



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE VIRTUAL POLICY AND FINANCE COMMITTEE**

**Monday 15<sup>th</sup> February 2021 at 7pm**

#### **PRESENT**

**Councillors:** G. Carpenter, L. Holt (Chairman), R. Robinson, B. Schofield, S. Tilley, P. Wildsmith, G. Woods.

**Also Present:** Janet Stanton - Town Clerk  
Susanna Walker - Committee Clerk  
Wendy Allen - Office Manager  
Alex Robins - Harlington General Manager  
Stephanie Greenwood - Volunteer, Parkrun

#### **PF February 2021 ITEM 1**

#### **APOLOGIES**

Members received and accepted apologies for absence from Councillor Wildsmith, who was at work. It was noted that there had been an error on the distribution list shown on the agenda but this had been rectified directly after distribution with the members being immediately informed.

#### **PF February 2021 ITEM 2**

#### **DECLARATIONS OF INTEREST**

There were no declarations on interest.

#### **PF February 2021 ITEM 3**

#### **QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

#### **PF February 2021 ITEM 4**

#### **MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on Monday 19<sup>th</sup> October 2020 were approved and signed by the Chairman.

With reference to Item 8 - Policies, members agreed that the Grants Policy and the Memorials Policy be brought back to the P&F Committee Meeting on 17<sup>th</sup> May 2021.

With reference to Item 9 - Town Clerk's Report, members were also advised that FTC is not entitled to any Business Continuity Insurance claim from Zurich.

#### **PF February 2021 ITEM 8**

#### **GRANTS**

Members agreed to discuss Item 8 – Grants, at this point during the meeting, due to a representative from Parkrun attending the meeting. Members considered an application from Parkrun for a grant to help launch a new Parkrun to be located at Edenbrook Country Park. Stephanie Greenwood, Volunteer Parkrun outlined the following:

- Parkrun is a free timed weekly 5km run, held on a Saturday morning at 0900. Events are held across the UK and worldwide.
- The event is free to attend.
- The original Parkrun launched in 2004.
- All Parkruns are currently suspended due to the current situation.
- The grant application is for a local group to purchase a perpetual licence to hold Parkrun, and the means and equipment to set up and run the Parkrun including: a defibrillator, liability insurance and webpage.
- £4,000.00 is required and currently, £2,900.00 has been committed.

Following this, members discussed:

- **Advertising.**
  - Open to local areas, including Fleet residents.
- **Car Parking.**
  - Limited car parking spaces at Edenbrook Country Park.
  - Offers from Hart Leisure Centre and Calthorpe Park School for use of both car parks.
  - Car Park Marshalls.
- **Participants.**
  - Concern about numbers of runners attending.
- **Timings on the Day.**
  - Core team prepare event from 0815.
  - Runners arrive from 0830.
  - Event starts at 0900, with runners completing the course within an hour.
- **Practicalities.**
  - Concern about using Edenbrook Park – perimeter of paths is 2km in total.
  - Runners will start at Hart Leisure Centre (HLC), run the course at Edenbrook Country Park twice, and then run back to HLC.
  - Paths are prone to flooding and can be very muddy and wet.
  - Parkrun needs to work closely with existing users of the park.
  - Concern about damage to the park.
  - Upkeep of the park.

## **RESOLVED**

Members approved a grant of £250.00 to Parkrun.

## **PF February 2021 ITEM 5**

## **QUARTERLY FINANCIAL MONITORING REPORT**

The members considered the commentary of the Town Clerk with an overview of the financial performance October 2020 – January 2021, together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring. Special thanks were given to the Town Clerk and the officers for the reports, especially during this current situation.

The members considered:

- a. Quarterly Report
- aa. Harlington Monthly Performance totals 2020/2021
- b. 2020-21 projections & draft 21-22 budget as at 31<sup>st</sup> January 2021
- c. Balance sheet as at 31<sup>st</sup> January 2021
- d. Budget detail as at 31<sup>st</sup> January 2021
- e. Income and expenditure detail as at 31<sup>st</sup> January 2021
- f. Reserves as at 31<sup>st</sup> January 2021
- g. Bank Reconciliation – 31<sup>st</sup> December 2020
- gg. Bank Reconciliation – 31<sup>st</sup> January 2021
- h. Cash Book – 31<sup>st</sup> December 2020
- hh. Cash Book – 31<sup>st</sup> January 2021
- i. List of Payments + BACS – 31<sup>st</sup> December 2020
- ii. List of Payments + BACS – 31<sup>st</sup> January 2021
- j. List of receipts Dec 2020
- jj. List of receipts Jan 2021

- k. Q3 VAT return
- l. Debtors List

The following matters were raised and discussed:

- The last quarterly report showed a budget shortfall of £183,608.00. This figure has now been reduced to £140,331.00.
- The Harlington will be used as a local COVID vaccination site by the local Primary Care Network from mid-February until 30<sup>th</sup> June 2021.
- Planters along Cemetery Road.
- Lighting in the Harlington.
- HDC payments for Harlington works. FTC has been advised of receiving £26,400.00 shortly.
- HCC have removed all schools as venues for the May elections and have offered libraries as alternative venues.
- Vaccination centre contract. FTC has signed an NDA - confidentiality agreement.
- Gurkha Square market will continue on a Saturday morning
- The 2021/2022 projected budget shortfall is based on 6 months in the present situation and 6 months of operations returning to normal.
- Shows have been moved to the later part of 2021 and 2022.

