

FLEET TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

held on

Wednesday 6th March 2024 at 7.00pm

PRESENT

Councillors: R. Schofield (Chairman), G. Chenery, K. Cottrell, P. Einchcomb, S. Engström, A. Hope, E. May, A. Oliver, D. Taylor, S. Tilley, P. Wildsmith and G. Woods.

In Attendance: Rochelle Halliday – Executive Officer
Louise Rogers – Administration Support Officer
Councillor Steve Forster – HCC
Councillor Stephen Parker – HCC
Councillor Adrian Collett – HCC
Friends of Oakley Park Representative

FC MARCH 2024 ITEM 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Fang (away), Cllr Holt (unwell), Cllr Krishnamurthy (medical), Cllr Richmond (prior engagement), Cllr Robinson (unwell) and Cllr Willcocks (work commitments).

FC MARCH 2024 ITEM 2 DECLARATIONS OF INTEREST

Councillor Tilley declared an interest for item 10 Music on The Views event, due to being on the organising committee for the event.

Councillor Taylor declared an interest for item 11 Fleet Market Support, due to being a director of Fleet Market CIC.

Councillor Oliver declared an interest for item 11 Fleet Market Support, due to his involvement as a Hart District Councillor.

Councillor Woods declared an interest for item 13 Hampshire County Council Future Services Consultation, due to being a trustee of Hart Voluntary Action.

FC MARCH 2024 ITEM 3 QUESTIONS FROM THE PUBLIC

There were no questions from the public.

FC MARCH 2024 ITEM 4 CHAIRMAN'S ANNOUNCEMENTS

Cllr Schofield reported his attendance during the period as follows:

- 15th February - attended the Fleet Phoenix Supporters Afternoon Tea. It was an excellent afternoon tea prepared and served by young people who have been mentored by Fleet

Phoenix staff. The young people had produced a short video reflecting the progress in their personal development.

- 20th February - meeting with Chief Executive Officer of Hart District Council and their Property Services Manager to finalise comments on the Harlington Lease. It was a very productive meeting.
- 27th February - attended an on-line meeting with members of the Ringwood Greening Campaign who had completed their initial Warmer Homes campaign and surveyed nearly 100 properties in 9 weeks. They passed on tips and advice which were very useful.
- 12th February and 4th March – attended the Fleet BID Board Meeting.

FC MARCH 2024 ITEM 5

HCC/HDC ANNOUNCEMENTS

The following reports were received from Hampshire County Council and Hart District Council.

Cllr Forster (HCC)

- The roadworks in Fleet have caused some disruption but are running well. There has been a small number of resident queries. The roadworks on Fleet Road and Kings Road will move to night works.
- Hampshire County Council (HCC) is completing a review of their locations, as part of an exercise to see how office space is being utilised. This will not apply to Libraries or other public services.
- There are emergency roadworks on Cove Road due to a gas leak, which will be completed this week.

Cllr Adrian Collett (HCC)

- The pavement reinstatement issues following the South East Water works on Cove Road are being progressed by HCC.
- Potholes are to be repaired on the road near Bramshot Farm Country.
- Thames Water may accept the need to replace the whole rising main at Elvetham Heath, due to failures in the sewerage system through the estate.

Cllr Stephen Parker (HCC)

- There was a gas leak at Crookham crossroads.
- Surfacing works are to take place along Crookham Road.
- There are various roadworks in Church Crookham at present.

Cllr Alan Oliver (HDC)

- Hart District Council set their 2024/25 budget last week.
- Edenbrook is to have a new bike track.
- The police have been active in dealing with the increase in Anti-Social Behaviour increase at the shopping centre.

Councillor Peter Wildsmith (HDC)

- A pre-planning application for the conversion of the Regus office site to a logistics hub is expected to be submitted soon. A residents meeting will take place on the 7th March at Ancells Farm Community Centre to discuss the impact on residents.

Cllr Collett left the meeting at 7:25pm.

FC MARCH 2024 ITEM 6

MINUTES OF PREVIOUS MEETINGS

The main and confidential minutes of the Council meeting held on 7th February 2024 were approved and signed by the Chairman.

The Council received and noted the minutes of the following committees:

- Development Control 12th and 26th February 2024
- Policy and Finance 21st February 2024

Councillor Oliver advised members that he can provide updated information regarding the broadband roll out by Toob, ahead of the meeting Councillors are to have with the company.

Members were advised that a revised lease agreement for the Fleet Market has been received from Hart District Council.

FC MARCH 2024 ITEM 7 FINANCIAL MONITORING REPORT

Members noted receipt of:

- a) The bank reconciliation and a list of payments for January 2024.
- b) The statement from Councillor Robinson will be deferred until the next meeting due to Councillor Robinson not being present at this meeting.

RESOLVED

- 1) To receive and accept the list of payments for January 2024.
- 2) To defer verification of the bank reconciliation to the next meeting.

FC MARCH 2024 ITEM 8 THE HARLINGTON DEVELOPMENT

Members received an update on the lease for The Harlington.

A Member asked whether we can re-engage the original architect or reuse some original documents, so we are not duplicating works and costs. The Chairman advised a much more detailed study is now required for options and we need to follow the procurement guidelines.

The tender document will be adapted to ensure that there is scope for re-using some of the original documents, where possible.

The Public Sector Decarbonisation fund for the installation of an Air Source Heat Pump has not been successful. FTC will be having a debrief meeting with Hart District Council to discuss this.

RESOLVED

- 1) To note the update.
- 2) To approve starting the tender process for architectural design services for The Harlington development.

FC MARCH 2024 ITEM 9 CONTRACTED HYGIENE SERVICES FOR THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE

Members received the proposal for a new contract for the provision of various hygiene services at The Harlington and Ancells Farm Community Centre.

RESOLVED

To approve Woosh Washrooms on a minimum twelve-month contract, with rolling 90 day cancellation, to provide hygiene services at The Harlington and Ancells Farm Community Centre.

Councillor Steve Forster left the meeting at 7.50pm.

FC MARCH 2024 ITEM 10

MUSIC ON THE VIEWS EVENT

Members received the report for the Music on The Views event, provisionally to take place on 25th August 2024. The item was being brought to the Council in light of changing circumstances around external grant funding, to see if the event could still be supported by the Council.

Members discussed the security arrangements for the event, as it is vital to ensure public safety and minimise any reputational risk to the Council. Adequate security for the size of the event is essential. It was confirmed that the event will be employing the same security staff used at The Harlington.

Footfall for events in Fleet tend to be well attended. The Harlington has a good track record of selling 400+ tickets for similar events at the venue.

Several Members were keen to see this new event take place for the benefit of the town.

Since the supporting paper for this meeting was produced, a further £2,000 of grant funding has been secured, so the amount to ringfence by the Council is now £3,741. It was noted that this amount would be vastly reduced if ticket sales exceeded the modest sales projection the proposal was based on, and further external sponsorship support is secured.

RESOLVED

To approve ringfencing up to £3,741 of funding from general reserves to enable the Music on The Views event to be organised.

FC MARCH 2024 ITEM 11

FLEET MARKET SUPPORT

Members received the report on support for the Fleet Market.

Members discussed that the market is in financial difficulty at present. The market is seeking funding to keep the market afloat whilst options are being explored to sustain its future.

Members discussed the following points:

- Reduced footfall is the key issue affecting trader attendance.
- Fleet BID may be able to financially support special events.
- The location of the market is a major problem from the footfall point of view, as it is not in the retail end of the high street.
- If the proposal is agreed, a full report should be submitted to the May Council meeting to determine if the support has been effective.

RESOLVED

To approve allocating funding of up to £1,500, to be drawn down as required, to support the continuation of Fleet Market.

