



<b>Part 1 – ITEMS FOR DECISION</b>	
<b>7.</b>	<p><b>CHRISTMAS FESTIVAL INSURANCE</b></p> <p>The annual Fleet Christmas Festival will take place in Fleet Road and will be open to the public between 2 pm &amp; 9 pm on Wednesday, 27th November 2024. To accommodate the activities and entertainment, Fleet Road will be closed between Kings Road and the Oatsheaf traffic lights from 10 am – 10.30 pm on that day. The road closure will enable the activities and entertainment to set up and pack down safely. The event will be open to the public from 2 pm – 9 pm.</p> <p>Fleet Town Council was asked to cover the road closure activity under the Council’s public liability insurance in 2023 (refer minutes from Nov 23 Item 9) and the event organisers have asked if the Council could do so again this year.</p> <p>The Executive Officer has confirmed with the Council’s insurers that this is acceptable and will not result in any change to the premium already paid.</p> <p>The Executive Officer recommends that Members agree to the request, subject to the Executive Officer reviewing and being satisfied with the event plan and risk assessment and the event receiving Safety Advisory Group approval.</p> <p><b>RECOMMENDATION</b></p> <p>To provide approval for the Christmas Festival activities on 27 November 2024 to be covered by the Town Council insurance.</p>
<b>8.</b>	<p><b>FINANCIAL MONITORING REPORT</b></p> <p>a) To receive the bank reconciliation and list of payments for August 2024 (<i>copies attached</i>).</p> <p>b) To receive a statement from Councillor Robinson that the bank reconciliation and list of payments for August 2024 have been verified and signed off against the original bank statement.</p> <p><b>RECOMMENDATIONS</b></p> <p>a) To receive and accept the bank reconciliation and list of payments for August 2024.</p> <p>b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for August 2024 have been verified and signed.</p>
<b>9.</b>	<p><b>FINANCE AND RISK REGISTER 2024/25</b></p> <p>a) To receive an update from the Risk Management Working Group</p> <p>b) To consider and agree the Council’s Finance and Risk Register for 2024/25 (<i>copy attached</i>).</p> <p><b>RECOMMENDATIONS</b></p> <p>a) To note the update from the Risk Management Working Group.</p> <p>b) To approve the Finance and Risk Register for 2024/25.</p>
<b>10.</b>	<p><b>REVIEW OF FINANCIAL REGULATIONS</b></p> <p>The Internal Auditor recommended that Fleet Town Council adapt and adopt the <a href="#">latest model</a> Financial Regulations from NALC. The Executive Officer has compared the Council’s current Financial Regulation’s against the model, <a href="#">noted differences and made recommendations</a> regarding how to treat the differences identified. These recommendations have then been incorporated into an updated <a href="#">Financial Regulations document</a>, with new or changed regulations highlighted in red.</p> <p><b>RECOMMENDATION</b></p> <p>To review and approve the amended Financial Regulations.</p>
<b>11.</b>	<p><b>RETENTION &amp; DISPOSAL OF DOCUMENTS POLICY</b></p>

