site was expected to go live by the end of April 2012.

ITEM 13 CLERK'S REPORT

The Acting Town Clerk's oral report was noted particularly the proposed internal auditor's visit on 17 April 2012 and the year-end closedown by RBS on 24 April 2012.

Members enquired if there was yet a start date for the new Town Clerk. Cllr Woods reported that he had spoken that day to the new Town Clerk. No firm date for his

departure from his existing post was yet available for legal reasons, but he was unlikely to join FTC until mid-May 2012.

ITEM 14 P & F April 2012: DATE AND TIME OF NEXT MEETING

The next meeting will be Monday 21 May 2012 at 7.30pm at the Harlington.

ITEM 15 P & F April 2012: CONFIDENTIAL ITEMS

RESOLVED

that under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Establishment Sub Committee, the Public and Press will be excluded from the following agenda items for the reasons of them relating to an individual/s, or because they include information on confidential negotiations.

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