



FLEET TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL

held on

Wednesday 10th May 2023 at 7.00pm

PRESENT

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

In Attendance: Rochelle Halliday – Executive Officer
Cllr Mark Butcher – HDC
Representative from Friends of Oakley Park
1 Member of the public

AC MAY 2023 ITEM 1

ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Schofield was nominated and seconded for the position of Chairman. There were no other nominations.

RESOLVED

That Councillor Schofield be re-elected to the office of Chairman of Council for the local government year 2023/2024.

AC MAY 2023 ITEM 2

ELECTION OF VICE CHAIRMAN

Two nominations were proposed for the position of Vice Chairman for Councillor Paul Einchcomb and Councillor Ellie May. A vote took place.

RESOLVED

That Councillor Paul Einchcomb be elected to the office of Vice Chairman of Council for the local government year 2023/2024.

AC MAY 2023 ITEM 3

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Taylor (work commitments), Wildsmith (illness) and Sharma Krishnmurthy (out of the country).

AC MAY 2023 ITEM 4

DECLARATIONS OF INTEREST

There were no declarations of interest made for any item on the agenda.

AC MAY 2023 ITEM 5

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

AC MAY 2023 ITEM 6

CHAIRMAN'S ANNOUNCEMENTS

Cllr Schofield reported his attendance since the last meeting as follows:

- **14th April** - Cllr Schofield along with the Executive Officer and the Harlington Manager met with representatives of HCC Property Services and Library Services in which the shared services between both parties were discussed. HCC requested revising the agreement as they no longer have a need for some of the services in the agreement.
- **18th April** - Cllr Schofield and Cllr Einchcomb attended the HDAPTC meeting in which Mark Jaggard (HCDC) explained a number of staff changes are taking place, particularly in the areas of planning and enforcement.
- **30th April** - Cllr Schofield attended the re-consecration of All Saints Church which closed in 2015. Some firefighters who attended the initial blaze were present. The quality of the workmanship in the refurbishment is exceptional.
- **5th May** - Cllr Schofield and the Executive Officer attended a virtual meeting with HDC's Estate's Surveyor to progress the lease agreement for The Harlington.
- **7th May** - Cllr Schofield chaperoned the County Deputy Lieutenant and his wife at the Coronation Celebratory event. It was an amazingly well attended, well organised community event, and is probably the biggest single event in the town's history.

A special thanks went to Janet Stanton, former Town Clerk, who chaired the organising committee and ensured everything went smoothly on the day. Thank you to Cllr Sue Tilley for her energy and enthusiasm in seeing the delivery of this event. Thank you to everyone on the organising committee for pulling together and making this a truly memorable community event. Thank you to Fleet Town Council Officers Charlotte Benham and Ben Crane who also played their part in ensuring this was such a memorable occasion.

- **9th May**- Cllr Schofield attended the Fleet BID Board Meeting and the BID advisory group meeting. A new logo and branding for the BID 'Love Fleet' has been agreed and now the development of the new website and marketing can proceed.

AC MAY 2023 ITEM 7

MINUTES OF PREVIOUS MEETINGS

The main and confidential minutes of the Council held on 5th April 2023 were approved and signed by the Chairman.

The Council received and noted the minutes of the following Committees:

- Development Control 11th & 24th April 2023
It was noted that Cllr Hope was chair for the meeting on 24th April.

Nominations were received for the Council's Committees and Working Groups for the coming year.

RESOLVED

That the Members listed in the table below would serve on the following Committees and Working Groups during 2023/2024.

