



Notice is hereby given of

THE POLICY AND FINANCE COMMITTEE MEETING

on

Wednesday 15th May 2024 at 7pm at The Harlington

All Committee members are summoned to attend.

To Councillors:

P. Einchcomb, R. Fang, L. Holt, R. Richmond, R. Robinson, B. Schofield, D. Taylor, S. Tilley and G. Woods

Rochelle Halliday, Executive Officer
8th May 2024

AGENDA

1.	ELECTION OF CHAIRMAN To receive nominations for and to elect a Chairman of the Policy & Finance Committee for the local government year 2024/25.
2.	ELECTION OF VICE CHAIRMAN To receive nominations for and to elect a Vice-Chairman of the Policy & Finance Committee for the local government year 2024/25.
3.	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.
4.	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.
5.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
6.	MINUTES OF PREVIOUS MEETING To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 21 st February 2024 (<i>copy attached</i>).

Part 1 – ITEMS FOR DECISION	
7.	<p>DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) AND REVIEW OF INTERNAL CONTROLS FOR THE YEAR ENDING 31st MARCH 2024</p> <p>a) To receive the draft AGAR for the year ending 31st March 2024 and a summary of significant variances (<i>copies attached</i>).</p> <p>b) To conduct a review of the effectiveness of the system of internal control for the year ending 31st March 2024 (<i>copy attached</i>).</p> <p>RECOMMENDATIONS</p> <p>a) To note the draft AGAR and to recommend for Council approval. To note the summary of significant variances for the year ending 31st March 2024.</p> <p>b) To recommend for Council approval of the report reviewing the effectiveness of the Council's system of internal control.</p>
8.	<p>QUARTERLY FINANCIAL MONITORING REPORT</p> <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 March 2024 and to receive:</p> <p>A) Reports for 2023/24 as at 31st March 2024: <u>Included in the agenda pack</u></p> <ul style="list-style-type: none"> a. Quarterly Report b. Harlington Monthly Performance Totals c. 2023/24 Year to Date Budget Report d. Balance sheet as at 31st March 2024 e. Bank & Investments Reconciliation f. List of Purchase Ledger Payments g. List of Debtors <p>B) To confirm that the bank reconciliation and the list of payments for March 2024 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 31st March 2024.</p> <p>b) To confirm that the bank reconciliation and the list of payments for March 2024 have been verified and signed by Councillor Robinson.</p>
9.	<p>ASSET REGISTER AT 31st MARCH 2024</p> <p>To review the Asset Register for the year ending 31st March 2024 (<i>copies attached</i>).</p> <p>RECOMMENDATION</p> <p>To recommend to Council approval of the Asset Register for the year ending 31st March 2024.</p>
10.	<p>LIST OF REGULAR DIRECT DEBITS FOR 2024/25 FINANCIAL YEAR</p> <p>To review and approve the list of regular Direct Debit payments for the 2024/25 financial year (<i>copy attached</i>).</p> <p>RECOMMENDATION</p> <p>To approve the listed Direct Debit payments for the current financial year.</p>
11.	<p>INVESTMENT REPORT</p> <p>To consider the quarterly investment report for the period ending 31st March 2024 (<i>copy attached</i>).</p> <p>RECOMMENDATION</p> <p>To note the balances held in the Fleet Town Council Accounts.</p>

12.	<p>GRANT APPLICATION To consider and agree the following application for grant funding and to receive a record of grants awarded for 2024/25 (<i>copies attached</i>):</p> <p>a) The Vine Church, Odiham - £1,000 for recreational equipment for a weekly youth club operating from Church Crookham Community Centre.</p> <p>RECOMMENDATIONS a) To consider the grant request. b) To note the record of grants awarded for 2024/25.</p>
13.	<p>POLICY REVIEWS To consider and agree the following policies (<i>copies attached</i>):</p> <p>a) Absence Policy b) Menopause Policy c) Rules and Regulations – Fleet Cemetery</p> <p>RECOMMENDATIONS To approve the following policies as proposed: a) Absence Policy b) Menopause Policy c) Rules and Regulations – Fleet Cemetery</p>
Part 2 – ITEMS TO NOTE	
14.	<p>EXECUTIVE OFFICER’S REPORT To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
15.	<p>DATE AND TIME OF NEXT MEETING The next meeting of the Policy and Finance Committee is scheduled for Wednesday 17th July 2024 at 7pm in the Harlington.</p>
Part 3 – CONFIDENTIAL ITEMS	
<p>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.</p> <p>The following types of business will be treated as confidential:</p> <p>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</p> <p>There are no confidential matters for consideration.</p>	