



**POLICY AND FINANCE  
NOTICE OF MEETING**

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

**Monday 17 September 2012 at 7.30 p.m.  
The Harlington**

All committee members are summoned to attend

To: Cllrs R Schofield, C Axam, P Einchcomb, A Hill, L Holt, H Perthen,  
R Robinson, S Tilley, W Vincent, G Woods

Signed:

TOWN CLERK:

Date: 11 September 2012

**A G E N D A**

**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

**2. DECLARATIONS OF INTEREST**

Under the Local Authorities (Model Code of Conduct) order 2007, members must declare any interests 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 held on 18 June 2012

\*\* (*Minutes attached*)

**Part 1 – ITEMS FOR DECISION**

**5. INCOME AND REVENUE STATEMENT, PAYMENT SCHEDULE AND RECONCILIATION**

- a) To confirm that the bank reconciliation equals zero, to match bank statements to reconciliation and to sign the bank statements and payment schedule for the months of June ,July and August 2012
- b) To receive and accept into the minutes the income and revenue statements for June, July and August 2012
- c) To agree to virements as detailed in the report ( net effect of zero on budget)

**6 QUARTERLY FINANCIAL MONITORING REPORT**

To consider the quarterly financial monitoring report-copy of report attached.

**RECOMMENDATION**

That the contents of the report be noted

**7 PROVISION OF CAR PARKING PASSES TO FTC BY HDC**

To consider the report of the Town Clerk on the provision of car parking passes to Fleet Town Council by Hart District Council.  
(copy of report attached)

**RECOMMENDATION**

- (a) That a formal request is made of Hart District Council to supply Fleet Town Council with an additional quantity of parking permits.
- (b) That the Committee decides how the seven permits currently held by Fleet Phoenix should be allocated

**8 APPLICATION FOR GRANT – FLEET LIONS**

To **RECEIVE and CONSIDER** a grant application from Fleet Lions Temporary Traffic Management Team for the purchase of all signage, protective clothing, Hi Viz jackets etc necessary to effect a road closure/diversion of traffic, for an event.

Copy of application attached.

**9 REPORT ON PURCHASE OF NEW COFFEE MACHINE**

To consider the Harlington Centre Manager's report on use of £2000 from Coffee shop Ear Marked reserves (current balance £14,956) to cover cost of recently purchased new coffee machine, total cost £2576).

Report attached

**RECOMMENDATION**

That £2000 be transferred from the Coffee Shop Capital reserves cost centre

**10 P & F COMMITTEE FORWARD PLAN REPORT**

To consider the Town Clerk's report on the Policy and Finance Committee's Forward Plan

**Part 2 – ITEMS TO NOTE**

**11 CONSULTATION ON THE AMENDMENT TO A REDUCTION IN COUNCIL TAX BASE**

To note the report of the Town Clerk on the alteration to the Council Tax Base-copy attached

**12 DATE AND TIME OF NEXT MEETING**

The next quarterly meeting of the Policy and Finance Committee will be held on Monday 17 December 2012 at 7.30pm (or 7pm if the Committee prefers) in the Harlington.