	<p>The Finance and Administration Manager, along with the Administration Support Officer, have drafted a Retention &amp; Disposal of Documents Policy. In developing this policy, they carefully considered the Internal Auditor's recommendation for the Council to adopt a risk-based approach, while also aligning with best practices in the sector.</p> <p><b>RECOMMENDATION</b> To approve the Retention &amp; Disposal of Documents Policy.</p>
12.	<p><b>TREASURY &amp; INVESTMENT POLICY</b> The Executive Officer has drafted a Treasury &amp; Investment Policy. In developing this policy, she carefully considered the Internal Auditor's best practice example, while also considering the principles outlined in the <a href="#">Statutory Guidance on Local Government Investments</a> and guidance within Joint Panel on Accountability and Governance <a href="#">Practitioners Guide 2024</a></p> <p><b>RECOMMENDATION</b> To approve the Treasury &amp; Investment Policy.</p>
13.	<p><b>PUBLICATION SCHEME</b> The Internal Auditor has recommended that the Council adopt the <a href="#">model Information Commissioner's Office scheme</a>. In response, Officers have reviewed the model scheme and made appropriate amendments to the Council's policy.</p> <p>Officers have identified that the agenda and minutes of the Residents' Annual Meeting are not currently available on the Council's website. There are no impediments to making this information publicly accessible, and it is recommended that the Council begin posting these documents online as part of our revised policy.</p> <p>Officers also have identified that the Scheme recommends that the delegated authority in respect of Officers be published. The Executive Officer will draft a Scheme of Delegation that reflects current practices for the Council's review and approval at a future meeting.</p> <p><b>RECOMMENDATION</b> To approve the amended Publication Scheme.</p>
14.	<p><b>DISPOSAL OF PIANO</b> Financial Regulation 14.2 requires that the disposal of any asset over £250 be approved by Full Council.</p> <p>Fleet Town Council currently own a piano located in the Music Room which is on the Fixed Asset Register for £1,006. This piano was originally purchased to support music classes run within The Harlington. Those music classes no longer run and there are no known plans for any to start up.</p> <p>To get an indication of the piano's current market value, the Executive Officer asked for a quote from a piano auctioneer. Their valuation came back at around £200 and their advice was to sell it locally through social media sites such as Facebook Community Boards or Ebay.</p> <p><b>RECOMMENDATION</b> Officers request Members approval to dispose of the piano.</p>
15.	<p><b>COUNCILLOR CO-OPTION TO FILL A CASUAL VACANCY</b> To consider any applications received for co-option to fill a casual vacancy and to agree an appointment (<i>copy attached</i>).</p> <p><b>RECOMMENDATION</b> To approve co-opting a Council Member to fill the vacancy, if all qualification requirements have been met.</p>
16.	<p><b>EVENT APPLICATION – MUSIC ON THE VIEWS</b> To consider and agree the request to hold Music on the Views between 12pm and 10pm on Saturday 30 August 2025. Event in partnership with The Harlington and to be run in a</p>

	<p>similar format as the successful 2024 event. Members to note that as this will be the second year of the event, RLA approval is not required.</p> <p>To approve the excess funds raised from the 2024 Music on the Views event be transferred to an Ear Marked Reserve to help fund the 2025 event.</p> <p><b>RECOMMENDATION</b> To approve the Music Festival on The Views.</p>
<b>17.</b>	<p><b>MEETING SCHEDULE FOR THE COUNCIL</b></p> <p>a) To consider and agree the amended Council's meeting schedule for 2024/25 which now includes an Establishment Committee meeting in February 2025 and a Risk Management Working Group meeting in January 2025.</p> <p>b) To consider and agree the draft Council's meeting schedule for 2025/26.</p> <p><b>RECOMMENDATION</b></p> <p>a) To approve the amended schedule of meetings for the Council 2024/25.</p> <p>b) To approve the proposed schedule of meetings for the Council 2025/26.</p>
<b>Part 2 – ITEMS TO NOTE</b>	
<b>18.</b>	<p><b>ANNOUNCEMENTS</b></p> <p>To receive and note announcements from the Executive Officer or any Member by permission of the Chair.</p>
<b>19.</b>	<p><b>SAFE DISPOSAL OF LITHIUM BATTERIES CAMPAIGN</b></p> <p>Ron Bailey, the researcher for Lord Don Foster, has requested that Fleet Town Council support their campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal. Lithium battery fires are on the increase, in part because they have been incorrectly maintained and / or disposed of.</p> <p>In support of this request, Fleet Town Council will run a social media campaign on the risks of lithium batteries and where they can be safely disposed on within Fleet.</p>
<b>20.</b>	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>The next meeting of the Council is scheduled to be held on Wednesday 6<sup>th</sup> November 2024 at 7pm in the Harlington.</p>
<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> <ol 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> </ol>
<b>21.</b>	<p><b>HARLINGTON LEASE</b></p> <p>To receive a verbal update from the Chairman on the progress of the Harlington Lease.</p> <p><b>RECOMMENDATION</b> To note the report on the progress of the Harlington Lease.</p>