



Notice is hereby given of

**THE POLICY AND FINANCE COMMITTEE MEETING**

on

**Wednesday 24<sup>th</sup> July 2024 at 7pm at The Harlington**

All Committee members are summoned to attend.

**To Councillors:**

P. Einchcomb, R. Fang, L. Holt, R. Richmond, R. Robinson, B. Schofield, D. Taylor, S. Tilley and G. Woods

Rita Tong, Executive Officer  
17<sup>th</sup> July 2024

**AGENDA**

<b>1.</b>	<b>APOLOGIES</b> 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.
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b> 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.
<b>3.</b>	<b>QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
<b>4.</b>	<b>MINUTES OF PREVIOUS MEETING</b> To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 15 <sup>th</sup> May 2024 ( <i>copy attached</i> ).
<b>Part 1 – ITEMS FOR DECISION</b>	
<b>5.</b>	<b>QUARTERLY FINANCIAL MONITORING REPORT</b> To consider and agree the quarterly Harlington Monthly Performance Totals ( <i>copy attached</i> ).  <b>RECOMMENDATIONS</b> To receive and accept the quarterly Harlington Monthly Performance Totals for the period ending 30 <sup>th</sup> June 2024.
<b>6.</b>	<b>INVESTMENT REPORT</b> To consider the quarterly investment report for the period ending 30 <sup>th</sup> June 2024 ( <i>copy attached</i> ).

The Nationwide investment matured on 24<sup>th</sup> June 2024. Members to consider whether to reinvest with Nationwide (and if so, for what period) or to transfer funds to either the HSBC Savings account or the CCLA investment account.

Current interest rates for reinvestment in Nationwide are as follows:

Business 35 Day Saver	3.35%
Business 95 Day Saver	4.30%
Business 125 Day Saver	4.40%
Business 6 Month Saver	4.80%
Business 1 Year Saver	4.25%
Business 18 Month Saver	4.00%

#### **RECOMMENDATION**

- a) To note the balances held in the Fleet Town Council Accounts.
- b) To determine what action to take with the matured nationwide investment monies.

#### **7. GRANT APPLICATION**

To consider and agree the following application for grant funding (*copy attached*):

Fleet Phoenix - £1,200 for the office and storeroom rent of The Point Youth Centre based in Harlington Way, Fleet, for the 2024/25 financial year.

#### **RECOMMENDATIONS**

To consider the grant request.

#### **8. POLICY REVIEW – AGENDAS AND MINUTES**

The Executive Officer has been asked that whenever a Policy comes up for review, that the procedural elements contained within the Policy be removed. Accordingly, the following has been provided for Members to review:

- a) The Agendas and Minutes Policy as approved in February 2017
- b) The proposed Agendas and Minutes Policy
- c) The proposed Agendas and Minutes Procedures.

#### **RECOMMENDATIONS**

To approve the amended Agendas and Minutes Policy and Agendas and Minutes Procedure.

#### **9. POLICY REVIEW – CO-OPTION**

The Executive Officer has reviewed the current Co-Option Policy and believes the document is a procedure rather than a policy. This is because it describes detailed steps and specific actions that need to be taken by candidates and council members. Also, it provides clear instructions on how candidates should apply for co-option, what qualifications they must meet, and how the selection process will be conducted, particularly during virtual meetings.

The Executive Officer has revised the final sentence to remove references to the pandemic, ensuring the principle applies to all virtual meetings regardless of circumstances.

#### **RECOMMENDATIONS**

To approve the amended Co-Option Procedure.

#### **10. POLICY REVIEW – ELECTRICITY ON THE VIEWS**

The Executive Officer has reviewed the current Electricity on The Views Policy and believes the document is a procedure rather than a policy. This is because it describes the exact processes and responsibilities involved in providing electricity for events at The Views Park. It offers a clear, step-by-step guide for implementation, ensuring all parties understand their roles and the necessary actions. Policies, in contrast, would set out the broader rules and expectations governing such activities without detailing the operational steps.

#### **RECOMMENDATIONS**

To approve the amended Electricity on The Views Procedure.

11.	<p><b>POLICY REVIEW – GIFTS AND HOSPITALITY</b> The Executive Officer has been asked that whenever a Policy comes up for review, that the procedural elements contained within the Policy be removed. Accordingly, the following has been provided for Members to review:</p> <ul style="list-style-type: none"> <li>a) The Gifts and Hospitality Policy - December 2019</li> <li>b) The proposed Gifts and Hospitality Policy</li> <li>c) The proposed Gifts and Hospitality Procedures.</li> </ul> <p><b>RECOMMENDATIONS</b> To approve the amended Gifts and Hospitality Policy and Gifts and Hospitality Procedures.</p>
12.	<p><b>POLICY REVIEW – MEDIA</b> The Executive Officer has been asked that whenever a Policy comes up for review, that the procedural elements contained within the Policy be removed. Accordingly, the following has been provided for Members to review:</p> <ul style="list-style-type: none"> <li>a) The Media Policy – July 2021</li> <li>b) The proposed Media Policy</li> <li>c) The proposed Media Procedures.</li> </ul> <p><b>RECOMMENDATIONS</b> To approve the amended Media Policy and Media Procedures.</p>
13.	<p><b>2025/26 BUDGET PREPARATION</b> To consider the report from the Executive Officer detailing issues that need to be considered when setting the 2025/26 budget (<i>copy attached</i>).</p> <p><b>RECOMMENDATIONS</b> Members are asked to consider the report and:</p> <ul style="list-style-type: none"> <li>a. Determine whether there are any other issues that need to be considered in the 2025/26 budget.</li> <li>b. Determine what issues impacting the 2025/26 budget require further work and decide what information they require to address those issues.</li> <li>c. Determine whether they wish to reconvene the Budget Working Group, and if so, set some meeting dates.</li> </ul>
<b>Part 2 – ITEMS TO NOTE</b>	
14.	<p><b>ANNOUNCEMENTS</b> To receive and note announcements from the Executive Officer or any Member by permission of the Chair.</p>
15.	<p><b>DATE AND TIME OF NEXT MEETING</b> The next meeting of the Policy and Finance Committee is scheduled for Wednesday 16<sup>th</sup> October 2024 at 7pm in the Harlington.</p>
<b>Part 3 – CONFIDENTIAL ITEMS</b>	
<p>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 Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> <li>a. Engagement, terms of service, conduct and dismissal of employees</li> <li>b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts</li> <li>c. Receipt of professional legal advice and preparation of cases in legal proceedings</li> <li>d. The early stages of any dispute</li> <li>e. Matters of a commercial nature</li> </ul> <p><b>There are no confidential matters for consideration.</b></p>	