



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Wednesday 22nd July 2026 at 7pm
at The Harlington**

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|------------------------|------------------------|
| * Councillor Davidson | * Councillor Stanton |
| * Councillor Einchcomb | * Councillor Taylor |
| * Councillor Engstrom | * Councillor Tilley |
| * Councillor Holt | * Councillor Wildsmith |
| * Councillor Parker | * Councillor Woods |
| * Councillor Schofield | |

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

Also in attendance:
Rita Tong – Executive Officer

PF JULY 2026 ITEM 1 ELECTION OF CHAIRMAN

Councillor Holt was proposed by Councillor Woods and seconded by Councillor Stanton for the position of Chairman.

Councillor Taylor was proposed by Councillor Einchcomb and seconded by Councillor Engstrom for the position of Chairman.

Councillor Holt withdrew his nomination.

RESOLVED

That Councillor Taylor be elected as Chairman of the Policy & Finance Committee for the local government year 2026/2027.

PF JULY 2026 ITEM 2 ELECTION OF VICE CHAIRMAN

Councillor Davidson was proposed by Councillor Woods and seconded by Councillor Holt. There were no other nominations.

RESOLVED

That Councillor Davidson be elected as Vice Chairman of the Policy & Finance Committee for the local government year 2026/2027.

PF JULY 2026 ITEM 3 APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

PF JULY 2026 ITEM 4**DECLARATIONS OF INTEREST**

Councillor Taylor declared an *Other Registerable Interest* in Agenda Item 7, on the grounds that he is a leader of one of the organisations listed as a debtor.

Councillor Schofield declared a *Disclosable Pecuniary Interest* in Agenda Item 12, on the grounds that he has an outstanding mileage claim to submit. He took no part in the discussion or vote on this item.

PF JULY 2026 ITEM 5**QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

PF JULY 2026 ITEM 6**MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on Wednesday 22nd April 2026 were approved and signed by the Chairman.

PF JULY 2026 ITEM 7**QUARTERLY FINANCIAL MONITORING REPORT**

Members considered and agreed the quarterly report for the period ending 30 June 2026.

Reports for 2026/27 as at 30 June 2026:

- a. Q1 Income & Expenditure Account
- b. Q1 Budget Monitoring Report
- c. Balance sheet as at 30 June 2026
- d. List of Purchase Ledger Payments
- e. List of Debtors
- f. Harlington Performance Totals

Members noted that the Ancells Farm Community Centre kitchen refurbishment project had come in significantly under budget and asked officers to review whether an oven could be installed.

Members also noted that these were the first reports they had seen from the new accounting package, Xero. They requested that, if possible, the Income Statement should include the full-year budget.

RESOLVED

- a) That the Quarterly Report and accounts for the period ended 30 June 2026 be received and approved.
- b) That the EMR Ancells Bus be reallocated to the 2026/27 Grants budget, and that any unspent grants budget at year end be allocated to the EMR New Venue Fit Out.

PF JULY 2026 ITEM 8**INVESTMENT REPORT**

Members considered the quarterly investment report for the period ending 30 June 2026.

Account	Funds
HSBC Current Bank Account	£363,549.47
HSBC Savings Account	£1,129,896.29
CCLA Public Sector Deposit Fund	£3,124,129.62
TOTAL	£4,617,575.38

RESOLVED

- a) That the balances held in the Fleet Town Council accounts be noted.
- b) That the Executive Officer review the Council's forthcoming cashflow requirements and, following that review, transfer any surplus funds from the HSBC Savings Account to the CCLA Public Sector Deposit Fund, with the aim of maximising interest income.

PF JULY 2026 ITEM 9

REVIEW OF GRANT CATEGORIES

Members considered a report from the Executive Officer regarding the Council's current community funding arrangements, grant categories and budget allocations.

RESOLVED

- a) That the existing grant budgets be simplified as follows:
 - The Community Support and Community Grants budgets be combined into a single Community Grants budget.
 - The delegated Grant Aid in Kind scheme be incorporated within the Council's Grants Policy.
 - Recurring annual grants continue to be funded through their existing arrangements.
- b) That the Council promote the availability of grants funding, and any awards made, via its social media channels.

PF JULY 2026 ITEM 10

GRANTS

Members considered an application for grant funding from St Philip's & St James Church in the sum of £1,000 to refurbish the toilets in the community hall.

Members reviewed the record of grants awarded for 2026/27 and noted that their decision at Annual Council to grant peppercorn rents for the remainder of lease periods for a number of tenants.

RESOLVED

- a) To award the grant application for support towards refurbishing toilets in a community hall.
- b) To note the record of grants awarded for 2026/27.
- c) To reflect the peppercorn rents on the record of grants awarded.

PF JULY 2026 ITEM 11

PURCHASE OF GOVMEETINGS

Members considered a report from the Executive Officer regarding the purchase and implementation of GovMeetings.

Members noted that the Council holds approximately 60 meetings per year, resulting in a cost per meeting of £22.40 in Year 1 and £37.35 in Years 2 and 3. They believed this represented good value for money.

RESOLVED

That the purchase of GovMeetings be authorised on a three-year contract, at a cost of £1,343 in Year 1 and £2,241 in Years 2 and 3; and that the cost be met from the IT Budget, or, if necessary, from the Professional Fees budget for Central Administration.

PF JULY 2026 ITEM 12**HMRC MILEAGE RATE INCREASE**

Members considered the recent announcement that the HMRC-approved mileage rate for cars has increased from 45p to 55p per mile, with effect from 1 April 2026.

Members noted that the revised rate does not apply automatically unless the Council's mileage policy or employment terms provide for payment at the prevailing HMRC rate. The Council's current contractual rate of 45p per mile will therefore continue to apply unless Members approve an amendment.

Members also noted that this rate applies to councillors claiming mileage for Council duties.

RESOLVED

- a) That the HMRC mileage rate of 55p per mile be adopted with effect from 1 April 2026.
- b) That staff contracts be amended to reflect this change in terms and conditions.

PF JULY 2026 ITEM 13**PRIVACY POLICY – GENERAL**

Members reviewed the updated *Privacy Policy – General*.

RESOLVED

That the updated *Privacy Policy – General* be approved.

PF JULY 2026 ITEM 14**PRIVACY POLICY – STAFF, COUNCILLORS AND ROLE HOLDERS**

Members reviewed the updated *Privacy Policy – Staff, Councillors and Role Holders* and requested that Section 12 be amended to be similar in format to the comparable section 9 of the *Privacy Policy – General*.

RESOLVED

Subject to the amendments above, the *Privacy Policy - Staff, Councillors and Role Holders* be approved.

PF JULY 2026 ITEM 15**FIXED ASSET POLICY**

Members reviewed the new *Fixed Asset Policy* and requested that section 7 be amended to remove the reference to depreciation and changed instead to market value.

RESOLVED

- a) Subject to the amendments above, the *Fixed Asset Policy* be approved.
- b) That Financial Regulations be amended to reflect the increased value of disposal requiring Council approval from £250 to £500.

PF JULY 2026 ITEM 16**ANNOUNCEMENTS**

Members were advised that an Extraordinary Full Council meeting would be called to consider matters around the Stage 3 report on the Harlington renovation project.

PF JULY 2026 ITEM 17

DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 21st October 2026 at 7pm in the Harlington.

There being no further business the meeting closed at 8.42pm.

Signed: **Date:**
Chairman