FTC Committee Membership		
RECREATION, LEISURE & AMENITIES	ESTABLISHMENT	PLANNING / DEVELOPMENT CONTROL
Cllr Chenery Cllr Cottrell Cllr Einchcomb Cllr Fang Cllr Holt Cllr May Cllr Oliver Cllr Schofield Cllr Taylor Cllr Tilley Cllr Wildsmith Cllr Willcocks Cllr Woods	Cllr Cottrell Cllr Einchcomb Cllr Holt Cllr Robinson Cllr Schofield Cllr Wildsmith Cllr Woods	Cllr Holt Cllr Hope Cllr May Cllr Robinson Cllr Schofield
	POLICY & FINANCE	
	Cllr Einchcomb Cllr Engström Cllr Fang Cllr Holt Cllr Richmond	Cllr Robinson Cllr Schofield Cllr Taylor Cllr Tilley Cllr Woods
FTC Working Group Membership		
CLIMATE CHANGE	LEASES	COMMUNITY EMERGENCY PLAN
Cllr Cottrell Cllr Engström Cllr Fang Cllr May Cllr Oliver Cllr Schofield Cllr Tilley Cllr Wildsmith Cllr Willcocks Cllr Woods	Cllr Holt Cllr Oliver Cllr Richmond Cllr Robinson Cllr Schofield Cllr Tilley Cllr Woods	Cllr Engström Cllr Hope Cllr May Cllr Schofield Cllr Wildsmith Cllr Willcocks
RISK MANAGEMENT	THE HARLINGTON / CIVIC QUARTER	
Cllr Holt Cllr Richmond Cllr Robinson Cllr Schofield	Cllr Chenery Cllr Einchcomb Cllr Fang Cllr Holt Cllr Oliver Cllr Richmond	Cllr Schofield Cllr Taylor Cllr Tilley Cllr Wildsmith Cllr Willcocks Cllr Woods
		Cllr Einchcomb Cllr Fang Cllr May Cllr Oliver Cllr Schofield Cllr Tilley Cllr Willcocks Cllr Woods

AC MAY 2023 ITEM 9**APPOINTMENTS TO EXTERNAL BODIES**

Members considered the Council's representatives for serving on external bodies for the coming year.

RESOLVED

1. That the Members listed in the table below would serve on the following external bodies.
2. That since the Rushmoor Transport Forum no longer meets, that this entry should be deleted from the list.

FTC External Bodies Membership 2023/2024	
The Aging Well Network	Cllr Sharma Krishnmurthy Cllr Woods Cllr Holt (<i>Reserve</i>)
Basingstoke Canal JMC	Cllr May (<i>Lead</i>) Cllr Wildsmith (<i>Deputy</i>) Cllr Chenery (<i>Reserve</i>)
Business Improvement District (BID)	Cllr Schofield (<i>Levy Payer's Board Director</i>) Cllr Fang (<i>FTC Representative</i>)
Fleet Cricket Club	Cllr Oliver (<i>Lead</i>) Cllr Woods (<i>Deputy</i>)
Fleet Football Club	Cllr Woods (<i>Lead</i>) Cllr Richmond (<i>Deputy</i>)
Fleet Link and Community Transport	Cllr May Cllr Schofield Cllr Wildsmith Cllr Woods
Fleet Phoenix (observer)	Cllr Fang (<i>Lead</i>) Cllr Chenery (<i>Deputy</i>)
Fleet Pond Society	Cllr Willcocks (<i>Lead</i>) Cllr May (<i>Deputy</i>) Cllr Engström (<i>Reserve</i>)
Flood Forum	Cllr May Cllr Schofield
Hart Community Safety (QPM)	Cllr Sharma Krishnmurthy (<i>Lead</i>) Cllr Engström (<i>Deputy</i>)
Hart District Association of Parish and Town Councils (HDAPTC)	Cllr Einchcomb (<i>Lead</i>) Cllr Schofield (<i>Ex Officio</i>) Cllr Sharma Krishnmurthy (<i>Deputy</i>)
Hart Voluntary Action (HVA)	Cllr Engström (<i>Lead</i>)

AC MAY 2023 ITEM 10**REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

Minor changes were proposed to the Council's Standing Orders and Financial Regulations, which were reviewed by Members:

Standing Orders

- SO 1, pg 1 - Emergency Temporary Measures: delete as no longer supported by the legislation.
- SO 2j, pg 5 - Annual Council Meetings: delete 'General'.
- SO 34c, pg 16 - Financial Matters: updated to reflect the new Contracts Finder threshold of £30,000, which now includes VAT.