Cllr Parker left the meeting at 8.25pm.

FC MARCH 2024 ITEM 12**TREE SURGERY WORKS**

Members received the report of Tree Surgery Works to be carried out. At Basingbourne Park there have been previously agreed playground maintenance repairs required, hence why the overspend stated in the report is more than the request for funding.

It was noted that these works are required to comply with the Council's tree maintenance regime.

It was also noted that the Council's budget is likely to be in surplus at the year end.

RESOLVED

To approve allocating £5,370 from general reserves for tree surgery works at Ancells Farm Park and Basingbourne Park.

FC MARCH 2024 ITEM 13**HAMPSHIRE COUNTY COUNCIL FUTURE SERVICES CONSULTATION**

Members received the final response to the Hampshire County Council Future Services Consultation report. The following amendments were made:

- Point B – add that the loss of HVA services would mean extra resource would be required to undertake community work, such as mass vaccinations or support for Ukrainian refugees.
- Point J – add could HCC make use or earmark for future use their £1.1m Bus Service Operator's Grant from the Department for Transport to support services over a number of years.
- Add in a general point that the budget cuts proposed affect the voluntary sector and will have an impact on the most vulnerable members of the town.

RESOLVED

To approve final response to the Hampshire County Council Future Services Consultation report subject to the amendments stated above.

FC MARCH 2024 ITEM 14**ANNUAL RESIDENTS' MEETING**

Members noted the final agenda for the Annual Residents' Meeting.

FC MARCH 2024 ITEM 15**COMPLAINTS**

No new complaints have been received since the last meeting.

FC MARCH 2024 ITEM 16**EXECUTIVE OFFICER'S REPORT**

Members noted the Executive Officers report.

Members agreed for Pop-Up Hub to be held at the Greening event on the 9th March 2024.

FC MARCH 2024 ITEM 17**DATE AND TIME OF NEXT MEETING**

Members noted the time and date of the next Council Meeting to be held on Wednesday 3rd April 2024 at 7pm in The Harlington.

The meeting closed at 8:40pm

Signed.....
Chairman

Date:.....



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 11th March 2024
at 7pm in The Function Room, The Harlington

Present:

Cllr Schofield
Cllr Holt
Cllr Hope
Cllr Robinson
Cllr May

Officers: Charlotte Benham

1	Apologies No apologies received.
2	Declarations of interest to any item on the agenda None declared
3	Public Session None present
4	Approval of the Notes The minutes of the development and control advisory group meeting held on Monday 26 th February were accepted as a correct record of the meeting.
5	24/00280/HOU 14A The Laurels, Fleet, GU51 3RB <u>Erection of a single storey front extension and open wraparound canopy following demolition of existing conservatory, conversion of loft to habitable accommodation to include the erection of a dormer window to front and the insertion of rooflights to rear, the removal of the chimney, the replacement of a window to ground floor side with french doors.</u> Comments required by 12 March <ul style="list-style-type: none">This is the conversion of a bungalow, a property with no staircase, to a chalet style bungalow which breaches Fleet Neighbourhood Plan Policy 11.

- The applicant claims that they submitted and had approved permitted development rights, but it is questionable if the addition of a dormer meets the criteria placed on permitted development.
- The approval was to a rear dormer: *We submitted an Application for a Lawful Development Certificate (Application number: 23/02122/LDC) to establish the principle of providing a bedroom at the first floor and this was granted on 21st November 2023. In order to comply with the requirements of Permitted Development, the proposal was for a dormer window at the rear of the property, with velux style windows to the front.*
A dormer to the rear would have very limited impact on the street scene. The proposed style of dormer and the feature chimney that is front facing have a significant impact on the street scene. Although examples of other dormer windows and large brick chimneys are presented, they are not similar in character to the ones proposed.
- The Laurels development was a small development with similar use of materials and styles. This proposal is out of character with the rest of the development.
- Permitted development for an additional floor requires the extension to follow the ground floor footprint and to be of the same materials and finish of the ground floor. A white render is being proposed instead of the current brick finish to the ground floor.
- Property will be deemed a 5 bedroom house in accordance with Hart's PSD which states that studies etc. with access to a bathroom are classed as a bedroom. Therefore 4 parking spaces are required – looks as if it could be accommodated on site however would likely result in the loss of green space to the front of the property contrary to Fleet Neighbourhood Plan Policy 15, Front Gardens.

OBJECTION – out of keeping with street scene and breaches Neighbourhood Plan Policies 11 and 15

24/00247/HOU

24 Burnside, Fleet, Hampshire GU51 3RE

[Replacement of existing roof with new raised roof with velux and dormer windows to front and rear, erection of two single storey front infill extensions, alterations to all windows and doors to front, rear and side elevations and insertion of one window to first floor other side elevation and driveway widening to include bridge](#)

Comments required by 19 March

- This is a 5 but potentially 6 bedroom property and so requires a minimum of 4 parking spaces.
- A garage does not count as a parking space so 4 vehicles will be required to park at the front of the property and extend onto land owned by HCC.
- HCC have been notified of the intention to develop outside the ownership of the applicant.
- “flying dormer” to accommodate bedroom 5 is unusual design. It impacts the rear elevation but it is to the rear so can't be seen.

OBJECTION due to inadequate parking without using HCC land

24/00354/HOU

1B Alton Road, Fleet, Hampshire GU51 3HL

[Erection of single storey front, side and rear extensions following demolition of existing garage and conservatory, insertion of three rooflights to front, two rooflights to rear, one rooflight to each side to facilitate the conversion of the loft to habitable accommodation, replace one window to ground floor side with door and one bay window to ground floor front with standard window](#)

Comments required by 19 March

- This is currently a 2 bedroom bungalow, a building with no staircase, being converted into a 5 but potentially 6 bedroom house. Breaches Fleet Neighbourhood Plan Policy 11, Loss of Bungalow.
- No increase in the ridge height or roof shape but extensive use of velux style windows to bring light into the proposed first floor rooms. The overall building footprint is being modified and the roof extended so the “permitted development rights” to include numerous roof lights is questioned.
- Majority of front garden would have to be converted to hard standing to accommodate parking which would breach Fleet neighbourhood Plan Policy 15

OBJECTION, breach of FNP policies 11 and 15

24/00204/FUL

335-337 Hart House ,Fleet Hampshire, GU51 3BU

[Alterations to shopfront](#)

Comments required by 19 March

Carrying the glazing bar through at the same level as the adjacent windows gives some continuity to the front elevation. The proposed fully opening (assumed bi-fold doors) changes the style of the front elevation but does not harm the street scene so NO OBJECTION

24/00205/FUL

335-337 Hart House ,Fleet Hampshire, GU51 3BU

[Erection of a porch](#)

Comments required by 19 March

NO OBJECTION

24/00411/AMCON

West Hill Lodge ,115 Elvetham Fleet Hampshire, GU51 4HW

[Variation of Condition 2 \(approved plans\) attached to Planning Permission 23/02083/HOU dated 28/12/2023 to slightly enlarge the proposed garage.](#)

[Existing condition relates to an old drawing, condition to be varied to include amended drawing.](#)

Comments required by 19 March

- This increases the bulk, mass and height of the garage and makes the roof space even more attractive for living accommodation.
- Out of keeping as it appears there are two main properties on the plot in the conservation area.

- The scale of the garage competes with the host building.

