



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

Wednesday 16th October 2024 at 7pm
at The Harlington

* Councillor Holt (Chairman)

* Councillor Woods (Vice Chairman)

* Councillor Einchcomb
Councillor Fang
* Councillor Neves
* Councillor Richmond

* Councillor Robinson
* Councillor Schofield
0 Councillor Taylor
* Councillor Tilley

* Present # Absent & No Apology Received 0 Apology for Absence L Late

Also in attendance:

Rita Tong – Executive Officer

Alex Robins – Harlington General Manager

PF OCTOBER 2024 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

PF OCTOBER 2024 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

PF OCTOBER 2024 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

PF OCTOBER 2024 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Wednesday 24th July 2024 were approved and signed by the Chairman.

PF OCTOBER 2024 ITEM 5 GRANT APPLICATIONS

Members considered the following applications for grant funding from the Community Grants budget:

1. Eclipse Allstars Cheerleading - £1,000 to go towards the cost of the entry fee for the Youth Summit 2025 in Florida, USA.

2. Citizens Advice Hart - £2,000 to provide advice to residents on Fleet in a number of areas such as Benefits & Tax Credits, Housing and Debt.
3. Girlguiding South West England – no amount specified but need to raise £2,700 for guide to go on a Girl guide international event in Gambia in 2025.

RESOLVED

As more applications were submitted than funds available, the applications were prioritised on the criteria as set out in the Council’s Grant Policy. Members resolved to award the following:

1. Eclipse Allstars Cheerleading – nil awarded as does not meet grant policy criteria.
2. Citizens Advice Hart - £2,000 awarded due to the benefit to the parish at large and the longevity of the benefit.
3. Girlguiding South West England – nil awarded as does not meet grant policy criteria, however a token £200 to be given from discretionary fund.

PF OCTOBER 2024 ITEM 6 QUARTERLY FINANCIAL MONITORING REPORT

Members considered the quarterly reports for the periods ending 30 June 2024 and 30 September 2024.

RESOLVED

Members received and accepted the Quarterly Reports and accounts for the periods ending 30 June 2024 and 30 September 2024.

PF OCTOBER 2024 ITEM 7 INVESTMENT REPORT

Members considered the quarterly investment report for the period ending 30th September 2024.

Account	Funds
HSBC Current Bank Account	£913,541.32
HSBC Savings Account	£303,596.82
Nationwide Business Instant Saver	£402,278.36
CCLA Public Sector Deposit Fund	£3,024,735.00
TOTAL	£4,644,151.50

RESOLVED

- a) Members reviewed and noted the balances held in the Fleet Town Council Accounts.
- b) Members authorised Officers to transfer funds of £500,000 from the HSBC current account into HSBC Savings Account.

PF OCTOBER 2024 ITEM 8 IMPACT OF MARTYN’S LAW ON COUNCIL EVENTS

This item was deferred to the 6 November 2024 Full Council meeting.

PF OCTOBER 2024 ITEM 9 NEW POLICY – SEXUAL HARASSMENT

Members noted that following a change to the law made by the Worker Protection (Amendment of Equality Act 2010) Act, which will have effect from 26 October 2024, the Council needs to have a Sexual Harassment Policy. The Act introduces a new legal duty on employers to take reasonable

steps to prevent sexual harassment of their workers ([the 'preventative duty'](#)). Previously there was no proactive legal obligation on employers to take steps to prevent sexual harassment at work.

Members reviewed the Draft Sexual Harassment Policy and Draft Sexual Harassment Procedures.

RESOLVED

Members reviewed the Policy and made the following proposals:

- Cllr Schofield given delegated authority to write purpose of Policy segment.
- In section 5.4 reference to customers be change to the public.
- Section 5.5 be moved under Disciplinary Action and the words 'and potentially reported to the Police' be added.
- Remove section 7.2 as implicit in section 7.1.

Members reviewed the Procedures and made the following proposals:

- Remove the name of the Executive Officer and just include the position title.
- Consider removing Sections 6 and 7 and referring to Complaints Policy & Procedure instead.
- Reword section 9.4(a) as signs throughout the building would not promote a welcoming environment. Instead, placement of a sign in a prominent position on entry to the building.

Subject to the amendments above, the Sexual Harassment Policy and Sexual Harassment Procedures were approved.

PF OCTOBER 2024 ITEM 10 2025/26 DRAFT BUDGET

To consider the first draft of the 2025/26 budget.

RESOLVED

Members considered the first draft of the 2025/26 budget and the assumptions used.

Members noted that the Establishment Committee will consider the detail of the staffing budget on 13 November 2024.

Members agreed that a Budget Working Group be established from Members of this Committee to look at the detail of the proposed budget. A Budget Working Group meeting was set for Monday 4 November 2024 at 7.00pm. Members were requested to write to the Executive Officer in advance of this meeting on any items they require further information on to assist in their deliberations.

PF OCTOBER 2024 ITEM 11 ANNOUNCEMENTS

The Executive Officer made the following announcement:

- Cllr Chenery has asked for volunteers to cut up baps on the 2nd of November Fireworks event. Please contact the Executive Officer if you can help and she will put you in touch with the organiser for volunteers.

PF OCTOBER 2024 ITEM 12 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 19th February 2025 at 7pm in the Harlington.

There being no further business the meeting closed at 9:48pm.

Signed: **Date:**
Chairman