- SO 34f, pg 16 - Financial Matters: added the requirement to publish high value contracts on Find a Tender.
- SO 39, pg 18 – add that the Policy and Finance Committee is to review the asset register and recommend changes to Council.
- SO 44, pg 20 - Councillor Training: new item to ensure that new Councillors undertake training relevant to the role.

Financial Regulations

- FR 5.2, pg – Banking Arrangements: to remove this paragraph as this does not reflect the current practice for authorising payments. The current process is reflected in FR 6.
- FR 11b, pg 7– Contracts: updating the procurement threshold to £30,000 including VAT.
- FR 11i, pg 7 – Contracts: adding the requirement to use Find a Tender for higher value contracts and adding that the opportunity will also be added to Contracts Finder.

RESOLVED

1. To approve the revised Standing Orders, subject to the proposed amendments listed above.
2. To approve the revised Financial Regulations, subject to the proposed amendments listed above.

AC MAY 2023 ITEM 11

MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

The members considered the Council's affiliation membership and the associated annual fees.

RESOLVED

To approve the payment of the following annual membership fees for 2023/2024:

1. Hampshire Association of Local Councils (HALC and NALC)
 - i. HALC £1,050.00
 - ii. NALC £1,407.23
2. Institute of Cemeteries and Crematoria Management (ICCM)
 - i. ICCM £95.00
3. Society of Local Council Clerks
 - i. SLCC £414.00

AC MAY 2023 ITEM 12

COUNCIL LEASES

Members considered whether the conditions had been met to enable a rent waiver to be applied to the Council's leases for the properties listed below.

RESOLVED

To waive the annual rent for the 2023/2024 financial year for the following leases:

- Fleet Cricket Club (Calthorpe Park)
- 1st Crookham Scouts (Basingbourne Park)
- 22nd and 26th Odiham Scouts (Calthorpe Park)
- Lions Community Store (Basingbourne Park)

AC MAY 2023 ITEM 13**YEAR END MOVEMENT OF RESERVES**

The year end reserves movements were discussed.

Members were informed that a positive balance was being projected for the end of the financial year, although this is partly due to the delay of some projects.

RESOLVED

To approve the reserves movements listed below for the year ending 31st March 2023:

- £403,377 – transfer to Harlington Development fund.
- £1,875 – transfer to cemetery memorial testing earmarked reserve.
- £7,000 – transfer to Calthorpe Park tennis court maintenance earmarked reserve.
- £40,598 – transfer from s106 sensory garden earmarked reserve to general fund.

AC MAY 2023 ITEM 14**STATEMENT OF COUNCILLOR ATTENDANCE
2022/2023**

Members noted the 2022/2023 Statement of Councillor Attendance at Full Council Meetings.

AC MAY 2023 ITEM 15**COMPLAINTS**Complaint to the Monitoring Officer in January 2023.

The decision report of the Hart District Council Standards Committee Code of Conduct Hearing Panel regarding the complaint to the Monitoring Officer by Cllr Forster in January 2023 was circulated to Members.

The report is to be considered at the next ordinary meeting of the Council.

Members were reminded that all comments during Council Meetings should be directed through the Chairman.

AC MAY 2023 ITEM 16**EXECUTIVE OFFICER'S REPORT**

Members noted the Executive Officer's report.

The Greening Campaign engagement session is now unlikely to be in June, as stated in the report, to allow enough time to plan the event.

The representative from The Greening Campaign will be attending the next Climate Change Working Group meeting to discuss the campaign.

AC MAY 2023 ITEM 17**DATE AND TIME OF NEXT MEETING**

The next Ordinary meeting of the Council is scheduled to be held on Wednesday 7th June 2023 at 7pm in The Harlington.

The Chairman stated the reasons that this item needed to be confidential.

RESOLVED

That subject to 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.

All members of the public left at 7.42pm.

Members received and noted an update regarding the drafting of a lease for The Harlington, which is currently being progressed by Hart District Council and Hampshire County Council.

The meeting closed at 7.55pm.

**Signed.....
Chairman**

Date:.....