OBJECTION as does not preserve or enhance the character of the Conservation Area

24/00415/HOU

10A Oakley Drive, Fleet, GU51 3PP

[Demolition of existing attached garage and erection of a two storey side and rear extension and front porch. Alterations to windows and doors.](#)

Comments required by 19 March

- This is a complete change in character from a traditional brick built house to a white rendered, grey tiled roof and black window frames which is not in keeping with the local character.
- The large frontage will make the property relatively dominant on the street scene.
- Not having any garage space the 3 / 4 cars will occupy the full width of the garden contrary to Fleet Neighbourhood Plan Policy 15, front gardens.
- Previous comments from application 22/01855/HOU (Refused) are relevant

OBJECTION out of keeping with local character and impact on the street scene

24/00424/HOU

7 Dinorben Beeches, Fleet GU52 7SR

[Raise part of garage flat roof and conversion of garage into habitable accommodation. Insertion of one window and door ground floor side and alterations to windows and doors ground floor rear](#)

Comments required by 20 March

No issues with the proposed amendment to the main house, but will create a parking problem as they will need to widen the parking area beyond the frontage of the garages and take up some front lawn. This is uncharacteristic of the immediate area where front gardens have been maintained and the parking space in front of the garages used for up to a total of 4 cars.

No Objection in principle but OBJECTION until parking issues resolve – a new plan needs submitting for at least 3 parking spaces.

24/00397/HOU

95 Connaught Road, Fleet, GU51 3QX

[Erection of a part single part two storey rear extension following demolition of existing conservatory, demolish existing porch, internal alterations to allow the annex to be integrated back into the dwelling, level floors and increase head height lost within chalet roofs. Insertion of solar panels and open front porch.](#)

Comments required by 20 March

- No issue with the proposed development of the house.
- Reduces from 5 to 4 bedrooms so 3 parking spaces required as a minimum, but parking plan is effectively 3 in a row which breaches Hart's standards.
- Exiting the site in a forward direction would be safer because of proximity to road junction, although main traffic flow is on Albany Road crossing Connaught.

	<ul style="list-style-type: none"> The complete front garden is currently hard standing and proposed alterations do not affect the parking arrangement. <p>NO OBJECTION</p>
6	<p>To Note:</p> <p>Review of weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>13th March</p>
8	<p>Date of Next Advisory Group Meeting</p> <p>25th March</p>

Meeting closed: 8.10pm

Signed:.....

Date:



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 20th March 2024 at 7pm

PRESENT

Councillors: G. Chenery, P. Einchcomb (Chairman), R. Fang, L. Holt, R. Schofield, D. Taylor, S. Tilley and G. Woods

Also Present: Rochelle Halliday – Executive Officer
Alex Robins – Harlington General Manager
Ben Crane – Facilities and Open Spaces Manager
Friends of Oakley Park representative
Friends of Basingbourne Park representative

RLA MARCH 2024 ITEM 1

APOLOGIES

Members received and accepted the apologies from Councillors May and Oliver.

Councillors Wildsmith and Willcocks were absent.

An apology of absence was also received from the Cemetery Clerk.

RLA MARCH 2024 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest made for any item on the agenda.

RLA MARCH 2024 ITEM 3

QUESTIONS FROM THE PUBLIC

The Friends of Basingbourne Park representative asked whether it is possible to reduce the mowing of the fields and the area around the parks in the summer to enable wildflowers to grow.

The Friends of Basingbourne Park informed members that heathland areas are not as wet as they have been in the past and that it is necessary to try and divert the water. The Environmental Agency review suggested slowing down the flow of water and so the Friends of Basingbourne Park have installed some leaky dams in the area. The Friends of Basingbourne park representative asked if the leaky dams can be kept in place?

Members advised careful observation of the impact of the measures. Particular attention should be paid to the effect of the leaky dams on tree roots and the impact on ecology. The measures need to be surveyed and to confirm that there will be no adverse impact. Hart District Council Rangers have previously indicated that they may be able to assist with advising on this matter. Officers could also contact Hart District Council's flood resilience officer.

RLA MARCH 2024 ITEM 4

MINUTES OF PREVIOUS MEETING

Members received and approved as a correct record the minutes of the Recreation, Leisure and Amenities Committee meeting held on 20th December 2023, subject to the following correction:

- Item 8 CCTV, to delete 'them' on the first line of the last paragraph.

Members discussed the future of the Basingstoke Canal, and agreed to look into whether the decision has been taken regarding the operating model.

RLA MARCH 2024 ITEM 5

THE CEMETERY CLERK'S REPORT

Members received the report of the Cemetery Clerk.

Members discussed that action should be prepared for the licence for remedial works to a plot affected by badger activity. A letter will be crafted to Natural England requesting a global licence to effect repairs at the Cemetery.

Members discussed reviewing burial capacity at the next meeting, to understand the remaining burial provision and whether there is any potential land to create additional burial space.

RESOLVED

To note the report.

RLA MARCH 2024 ITEM 6

THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

Members received the report from The General Manager of the Harlington and Ancells Farm Community Centre.

Members asked when the second bar area will be brought into full use. The Harlington General Manager confirmed that this will be subject to securing more casual staff.

RESOLVED

To note the report.

The General Manager left the meeting at 7:43pm.

RLA MARCH 2024 ITEM 7

FACILITIES AND OPEN SPACES MANAGER'S REPORT

Members received the report from the Facilities and Open Spaces Manager and discussed the following points:

Ancells Green Gym

To promote the dates of the Green Gym induction day on social media.

Ancells Farm Sink Hole

Progress is being made with Thames Water and will be requesting a site meeting.

Basingbourne Pavilion

- The Police and Hart District Council Community Safety team are aware of the anti social behaviour issues at the pavilion.
- The leaky ceiling issues are due to the drainage downpipe being knocked out. This needs to be fixed and caged.
- Any changes to the configuration of the exits at the pavilion should take into account fire safety.

Calthorpe Park

Members discussed the flooding issues around the coffee shop area.

Tennis Courts

Members discussed whether the sinking fund is sufficient to cover the cost of replacing the court.

This should be investigated further.

Tree Planting Grant

To consider planting trees at The Views and Ancells Road.

Olly's Orchard

To contact Olly's parents again to take publicity photos for the orchard.

Open Spaces

To include Ancells Farm Park in the South and Southeast in Bloom Awards 2024.

Sports Fund

- To recommend to Council that the VAT refund of £9,517 is ear marked to go towards the skate park renovation.
- Members discussed how to fund the full cost of the skate park and whether to include other parks in the town, if the project is to be funded by a public works loan. It was suggested to make a proposal for the next meeting to see the payback cost over different terms.
- To arrange an Open Spaces Working Group meeting to discuss which playgrounds to prioritise, along with the skate park, and to gather information to obtain quotes.

RESOLVED

- 1) To arrange an Open Spaces Working Group Meeting to discuss the parks and skate park project.
- 2) To recommend to Council allocating the sports VAT refund of £9,517 to an ear marked reserve for the skate park renovation.
- 3) To note the report.

RLA MARCH 2024 ITEM 8

EXECUTIVE OFFICER'S REPORT

Members received and noted the report from the Executive Officer.

RLA MARCH 2024 ITEM 9

FUTURE EVENTS

Members noted the following future events:

Easter Egg Hunt	23 rd March 2024	Basingbourne Park
Fleet Half Marathon	24 th March 2024	Around Fleet/Calthorpe Park
Easter Egg Hunt	30 th March 2024	Oakley Park
Circus Wonderland	21 st - 28 th April 2024	The Views
FT Colts Tournament	3 rd – 5 th May 2024	Calthorpe Park
Fleet Carnival	6 th July 2024	High Street/Calthorpe Park
SCAM JAM	20 th July 2024	The Views
Summer Project (Fleet Phoenix)	27 th July- 29 th August 2024	The Views
Music on The Views (FTC event)	25 th August 2024	The Views
Lions Fireworks Fiesta	2 nd November 2024	Calthorpe Park

RLA MARCH 2024 ITEM 10

DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 19th June 2024 at 7pm at The Harlington.

