



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Wednesday 15th October 2025 at 7pm
at The Harlington**

* Councillor Holt (Chairman)
0 Samantha Neves (Vice Chairman)

0 Councillor Einchcomb	0 Councillor Taylor
# Councillor Fang	* Councillor Tilley
* Councillor Richmond	* Councillor Woods
* Councillor Schofield	
0 Councillor Stanton	

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

Also in attendance:

Rita Tong – Executive Officer

Sam Mabbott – CEO Citizens Advice Hart

PF OCTOBER 2025 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

PF OCTOBER 2025 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

PF OCTOBER 2025 ITEM 3 QUESTIONS FROM THE PUBLIC

There were no questions from the public.

PF OCTOBER 2025 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Wednesday 14th May 2025 were approved and signed by the Chairman.

PF OCTOBER 2025 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT

Members considered the quarterly reports for the period ending 30 September 2025.

Reports for 2024/25 as at 30 September 2025:

- a. Q4 Income & Expenditure Account
- b. Q4 Budget Monitoring Report 2
- c. Balance sheet as at 30 September 2025
- d. List of Purchase Ledger Payments

- e. List of Debtors
- f. Harlington Performance Totals

RESOLVED

- a. To receive and accept the Quarterly Report and accounts for the period ending 30 September 2025.
- b. To use £2,500 of the Projects Equipment budget to purchase office chairs for all staff.

PF OCTOBER 2025 ITEM 6

INVESTMENT REPORT

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

Account	Funds
HSBC Current Bank Account	£866,251.20
HSBC Savings Account	£817,361.33
Nationwide Business Instant Saver	£414,382.58
CCLA Public Sector Deposit Fund	£3,035,273.27
TOTAL	£5,133,268.38

RESOLVED

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

PF OCTOBER 2025 ITEM 7

GRANTS

Members considered an application from Citizens Advice Hart for a grant of £2,500 to support the provision of free, impartial, independent, and confidential advice.

Members also discussed whether the current approach to grant awards should be reviewed, particularly the number of organisations supported on a recurring basis. It was agreed that a full review should be undertaken by the new administration.

RESOLVED

- a) To award £2,500 to Citizens Advice Hart to support the provision of free, impartial, independent, and confidential advice.
- b) To note the record of grants awarded for 2025/26.
- c) To review the mechanism for awarding grants after May 2026.

Sam Mabbott left the meeting at the end of this item.

PF OCTOBER 2025 ITEM 8

ACCOUNTS SOFTWARE

Members noted that, as agreed at Full Council last month (see FC September 2025 Item 12), notice had been given to and accepted by Rialtas Business Solutions.

Members considered information on Xero price plans and reviewed which option would provide comparable functionality to the Council's existing financial software.

It was agreed that, given the size and complexity of Fleet Town Council, the **Xero Ultimate plan** was the most suitable. This plan has an annual cost of **£780**, compared with the current **£1,760** for the non-cloud-based system.

RESOLVED

That the Council should move to Xero's Ultimate plan.

PF OCTOBER 2025 ITEM 9

MOTV 2025 REPORT

Members considered the report from Cllr Tilley on the *Music on The Views* event held on 30 August 2025.

Members acknowledged that maintaining visibility of *The Harlington* brand during the renovation project would be important, and that this festival provided a valuable opportunity to achieve that.

It was noted that while 2026 would be a "business as usual" year, the event would play a key role in 2027 and therefore required some financial security to ensure its continuation. Members agreed to financially support the early stages of the project when costs could be incurred without sufficient ticket income.

RESOLVED

To note the report and to approve that the Council financially support the *Music on The Views* 2026 event in the early stages of the project.

PF OCTOBER 2025 ITEM 10

CREDIT CARD POLICY

Members reviewed the amended Credit Card policy that reflects the changes agreed at Full Council in February 2025 (see item 8).

RESOLVED

To approve the amended Credit Card Policy.

PF OCTOBER 2025 ITEM 11

2026/27 DRAFT BUDGET

Members considered the draft 2026/27 budget, which had been updated from the baseline budget presented to the Budget Working Group on 27 August 2025. The alternative budget included estimated costs for operating from a different site during *The Harlington* renovation, together with estimated project costs based on Option 2.

Members noted that the public consultation on the preferred design option was due to conclude by 15 November 2025, and that the outcome of that consultation will decide the final budget.

RESOLVED

To recommend the above approach to the 2026/27 budget to Full Council.

PF OCTOBER 2025 ITEM 12

ANNOUNCEMENTS

The following announcement was made:

- The draft leaflet for the public consultation on the design options for *The Harlington* renovation project will be circulated to all Members on Thursday 16 October 2025. The leaflet is intended to inform residents about the proposed options and gather their feedback to guide the Council's final decision.

PF OCTOBER 2025 ITEM 13

DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 18th February 2026 at 7pm in the Harlington.

There being no further business the meeting closed at 9.03pm.

Signed: **Date:**
Chairman