



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE COUNCIL**

**Wednesday 6 November 2013  
at The Harlington at 7.30pm**

#### **PRESENT**

**Councillors** Bob Schofield (Chairman), Richard Appleton, Chris Butler, Grahame Chenery, Paul Einchcomb, Sue Fisher, Steve Forster, Denis Gotel, Leslie Holt, Alan Oliver, Dai Pierce, Helen Perthen, Richard Robinson, Wallace Vincent, George Woods

#### **Also Present**

James Corrigan, Town Clerk  
Janet Stanton, Deputy Town Clerk  
Sheila Rayner, Committee Clerk

Mark Mabin Churches Together (for item 5)

#### **ITEM 1 APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllrs Axam, Hope, Lewis and Tilley

#### **ITEM 2 DECLARATIONS OF INTEREST**

Cllr Butler –item 5  
Cllr Einchcomb-item 5  
Cllr Fisher –item 5  
Cllr Forster-item 9  
Cllr Gotel-item 5  
Cllr Oliver-item 8

Cllr Schofield confirmed that the Lengthsman Scheme had been agreed for 2013/2014. Also that the first Speedwatch scheme utilising the equipment supplied by Fleet Town Council had been introduced at Hitches Lane

#### **ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public

#### **ITEM 4 MINUTES OF PREVIOUS MEETINGS**

The minutes of the Council meeting held on 2 October 2013 were signed as a correct record

The Council received the minutes of the following committee meetings:

Development Control 14 and 28 October 2013

Noted that the minutes of Development Control Committee held on 28 October 2013 item 7 (13/00021) should explain concerns about plots below 2 hectares within a Conservation Area

Policy and Finance 2 October 2013

RLA 16 October 2013

It was agreed that the information regarding the proposed timetable at item 6 (3G Football facility at Ancells Park) should be included in the minutes.

For information, The Town Clerk reported that in consultation with the RLA Committee Chairman, he would be seeking to defer the consultation programme with an either/or submission being made to HDC until the result of the public consultation was known. This had been agreed by HDC.

The minutes of the meeting of the Highways and Transportation Partnership meeting held on 1 October 2013 were noted

#### **ITEM 5 PRESENTATION ON PROPOSAL TO TRIAL A PARTNERSHIP ARRANGEMENT TO RUN THE CAFÉ WITH CHURCHES TOGETHER**

Mr Mark Mabin of Churches Together was in attendance to make a presentation to The Council.

Mr Mark Mabin made a presentation which explained the basis of a trial period during which FTC and CT would enter into a partnership with the potential for phase 2 to be considered at the end of the trial period. A copy of the presentation proposals is attached to the record minutes. The background to discussions on 12 September 2013 at the Harlington Working Party were explained and the presentation slides showed the CT vision for how a trial partnership could work. Phase 1 envisaged a CT full time manager and volunteers working with existing FTC staff. The benefits were explained including the bringing of volunteers, efficiency improvements, business skills, marketing skills, all at no cost to the Council.

There was a lengthy and detailed discussion covering the issues which concerned members including the effect on commercial coffee bars in the town, the religious ethos of CT, the mixture of alcohol and commercial events with community groups causing possible conflict, the relationship between FTC staff and CT volunteers and line-management issues, consultation with FTC staff, the lack of an FTC project appraisal, TUPE requirements, lack of any investment requirements for the trial period and non-allocation of central establishment costs.

Answers were given to address these issues including the coffee shop would in no way become a religious venue, the background of the volunteers would be unknown to customers, alcohol being served in the building whilst the coffee shop is open would not be an issue, relationships of staff and volunteers would be carefully managed as it has been in the past, TUPE would if necessary not apply at this stage.

Following careful consideration it was

#### **RESOLVED**

To defer consideration pending the production of a full report containing clarification on issues to be identified by members during discussion above.

Cllrs Appleton and Perthen entered the meeting during discussion of this item at 8.10pm

Cllr Einchcomb left the meeting at this Point.

#### **ITEM 6 COMPLETION OF EXTERNAL AUDIT FOR 2012/2013**

The Town Clerk presented a report on the findings of the External Auditor for 2012/2013.

The report highlighted the risks to the Council that are not insurable including;

- Fraud and corruption
- Outsourcing services
- Activities being outside legal powers
- Electors rights not being followed
- Improper expenditure under S 137

Accordingly the Town Clerk has put in place changes to address these issues

The annual risk assessment review has been added to the recently developed internal annual planner, so that it would not be missed again in the future. In future Officers will conduct their own independent review prior to the Working Party undertaking its review to ensure all risks are highlighted and can thereafter be addressed.

