



**POLICY AND FINANCE COMMITTEE  
NOTICE OF MEETING**

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

**Monday 15 July 2019 at 7pm**

**The Harlington**

All committee members are summoned to attend

To: Cllrs Holt (Chairman) G Carpenter, P Einchcomb, A Oliver, R Robinson,  
B Schofield, S Tilley, P Wildsmith, G Woods

Signed:

Janet Stanton

Town Clerk  
10 July 2019

**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**

Under the Local Authorities Localism Act 2011, 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 Monday 20 May 2019 -copy attached

### Part 1 – ITEMS FOR DECISION

#### 5. QUARTERLY FINANCIAL MONITORING REPORT

To consider the report of the Town Clerk and The Harlington General Manager (*copy attached*) and to receive

a)	Quarterly Report	in agenda pack
b)	2019-20 projections spreadsheet at 30 June 2019	in agenda pack
c)	Balance sheet as at 30 June 2019	in agenda pack
d)	Budget detail as at 30 June 2019	in agenda pack
e)	Income and expenditure detail – June 2019	in agenda pack
f)	Cash Book – 31 May 2019	on portal and web site
g)	Bank Reconciliation – 31 May 2019	on portal and web site
h)	List of Payments – 31 May 2019	on portal and web site
i)	Cash Book – 30 June 2019	on portal and web site
j)	Bank Reconciliation – June 2019	on portal and web site
k)	List of Payments – June 2019	on portal and web site
l)	FTC Charge Card statements for May and 2019	on portal and website
m)	Q3 VAT return	on portal and web site

All of the above documents are available on the FTC portal and FTC web site

#### RECOMMENDATION

To receive and accept into the minutes

#### 6. INVESTMENT REPORT

To consider the quarterly investment report-copy attached

#### RECOMMENDATION

To note the balances held in Fleet Town Council accounts

#### 7. SAFEGUARDING POLICY

To consider and agree and agree for adoption the draft Safeguarding policy –copy attached

#### RECOMMENDATION

To approve the adoption of the draft Safeguarding Policy

**8. BUDGET PEPARATION TIMETABLE 2020/2021**

To approve the budget preparation timetable for 2020/2021 -*copy attached*

**RECOMMENDATION**

- a) That the draft timetable be agreed
- b) That membership of the Budget Preparation Working Party be confirmed

**9. ROLLING THREE YEAR BUDGET**

To receive the interim report of the Budget Working Group Meeting on a Rolling three year budget. *Copy attached*

**RECOMMENDATION**

To receive further instruction from the Committee

**PART 2 - ITEMS TO NOTE**

**10 CLERKS REPORT**

To note the Town Clerk's update report-copy attached

**11 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Monday 21 October 2019 at 7pm at The Harlington