



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE POLICY AND FINANCE COMMITTEE**

**Wednesday 25<sup>th</sup> May 2022 at 7pm  
At The Harlington**

#### **PRESENT**

**Councillors:** P. Einchcomb, L. Holt, R. Richmond, R. Robinson, B. Schofield, G. Woods

**Also Present:** Janet Stanton - Town Clerk  
Susanna Walker - Committee Clerk  
Alex Robins - Harlington General Manager

#### **PF May 2022 ITEM 1            ELECTION OF CHAIRMAN**

Councillor Holt, the outgoing Chairman, welcomed members to the meeting. Members were made aware that this was the Town Clerk's last Policy and Finance meeting and gave special thanks to her for her diligence, support, and guidance of the committee over the years.

The outgoing Chairman, Councillor Holt, called for nominations for Chairman. One nomination was received for Councillor Leslie Holt.

#### **RESOLVED**

That Councillor Holt be re-elected to the office of Chairman of Policy and Finance for the local government year 2022/2023.

#### **PF May 2022 ITEM 2            ELECTION OF VICE CHAIRMAN**

The Chairman called for nominations for the office of Vice-Chairman. One nomination was received for Councillor Woods.

#### **RESOLVED**

That Councillor Woods be re-elected to the office of Vice-Chairman of Policy and Finance for the local government year 2022/2023.

#### **PF May 2022 ITEM 3            APOLOGIES**

Members received and accepted apologies for absence from Councillor Engström due to HDC training.

#### **PF May 2022 ITEM 4            DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **PF May 2022 ITEM 5            QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

The minutes of the Policy and Finance Committee held on Wednesday 16<sup>th</sup> February 2022 were approved and signed by the Chairman, subject to the following amendment:

- Page 2, Item 5, 4<sup>th</sup> bullet point – the word deficit to be replaced by provision.

**PF May 2022 ITEM 7****QUARTERLY FINANCIAL MONITORING REPORT**

The members considered the commentary of the Town Clerk with an overview of the financial performance up to the year end March 2022, together with both the Year End 2022 and the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring up until the end of April 2022. Special thanks were given to the Town Clerk and all the officers for the reports and for all their hard work in managing the finances during COVID, resulting in a £55,954.00 surplus.

The members considered:

**A. YEAR END 2021 - 2022**

- a. Year End 2021-2022 Report
- aa. Harlington Monthly Performance totals
- b. Final Year End Accounts spreadsheet
- c. Balance sheet as at 31<sup>st</sup> March 2022
- d. Budget detail as at 31<sup>st</sup> March 2022
- e. Income & expenditure detail – 31<sup>st</sup> March 2022
- f. Bank Reconciliation – March 2022
- g. Cash Book – 31<sup>st</sup> March 2022
- h. List of Payments – March 2022
- i. List of receipts – March 2022
- j. Q4 2021-2022 VAT return

**B. 2022-2023**

- k. Balance sheet as at 30<sup>th</sup> April 2022
- l. Budget detail as at 30<sup>th</sup> April 2022
- m. Income & expenditure detail – 30<sup>th</sup> April 2022
- n. Bank Reconciliation – 30<sup>th</sup> April 2022
- o. Cash Book – 30<sup>th</sup> April 2022
- p. List of Receipts – April 2022
- q. List of Payments – April 2022
- r. List of Debtors

The following matters were raised and discussed:

- £7,000.00 in the operating budget is earmarked for tennis courts.
- Finances achieved by furlough money, income from the vaccination centre, staff not being replaced resulting in saving salary money and day-to-day savings.
- Coffee shop is now used as the vaccination area.
- Cemetery was above the surplus budget.
- Harlington event ticket sales are still slow.
- Harlington running costs approximately £20,000.00 a month.
- Monthly bar sales vary, determined by ticket sales.
- Attendance is down at both the jazz club and comedy club.
- Ukraine concert raised approximately £6,000.00.
- The majority of hall hire users are back.
- Limited space for new hirers.
- New lighting bars above the stage to be installed in the Harlington at a cost of £3,200.00 plus delivery.
- Unbudgeted expenditure line to be added into the budget.
- First quarterly budget projection to be brought to P&F meeting in July 2022.

