



Notice is hereby given of

THE POLICY AND FINANCE COMMITTEE MEETING
on
Wednesday 15th February 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, S. Tilley and G. Woods

Rochelle Halliday, Executive Officer
8th February 2023

AGENDA

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	<p>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.</p> <p>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.</p>
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 October 2022 (<i>copy attached</i>).
Part 1 – ITEMS FOR DECISION	
5. QUARTERLY FINANCIAL MONITORING REPORT	<p>To consider and agree the quarterly report of the Executive Officer and The Harlington General Manager (<i>copies attached</i>) for the period ending 31st December 2022 and to receive:</p> <p>A Reports for 2022/23 as at 31st December 2022: <u>Included in the agenda pack</u></p> <ul style="list-style-type: none">a. Quarterly Reportb. Harlington Monthly Performance Totalsc. 2022/23 Year to Date and Budget Projections reportd. Balance sheet as at 31st December 2022 <p><u>On FTC portal and website</u></p> <ul style="list-style-type: none">e. Statutory Income & Expendituref. Bank & Investments Reconciliationg. List of Purchase Ledger Paymentsh. List of Debtors

	<p>B To confirm that the bank reconciliation and the list of payments for December 2022 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 31st December 2022.</p> <p>b) To confirm that the bank reconciliation and the list of payments for December 2022 have been verified and signed by Councillor Robinson.</p>
6.	<p>COUNCIL BUDGET 2023/24 – UPDATE To consider and agree the approach to managing next financial year’s budget deficit and use of reserves (<i>see Executive Officer’s Report</i>).</p> <p>RECOMMENDATION To agree to the expenditure of all amounts up to the budgeted limits, with prudent financial management to reduce the deficit where possible.</p>
7.	<p>GRANT APPLICATIONS To consider and agree the following applications for grant funding (<i>applications attached and accompanying documents on portal and website</i>):</p> <p>a) Fleet and District Carnival – requesting £1,000 towards the overall cost of delivering the Fleet and District Carnival on 1st July 2023.</p> <p>b) Mustard Seed Autism Trust – requesting £200 to support Fleet residents.</p> <p>c) Fleet Phoenix – requesting £1,200 rent waiver for office and storage space rented from FTC for the financial year 2023/24.</p> <p>d) Royal British Legion – requesting £120 towards replacing damaged lamppost poppies.</p> <p>RECOMMENDATIONS</p> <p>a) To consider and approve the applications listed a) to d).</p> <p>b) To receive and note the record of the grants awarded for 2022/23.</p>
8.	<p>COUNCIL FEES AND CHARGES FOR 2023/24 To receive and agree The Harlington and Fleet Town Council fees for implementation with effect from 1st April 2023 (<i>copy attached</i>).</p> <p>RECOMMENDATION To approve the draft revised fees to take effect from 1st April 2023.</p>
9.	<p>ASSET REGISTER To consider the Asset Register as at 31st January 2023 (<i>copy attached & see Executive Officer’s Report</i>).</p> <p>RECOMMENDATION To consider the Asset register as at 31st January 2023 and recommend approval by Council as part of the year end accounts.</p>
10.	<p>INVESTMENT REPORT To consider the quarterly investment report (<i>copy attached</i>).</p> <p>RECOMMENDATION To note the balances held in the Fleet Town Council investment accounts.</p>

11.	<p>CREDIT CARD LIMITS To consider and agree temporary adjustment of credit card limits (<i>copy attached</i>).</p> <p>RECOMMENDATION To agree to the proposed temporary adjustment of credit card limits.</p>
12.	<p>POLICY REVIEWS To consider and agree the following draft policies (<i>copies attached & see Executive Officer's Report</i>):</p> <ul style="list-style-type: none"> a) Asbestos Management Plan b) Control and Management of Contractors Policy c) Contractor Management Checklist <p>RECOMMENDATIONS To approve the following policies as proposed:</p> <ul style="list-style-type: none"> a) Asbestos Management Plan b) Control and Management of Contractors Policy c) Contractor Management Checklist
Part 2 – ITEMS TO NOTE	
13.	<p>EXECUTIVE OFFICER'S REPORT To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
14.	<p>DATE AND TIME OF NEXT MEETING The next meeting of the Policy and Finance Committee is scheduled for Wednesday 17th May 2023 at 7pm in the Harlington.</p>
Part 3 – CONFIDENTIAL ITEMS	
15.	<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"> a. 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 <p>There are no confidential matters for consideration.</p>