The meeting closed at 8:27pm.

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

Chairman



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

held on

Wednesday 28th February 2024 at 7pm

PRESENT

Councillors: P. Einchcomb, L. Holt, E. May, R. Robinson, B. Schofield and G. Woods (Chairman)

In attendance: Rochelle Halliday – Executive Officer
Sarah Moore – Finance and Administration Manager (left after item 12)

EST FEBRUARY 2024 ITEM 1 APOLOGIES

Cllr Wildsmith was absent. All other Committee Members were present.

EST FEBRUARY 2024 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

EST FEBRUARY 2024 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

EST FEBRUARY 2024 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes and confidential minutes of the Establishment Committee meeting held on 8th November 2023 were approved and signed by the Chairman.

EST FEBRUARY 2024 ITEM 5 HR POLICIES

There was a general discussion about differentiating between policies and procedures, and processes that the Council needs to follow by law. This will be discussed further by the Policy and Finance Committee.

Members received and discussed the following HR policies:

a) Absence Policy – New

- Item 2.2 – update to ‘absence from work without leave’.
- Item 6.3 – Council pay should be defined, as it relates to the amount of full basic pay to be provided.
- Item 11.2.1, 1st sentence – update to ‘ill health capability’.
- Item 11.2.1, 2nd sentence – update to ‘every reasonable effort’.
- Officers and the Committee Chairman will review the wording relating to absence in the staff contracts.

- To correct typographical errors.
- b) Menopause Policy – New
- Communication – update ‘your role’ to ‘their role’.
 - Discussed whether the final paragraph referencing bullying was relevant. Noted that bullying might be possible. The paragraph will remain in the draft policy to NB.
 - To correct the mixture of tenses and standardise first person / third person irregularities.
 - To update document formatting to match the style of existing policies.
- c) Drivers Handbook / Policy and Business Insurance requirements – New
- Standard document from the Council’s HR provider.
 - Too prescriptive and outlines expectations already required from anyone who holds a driving licence.
 - Recognised that staff who regularly drive as part of their job need to have business insurance in place and a DLVA check completed.
 - Document is not required.

RESOLVED

1) Subject to the amendments discussed, to recommend approval of the following policies to the Policy & Finance Committee:

- Absence Policy
- Menopause Policy

2) To reject the following policy:

- Drivers Handbook / Policy and Business Insurance requirements.

EST FEBRUARY 2024 ITEM 6 MINIMUM WAGE INCREASE

Members noted that the National Living Wage with effect from 1st April 2024 is £11.44 per hour. The National Living Wage rate for over 21s is applied to all casual staff positions at the Council, regardless of age.

EST FEBRUARY 2024 ITEM 7 TRAINING UPDATE

Members reviewed and noted the training update for staff.

Staff have undertaken a number of training courses via the Bright HR and SEEDL platforms, for which there are no additional charges.

EST FEBRUARY 2024 ITEM 8 ORGANISATION CHART

Members received and noted the Council’s staff organisation chart. The document will be updated with the following amendments to the summary of full time equivalent salaries section:

- Update ‘Support Managers’ to ‘Managers’.
- Update ‘Admin Support’ to ‘Support Staff’.
- Casuals – add in that the rate is ‘per hour’.

Staff are to be informed of the document prior to it being published on the Council's website.

EST FEBRUARY 2024 ITEM 9 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 10th July 2024 at 7pm in The Harlington (Music Room).

Part 3 CONFIDENTIAL ITEMS

The Chairman stated the reasons that the remainder of the meeting should be held in confidential session is due to matters relating to individual staff and terms of service being discussed.

RESOLVED

That subject to the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the Meeting.

EST FEBRUARY 2024 ITEM 10 STAFF APPRAISALS UPDATE

Members received an update on progress towards staff appraisal targets.

There will be a new focus for staff appraisals to be completed in the coming year that link to the Council's vision and improving job related outcomes.

RESOLVED

To note the update on staff appraisals.

EST FEBRUARY 2024 ITEM 11 CURRENT LIST OF STAFF

The current list of permanent staff at the Town Council and the hours worked per week as of 31st January 2024 is shown in the table below:

Job Title	Hours Per Week
Fleet Town Council Team	
Executive Officer	37.5
Finance and Admin Manager	37.5
Facilities and Open Spaces Manager	37.5
Projects and Committee Officer	37.5
Communications Officer	15
Admin Support Officer	30
Cemetery Clerk	6 (average)
The Harlington Team	
General Manager	37.5
Technical Manager	37.5
Marketing and Box Office Manager	37.5
Marketing and Box Officer Supervisor	37.5
Marketing and Box Office Assistant	37.5

Senior Duty Manager	37.5
Duty Manager x 2	37.5
Ancells Farm Community Centre Supervisor	10

The Council also employ approximately 14 casual staff at The Harlington for shows.

Since the last meeting there have been the following staff changes:

Leavers

- Communications Officer – left 8th February 2024.

RESOLVED

To note the current list of staff, hours of work and pay rates as at 31st January 2024.

EST FEBRUARY 2024 ITEM 12 STAFFING MATTERS

Members received an update on the following:

- The holiday pay explanatory leaflet was noted. There are no changes to the way holiday pay is to be calculated.
- Changes to flexible working rights come into effect on 6th April 2024.

The Finance and Administration Manager left the meeting at 7.59pm.

RESOLVED

Members noted the confidential meeting report from the Executive Officer.

EST FEBRUARY 2024 ITEM 13 STAFF PAY REVIEWS FOR 2024/25 FINANCIAL YEAR

The Committee reviewed the proposals for next year’s salary reviews. A detailed discussion took place.

All of the pay review options presented are within the Council’s salary budget for next year.

RESOLVED

To approve staff salaries with effect from 1st April 2024.

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

Chairman

The meeting closed at 8.51pm.

Fleet Town Council 2023/2024**Bank - Cash and Investment Reconciliation as at 29 February 2024**

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	19/02/2024 HSBC	400,636.85	
2	31/01/2024 Petty Cash	39.85	
3	21/02/2024 HSBC Savings	300,111.95	
			700,788.65
<u>Other Cash & Bank Balances</u>			
	CCLA Pub Sector Deposit Fund	2,200,000.00	
	Cash Floats	2,000.00	
	Nationwide deposit account	824,735.07	
	Petty Cash - Harlington	120.00	
			3,026,855.07
			3,727,643.72
<u>Receipts not on Bank Statement</u>			
0	29/02/2024 All Receipts Cleared	0.00	
			0.00
Closing Balance			
			3,727,643.72
<u>All Cash & Bank Accounts</u>			
1	Bank Current/Deposit Account	400,636.85	
2	Petty Cash - FTC	39.85	
3	HSBC Savings Account	300,111.95	
	Other Cash & Bank Balances	3,026,855.07	
	Total Cash & Bank Balances		3,727,643.72

