



Notice is hereby given of

THE POLICY AND FINANCE COMMITTEE MEETING
on
Wednesday 17th May 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
10th May 2023

AGENDA

1.	ELECTION OF CHAIRMAN To receive nominations for and to elect a chairman of the Policy & Finance Committee for the local government year 2023/2024.
2.	ELECTION OF VICE CHAIRMAN To receive nominations for and to elect a vice-chairman of the Policy & Finance Committee for the local government year 2023/2024.
3.	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.
4.	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.
5.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
6.	MINUTES OF PREVIOUS MEETING To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 15 th February 2023 (<i>copy attached</i>).

Part 1 – ITEMS FOR DECISION

7. DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) AND REVIEW OF INTERNAL CONTROLS FOR THE YEAR ENDING 31st MARCH 2023

- a) To receive the draft AGAR and supporting financial reports for the year ending 31st March 2023 (*copies attached & see Executive Officer's report*).
- b) To conduct a review of the effectiveness of the system of internal control (*copy attached*).

RECOMMENDATIONS

- a) To note the draft AGAR and supporting financial reports for the year ending 31st March 2023. Please note that the 2022/23 year figures stated are subject to change.
- b) To recommend to Council approval of the report reviewing the effectiveness of the Council's system of internal control.

8. QUARTERLY FINANCIAL MONITORING REPORT

To consider and agree the quarterly report of the Executive Officer and The Harlington General Manager (*copies attached*) for the period ending 31st March 2023 and to receive:

A Reports for 2022/23 as at 31st March 2023:

Included in the agenda pack

- a. Year End Report
- b. Harlington Monthly Performance Totals
- c. 2022/23 Year to Date and Budget Projections report
- d. Balance sheet as at 31st March 2023

On FTC portal and website

- e. Statutory Income & Expenditure
- f. Bank & Investments Reconciliation
- g. List of Purchase Ledger Payments
- h. List of Debtors

B To confirm that the bank reconciliation and the list of payments for March 2023 have been verified and signed off against the original bank statement by Councillor Robinson.

RECOMMENDATIONS

- a) To receive and accept the Quarterly Report and accounts for the period ending 31st March 2023.
- b) To confirm that the bank reconciliation and the list of payments for March 2023 have been verified and signed by Councillor Robinson.

9. DRAFT ASSET REGISTER AT 31st MARCH 2023

To review the draft Asset Register for the year ending 31st March 2023 (*copy attached & see Executive Officer's report*).

RECOMMENDATION

To recommend to Council approval of the Asset Register for the year ending 31st March 2023.

10. INVESTMENT REPORT

To consider the quarterly investment report for the period ending 31st March 2023 (*copy attached*).

RECOMMENDATION

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

11.	<p>LIST OF REGULAR DIRECT DEBITS To review and approve the list of regular Direct Debit payments for the 2023/24 financial year (<i>copy attached</i>).</p> <p>RECOMMENDATION To approve the listed Direct Debit payments for the current financial year.</p>
12.	<p>GRANT APPLICATIONS To consider and agree the following applications for grant funding (<i>applications attached and accompanying documents on portal and website – please contact the office if printed copies of the applicants’ accounts etc are required</i>):</p> <ul style="list-style-type: none"> a) All Saints Church - £1,000 towards creating a churchyard community garden. b) Vox Choir – £1,000 to fund hire and ancillary costs at The Harlington for a charity concert in June. Could be considered as an internal transfer of funds. c) Revive Ukraine – £800 to fund The Harlington auditorium hire for four social events per year. Could be considered as an internal transfer of funds. d) Victim Support – £200 for the purchase of personal security items for distribution to victims and their families. <p>RECOMMENDATIONS</p> <ul style="list-style-type: none"> a) To consider and approve the applications listed a) to d). b) To receive and note the record of the grants awarded for 2023/24.
13.	<p>POLICIES To receive and approve the proposed amended policies listed below (<i>copies attached & see Executive Officer’s report</i>).</p> <ul style="list-style-type: none"> a) Health and Safety b) Data Protection and Privacy c) CCTV d) Tree <p>RECOMMENDATIONS To approve policies a) to d).</p>
Part 2 – ITEMS TO NOTE	
14.	<p>EXECUTIVE OFFICER’S REPORT To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
15.	<p>DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 19th July 2023 at 7pm in the Harlington.</p>
Part 3 – CONFIDENTIAL ITEMS There are no confidential items.	