



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Wednesday 23rd July 2025 at 7pm
at The Harlington**

* Councillor Holt (Chairman)

* Samantha Neves (Vice Chairman)

L Councillor Einchcomb

Councillor Fang

* Councillor Richmond

* Councillor Schofield

* Councillor Stanton

* Councillor Taylor

* Councillor Tilley

* Councillor Woods

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

Also in attendance:

Rita Tong – Executive Officer

PF JULY 2025 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

PF JULY 2025 ITEM 2 DECLARATIONS OF INTEREST

Cllr Stanton declared an other registerable Interest in Agenda Item 7 on the grounds she is a volunteer for the organisation.

PF JULY 2025 ITEM 3 QUESTIONS FROM THE PUBLIC

There were no questions from the public.

PF JULY 2025 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Wednesday 19th February 2025 were approved and signed by the Chairman.

PF JULY 2025 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT

Members considered the quarterly financial monitoring report for the period ending 30 June 2025.

In addition to the commentary from the financial monitoring report, Members noted that the recent unauthorised encampment was expected to result in approximately £2,000–£3,000 of unplanned expenditure.

Members further noted that, as part of the Cemetery extension project, solicitors had been engaged to provide advice on a number of matters, which would lead to unbudgeted legal fees.

RESOLVED

- a. To receive and accept the Quarterly Report and accounts for the period ending 30 June 2025.
- b. That the Executive Officer be authorised to write to Hart District Council to request a contribution towards legal fees incurred in registering the cemetery land, as this process is necessary due to Hart District Council's inability to provide legal deeds.

PF JULY 2025 ITEM 6 INVESTMENT REPORT

Members considered the quarterly investment report for the period ending 30 June 2025.

Account	Funds
HSBC Current Bank Account	£495,126.53
HSBC Savings Account	£813,992.78
Nationwide Business Instant Saver	£411,552.76
CCLA Public Sector Deposit Fund	£3,024,735.00
TOTAL	£4,745,407.07

RESOLVED

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

PF JULY 2025 ITEM 7 GRANTS

Members considered an application from Fleet Repair Café for grant funding of £346 to cover the cost of twelve car parking spaces in Victoria Road Car Park for four hours on Saturday mornings, 12 times per year.

Members received the record of grants awarded for 2025/26 and noted that Silent Storms had not yet been included. It was agreed that their Grant Aid in Kind should be allocated from the Community Support budget.

RESOLVED

- a. That, while Members were highly supportive of the work carried out by the Fleet Repair Café, the grant application be declined on the grounds that awarding funding for car parking could set a precedent that would be financially unsustainable.
- b. To note the record of grants awarded for 2025/26.

PF JULY 2025 ITEM 8 HALLMASTER

Members considered the report by the Executive Officer on Hallmaster reports and how the information the system provides can be used for monitoring performance and setting targets.

RESOLVED

To note the report and introduce occupancy targets and KPI's to drive improvements in utilisation.

PF JULY 2025 ITEM 9 ANNOUNCEMENTS

It was noted that work must commence on the 2026/27 budget, which will involve consideration of a number of issues arising from the planned Harlington renovation and its impact on various budget areas.

It was agreed that the Budget Working Group will meet at 7.00pm on Wednesday 27 August 2025.

PF JULY 2025 ITEM 10 BOX OFFICE / RECEPTION VISITS

At the request of management, the Box Office team had recorded visitor numbers and the purpose of visits over a two-month period. The data collection exercise was designed to provide insight into patterns of use and support future service planning.

Members considered the data and its potential to inform decisions on how front-of-house functions could be delivered following the Harlington renovation. The information was welcomed as a useful evidence base to guide operational decisions and resource allocation.

PF JULY 2025 ITEM 11 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 15th October 2025 at 7pm in the Harlington.

There being no further business the meeting closed at 8:35pm.

Signed: **Date:**
Chairman