



Notice is hereby given of

**A MEETING OF FLEET TOWN COUNCIL**

**Wednesday 7<sup>th</sup> June 2023 at 7pm at The Harlington**

All members are summoned to attend

**To Councillors:**

R. Schofield (Chairman), G. Chenery, K. Cottrell, P. Einchcomb, S. Engström, R. Fang, L. Holt, A. Hope, S. Sharma Krishnmurthy, E. May, A. Oliver, R. Richmond, R. Robinson, D. Taylor, S. Tilley, P. Wildsmith, B. Willcocks, G. Woods.

Rochelle Halliday, Executive Officer  
31<sup>st</sup> May 2023

**AGENDA**

<b>1.</b>	<b>APOLOGIES</b> Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
<b>2.</b>	<b>DECLARATIONS OF INTEREST &amp; REQUESTS FOR DISPENSATIONS</b> Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.  Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
<b>3.</b>	<b>QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
<b>4.</b>	<b>CHAIRMAN'S ANNOUNCEMENTS</b> To receive any updates from the Chairman of Fleet Town Council.
<b>5.</b>	<b>HCC/HDC</b> (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
<b>6.</b>	<b>MINUTES OF PREVIOUS MEETINGS</b> To receive and approve as a correct record the main and confidential minutes of the Annual Meeting of the Town Council held on 10 <sup>th</sup> May 2023 ( <i>copies attached</i> ).  To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: <ul style="list-style-type: none"><li>• Policy and Finance                      17<sup>th</sup> May 2023</li><li>• Development Control                    9<sup>th</sup> and 22<sup>nd</sup> May 2023</li></ul>

**Part 1 – ITEMS FOR DECISION**

**7. FINANCIAL REPORTING FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023**

- a) To consider and agree the Asset Register as at 31<sup>st</sup> March 2023 (*copy attached*).
- b) To receive and note the Summary of Financial Statements report for the year ending 31<sup>st</sup> March 2023 (*copy attached*).

**RECOMMENDATIONS**

- a) To approve the Asset Register as at 31<sup>st</sup> March 2023.
- b) To note the Summary of Financial Statements for the year ending 31<sup>st</sup> March 2023.

**8. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/23**

- a) To receive the BDO conflict of interest form for the external audit (*copy attached*).
- b) To consider and agree the Review of the Effectiveness of the System of Internal Control for the year ending 31<sup>st</sup> March 2023 - evidence for AGAR Section 1 (*copy attached*).
- c) To receive and note the Annual Internal Audit report 2022/23 (within AGAR), the year end Internal Audit visit report and the Internal Audit actions report (*copies attached*).
- d) To consider and agree the statements contained in the AGAR Section 1 – Annual Governance Statement 2022/23 (*copy attached*).
- e) To consider and agree the statements in AGAR Section 2 - Accounting Statements 2022/23 (*as attached for item 8d*).

**RECOMMENDATIONS**

- a) To approve the proposed response to the BDO conflict of interest form.
- b) To approve the Review of the Effectiveness of the System of Internal Control for the year ending 31<sup>st</sup> March 2023.
- c) To note the Annual Internal Audit report, the year end Internal Audit visit report and to approve the Internal Audit actions report.
- d) To approve the statements in the AGAR Section 1 – Annual Governance Statement 2022/23.
- e) To approve the statements in the AGAR Section 2 – Accounting Statements 2022/23.

**9. FINANCIAL MONITORING REPORT**

- a) To receive the bank reconciliation and list of payments for April 2023 (*documents available on the FTC portal and website*).
- b) To receive a statement from Councillor Robinson that the bank reconciliation and list of payments for April 2023 have been verified and signed off against the original bank statement.

**RECOMMENDATIONS**

- a) To receive and accept the bank reconciliation and list of payments for April 2023.
- b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for April 2023 have been verified and signed.

**10. DEFINITIVE MAP MODIFICATION ORDER 2023 - RIGHT OF WAY THROUGH OAKLEY PARK**

To consider consultation documents for the dedication of a Right of Way through Oakley Park and to agree an appropriate consultation comment (*copies attached & see Executive Officer's report*).

**RECOMMENDATION**

To approve an appropriate consultation comment.

**11. MONITORING OFFICER'S REPORTS**

To consider the reports of the Monitoring Officer (*copies attached & see Executive Officer's report*).

**RECOMMENDATION**

To support the recommendations of the Monitoring Officer.

<b>Part 2 – ITEMS TO NOTE</b>	
<b>12.</b>	<b>COMPLAINTS</b> To receive new complaint from Friends of Oakley Park, including resolution of the complaint (see <i>Executive Officer's report</i> ).
<b>13.</b>	<b>BAGDER ACTIVITY AT FLEET CEMETERY</b> To receive an update regarding the emergence of badger activity at Fleet Cemetery (see <i>Executive Officer's report</i> ).
<b>14.</b>	<b>EXECUTIVE OFFICER'S REPORT</b> To receive an update report from the Executive Officer ( <i>copy attached</i> ).
<b>15.</b>	<b>DATE AND TIME OF NEXT MEETING</b> The next meeting of the Council is scheduled to be held on Wednesday 5 <sup>th</sup> July 2023 at 7pm in the Harlington.
<b>Part 3 – CONFIDENTIAL ITEMS</b>	
	<p>Under 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.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> <li>a. Engagement, terms of service, conduct and dismissal of employees</li> <li>b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts</li> <li>c. Receipt of professional legal advice and preparation of cases in legal proceedings</li> <li>d. The early stages of any dispute</li> <li>e. Matters of a commercial nature</li> </ul>