



Notice is hereby given of

THE POLICY AND FINANCE COMMITTEE MEETING
on
Wednesday 18th October 2023 at 7pm at The Harlington

All Committee members are summoned to attend.

To Councillors:

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

Rochelle Halliday, Executive Officer
11th October 2023

AGENDA

1.	APOLOGIES FOR ABSENCE 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.
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.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	MINUTES OF PREVIOUS MEETING To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 19 th July 2023 (<i>copy attached</i>).
Part 1 – ITEMS FOR DECISION	
5.	QUARTERLY FINANCIAL MONITORING REPORT To consider and agree the quarterly report of the Executive Officer and The Harlington General Manager (<i>copies attached</i>) for the period ending 30 th September 2023 and to receive: A Reports for 2023/24 as at 30th September 2023: <u>Included in the agenda pack</u> <ol style="list-style-type: none">Quarterly ReportHarlington Monthly Performance Totals2023/24 Year to Date and Budget Projections reportBalance sheet as at 30th September 2023 <u>On FTC portal and website</u> <ol style="list-style-type: none">Statutory Income & ExpenditureBank & Investments Reconciliation

	<p>g. List of Purchase Ledger Payments h. List of Debtors</p> <p>B To confirm that the bank reconciliation and the list of payments for September 2023 have been verified and signed off against the original bank statement by Councillor Robinson.</p> <p>RECOMMENDATIONS</p> <p>a) To receive and accept the Quarterly Report and accounts for the period ending 30th September 2023.</p> <p>b) To confirm that the bank reconciliation and the list of payments for September 2023 have been verified and signed by Councillor Robinson.</p>
6.	<p>INVESTMENT REPORT To consider the quarterly investment report for the period ending 30th September 2023 (<i>copy attached</i>).</p> <p>RECOMMENDATION To note the balances held in the Fleet Town Council Accounts.</p>
7.	<p>BUDGET 2024/25 - FIRST DRAFT To consider the first draft of the Council's budget for the 2024/25 financial year (<i>copies attached & see Executive Officer's report</i>).</p> <p>RECOMMENDATION To consider and provide guidance for the budget setting process.</p>
8.	<p>GRANT APPLICATION To consider and agree the following application for grant funding (<i>application attached and accompanying documents on portal and website – please contact the office if printed copies of the applicants' accounts etc are required</i>):</p> <p>a) Citizens Advice Hart - £1,000 to support Citizens Advice essential services and the Advice First Aid project.</p> <p>b) To receive and note the year to date record of grants awarded for 2023/24.</p> <p>RECOMMENDATION</p> <p>a) To approve the grant application from Citizens Advice Hart (to be paid from account 4538/110).</p> <p>b) To note the record of the grants awarded for 2023/24.</p>
9.	<p>POLICY REVIEWS To consider and agree the proposed policies listed below (<i>copies attached & see Executive Officer's report</i>).</p> <p>a) Uniform (amended)</p> <p>b) Eye Test (new)</p> <p>RECOMMENDATIONS To approve policies a) and b), as recommended for approval by the Establishment Committee.</p>
Part 2 – ITEMS TO NOTE	
10.	<p>EXECUTIVE OFFICER'S REPORT To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>

11. DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee is scheduled to be held on Wednesday 21st February 2024 at 7pm in the Harlington.

Please note that the Budget Preparation Working Group meetings will be arranged shortly.

Part 3 – CONFIDENTIAL ITEMS

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.

The following types of business will be treated as confidential:

- a. Matters relating to individual staff, engagement, terms of service, conduct and dismissal of employees.
- b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts.
- c. Receipt of professional legal advice and preparation of cases in legal proceedings.
- d. The early stages of any dispute.
- e. Matters of a commercial nature.

No confidential items for consideration.