



**POLICY AND FINANCE COMMITTEE
NOTICE OF MEETING**

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

Monday 2018 at 7pm

in

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,
S Wheale,
L Wood,
G Woods

SIGNED:

Janet Stanton

Town Clerk

Date: 13th February 2018

AGENDA

Item 1 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.

Item 2 DECLARATIONS OF INTEREST

Under the Local Authorities Localism Act 2011, members must declare any interest 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

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

To receive questions and statements from members of the public.

Item 4 MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on Monday 16 October 2017- copy attached.

Part 1 – ITEMS FOR DECISION

Item 5 QUARTERLY FINANCIAL MONITORING REPORT

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

- a) Quarterly monitoring report
- b) Cash Book – Income received for December 2017and January 2018
- c) Bank reconciliation for December 2017and January 2018
- d) List of payments for December 2017and January 2018
- e) Income and Expenditure Statement up to January 2018
- f) Budget Detail statement up to January 2018
- g) Balance Sheet as at 31 January 2018
- h) VAT for 31 January,2018
- i) FTC Charge Card Statements for August - December 2017
- j) Year end Budget Projections

RECOMMENDATION

To receive and accept into the minutes:

1. Financial Reports

- a) Quarterly monitoring report
- b) Cash Book – Income received for December 2017and January 2018
- c) Bank reconciliation for December 2017and January 2018
- d) List of payments for December 2017and January 2018
- e) Income and Expenditure Statement up to January 2018
- f) Budget Detail statement up to January 2018
- g) Balance Sheet as at 31 January 2018
- h) VAT for 31 January,2018
- i) FTC Charge Card Statements for August – December 2017
- j) Year end Budget Projections

2. Bank Reconciliation

To confirm that the bank reconciliations for December 2017 and January 2018 equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules.

Item 6 INVESTMENT REPORT

To consider the quarterly investment report-copy attached

RECOMMENDATION

To note the balances held in FTC accounts

Item 7 GRANT APPLICATIONS

a) Girl Guiding

To consider an application for a grant of £1,398.25 to assist with the funding of storage racks for holiday and camp equipment from Girlguiding Fleet Division in a new store to be built to replace the existing storage garages in the compound of Girlguiding Fleet off Basingbourne Road. Application form, accounts and illustrations attached

RECOMMENDATION

To determine the grant application from Girlguiding Fleet

b) Fleet Chilli Fiesta

To consider an application for a grant of £600 to cover the cost of the hire of toilets as the facilities at the Harlington are not available on the day of the Fleet Chilli Fiesta

RECOMMENDATION

To determine the grant application from Fleet Chilli Fiesta

Item 8 NEW POLICIES

a) Draft Whistleblowing policy

To consider a new whistleblowing policy-copy attached

RECOMMENDATION

To approve for adoption the new draft whistle blowing policy

b) Draft Standard Terms and Conditions of Purchase

To consider a new standard terms and conditions of purchase policy-copy attached

RECOMMENDATION

To approve for adoption the new draft standard terms and conditions of purchase policy

Item 9 REVIEW OF POLICIES

As members are aware there is an on-going review of policies (P&F Committee 22 May 2017)

The following policies (copies attached) are due for review:

- a) Bereavement leave – no change recommended

- b) Gift policy - suggested small change shown in red
- c) Public participation – no change recommended
- d) Agendas and minutes – no change recommended

RECOMMENDATION

To approve the continuation of the above policies subject to a small change with a further review in February 2021.

Item 10 ASSET REGISTER

To consider and receive the asset register and recommend to Council for approval - copy attached

RECOMMENDATION

To recommend the Asset Register to Council for approval

Item 11 FLEET TOWN COUNCIL FEES

Members are asked to review the Fleet Town Council fees with effect from 1 April 2018 – a copy of the suggested revised changes are attached which represent an average increase of 3% above 2017/18 fees

RECOMMENDATION

To approve the draft revised Fleet Town Council fees to take effect from 1 April 2018

Part 2 – ITEMS TO NOTE

Item 12 CLERKS REPORT

To receive and note the Clerk's Report

Item 13 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 21 May 2018 at 7pm at The Harlington