



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

Wednesday 5th June 2024 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

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

Rochelle Halliday, Executive Officer
29th May 2024

AGENDA

1.	APOLOGIES 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.
2.	DECLARATIONS OF INTEREST 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.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council.
5.	HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
6.	MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record the main and confidential minutes of the Annual Meeting of the Town Council held on 8 th May 2024 (<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">• Development Control 13th and 28th May 2024 (if available)• Policy & Finance 15th May 2024

Part 1 – ITEMS FOR DECISION	
7.	<p>COUNCILLOR CO-OPTION TO FILL A CASUAL VACANCY To consider the applications received for co-option to fill one casual vacancy and to agree the appointment (<i>copies attached</i>).</p> <p>RECOMMENDATION To approve co-opting a Council Member to fill the one vacancy, if all qualification requirements have been met.</p>
8.	<p>FINANCIAL REPORTING FOR THE YEAR ENDNG 31st MARCH 2024 a) To consider and agree the Asset Register as at 31st March 2024 (<i>summary register attached</i>). b) To receive and note the Summary of Financial Statements report for the year ending 31st March 2024 (<i>copy attached</i>).</p> <p>RECOMMENDATIONS a) To approve the Asset Register as at 31st March 2024. b) To note the Summary of Financial Statements for the year ending 31st March 2024.</p>
9.	<p>INTERNAL AUDIT FOR THE YEAR ENDING 2023/24 a) To receive and note the Internal Audit report for the year end (<i>copy attached</i>). b) To receive and approve the audit actions report (<i>copy attached</i>).</p> <p>RECOMMENDATIONS a) To note the Internal Audit report for the year end. b) To approve the audit actions report.</p>
10.	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/24 a) To receive and agree a response to the conflict of interest form for submission to the external auditor, BDO (<i>copy attached</i>). b) To consider and agree the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2024 - evidence for AGAR Section 1 (<i>copy attached</i>). c) To receive and note the Annual Internal Audit report 2023/24 (within the AGAR). d) To consider and agree the statements contained in the AGAR Section 1 – Annual Governance Statement 2023/24 (<i>copy attached</i>). e) To consider and agree the statements in AGAR Section 2 - Accounting Statements 2023/24 (<i>as attached for item 10d</i>).</p> <p>RECOMMENDATIONS a) To approve the response to the conflict of interest form for the external auditor BDO. b) To approve the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2024. c) To note the Annual Internal Audit report. d) To approve the statements in the AGAR Section 1 – Annual Governance Statement 2023/24. e) To approve the statements in the AGAR Section 2 – Accounting Statements 2023/24.</p>
11.	<p>EARMARKED RESERVES To consider and agree the proposed movement of £60,000 from the General Fund to the Play Equipment earmarked reserve (<i>copy attached</i>).</p> <p>RECOMMENDATION To approve moving £60,000 from the General Fund to the Play Equipment earmarked reserve.</p>

12.	<p>FINANCIAL MONITORING REPORT</p> <p>a) To receive the bank reconciliation and list of payments for April 2024 (<i>copies attached</i>).</p> <p>b) To receive a statement from Councillor Robinson that the bank reconciliation and list of payments for April 2024 have been verified and signed off against the original bank statement.</p> <p>RECOMMENDATIONS</p> <p>a) To receive and accept the bank reconciliation and list of payments for April 2024.</p> <p>b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for April 2024 have been verified and signed.</p>
13.	<p>COUNCIL LEASE</p> <p>To consider and agree whether the criteria has been met for a rent waiver to be applied to the Council lease for the Lions Community Store at Basingbourne Park (£500), as deferred from the last meeting.</p> <p>At the meeting of the Council on 6th July 2016, the following resolution was passed in relation to FTC leases: <i>‘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’.</i></p> <p>RECOMMENDATION</p> <p>To approve waiving the £500 per annum rent for the Lions Community Store at Basingbourne Park for the current financial year.</p>
Part 2 – ITEMS TO NOTE	
14.	<p>THE HARLINGTON UPDATE</p> <p>To receive a verbal update on The Harlington tender for architectural services and The Harlington lease.</p>
15.	<p>COMPLAINTS</p> <p>To receive notification of any complaints (<i>see Executive Officer’s report</i>).</p>
16.	<p>EXECUTIVE OFFICER’S REPORT</p> <p>To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
17.	<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting of the Council is scheduled to be held on Wednesday 3rd July 2024 at 7pm in the Harlington.</p>
Part 3 – CONFIDENTIAL ITEMS	
<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"> a. Engagement, terms of service, conduct and dismissal of employees. b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts. c. Receipt of professional legal advice and preparation of cases in legal proceedings. d. The early stages of any dispute. e. Matters of a commercial nature. <p>There are no confidential items for consideration.</p>	