



**POLICY AND FINANCE COMMITTEE
NOTICE OF MEETING**

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

Monday 18 February 2019 at 7pm

The Harlington

All committee members are summoned to attend

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

Signed:

Janet Stanton

Town Clerk

12 February 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 October 2018 -copy attached

Part 1 – ITEMS FOR DECISION

5. QUARTERLY FINANCIAL MONITORING REPORT

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

- | | |
|-------------------------------------------------------|----------------------------|
| a) Quarterly Report | included in agenda pack |
| b) 2018-19 projections spreadsheet at 31 January 2019 | included in agenda pack |
| c) Balance sheet as at 31 January 2019 | included in agenda pack |
| d) Budget detail as at 31 January 2019 | included in agenda pack |
| e) Income and expenditure detail – January 2019 | included in agenda pack |
| f) Cash Book – December 2018 | on FTC portal and web site |
| g) Cash Book – January 2019 | on FTC portal and web site |
| h) Bank Reconciliation – December 2018 | on FTC portal and web site |
| i) List of Payments – January 2019 | on FTC portal and web site |
| j) FTC Charge Card statements for November 2018 | on FTC portal and website |
| k) FTC Charge Card statements for December 2018 | on FTC portal and web site |
| l) FTC Charge Card statements for January 2019 | on FTC portal and web site |
| m) Q3 VAT return | on FTC 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:

- a) To receive the Town Clerk/General Manager's Quarterly Monitoring Report and recommendation
- b) 2018/2019 projections at 31 January 2019
- c) Balance sheet as at 31 January 2019
- d) Budget detail as at 31 January 2019
- e) Income and expenditure detail – January 2019
- f) Cash book - December 2018
- g) Cash book – January 2019
- h) Bank reconciliation – December 2018
- i) List of payments – January 2019
- j) FTC Charge Card statements November 2018
- k) FTC charge cards statements December 2018
- l) FTC charge cards statements January 2019
- m) Q3 VAT return

6 INVESTMENT REPORT

To consider the quarterly investment report-copy attached

RECOMMENDATION

To note the balances held in Fleet Town Council accounts

7 FLEET TOWN COUNCIL FEES

Members are asked to review the Fleet Town Council fees with effect from 1 April 2019 – a copy of the suggested revised changes are attached which represent an average increase for council services of 2% above 2018/19 fees. Additional fees have been included for the new ashes memorials in the Garden of Remembrance.

RECOMMENDATION

To approve the draft revised Fleet Town Council fees to take effect from 1 April 2019

8 GRANT APPLICATIONS

The schedule of grants paid to date in 2018/2019 is attached

a) HART VOLUNTARY ACTION (HVA)

To consider an application for a grant of £2,000 to help fund the delivery of HVA's 121 Youth Counselling Service to children and young people aged 11-25 who are Fleet residents-application attached

RECOMMENDATION

To determine the grant application from HVA

b) FRIENDS OF ANCELLS FARM

To consider an application for a grant of £11,800 to finalise the Friends of Ancells Farm project including installation of ridges and a path extension between the Pavilion and ridges and staggered barriers at both entrances –application attached

RECOMMENDATION

To determine the grant application from Friends of Ancells Farm

9 REVIEW OF POLICIES

Further to the review timetable agreed at the meeting of the committee on 22 May 2017, to review the following policies:

Public Participation Policy – copy attached

RECOMMENDATION

To approve the draft revised Public Participation Policy

10 ASSET REGISTER

To consider and receive the asset register for approval – copy attached.

RECOMMENDATION

To approve the Asset Register at February 2019

PART 2 - ITEMS TO NOTE

11 RISK - HEALTH AND SAFETY

Members to note that the regular visits by the Health and Safety Consultant take place on two half days per month.

Work is proceeding on standardising H&S record keeping across the organisation with a view to strengthening FTC's robust approach to H&S

12 CLERKS REPORT

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

14. DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 20 May 2019 at 7pm at The Harlington