



**POLICY AND FINANCE COMMITTEE  
NOTICE OF MEETING**

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

**Monday 21 October 2019 at 7pm**

**The Harlington**

All committee members are summoned to attend

To Councillors: G Carpenter, P Einchcomb, L Holt, A Oliver, R Robinson, B Schofield,  
S Tilley, P Wildsmith, G Woods

Signed:

Janet Stanton

Town Clerk  
16 October 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 15 July 2019 - copy attached

**Part 1 – ITEMS FOR DECISION**

**5. QUARTERLY FINANCIAL MONITORING REPORT**

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

- |  |                        |
|--|------------------------|
| a. Quarterly Report                                | in agenda pack         |
| aa. Monthly Performance totals 2019 2020           | in agenda pack         |
| b. 2019-20 projections spreadsheet at 30 Sept 2019 | in agenda pack         |
| c. Balance sheet as at 30 Sept 2019                | in agenda pack         |
| d. Budget detail as at 30 Sept 2019                | in agenda pack         |
| e. Income and expenditure detail – Sept 2019       | in agenda pack         |
| f. Bank Reconciliation – July 2019                 | on portal and web site |
| g. Cash Book – 31 August 2019                      | on portal and web site |
| h. Bank Reconciliation – 31 August 2019            | on portal and web site |
| i. List of Payments – 31 August 2019               | on portal and web site |
| j. Cash Book – 30 September 2019                   | on portal and web site |
| k. Bank Reconciliation – 30 September 2019         | on portal and web site |
| l. List of Payments – 30 September 2019            | on portal and web site |
| m. FTC Charge Card statements for July 2019        | on portal and website  |
| n. Q2 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. DRAFT BUDGET 2020/2021**

To consider the budget working paper and accompanying documents to determine the 2020-2021 Budget. Members are also asked to consider and approve the earmarked reserves as part of this process. Documents attached:

- Item 6a - Budget Working Paper
- Item 6b - Appendix 1 - S106 grant funding
- Item 6c - Appendix 2 - Tables 1 - 4
- Item 6d - Appendix 3 - Capital works schedule
- Item 6e - Earmarked Reserves
- Item 6f - Draft Budget Proposals

## **RECOMMENDATION**

- a) To consider and determine the proposed draft budget and budget report
- b) To consider and approve the proposed earmarked reserves for 2019/2020

## **7. INVESTMENT REPORT**

To consider the quarterly investment report-copy attached

## **RECOMMENDATION**

To note the balances held in Fleet Town Council accounts

## **8. GRANTS**

Grant applications have been received from the following organisations:

### **a) Chairman of Hart District Council**

To consider an application from the Chairman of Hart District Council for a grant of £1465.20 for her charity event to cover the cost of hiring the Harlington Auditorium and Function Room - application attached.

### **b) Fleet Phoenix**

To consider an application from Fleet Phoenix for a grant of £2944 to support the Open Door Youth Project which offers day time Advice, Information, Guidance and Mentoring - application attached.

### **c) Hart Lions**

To consider an application from Hart Lions for a grant of £300 to support the hire of a garage to store equipment used in local events such as Fleet Festivities - application attached.

## **RECOMMENDATION**

To determine the grant applications from

- a) Chairman of Hart District Council
- b) Fleet Phoenix
- c) Hart Lions

## **9. LASER ENERGY CONTRACT TO SUPPLY GAS AND ELECTICITY 2020-2024**

To consider the continued use of the LASER Energy contract to supply gas and electricity provided by Hampshire County Council for all buildings controlled by Fleet Town Council. This is OJEU compliant using Kent County Council's Bulk Energy Framework agreement which supplies a number of Public Sector Bodies including NHS Trusts, Local Authorities and Housing Associations.

## **RECOMMENDATION**

To consider and approve the continued use of the LASER contract to supply gas and electricity provided by Hampshire County Council for all buildings controlled by Fleet Town Council and authorise The Clerk to sign the contract.

### **10. CREDIT CARD – CHANGE OF USER AND AMOUNTS**

An amendment is requested for Fleet Town Council to update credit card users and limits as per the attached document. The overall credit amount remains at £6000.

## **RECOMMENDATION**

To consider and approve the amendments requested; update the Credit Card Policy Appendix 1, if required, to reflect the decision.

### **11. CREDIT ACCOUNT**

For Operational efficiency, to approve a credit account for Bookers Wholesalers. The amount spent monthly will be direct debited from the FTC HSBC Account on a set date each month. The invoices will be approved prior to the debit. This is also a precaution against any supply problems that may occur as a result of BREXIT.

## **RECOMMENDATION**

To authorise the Town Clerk to set up a credit account with Bookers Wholesale.

## **PART 2 - ITEMS TO NOTE**

### **12. CLERKS REPORT**

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

### **13. DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Monday 17 February 2020 at 7pm at The Harlington.