- Increase in energy costs.
- Increase in staffing including NI, VAT, wages increase.
- S106 funding for 2022 is the same as in 2021.
- S106 funding for parks – money to be spent on new items.
- Members to note that at the time of setting the budget, no budget was allowed for Basingbourne Park (320) – Playground Maintenance (4230). Should a requirement occur, then this will be shown in the projections.

Members noted that Councillor Robinson confirmed that the bank reconciliation for March 2022 and April 2022 equals zero, and the bank statements match the reconciliation and has signed the bank statements and payment schedules.

## **RESOLVED**

- A. To receive and accept into the minutes:

### **YEAR END 2021 - 2022**

- a. Year End 2021-2022 Report
- aa. Harlington Monthly Performance totals
- b. Final Year End Accounts spreadsheet
- c. Balance sheet as at 31st March 2022
- d. Budget detail as at 31st March 2022
- e. Income & expenditure detail – 31st March 2022
- f. Bank Reconciliation – March 2022
- g. Cash Book – 31st March 2022
- h. List of Payments – March 2022
- i. List of receipts – March 2022
- j. Q4 2021-2022 VAT return

- B. To receive and accept into the minutes:

### **2022-2023**

- k. Balance sheet as at 30th April 2022
- l. Budget detail as at 30th April 2022
- m. Income & expenditure detail – 30th April 2022
- n. Bank Reconciliation – 30th April 2022
- o. Cash Book – 30th April 2022
- p. List of Receipts – April 2022
- q. List of Payments – April 2022
- r. List of Debtors

- C. To accept Councillor Robinson's confirmation that the bank reconciliations for March 2022 equal zero and Councillor Robinson to confirm that the bank statements match the reconciliations and has signed the bank statements and payment schedules.

- D. To accept Councillor Robinson's confirmation that the bank reconciliations for April 2022 equal zero and Councillor Robinson to confirm that the bank statements match the reconciliations and has signed the bank statements and payment schedules.

## **PF May 2022 ITEM 8**

## **AGAR REVIEW**

Members conducted a review of the effectiveness of the system of internal control and preparation for the 2021-2022 Annual Governance and Accounting Return statements (Sections 1 and 2)

### **Section 1 - Annual Governance Statement**

Members received the Annual Governance Statement and reviewed each statement line by line. Members agreed that there was a sound system of internal control for all arrangements in the preparation of the Accounting Statements.

## **Section 2 – Accounting Statement**

Members received and reviewed the 2021/2022 Accounting Statements, agreed the year end accounts and that they present fairly the financial position of Fleet Town Council

### **RESOLVED**

To Recommend to Full Council, approval and signature of the Annual Governance and Accountability Return (AGAR), prior to submission to the external auditor.

## **PF May 2022 ITEM 9**

### **INVESTMENT REPORT**

Members received and considered the quarterly investment report and discussed the following:

- £300,000.00 has now been moved from the HSBC Current Account to the CCLA Investments Ltd account, due to the increase in the current interest rate.
- Difference between the balance shown in the HSBC Current Bank Account and the figures on the balance sheet.
- Investigate deposit accounts.

### **RESOLVED**

To note the balances held in the Fleet Town Council Accounts.

## **PF May 2022 ITEM 10**

### **GRANTS**

- a. Members considered and approved a grant application from Victim Support for £200.00 to support residents with security items for the home.

### **RESOLVED**

To approve the grant application of £200.00 for Victim Support Grant.

- b. Members considered and approved a grant application from 1<sup>st</sup> Crookham Scout Group for £640.00 for a Christmas grotto experience at the Fleet Christmas 2022 festivities. The following was discussed:
  - Tickets to be sold in advance.
  - Items such as a Christmas tree purchased by the Scouts will be left and available for other groups to use.
  - Scouts are fundraising for a new Scout hut.

### **RESOLVED**

To approve the grant application of £640.00 for 1<sup>st</sup> Crookham Scout Group.