Bank Current/Deposit Account

Payments made between 01/02/2024 and 29/02/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/02/2024	Hart District Council - DD	dd425	210.00	210.00		500			Business Rates 2023/24
01/02/2024	Hart District Council - DD	dd426	1,634.00	1,634.00		500			Business rates 2023/24
01/02/2024	Hart District Council - DD	dd427	119.00	119.00		500			Business rates 2023/24
06/02/2024	Total Energies	dd428	29.80	29.80		500			Gas 30/11-31/12/23
06/02/2024	Total Energies	dd429	5,062.14	5,062.14		500			Gas 30/11-31/12/23
06/02/2024	Total Energies	dd430	380.54	380.54		500			Gas 30/11-31/12/23
09/02/2024	HSBC Savings Account	HSBC Test	10.00			212		10.00	Test move to savings
12/02/2024	HSBC	dd431	13.63	13.63		500			bank charges 1/12-31/12/23
12/02/2024	HSBC	dd432	68.76	68.76		500			bank charges 1/12-31/12/23
12/02/2024	HSBC	dd463	2,604.19	2,604.19		500			CREDIT CARD JAN 24
13/02/2024	Fleet Town Council	DD	3,876.82			516		3,876.82	L&G Pension Feb 24
13/02/2024	Booker Limited	dd433	147.48	147.48		500			Purchase Ledger DDR Payment
13/02/2024	HSBC Savings Account	Transfer 2	100,000.00			212		100,000.00	HSBC Current to HSBC Savings
14/02/2024	Payment Sense Ltd	dd434	191.46	191.46		500			Bank charges 1/1-31/1/24
14/02/2024	Payment Sense Ltd	dd443	28.65	28.65		500			Bank charges 1/1-31/1/24
14/02/2024	HSBC Savings Account	Transfer 3	100,000.00			212		100,000.00	HSBC Current to HSBC Savings
15/02/2024	BACS P/L Pymnt Page 2352	BACS Pymnt	57,201.22	57,201.22		500			BACS P/L Pymnt Page 2352
15/02/2024	NPower - Direct Debits	dd435	125.56	125.56		500			Elec 1/12-31/12/23
15/02/2024	NPower - Direct Debits	dd436	52.12	52.12		500			Elec 1/12-31/12/23
15/02/2024	NPower - Direct Debits	dd437	172.38	172.38		500			Elec 1/12-31/12/2023
15/02/2024	NPower - Direct Debits	dd438	178.50	178.50		500			Elec 1/12-31/12/23
15/02/2024	NPower - Direct Debits	dd439	54.54	54.54		500			Elec 1/12-31/12/23
15/02/2024	HSBC Savings Account	Transfer 4	99,990.00			212		99,990.00	HSBC Current to HSBC Savings
16/02/2024	Castle Water Limited	dd440	54.91	54.91		500			Water 1/1-31/1/24
16/02/2024	Castle Water Limited	dd441	19.33	19.33		500			Water 1/1-31/1/24
16/02/2024	Global Payments - Direct Debit	dd442	966.86	966.86		500			Bank charges 30/12/23-31/1/24
20/02/2024	Castle Water Limited	dd444	3.05	3.05		500			Water 1/1-31/1/24
20/02/2024	Fleet Town Council	DDR	28,869.25			516		121.45	Payroll Feb 2024
						520		28,747.80	Payroll Feb 2024
Subtotal Carried Forward:			402,064.19	69,318.12	0.00			332,746.07	

Bank Current/Deposit Account

Payments made between 01/02/2024 and 29/02/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
21/02/2024	Croner Group Ltd	dd445	408.98	408.98		500			HR and HS Feb 24
21/02/2024	Central Computer Management Lt	dd446	72.00	72.00		500			payroll jan 24
21/02/2024	Fleet Town Council	DDR	100,000.00			211		100,000.00	CCLA Transfer #1
22/02/2024	Fleet Town Council	DDR	10,603.79			515		10,603.79	Inland Revenue Feb 24
22/02/2024	Fleet Town Council	DDR	100,000.00			211		100,000.00	CCLA Transfer #2
23/02/2024	Payment Sense Ltd	dd447	113.94	113.94		500			Bank charges
23/02/2024	Payment Sense Ltd	dd448	17.88	17.88		500			Bank charges
23/02/2024	BOC Ltd	dd449	60.18	60.18		500			Gas Jan 24
25/02/2024	Fleet Town Council	DDR	100,000.00			211		100,000.00	CCLA Transfer #3
26/02/2024	Fleet Town Council	DDR	100,000.00			211		100,000.00	CCLA Transfer #4
27/02/2024	Booker Limited	dd450	280.99	280.99		500			bar supplies
27/02/2024	Fleet Town Council	DDR	100,000.00			211		100,000.00	CCLA Transfer #5
28/02/2024	Global Payments - Direct Debit	dd451	63.72	63.72		500			Bank charges 1/1-31/1/24
28/02/2024	Vodafone Limited	dd452	42.41	42.41		500			mobiles 18/1-17/2/24
29/02/2024	HSBC	dd453	89.26	89.26		500			Bank charges
Total Payments:			913,817.34	70,467.48	0.00			843,349.86	

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
09/02/2024	INV26012024		ACDC	ACDC	4,473.70	0.00	4,473.70	774	0	4,473.70	ACDC show Jan 24
09/02/2024	JANEXP		BENCRANE	BENC	29.16	0.00	29.16	4041	301	29.16	Jan exps
26/01/2024	227T52730		BIFFA	BIFFA	47.68	9.54	57.22	4156	204	47.68	glass waste 30/12/23-26/1/24
23/02/2024	227T53796		BIFFA	BIFFA	628.81	125.76	754.57	4155	350	628.81	waste bins 30/3-28/6/24
23/02/2024	227T53797		BIFFA	BIFFA	6.82	1.36	8.18	4156	204	6.82	glass 27/1-30/1/24
29/02/2024	3077120698		BOC	BOC	166.87	33.37	200.24	4700	201	166.87	gas feb 24
31/01/2024	0248724		BOOKER	BOOKER	122.90	24.58	147.48	777	0	41.66	Bar supplies
								4700	201	49.95	Bar supplies
								4761	201	24.30	Bar supplies
								4150	204	6.99	Bar supplies
13/02/2024	0250317		BOOKER	BOOKER	238.49	42.50	280.99	4700	201	79.53	bar supplies
								4710	201	158.96	bar supplies
02/02/2024	3715		BRANDPEST	BRAND	40.00	8.00	48.00	4187	204	40.00	pest control contract
16/02/2024	M068M3		BT	BT	101.16	20.23	121.39	4487	204	101.16	Broadband 1/2-29/2/24
02/02/2024	10001278515		CASTLE WATER DD	CASTLEWADD	51.04	3.87	54.91	4115	310	51.04	Water 1/1-31/1/24
02/02/2024	10001296836		CASTLE WATER DD	CASTLEWADD	17.78	1.55	19.33	4115	208	17.78	Water 1/1-31/1/24
06/02/2024	10001319517		CASTLE WATER DD	CASTLEWADD	195.95	0.00	195.95	4115	350	195.95	Water 1/1-31/1/24
06/02/2024	10001322169		CASTLE WATER DD	CASTLEWADD	30.12	2.01	32.13	4115	320	30.12	Water 1/1-31/1/24
07/02/2024	10001361291		CASTLEWATER	CASTLEWATE	67.89	7.77	75.66	4115	205	67.89	Water 1/1-31/1/24
07/02/2024	10001373439		CASTLEWATER	CASTLEWATE	672.84	77.41	750.25	4115	204	672.84	Water 1/1-31/1/24
07/02/2024	53547		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	Gas 1/2-29/2/24
07/02/2024	53548		CBS	CBS	463.13	92.63	555.76	4170	204	463.13	Contract 1/2-29/2/24
29/02/2024	60933		CENTRAL COM LIVEPAY	CCMLPAY	60.00	12.00	72.00	4550	101	60.00	payroll feb 24
29/02/2024	P690389		CHAMBERS	CHAMBERS	228.55	45.71	274.26	4156	204	61.15	Mixed waste Feb 24
								4155	204	167.40	Mixed waste Feb 24
29/02/2024	P690390		CHAMBERS	CHAMBERS	51.14	10.23	61.37	4155	350	51.14	Mixed waste Feb 24
29/02/2024	P690391		CHAMBERS	CHAMBERS	27.30	5.46	32.76	4155	205	27.30	Mixed waste Feb 24
12/02/2024	10289688		CHUBB FIRE	CHUBB	540.90	108.18	649.08	4187	204	540.90	fire risk ass

