



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Monday 16 July 2018
at The Harlington at 7 pm**

PRESENT

Cllr Holt (Chairman)
Cllr Einchcomb
Cllr Oliver
Cllr Schofield
Cllr Wildsmith

Also Present

Janet Stanton - Town Clerk
Alex Robins-Harlington General Manager
Wendy Allen-Finance and Administration Officer
Sheila Rayner- Committee Clerk

PF July 2018 ITEM 1 APOLOGIES FOR ABSENCE

There was an apology for absence from Cllrs Robinson and Woods

PF July 2018 ITEM 2 DECLARATIONS OF INTEREST

There were no Declarations of Interest

PF July 2018 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public

PF July 2018 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Monday 21 May 2018 were approved and signed by the Chairman

PF July 2018 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT

The members considered the commentary of the Town Clerk with an overview of the financial performance for April-June 2018 together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring

The members considered:

- a) Quarterly Report
- b) 2018-19 projections spreadsheet at 30 June 2018
- c) Balance sheet as at 30 June 2018
- d) Budget detail as at 30 June 2018
- e) Income and expenditure detail – June 2018
- f) Cash Book – May,
- g) Cash Book June 2018
- h) Bank Reconciliation – May 2018
- i) Bank Reconciliation – June 2018
- j) List of Payments – May 2018
- k) List of Payments – June 2018
- l) FTC Charge Card statements for April - June 2018
- m) Q1 VAT return

The following matters were raised:

- Monitoring of grounds maintenance contract
- Reduced amount of football pitch marking
- Unknown cost of repairs to playgrounds
- Cemetery budget
- Harlington ticket sales
- Filmed events such as ballet and opera
- Hall hire and timing of invoices
- Timing of repairs to gents toilets and re-carpeting arrangements
- Boiler expenditure
- Need for make-over at Ancells to be progressed
- Ancells car park financial contribution and future inclusion in the budget
- Appreciation of detail in the Harlington events report

All of the above documents had been made available on the FTC portal and FTC web site

RESOLVED

1. To receive and accept into the minutes:
 - a) The Town Clerk/General Manager's Quarterly Monitoring Report and recommendation
 - b) 2018/2019 projections at 30 June 2018
 - c) Balance sheet as at 30 June 2018
 - d) Budget detail as at 30 June 2018 To receive and accept into the minutes the List of Payments for
 - e) Income and expenditure detail – June 2018
 - f) Cash book May 2018
 - g) Cash book – June 2018
 - h) Bank reconciliation May 2018
 - i) Bank reconciliation June 2018
 - j) List of payments May 2018
 - k) List of payments June 2018
 - l) FTC charge cards statements April-June 2018
 - m) Q1 VAT return

PF May 2018 ITEM 6 INVESTMENT REPORT

The members received and considered the Investment Report. The Town Clerk was authorised to invest additional funds in the Nationwide account

Following general discussion it was

RESOLVED

To note the balances held in the Investment and Current Accounts

PF July 2018 ITEM 7 BUDGET PREPARATION WORKING PARTY 2019/2020

The members received and considered the draft timetable for the preparation of the draft budget 2019/2020

Members commented that minor works should be included in the draft budget, including overdue maintenance works like door replacements as an example

Members stated the preference for the draft budget to be drawn up in advance of any precept setting indication

RESOLVED

To approve the draft timetable and confirm that all members of the Policy and Finance Committee are members of the Budget Working Party

PF July 2018 ITEM 8 NEW POLICIES FOR ADOPTION -HEALTH AND SAFETY

The members received and considered a draft Health and Safety Policy Statement

Members were informed that a Health and Safety training day had been fixed for 24 July 2018 and confirmed that reports on electrical/fire/security installations were awaited

Members discussed the meaning of a DWB process(Don't walk by)

RESOLVED

With amendments to the Employees obligations, the draft Health and Safety Policy Statement was approved for adoption

PF July 2018 ITEM 9 REVIEW OF POLICIES

a) Media policy

The members considered a revised media policy

b) Time off in lieu policy

The members confirmed the current TOIL policy

RESOLVED

That with some slight amendments to the revised Media Policy, the revised version and the existing TOIL policy be confirmed and adopted with review due in July 2021

PF July 2018 ITEM 10 TENDERS

a) Garden of Remembrance

The members noted that the approval to award the contract will be sought at the next meeting of Council. Although it was within budget, only one tender had been received even following advertisement on the Contract Finder website

b) Basingbourne over-8s Playground

The members noted that the approval to award the contract will be sought at the next meeting of Council

The possible requirement for an extraordinary meeting of Council on 13 August 2018, depending on the outcome of Neighbourhood Plan considerations, was discussed

PF July 2018 ITEM 11 BANK MANDATES-SIGNATORIES

Members noted the approved signatories for the HSBC bank account:

- Cllr Einchcomb
- Cllr Holt
- Cllr Oliver
- Cllr Robinson
- Cllr Schofield
- Cllr Wheale
- Cllr Wildsmith
- Cllr Woods

PF July 2018 ITEM 12 EARMARKED RESERVES

The members noted that the earmarked reserves had been updated as agreed at Council on 6 June 2018

PF July 2018 ITEM 13 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 15 October 2018 at 7pm

There being no further business the meeting closed at 8.10 pm

Signed:..... **Date**.....

Chairman