



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Wednesday 19th July 2023 at 7.05pm
At The Harlington**

PRESENT

Councillors: P. Einchcomb, S. Engström (Chairman for the meeting), R. Robinson, R. Richmond, B. Schofield, D. Taylor, S. Tilley, and G. Woods.

Also Present: Rochelle Halliday – Executive Officer
Alex Robins – Harlington General Manager (left during item 5)
Sarah Moore – Finance and Administration Manager
Louise Rogers – Administration Support Officer

PF JULY 2023 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted apologies for absence from Councillor Fang and Councillor Holt due to both being away.

PF JULY 2023 ITEM 2 DECLARATIONS OF INTEREST

Cllr Taylor declared an interest for item 5 A (h), debtors report, due to being a treasurer of one of the accounts listed.

PF JULY 2023 ITEM 3 QUESTIONS FROM THE PUBLIC

There were no questions from the public.

PF JULY 2023 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on 17th May 2023 were approved and signed by the Chairman subject to amending page 3, Item 10 to remove 'and' on the first sentence.

PF JULY 2023 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT

Members considered the reports with an overview of the financial performance for the period ending 30th June 2023.

The Committee reviewed the following reports, as at 30th June 2023:

- a) Quarterly Report
- b) Harlington Monthly Performance Totals
- c) 2023/24 Year to Date and Budget Projections report

- d) Balance sheet as at 30th June 2023
- e) Statutory Income & Expenditure
- f) Bank & Investments Reconciliation
- g) Purchase Ledger and Cashbook Payments Reports
- h) Debtors Report

The quarterly report and Harlington monthly totals were reviewed.

The following items were discussed:

The final balance payment for the Cemetery is £5.1k. The project was fully funded from section 106 but this amount was not budgeted to come in this financial year. The Executive Officer was asked to see if this can be transferred from general reserves as the section 106 funding was received in full in the last financial year – **Action: Executive Officer.**

The Executive Officer will research if the Energy Trade Intensive Industries applies to Library costs – **Action: Executive Officer.**

The Executive Officer to check whether it is possible to have a phased budget in the accounts – **Action: Executive Officer.**

The Transfer of funds on the current account was raised, given that the second half of the precept is due in September. This will be discussed as part of a later investment item.

Alex Robins left the meeting at 7.45pm.

Cllr Robinson confirmed that the bank reconciliation for June 2023 check had been completed without any qualifications.

RESOLVED

1. To accept the Quarterly Financial Monitoring reports for the period ending 30th June 2023.
2. To accept from Cllr Robinson that the bank reconciliation and list of payments for June 2023 have been verified and signed.

PF JULY 2023 ITEM 6

BUDGET PREPARATION TIMETABLE 2023/24

Members received and considered the timetable and discussed the following points:

- For 6 December on the table to 'incorporate' to be removed.
- Supplementary guidance was given from members:
 - Members to fully participate in Working Group discussions about the budget to share views ahead of the approving budget.
 - Basing the precept on the financial needs of the council and its projects rather than setting in percentage terms.
 - That Members can send any specific comments regarding the budget preparation to the Executive Officer.
 - Need various budget scenarios for the working group to review priorities.

RESOLVED

1. To approve the budget preparation timetable, subject to removing 'incorporate' on 6 December entry.

2. That the Budget Working Group will be formed from members of the Policy and Finance Committee.

PF JULY 2023 ITEM 7

INVESTMENT REPORT

Members considered the quarterly investment report and discussed the level of funds in the Council's current account.

It was advised that £100,000 from the Cambridge Building Society and £250,000 from HSBC current account could be transferred to the CCLA Public Sector Deposit Fund – **Action: Executive Officer to progress.**

RESOLVED

1. To note the balances held in the Fleet Town Council accounts.
2. To recommend that £100,000 is transferred from the Cambridge Building Society account and £250,000 is transferred from the HSBC current account to the CCLA Public Sector Deposit Fund.

PF JULY 2023 ITEM 8

WRITING OFF OF UNPAID ACCOUNTS

Members received a report detailing the unpaid accounts that have been chased but are unlikely to be paid, as detailed below.

Invoice Date	Invoice Number	Amount	Reason
31/08/22	CEM1014	£286.56	Cemetery – unable to get hold of customer
31/08/22	HC4805	£26.40	Harlington hall hire – customer disputes amount (rest of invoice paid)
31/10/22	AF1957	-£0.01	Accounting anomaly
31/10/22	AF1964	£52.92	Ancells hall hire - Unable to get hold of customer
30/11/22	AF1974	£26.46	Ancells hall hire - Unable to get hold of customer
28/02/23	HC4963	£0.01	Accounting anomaly
Total to Write Off		£392.34	

The Committee also considered a request to write off £152.00 due to a ticketing error at The Harlington.

RESOLVED

1. To write off the unpaid accounts and accounting anomalies listed above, totalling £392.34.
2. To write off £150.00 for The Harlington ticketing error (reference balance sheet code 645).

PF JULY 2023 ITEM 9

POLICY REVIEW

a) Complaints

The Complaints policy is partially complete so this will now be considered at a future meeting.

b) Retention and Disposal of Documents (new)

It was agreed to review all of the reasons and retention periods to validate the entries.

c) Privacy Notice – General (new)

A small number of corrections were identified, 13.1 whether '(EEA)' is relevant to have in the text.

To change the title to Privacy Notice as it is not a policy.

To look at email signatures and data protection disclaimers for all emails originating from the Council.

To correct all references to 'we' (as per the item below).

d) Privacy Notice – Staff & Councillors (new)

To make minor changes so that 'we' is not used, change the title of the policy, alter the 'staff' definition to differentiate from Councillors and check item 15.1 on EEA data.

e) Subject Access Request (new)

To make minor changes, Item 7 change from 'we' to third person in the policy and the Subject Access Request form, capitalisation of the word 'Council'.

f) Volunteer

The policy does not fully reflect the way the Council uses volunteers. Consider if a policy is required.

RESOLVED

1. To consider the Complaints policy at future meeting.
2. To review the Retention and Disposal of Documents policy at a future meeting, once the information has been validated.
3. To approve the Privacy Notice policy, subject to the amendments discussed.
4. To approve the Privacy Notice for Staff & Councillors policy, subject to the amendments discussed.
5. To approve the Subject Access Request policy subject to the amendments discussed.
6. To defer the Volunteer policy and consider whether it is required.

PF JULY 2023 ITEM 10

**IT INFRASTRUCTURE AND IT SUPPORT
CONTRACT**

Members received the information for the Council's IT support contract, and details of the infrastructure required to upgrade the Council's IT systems.

It was noted to look at the cost of leasing Chrome Books for Members to review Council documents, as well as outright purchase. The leasing option would include maintenance.

PF JULY 2023 ITEM 11

EXECUTIVE OFFICER'S REPORT

Members noted the report of the Executive Officer.

PF JULY 2023 ITEM 12

DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 18th October 2023 at 7pm in the Harlington.

There being no further business the meeting closed at 9.50pm.

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

Chairman