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
14/02/2024	10292330		CHUBB FIRE	CHUBB	438.30	87.66	525.96	4187	205	438.30	fire risk ass
14/02/2024	10292331		CHUBB FIRE	CHUBB	387.90	77.58	465.48	4170	315	387.90	fire risk ass
14/02/2024	10292332		CHUBB FIRE	CHUBB	387.90	77.58	465.48	4170	320	387.90	fire risk ass
14/02/2024	10292333		CHUBB FIRE	CHUBB	387.90	77.58	465.48	4170	310	387.90	fire risk ass
19/02/2024	10295150		CHUBB FIRE	CHUBB	387.90	77.58	465.48	4170	208	387.90	Fire risk assessment
27/02/2024	CN6345		CLOUDY IT	CLOUDYIT	-645.00	-129.00	-774.00	4401	101	-645.00	Credit 48 port swtich
01/02/2024	INVD02765		CLOUDY IT	CLOUDYIT	378.20	75.64	453.84	4484	101	378.20	IT Support Feb 24
09/02/2024	INV0094706		ODLINGS LTD	COLUMBARIA	143.10	28.62	171.72	4935	350	143.10	Sanctum tablet
06/02/2024	907516123		MOLSON COORS	COORS	1,040.31	208.06	1,248.37	4700	201	1,040.31	Bar supplies
13/02/2024	907525320		MOLSON COORS	COORS	1,018.65	203.73	1,222.38	4700	201	1,018.65	Bar supplies
20/02/2024	907535059		MOLSON COORS	COORS	2,005.24	401.05	2,406.29	4700	201	2,005.24	bar supplies
27/02/2024	907543756		MOLSON COORS	COORS	349.60	69.92	419.52	4700	201	349.60	bar supplies
27/02/2024	907543760		MOLSON COORS	COORS	1,394.81	278.96	1,673.77	4700	201	1,367.80	bar supplies
								4763	201	27.01	bar supplies
19/02/2024	C000794563		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	HR and HS Feb 24
								4187	101	154.80	HR and HS Feb 24
16/02/2024	REFUND		DONNY	DONNY	81.66	0.00	81.66	1064	310	81.66	Tennis refund
14/02/2024	INV05109	4812	DTM CONTRACTORS LTD	DTM CONTR	180.78	36.16	216.94	4170	204	180.78	Replace faulty light switch
21/02/2024	INV05111		DTM CONTRACTORS LTD	DTM CONTR	60.00	12.00	72.00	4170	205	60.00	REPAIR FRONT FOOR
26/02/2024	INV05119		DTM CONTRACTORS LTD	DTM CONTR	60.00	12.00	72.00	4170	205	60.00	fix door
29/02/2024	ELOEHAR06		ELO ENCOUNTER	ELO	2,980.08	0.00	2,980.08	779	0	2,980.08	ELO live show 2/2
24/02/2024	EQHLG241		EQAUDIO	EQAUDIO	180.00	0.00	180.00	767	0	180.00	Sound engineer 9/3/24
28/02/2024	1112		EXTRA MILE	EXTRAMILE	1,800.00	0.00	1,800.00	4433	201	1,800.00	Deliver 2000 brochures
30/01/2024	21445		FESTIVE LIGHTING	FESTIVELIG	440.00	88.00	528.00	4656	101	440.00	Call out charge remove part
09/02/2024	2404		FLEETJAZZ	FLTJAZ	862.38	0.00	862.38	820	0	142.38	Box office split jan 24
								815	0	720.00	Box office split jan 24
23/02/2024	29		GC LIGHTING	GC LIGHTNG	120.00	0.00	120.00	779	0	120.00	Lighting tech elo
29/02/2024	50386289		GLOBAL PAYMENTS DD	GLOBALDD	42.00	8.40	50.40	4422	201	42.00	Bank charges 1/2-29/2/24
29/02/2024	FEB24		GLOBAL PAYMENTS DD	GLOBALDD	891.32	0.70	892.02	4422	201	891.32	Bank charges 1/2-29/2/24

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/02/2024	28740		GREENHOUSE G LTD	GREENHOUSE	1,710.00	0.00	1,710.00	4430	101	1,710.00	Newsletter
29/02/2024	DD24		GTA MUSIC AGENTS	GTA	3,355.68	671.14	4,026.82	778	0	3,355.68	Paul Jones & Dave Kelly Show
22/02/2024	INV6339		HALC	HALC	30.00	6.00	36.00	4530	101	30.00	YEAR END FOR OFFICERS
26/02/2024	58281300	4819	HCC	HCC	65.52	13.10	78.62	4400	101	65.52	Stationery
21/02/2024	INV31283		HOGS BACK	HOGSBACK	400.54	80.11	480.65	4700	201	400.54	bar supplies
28/02/2024	INV31442		HOGS BACK	HOGSBACK	199.07	39.81	238.88	4700	201	199.07	bar supplies
23/02/2024	11258395		HSBC	HSBC	78.80	0.00	78.80	4420	101	78.80	bank charges 1/1-31/1/24
23/02/2024	11296630		HSBC	HSBC	13.74	0.00	13.74	4420	101	13.74	bank charges
05/02/2024	CCARDJAN24		HSBC	HSBC	2,307.46	296.73	2,604.19	4170	204	8.93	CC/BC/JAN24/EXPANDING FOAM
								4170	204	27.60	CC/BC/JAN24/STEP REPAIR
								4170	204	11.76	CC/BC/JAN24/GNRL WORKS
								4170	204	32.49	CC/BC/JAN24/CURTAIN POLE
								4170	204	72.95	CC/BC/JAN24/LED LIGHTS
								4170	204	163.22	CC/BC/JAN24/LED LIGHTS
								4170	204	32.49	CC/BC/JAN24/CURTAIN POLE
								4170	204	-17.41	CC/BC/JAN24/REFUND
								4170	204	-72.95	CC/BC/JAN24/REFUND
								4170	204	78.35	CC/BC/JAN24/LED LIGHTS
								4170	204	11.76	CC/BC/JAN24/GNRL WORKS
								4202	350	4.87	CC/BC/JAN24/LINE MARKING PAINT
								4187	204	11.69	CC/BC/JAN24/CARBON MON
								4486	101	3.30	CC/BC/JAN24/MICROSOFT
								4486	101	88.20	CC/BC/JAN24/MICROSOFT
								4486	101	343.90	CC/BC/JAN24/MICROSOFT
								4445	101	6.00	CC/CB/JAN24/SIM CARD
								4445	101	6.00	CC/CB/JAN24/SIM CARD
								4445	101	6.00	CC/CB/JAN24/SIM CARD
								4030	101	50.00	CC/CB/JAN24/TRAINING
								4030	101	500.00	CC/CB/JAN24/TRAINING

