



Notice is hereby given of

**THE ANNUAL MEETING OF THE FLEET TOWN COUNCIL**

**Wednesday 10<sup>th</sup> May 2023 at 7pm at The Harlington**

All members are summoned to attend

**To Councillors:**

R. Schofield (Outgoing 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  
3<sup>rd</sup> May 2023

**AGENDA**

<b>1.</b>	<b>ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE</b> To receive nominations for and to elect a Chairman of the Fleet Town Council for the local government year 2023/2024. The new Chairman will sign the Declaration of Acceptance for the office of Chairman of Fleet Town Council for 2023/2024.
<b>2.</b>	<b>ELECTION OF VICE CHAIRMAN</b> To receive nominations for and to elect a vice-chairman of the Fleet Town Council for the local government year 2023/2024.
<b>3.</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>4.</b>	<b>DECLARATIONS OF INTEREST</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>5.</b>	<b>QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)</b> To receive questions and statements from members of the public.
<b>6.</b>	<b>CHAIRMAN'S ANNOUNCEMENTS</b> To receive any updates from the Chairman of Fleet Town Council.
<b>7.</b>	<b>MINUTES OF PREVIOUS MEETINGS</b> To receive and approve as a correct record the main and confidential minutes of the Council Meeting held on 5 <sup>th</sup> April 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:  Development Control - 11 <sup>th</sup> April 2023 & 24 <sup>th</sup> April 2023

## Part 1 – ITEMS FOR DECISION

### 8. NOMINATIONS TO COMMITTEES AND WORKING GROUPS 2023/2024

To consider and agree the allocation of members to Committees and Working Groups (*copy attached*):

- a) Membership of Committees 2023/2024.
- b) Membership of Working Groups 2023/2024.

The attached paper shows the preferences of members for service on Committees and Working Groups in 2023/2024.

#### RECOMMENDATIONS

- a) To approve the proposed Membership of Committees 2023/2024.
- b) To approve the proposed Membership of Working Groups 2023/2024.

### 9. APPOINTMENTS TO EXTERNAL BODIES

To consider the allocation of members to represent Fleet Town Council on External Bodies. A paper is attached which shows the preference of members to represent FTC on External Bodies in 2023/2024 (*copy attached*).

#### RECOMMENDATION

To approve the proposed representation of FTC on External Bodies for 2023/2024.

### 10. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

To consider and agree the Council's Standing Orders and Financial Regulations for the 2023/24 Council year (*copies attached & see Executive Officer's report*).

#### RECOMMENDATIONS

To approve the proposed amendments to the:

- a) Standing Orders.
- b) Financial Regulations.

### 11. MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

To consider and agree the Council's annual subscription to other bodies:

- a) Hampshire Association of Local Councils (HALC) and National Association of Local Councils (NALC) membership and affiliation fees - HALC £1,050 and NALC £1,407.23.
- b) Institute of Cemeteries and Crematoria Management (ICCM) Corporate Membership fee - £95.
- c) Society of Local Council Clerks membership of the Executive Officer - £414.

#### RECOMMENDATIONS

To approve / note the payment of the following fees for 2023/2024.

- |         |   |           |
|---------|---|-----------|
| a) HALC | - | £1,050    |
| b) NALC | - | £1,407.23 |
| c) ICCM | - | £95       |
| d) SLCC | - | £414      |

### 12. COUNCIL LEASES

To consider and agree the whether the criteria has been met for a rent waiver to be applied to the Council leases listed below.

At the meeting of the Council on 6<sup>th</sup> July 2016, the following resolution was passed in relation to FTC leases:

*'To waive the rent set out in the Particulars to the lease so long as the Tenant shall act in the spirit of the lease and occupy the premises fully in accordance with the terms of the lease. The Tenant's performance against this waiver shall be reviewed by the Council annually. Failure to comply with the said terms shall result in the reinstatement of the full rent as set out in the Particulars'.*

The leases concerned are:

- Fleet Cricket Club in Calthorpe Park – annual rent £4,140

	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Crookham Scouts in Basingbourne Park – annual rent £500</li> <li>• 22<sup>nd</sup> and 26<sup>th</sup> Odiham Scouts in Calthorpe Park – annual rent £500</li> <li>• Lions Community Store in Basingbourne Park – annual rent £500</li> </ul> <p><b>RECOMMENDATION</b> To approve the rent waiver for the listed leases.</p>
13.	<p><b>YEAR END MOVEMENT OF RESERVES</b> To consider and agree the year end movement of reserves for the 2022/2023 financial year (<i>copy attached &amp; see Executive Officer's report</i>).</p> <p><b>RECOMMENDATION</b> To approve the proposed reserve moments for the year ending 31<sup>st</sup> March 2023.</p>
<b>Part 2 – ITEMS TO NOTE</b>	
14.	<p><b>STATEMENT OF COUNCILLOR ATTENDANCE 2022/2023</b> To receive and note a statement of the attendance of Councillors at ordinary meetings of Full Council during 2022/2023 (<i>copy attached</i>).</p>
15.	<p><b>COMPLAINTS</b> To note any complaints received and any updates from prior complaints (<i>copy attached and see Executive Officer's report</i>).</p>
16.	<p><b>EXECUTIVE OFFICER'S REPORT</b> To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
17.	<p><b>DATE AND TIME OF NEXT MEETING</b> The next meeting of the Council is scheduled to be held on Wednesday 7<sup>th</sup> June 2023 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>Engagement, terms of service, conduct and dismissal of employees</li> <li>Terms of tenders, and proposals and counter-proposals in negotiations for contracts</li> <li>Receipt of professional legal advice and preparation of cases in legal proceedings</li> <li>The early stages of any dispute</li> <li>Matters of a commercial nature</li> </ol>
18.	<p><b>CONTRACTUAL MATTER</b> To receive an update on a contractual matter (<i>copy attached</i>).</p>