Councillor Robinson confirmed that the bank reconciliation for December 2020 and January 2021 equals zero, and the bank statements match the reconciliation and has signed the bank statements and payment schedules.

## **RESOLVED**

1. To receive and accept into the minutes
  - a. Quarterly Report
  - aa. Harlington Monthly Performance totals 2020/2021
  - b. 2020-21 projections & draft 21-22 budget as at 31st January 2021
  - c. Balance sheet as at 31st January 2021
  - d. Budget detail as at 31st January 2021
  - e. Income and expenditure detail as at 31st January 2021
  - f. Reserves as at 31st January 2021
  - g. Bank Reconciliation – 31st December 2020
  - gg. Bank Reconciliation – 31st January 2021
  - h. Cash Book – 31st December 2020
  - hh. Cash Book – 31st January 2021
  - i. List of Payments + BACS – 31st December 2020
  - ii. List of Payments + BACS – 31st January 2021
  - j. List of receipts Dec 2020
  - jj. List of receipts Jan 2021
  - k. Q3 VAT return
  - l. Debtors List
2. To accept Councillor Robinson's confirmation that the bank reconciliation for December 2020 and January 2021 equals zero, and the bank statements match the reconciliation.

## **PF February 2021 ITEM 6**

## **INVESTMENT REPORT**

Members received and considered the quarterly investment report.

## **RESOLVED**

To note the balances held in the Fleet Town Council Accounts.

**PF February 2021 ITEM 7****PRICE INCREASE**

Members received a copy of the proposed price increases, deferred from the Policy and Finance Meeting in February 2020 until 2021/2022. Members noted that there were no increases to cemetery fees as agreed at the September 2019 RLA Committee Meeting and that not all fees were increased. Members discussed:

- No price increase for room hires.
- Extra charges for additional services.
- The competitiveness of football pitch hire fees.
- Single pitch booking incurs VAT.
- Block pitch booking does not incur VAT.
- The difference in charges including VAT and without.

**RESOLVED**

To approve the draft revised Fleet Town Council fees to take effect from 1<sup>st</sup> April 2021.

**PF February 2021 ITEM 9****EARMARKED RESERVES**

Members received a copy of the Ear Marked Reserves and discussed the following:

- Priority list of reserves FTC to keep and only use at last resort.
- Proposed priority list to include Sensory Garden, Pension Obligation, Tennis Sinking fund and Cemetery Memorial Testing.
- Harlington Development Fund to remain untouched.
- Year end 2020/2021 will give a clearer idea of Ear Marked Reserves.

**RESOLVED**

- a. To approve the balance of the Ear Marked Reserves being carried forward into the 2020/21 budget.
- b. To review the 2020/2021 Ear Marked Reserves at the May 2021 Policy and Finance Meeting

**PF February 2021 ITEM 10****POLICIES**

Members received and reviewed the following policies:

- a. **Safeguarding Policy**  
Members reviewed and approved the Standing Order Policy.  
Members noted that the Safeguarding Officer is not named in the policy.
- b. **Gift Policy**  
Members reviewed and approved the Grant Policy.
- c. **Agendas and Minutes Policy**  
Members reviewed and approved the Agenda and Minutes Policy.
- d. **Bereavement Leave Policy**  
Members reviewed and approved the Bereavement Leave Policy.  
Members noted that there is a bullet point missing at 6.1 – Sibling.
- e. **Public Participation Policy**  
Members reviewed and approved the Public Participation Policy.  
Members noted that this had been updated to include virtual meetings, given the current situation.
- f. **Whistle Blowing Policy**  
Members reviewed and approved the Whistle Blowing Policy.

Members noted that the term employee refers to a member of FTC staff, whereas the term worker refers to all workers including agency staff, contractors and suppliers of services.

## **RESOLVED**

Members agreed approve the following policies:

- a. Safeguarding Policy
- b. Gift Policy
- c. Agendas and Minutes Policy
- d. Bereavement Leave Policy
- e. Public Participation Policy
- f. Whistle Blowing Policy

## **PF February 2021 ITEM 11**

## **INTERNAL AUDIT**

Members received a copy of the internal Auditor's report for the 4<sup>th</sup> February 2021 visit and noted the following:

- Claimed furlough funds to be included into the accounts at the end of the financial year.
- Event control totals.
- Grants in kind to be a separate report, outlining services and venues provided by FTC with a financial value attached to them, indicating FTC contribution.
- Overdue debts and payment plan to be actioned when lockdown has been lifted.

## **PF February 2021 ITEM 12**

## **CLERK'S REPORT**

Members noted the following from the Town Clerk:

- FTC has still not received the shortfall of the grant funding for the Local Restrictions Grant

Members gave special thanks to the Town Clerk and the General Manager of the Harlington for all their hard work in securing the Harlington as a COVID vaccination centre. Thanks was also given to the officers for the quarterly financial report, which was agreed, is of great value to the committee.

## **PF February 2021 ITEM 11**

## **DATE AND TIME OF NEXT MEETING**

The next virtual meeting of the Policy and Finance Committee will be held on Monday 17<sup>th</sup> May 2021 at 7pm.

There being no further business the meeting closed at 8.35pm.

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

**Chairman**