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4761	201	164.85	CC/AR/JAN24/CONFECTIONARY
								4481	204	9.16	CC/AR/JAN24/SPOTIFY
								4433	201	378.34	CC/AR/JAN24/ONLINE MARKETING
								4433	201	11.31	CC/AR/JAN24/TRANS FEE FOR
								4433	201	177.60	CC/AR/JAN24/ADVERTISING
								4433	201	79.30	CC/AR/JAN24/ADVERTISING
								4752	201	1.99	CC/AR/JAN24/HOSPITALITY
								4752	201	2.85	CC/AR/JAN24/HOSPITALITY
								4041	204	71.24	CC/AR/JAN24/VEHICLE HIRE
								4041	204	41.67	CC/AR/JAN24/FUEL
07/02/2024	HSBC1		HSBC	HSBC	89.26	0.00	89.26	4420	101	89.26	Bank charges
29/02/2024	1166		INTRATEST	INTRA	1,000.00	200.00	1,200.00	4655	150	500.00	Insp steel rooted lighting
								4210	150	500.00	Insp steel rooted lighting
07/02/2024	294781		LAWMANS UK	LAWMANS UK	210.00	42.00	252.00	777	0	210.00	Security Feb 24
27/02/2024	295336		LAWMANS UK	LAWMANS UK	315.00	63.00	378.00	764	0	315.00	security 24/2
28/02/2024	112413		LONDON CATERING	LONDONCAT	242.96	48.59	291.55	4152	204	242.96	cleaning supplies
09/02/2024	01241646		MINTNETWORK	MINTNETWOR	106.29	21.26	127.55	4440	101	106.29	Tel calls Jan 24
12/02/2024	LP030224B		NEIL O'BRIEN	NEILOBRIEN	1,753.25	350.65	2,103.90	777	0	1,753.25	Los pacaminos 3/2
31/01/2024	17301		NIGEL JEFFRIES	NIGELJEFFR	13,453.25	2,690.65	16,143.90	4200	208	2,263.07	Grnds Maint Contract Jan 24
								4200	301	1,432.42	Grnds Maint Contract Jan 24
								4200	310	3,848.97	Grnds Maint Contract Jan 24
								4200	315	2,051.73	Grnds Maint Contract Jan 24
								4200	320	1,744.77	Grnds Maint Contract Jan 24
								4200	325	722.93	Grnds Maint Contract Jan 24
								4200	350	1,083.73	Grnds Maint Contract Jan 24
								4200	330	305.63	Grnds Maint Contract Jan 24
16/02/2024	17346	4808	NIGEL JEFFRIES	NIGELJEFFR	350.00	70.00	420.00	4250	208	350.00	Fell tree
29/02/2024	17404		NIGEL JEFFRIES	NIGELJEFFR	13,453.25	2,690.65	16,143.90	4200	208	2,263.07	Grnds Main Contract Feb 24
								4200	301	1,432.42	Grnds Main Contract Feb 24

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4200	310	3,848.97	Grnds Main Contract Feb 24
								4200	315	2,051.73	Grnds Main Contract Feb 24
								4200	320	1,744.77	Grnds Main Contract Feb 24
								4200	325	722.93	Grnds Main Contract Feb 24
								4200	350	1,083.73	Grnds Main Contract Feb 24
								4200	350	305.63	Grnds Main Contract Feb 24
16/02/2024	IN09713006		NPOWER	NPOWER	3,932.38	786.48	4,718.86	4122	204	3,932.38	Elec 1/1-31/1/24
16/02/2024	IN09743418		NPOWER	NPOWER	23.83	1.24	25.07	4122	310	23.83	Elec 1/1-31/1/24
16/02/2024	IN09775987		NPOWER DD	NPOWERDD	175.86	8.79	184.65	4122	310	175.86	Elec 1/1-31/1/24
16/02/2024	IN09775990		NPOWER DD	NPOWERDD	59.03	2.95	61.98	4122	315	59.03	Elec 1/1-31/1/24
16/02/2024	IN09775991		NPOWER DD	NPOWERDD	34.08	1.70	35.78	4122	320	34.08	Elec 1/1-31/1/24
16/02/2024	IN09776030		NPOWER DD	NPOWERDD	41.42	2.07	43.49	4122	208	41.42	Elec 1/1-31/1/24
16/02/2024	IN09776031		NPOWER DD	NPOWERDD	180.88	9.04	189.92	4122	205	180.88	Elec 1/1-31/1/24
20/02/2024	3470	4811	NPTREEMANAGE	NPTREE	1,680.00	336.00	2,016.00	4250	350	1,680.00	Priority 2 tree work
22/02/2024	3473	4811	NPTREEMANAGE	NPTREE	2,640.00	528.00	3,168.00	4250	315	2,640.00	PRIORITY 2 TREE WORKS
23/02/2024	3477	4811	NPTREEMANAGE	NPTREE	480.00	96.00	576.00	4250	301	480.00	priority 2 tree work
09/02/2024	5645001		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	Bank charges
09/02/2024	5645002		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	Bank charges
29/02/2024	FEB24		PAYMENTSSENSE	PAYMENTSSEN	332.90	0.00	332.90	4422	201	332.90	Card charges 1/2-29/2/24
29/02/2024	001895		CHCLEANING	PRIMA	2,321.10	464.22	2,785.32	4150	204	2,321.10	Cleaning 1/2-29/2/24
29/02/2024	001896		CHCLEANING	PRIMA	629.85	125.97	755.82	4150	205	629.85	Cleaning 1/2-29/2/24
29/02/2024	001897		CHCLEANING	PRIMA	384.85	76.97	461.82	4150	204	384.85	Cleaning 1/2-29/2/24
29/02/2024	001898		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	315	115.65	Cleaning 1/2-29/2/24
29/02/2024	001899		CHCLEANING	PRIMA	57.75	11.55	69.30	4150	310	57.75	Cleaning 1/2-29/2/24
29/02/2024	001900		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	320	115.65	Cleaning 1/2-29/2/24
29/02/2024	001901		CHCLEANING	PRIMA	128.50	25.70	154.20	4150	208	128.50	Cleaning 1/2-29/2/24
29/02/2024	61731		PRONTAPR	PRONTA	456.90	91.38	548.28	4432	201	456.90	Poster printing
21/02/2024	91972594		SERCO	SERCO	520.00	104.00	624.00	503	0	520.00	Xmas fair bins
01/02/2024	INV18130		SG POS	SGPOS	70.00	14.00	84.00	4728	204	70.00	Web services Feb 24

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
29/02/2024	53782		SHIELD SECURITY SERV	SHIELD SEC	35.00	7.00	42.00	4188	204	35.00	keyholding feb 24
19/02/2024	FEBEXP		SIAN TAYLOR	SIAN	20.25	0.00	20.25	4041	350	20.25	february expense
08/02/2024	372564		SPECSAVERS	SPECSAVERS	175.00	0.00	175.00	4551	101	175.00	Eye care vouchers x 5
29/02/2024	SOT1408		STEREO	STEREOTONI	4,766.76	0.00	4,766.76	780	0	4,766.76	Oasish Feb 24
29/02/2024	24020086		TICKETSOLVE	TICKETSOLV	2,006.65	0.00	2,006.65	4490	201	2,006.65	gross sales feb 24
10/02/2024	33007957924		TOTAL ENERGIES DD	TOTENGDD	449.13	89.82	538.95	4120	205	449.13	Gas 31/12-31/1/24
10/02/2024	33007965624		TOTAL ENERGIES DD	TOTENGDD	74.93	3.75	78.68	4120	208	74.93	Gas 31/12-31/1/24
11/02/2024	33040756624		TOTAL ENERGIES DD	TOTENGDD	4,688.73	937.75	5,626.48	4120	204	4,688.73	Gas 31/12-31/1/24
22/02/2024	33152438524		TOTAL ENERGIES DD	TOTENGDD	-152.17	-30.43	-182.60	4120	204	-152.17	Gas credit Feb 24
22/02/2024	33152439624		TOTAL ENERGIES DD	TOTENGDD	-1,985.42	-397.08	-2,382.50	4120	204	-1,985.42	Gas Credit Feb 24
22/02/2024	33152441824		TOTAL ENERGIES DD	TOTENGDD	-34.09	-6.82	-40.91	4120	208	-34.09	Credit feb 24
01/02/2024	HI591879		UNITED HYGIENE	UWR	159.83	31.97	191.80	4152	205	159.83	Hygiene Feb 24
01/02/2024	HI592103		UNITED HYGIENE	UWR	709.62	141.92	851.54	4152	204	709.62	Hygiene Feb 24
21/02/2024	OPI693918		VIMTO	VIMTO	411.47	82.29	493.76	4700	201	411.47	bar supplies
19/02/2024	446188001		VIRGIN MEDIA	VIRGIN	193.56	38.71	232.27	4487	204	193.56	Broadband 14/2-15/3/24
18/02/2024	B5634697855		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	mobiles 18/1-17/2/24
								4445	301	11.78	mobiles 18/1-17/2/24
								4445	101	11.78	mobiles 18/1-17/2/24
TOTAL INVOICES					<u>89,982.41</u>	<u>13,498.08</u>	<u>103,480.49</u>			<u>89,982.41</u>	

OFFICER: Rochelle Halliday, Executive Officer
DATE: 25th March 2024
MEETING: Council – 3rd April 2024
SUBJECT: Item 8 – Year End Reserves Movements

1. Purpose

The purpose of this item is for the Council to consider and approve the transfers to and from reserves at the financial year end.

