



**POLICY AND FINANCE COMMITTEE
NOTICE OF MEETING**

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

Monday 20 May 2019 at 7pm

The Harlington

All committee members are summoned to attend

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

Signed:

Janet Stanton

Town Clerk
14 May 2019

AGENDA

1 ELECTION OF CHAIRMAN

To elect the Chairman of the Committee for the local Government year 2019/2020

2 ELECTION OF VICE CHAIRMAN

To elect the Vice-Chairman for the local government year 2019/2020

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 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.

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 held on Monday 18 February 2019 -copy attached

Part 1 – ITEMS FOR DECISION

7 QUARTERLY FINANCIAL MONITORING REPORT

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

YEAR END 2018-2019

- | | |
|---|----------------------------|
| a) Year End (2018-2019) Report | included in agenda pack |
| b) 2018-19 Actual and 19-20 Projections spreadsheet | included in agenda pack |
| c) Balance sheet as at 31 March 2019 | included in agenda pack |
| d) Budget detail as at 31 March 2019 | included in agenda pack |
| e) Income and expenditure detail 31 March 2019 | included in agenda pack |
| f) Cash Book – 31 March 2019 | included in agenda pack |
| g) Bank Reconciliation – 31 March 2019 | included in agenda pack |
| h) List of payments – 31 March 2019 | included in agenda pack |
| i) FTC Charge Card statements for February 2019 | on FTC portal and website |
| j) FTC Charge Card statements for March 2019 | on FTC portal and web site |
| k) Q4 VAT return | on FTC portal and web site |

2019-2020

- | | |
|--|----------------------------|
| l) Balance sheet as at 30 April 2019 | included in agenda pack |
| m) Budget detail as at 30 April 2019 | included in agenda pack |
| n) Bank reconciliation – 30 April 2019 | included in agenda pack |
| o) Cash Book – April - 30 2019 | included in agenda pack |
| p) List of Payment – 30 April 2019 | included in agenda pack |
| q) Bank reconciliation – 30 April 2019 | included in agenda pack |
| r) Income & Expenditure detail 30 April 2019 | included in agenda pack |
| s) FTC Charge Card statements for April 2019 | on FTC portal and web site |

RECOMMENDATION

To receive and accept into the minutes

8 ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW (AGAR)

Members are asked to conduct a Review of Effectiveness of the system of internal control and preparation of the Annual Governance Statement (Section 1 of the AGAR Parts 2 and 3). Copy to follow

RECOMMENDATION

To recommend approval and signature of the Annual Governance and Accountability Return to Full Council, prior to submission to the external auditor.

9. EARMARKED RESERVES

Members are asked to review the current earmarked reserves and to consider any additions/reductions to the carried forward ear marked reserves for recommendation to Full Council. Documents enclosed include Proposed Capital Works list and proposed ear marked reserves for 2019-2020

RECOMMENDATION

To consider and determine the proposed earmarked reserves for 2019-2020

10 INVESTMENT REPORT

To consider the quarterly investment report-copy attached

RECOMMENDATION

To note the balances held in Fleet Town Council accounts

11 GRANTS

a) APPLICATION- VICTIM SUPPORT

To consider an application for a grant of £200 to purchase security items that are provided free of charge victims and their families such as dummy CCTV, window or door alarms-copy application and supporting papers attached

b) GRANTS PAID 2018/2019

The schedule of grants paid in 2018/2019 is attached for information

RECOMMENDATION

- a) To determine the grant application
- b) To note the schedule of grants approved in 2018/2019

12 REVIEW OF POLICIES

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

- a) CCTV Portable Unit policy-copy attached
- b) Internet and Social Media Policy-copy attached

RECOMMENDATION

To approve the continuing adoption of policies

13 GARDEN OF REMEMBRANCE FEES

To standardise the fees for internment and scattering of ashes within the dedicated area of the Garden of Remembrance and the updating of burial records at £170 (residents) and £340 (non-residents)-copy attached

RECOMMENDATION

To approve the fees for the internment and scattering of ashes within the Garden of Remembrance and updating of burial records (£170 (residents) £340 (non residents))

PART 2 - ITEMS TO NOTE

14 CLERKS REPORT

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

15 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 15 July 2019 at 7pm at The Harlington