At this point in the meeting, members noted the following:

- Hart News had misprinted the details regarding the Fleet Jubilee weekend events. This was being rectified.
- An article in the RNA magazine about Sasha's Project did not mention FTC's support in waiving the rent for a year. It was agreed that the Chairman of FTC would write to Mrs Forster at Sasha's Project regarding this.

## **PF May 2022 ITEM 11**

### **EARMARKED RESERVES**

Members reviewed and noted the balance of the Earmarked Reserves which were carried forward into 2022/2023 budget. The following points were discussed:

- £7,000.00 has not been transferred from the operating budget for the tennis courts.
- FTC website development – venue website for the Harlington and council website for FTC required.
- FTC website development will need to be a revenue item going forward due to renewal of support and organisation certificates.

## **RESOLVED**

To approve the balance of the Earmarked Reserves being carried forward into the 2022/2023 budget.

### **PF May 2022 ITEM 12**

### **POLICIES**

Members received and reviewed the following policies:

- a. CCTV Policy**  
Members reviewed and approved the CCTV Policy.  
It was confirmed that signage for CCTV and the CCTV operation met the legal regulations.
- b. Internet / Email / Social Media Policy**  
Members reviewed and approved the Internet / Email / Social Media Policy.  
Members noted that this policy relates to staff only. Councillor training to include Internet / Email / Social Media will be taking place at the end of June 2022.
- c. Smoking Policy**  
Members reviewed and approved the Smoking Policy.

## **RESOLVED**

Members agreed approve the following policies:

- a. CCTV Policy
- b. Internet / Email / Social Media Policy
- c. Smoking Policy

### **PF May 2022 ITEM 13**

### **INTERNAL AUDIT REPORT**

Members received and noted the internal Auditor's report for the 2021/2022 after the year end visit on Thursday 12<sup>th</sup> May 2022. Members noted the actions and discussed the following:

- The testing by the Internal Auditor relate to the AGAR.
- FTC are not using the model Standing Orders but will review and compare.
- The March RLA minutes will be signed off at the next RLA meeting in June 2022.
- The Town Clerk recommended to the Council that in the July Council meeting, the same internal auditor should be appointed due to changes in the management structure and understanding the Harlington business side.
- All actions have been completed or noted.

Members **RESOLVED**

To receive the Internal Auditor's Report and approve the action plan.

### **PF May 2022 ITEM 14**

### **JUNE WHITE SCHOOL OF DANCE**

Members received and considered a request for a reduction in fees from June White, Academy of Dance and Drama. Members noted the following:

- The rate charged to Mrs June White is the regular user weekend rate, which is reduced compared to the normal weekend rate.
- Up until 31<sup>st</sup> March 2023, the regular user weekend charge per hour is £20.45 + VAT = £24.54.
- In March 2015, the regular user weekend charge per hour was £17.50 + VAT = £21.00.

- Therefore, there has only been a minimal increase over the past 7 years, with rates already being subsidised.
- Rising costs include energy bills and cost of maintenance.
- Weekend rates are higher than weekday rates.
- The block booking made by June White is during the peak demand for hall hire and the higher weekend rates reflect this increase demand.

**Members RESOLVED**

To recommend to Full Council that the Policy and Finance Committee do not recommend a concessionary rate to Mrs June White, as there are no reasonable grounds and there is already a regular user rate in place.

**PF May 2022 ITEM 15 POLICY AND FINANCE BRIEFING PAPER**

Members received and noted the briefing paper produced at the February 2022 P & F Committee prior to the Council's end of term of office. Members also noted the council tax rates comparison spreadsheet. Members discussed the following:

- FTC is not allowed to go broke.
- Harlington support is approximately £200,000.00 a year.
- General reserves.
- Council tax covers core operational costs and Harlington support.
- HDC Civic Quarter Redevelopment.
- Harlington fund.

**PF May 2022 ITEM 15 CLERK'S REPORT**

Nothing was reported.

**PF May 2022 ITEM 16 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 20<sup>th</sup> July 2022 at 7pm in the Harlington.

There being no further business the meeting closed at 9.31pm.

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

**Chairman**