



Notice is hereby given of

THE POLICY AND FINANCE COMMITTEE MEETING
on
Wednesday 21st February 2024 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
14th February 2024

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 18 th October 2023 (<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 2023 and to receive:</p> <p>A) Reports for 2023/24 as at 31st December 2023: <u>Included in the agenda pack</u></p> <ul style="list-style-type: none">a. Quarterly Reportb. Harlington Monthly Performance Totalsc. Review of Panto financialsd. 2023/24 Year to Date and Budget Projections reporte. Balance sheet as at 31st December 2023 <p><u>On FTC portal and website</u></p> <ul style="list-style-type: none">f. Bank & Investments Reconciliationg. List of Purchase Ledger Paymentsh. List of Debtors (as at date report is produced)

B) To confirm that the bank reconciliation and the list of payments for December 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 December 2023.
- b) To confirm that the bank reconciliation and the list of payments for December 2023 have been verified and signed by Councillor Robinson.

6. GRANT APPLICATIONS

A) To consider and agree the following applications for grant funding (*applications and accompanying documents attached*):

- a) Fleet and District Carnival – requesting £1,000 towards the cost of providing toilets at the Fleet and District Carnival on 6th July 2024.
- b) Fleet Market CIC - requesting that £1,000 to fund three special events at Fleet Market over the next few months.

B) To consider and agree other expenditure from grant funding (*see Executive Officer's report*):

- a) The transfer of £2,084 surplus funds allocated for the Coronation event to a new control account for the prospective Music on The Views 2024 event.
- b) The transfer of £2,034 of available funding from the 110 Grants cost centre to the prospective Music on The Views 2024 event control account, subject to there being no further grant requests received for the financial year.

C) Record of grants awarded this financial year.

- a) To note the record of grants awarded for 2023/24 and proposed allocations.

RECOMMENDATIONS

A)

- a) Fleet and District Carnival - to approve the request.
- b) Fleet Market CIC - to approve the request.

B)

- a) To approve the transfer of £2,084 surplus funds allocated for the Coronation event to a new control amount for the prospective Music on The Views event 2024.
- b) To approve the transfer of £2,034 of available funding from the 110 Grant cost centre to the prospective Music on The Views 2024 event control account, subject to there being no further grant requests received for the financial year.

C)

- a) To note the record of the grants awarded for 2023/24.

7. INVESTMENT REPORT

To consider the quarterly investment report (*copy attached*).

RECOMMENDATION

To note the balances held in the Fleet Town Council investment accounts.

<p>8.</p>	<p>THE HARLINGTON DEVELOPMENT – EVALUATING THE IMPACT ON OPERATIONS To consider and agree setting up a Working Group from the Committee to evaluate the financial and operational impact of the proposed development of The Harlington (see <i>Executive Officer’s Report</i>).</p> <p>RECOMMENDATION To approve setting up a Working Group as proposed, that will make the appropriate recommendations to the Committee and Council, as required.</p>
<p>9.</p>	<p>FLEET REPAIR CAFÉ To consider and agree providing space at The Harlington rooms free of charge as a venue for the Fleet Repair Café (see <i>Executive Officer’s Report</i>).</p> <p>RECOMMENDATION To approve the request.</p>
<p>10.</p>	<p>POLICY REVIEWS To consider and agree the following draft policies (<i>copies attached & see Officer’s report on Policies</i>):</p> <ul style="list-style-type: none"> a) Freedom of Information Policy / Publication Scheme b) Fire Safety Policy c) Rules and Regulations Fleet Cemetery d) Stress in the Workplace Policy e) Credit Card Policy f) Grievance Policy g) Disciplinary Policy h) Lone Worker Policy i) Risk Management Policy <p>RECOMMENDATIONS To approve the following policies as proposed:</p> <ul style="list-style-type: none"> a) Freedom of Information Policy / Publication Scheme b) Fire Safety Policy c) Rules and Regulations Fleet Cemetery d) Stress in the Workplace Policy e) Credit Card Policy f) Grievance Policy g) Disciplinary Policy h) Lone Worker Policy i) Risk Management Policy

Part 2 – ITEMS TO NOTE

11. EXECUTIVE OFFICER'S REPORT

To receive and note the update report from the Executive Officer (*copy attached*).

12. DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee is scheduled for Wednesday 15th May 2024 at 7pm in the Harlington.

Part 3 – CONFIDENTIAL ITEMS

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.

The following types of business will be treated as confidential:

- 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

There are no confidential matters for consideration.