



Notice is hereby given of

THE POLICY AND FINANCE COMMITTEE MEETING
on
Wednesday 19th July 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
12th July 2023

1.	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.
2.	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.
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 17 th May 2023 (<i>copy attached</i>).
Part 1 – ITEMS FOR DECISION	
5.	QUARTERLY FINANCIAL MONITORING REPORT To consider and agree the quarterly report of the Executive Officer and The Harlington General Manager (<i>copies attached</i>) for the period ending 30 th June 2023 and to receive: A Reports for 2023/24 as at 30th June 2023: <u>Included in the agenda pack</u> <ol style="list-style-type: none">Quarterly ReportHarlington Monthly Performance Totals2023/24 Year to Date and Budget Projections reportBalance sheet as at 30th June 2023 <u>On FTC portal and website</u> <ol style="list-style-type: none">Statutory Income & ExpenditureBank & Investments ReconciliationPurchase Ledger and Cashbook Payments ReportsDebtors Report

	<p>B To confirm that the bank reconciliation and the list of payments for June 2023 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 30th June 2023.</p> <p>b) To confirm that the bank reconciliation and the list of payments for June 2023 have been verified and signed by Councillor Robinson.</p>
6.	<p>BUDGET PREPARATION TIMETABLE 2024/2025</p> <p>a) To agree the Budget Preparation Timetable for 2024/2025 and to receive any supplementary guidance from Members (<i>copy attached</i>).</p> <p>b) To agree the Members from the Policy and Finance Committee to serve on the Budget Preparation Working Group.</p> <p>RECOMMENDATIONS</p> <p>a) To approve the proposed timetable.</p> <p>b) To approve the Members from the Policy and Finance Committee to serve on the Budget Preparation Working Group.</p> <p>c) That Members give any guidance to officers to aid the preparation of the 2024/2025 budget.</p>
7.	<p>INVESTMENT REPORT</p> <p>To consider the quarterly investment report for the period ending 30th June 2023 (<i>copy attached</i>).</p> <p>RECOMMENDATION</p> <p>To note the balances held in the Fleet Town Council Accounts.</p>
8.	<p>WRITING OFF OF UNPAID ACCOUNTS</p> <p>To consider and agree the writing off of unpaid accounts (<i>See Executive Officer's report</i>).</p> <p>RECOMMENDATION</p> <p>To approve writing off the stated unpaid accounts.</p>
9.	<p>POLICY REVIEW</p> <p>To receive and agree the proposed policies listed below (<i>copies attached & see Executive Officer's report</i>).</p> <p>a) Complaints</p> <p>b) Retention and Disposal of Documents (new)</p> <p>c) Privacy Notice – General (new)</p> <p>d) Privacy Notice – Staff & Councillors (new)</p> <p>e) Subject Access Request (new)</p> <p>f) Volunteer (new)</p> <p>RECOMMENDATIONS</p> <p>To approve the policies listed a) to f).</p>
Part 2 – ITEMS TO NOTE	
10.	<p>IT INFRASTRUCTURE AND IT SUPPORT CONTRACT</p> <p>To review information for the Council's IT support contract and the infrastructure required to upgrade the Council's IT systems, prior to Council approval (<i>See Executive Officer's report</i>).</p>
11.	<p>EXECUTIVE OFFICER'S REPORT</p> <p>To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
12.	<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting of the Policy and Finance Committee is scheduled to be held on Wednesday 18th October 2023 at 7pm in the Harlington.</p>