This position has been made possible due to the higher than expected income received from the bank interest earned on the Harlington Development investments, income from Fleet Cemetery and a refund of VAT from sports fees. Along with a small reduction in expenditure, this position has eliminated the £73k budget deficit for the year and produced a small surplus.

2. Year End Projections & Current Reserves Statement

Year End Projection

The Council’s General Fund closing balance is projected to be £28.9k higher than the opening balance at the start of the year, closing at £409,748. This is after all of the previously agreed reserves transfers, detailed in table 1 below, have been made.

Current Reserves Statement

Table 1 below shows the current reserves position of the Council.

Table 1

Reserves at 25.03.24	Opening Balance 01.04.23 (£)	Net Transfer in Year (£)	Current Closing Balance 31.03.24 (£)
General Fund	380,793	(91,160) ^a	409,748 ^b
Pension Obligation	30,000	10,000	40,000
Cemetery Memorial Testing 2024	3,425	1,325	4,750
CP Tennis Sinking Fund 2026	51,563	7,000	58,563
S106 Sensory Garden 2021	10,981	0	10,981
Cemetery Works (Badgers)	0	10,000	10,000
Play Equipment	0	20,000	20,000
Elections 2026	0	6,250	6,250
Edenbrook Commuted Sum	0	81,160	81,160
Harlington Development Fund	2,395,496	395,735	2,791,231

Notes:

a – Transfer from General Fund to Cemetery Works (Badgers) EMR of £10k agreed at July Council and £81.1k to Edenbrook Parks Commuted Sum agreed at December Council.

b – The closing General Fund balance shown is based on the projected outturn at the year end, taking into account all income and expenditure and the net transfers to reserves. This figure will vary based on the actuals once the year end closes.

3. Proposed Reserves Movements

The proposed reserves transfers are as follows:

- Bank Interest – transfer £30,000 to the Harlington Development Fund (code 360).
- Sports VAT – transfer £9,517 to new EMR for the Skate Park refurbishment or allocate it to the existing Play Equipment Ear Marked Reserve (code 345).
- Badger works at Cemetery – transfer £3,000 from the Ear Marked Reserve (code 340) for Badger remedial works to the General Fund to cover expenditure in the year.

If the above transfers are agreed, the closing General Fund balance at the year end will be approximately £373,231.

4. Recommendation

To approve the proposed reserves movements.

MEMBER: Cllr Bob Schofield
DATE: 25th March 2024
MEETING: Council – 3rd April 2024
SUBJECT: Item 9 – Permitted Development Rights Article 4 Direction

1. Background

A recent planning application to extend a two-bedroom bungalow (a property at only one level without a staircase) was refused by Hart District Council (HDC) on the grounds it breached Fleet Neighbourhood Plan (FNP) Policy 11 **Safeguarding building stock for people of limited mobility including people with disabilities and older residents.**

The applicants reapplied for permission to add a storey to the property under Permitted Development Rights (SI 2020 No.755).

Class AA The enlargement of a dwelling house consisting of the construction of –
(b) one additional storey where the existing dwellinghouse consists of one storey.

There follows a list of 11 conditions under which development would not be permitted, primarily the height of the development the materials and character match the existing building and the extension sits on the same footprint as the host building.

The proposed development met all the criteria and HDC Planning Committee approved the development under Permitted Development.

The applicant then immediately resubmitted the original planning application which changed the footprint and the character and materials of the host building.

The proposition of the Planning Officer was that as the later application had a “fall back position” which permitted an additional floor to the property thus effectively neutralising FNP Policy 11 and as it presented an improvement on the Permitted version the new application should be approved.

Only on the casting vote of the chairman of the Planning Committee was the Application approved.

2. The Discussion

Members of the Planning Committee, in debate, expressed their wish to support Neighbourhood Plans and the local democratic process that produced the plans.

They recognised that centrally dictated Planning Regulations (Permitted Development Rights) could override locally adopted policies such as FNP Policy 11.

It was voiced that it was within HDC’s gift to issue a Regulation 4 Direction which could remove Permitted Development Rights in specific circumstances.

Regulation 4 Directions have been used within the Fleet area to:

- 1) In relation to the North Fleet Conservation Area: Remove permitted development rights to alter the elevations of dwelling houses that face highways, footpaths or bridleways and to remove the right to erect alter or remove a gate, fence, wall or other means of enclosure that would front a relevant location.
- 2) In relation to Ancells Farm Commercial Area: Remove permitted development rights to convert empty commercial buildings to residential property.

There is a bureaucratic process that has to be observed, that the intention to declare a Regulation 4 Direction is advertised for a stipulated period.

3. The Proposal

Members of HDC's Planning Committee having indicated their willingness to support the Neighbourhood Plan and having volunteered a solution to overcome the intervention of Permitted Development Rights that this Council formally write to HDC's Chairman of the Planning Committee and Executive Director of Place Services to request the formal introduction of an Article 4 Direction to remove Permitted Development Rights Class AA to construct one additional storey where an existing dwelling house consists of one storey within the Fleet Town Council Neighbour Plan Area.

4. Recommendation

To approve the submission to Hart District Council as proposed.

OFFICER: Rochelle Halliday, Executive Officer
DATE: 22nd March 2024
MEETING: Council – 3rd April 2024
SUBJECT: Item 12 - Executive Officer's Report

1. Repair Café

The town's first Repair Café will take place at The Harlington on Saturday 6th April, 10am to 12.30pm.

The grant application to fund the set up costs for the Repair Café was successful, with £1,355 being awarded by Hampshire County Council. This will cover all equipment costs, promotional materials, some of the refreshment costs and branded t-shirts for the volunteers.

It is hoped that the Café will be able to operate independently from the May session onwards, once a bank account has been set up.

2. Councillor Resignation

Members were informed of Cllr Silke Engstrom's resignation as Town Councillor last week.

The vacancy notice was published on 21st March and will run for 14 days (excluding bank holidays). Once this period has passed, Hart District Council will confirm if an election is to be held to fill the vacancy. Otherwise, the vacancy can be filled by co-option.

3. Toob Broadband Meeting

A virtual meeting between several Members and Toob took place on 19th March to discuss the various issues with the company's broadband roll out.

It was a useful meeting, where Members were informed of how the company is consulting with residents regarding the installation of telegraph poles, the reasons for the installation and where these poles will now not be installed. There was also a discussion about the use of existing infrastructure, as this is the preferred installation method.

Please could Members let me know if they would like any further information on this topic.

4. Upcoming Council Meeting Dates

- 3rd April 2024, 6.00pm – Climate Change Working Group
- 8th April 2024, 7.00pm – Development Control Committee
- 22nd April 2024, 7.00pm – Development Control Committee
- 8th May 2024, 7.00pm – Annual Meeting of the Town Council