**RESOLVED**

- 1) That the inclusion of the annual risk assessment in the annual planner is noted
- 2) That the change in procedure to enable officers to undertake a risk assessment review is noted
- 3) That a copy of the External Auditor's report be circulated by email to all members

**ITEM 7 HDAPTC PROPOSAL FOR DISTRICT WIDE YOUTH BUS**

The members were advised that at a recent meeting of the Hart District Association of Local Councils, a presentation had been given about a proposal to purchase and run a youth bus in the District to make up for losses in youth services due to HCC cuts.

As the service would be District-wide and FTC already supported local Fleet youth initiatives it was

**RESOLVED**

- That FTC does not support the youth bus initiative

**ITEM 8 FLEET HALF MARATHON**

The members were advised that as a result of the very wet weather before the 2013 Fleet Half Marathon, the Organising Committee has planned and produced an alternative finishing line and layout for the event which should mitigate damage to the park in the event of severe weather.

Part of the new proposal is for the First Aid marquee/tent to be sited on firm ground inside the tennis courts 1 and 2. This would give much better working conditions for the medical staff and their patients. To enable the ambulance access to the medical marquee without crossing the marathon route, the Marathon organising committee would like, at their own expense, to install a single gate on the field side of the tennis courts (FA). This would not have a detrimental effect on the tennis court and may also be very useful for other event organisers who use the tennis courts for storage.

**RESOLVED**

- To approve the new Finishing Line and layout for the Marathon

- To approve the installation of an additional gate in Court 1/2 to be funded by Fleet Half Marathon

#### **ITEM 9 HART CHAIRMAN'S AWARD**

Members were reminded that nominations were invited for a Hart Chairman's Award.

Members were able to make individual nominations but the Council was also able to submit suggestions

**RESOLVED** that Sarah Horton for all her work regarding Oakley Park and The Faulkner's Arm for all their fundraising success, be nominated by FTC to the Chairman of HDC

#### **ITEM 10 HDC DRAFT CORPORATE PLAN**

The members received a copy of HDC's Draft Corporate Plan

#### **RESOLVED**

To note HDC's Draft Corporate Plan

#### **ITEM 11 CONSIDERATION OF A REPORT TO APPOINT A FACILITIES MANAGER AND TO APPROVE A SLIGHTLY AMENDED STAFF STRUCTURE**

The members considered the report of the Town Clerk on the proposed appointment of a Facilities Manager and the adoption of a new staff structure.

After an initial sifting of the applications a potential eight candidates were considered with five being offered interviews. The interviews were conducted on the 23<sup>rd</sup> October where one applicant was the unanimous choice of the three man interview panel of The Chairman, Vice-Chairman and Town Clerk.

The applicant has been offered the position subject to Council ratification and is very keen to start on the 7<sup>th</sup> November 2013.

During the consultation on the position with local employment agencies it was decided that inclusion of the coffee shop within the management of the Facilities Manager should be removed to ensure attraction of candidates. A slightly amended staff structure is therefore attached for approval.

#### **RESOLVED**

- To appoint Norman Neaves to the vacant position of Facilities Manager with effect from 7 November 2013 on the Council's standard terms and conditions, at the salary previously agreed
- To approve the slightly amended staff structure circulated prior to the meeting to include the Cemeteries Clerk reporting to the Facilities Manager, with the modern apprentice being allocated to one line manager only so reporting to Alex Robins but completing tasks for the Facilities Manager.

#### **ITEM 12 HDC/HCC UPDATE**

- Members noted a HDC proposal for a 'Small Business Saturday' designed to promote local independent businesses by offering free parking in HDC car parks on 7 December 2013 to encourage local people to use local businesses.
- The potential impact of back garden development in conservation areas.

**ITEM 13 FLEET FUTURES UPDATE**

There was no update report as the analysis of the consultation was not yet complete.

**ITEM 14 TOWN CLERK'S REPORT**

Members received and noted the Town Clerk's report

**ITEM 15 DATE AND TIME OF NEXT MEETING**

The next meeting of the Council will be held on Wednesday 4 December 2013, at 7.30pm

There being no further business the meeting closed at 9.58 pm

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

**Chairman**