



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

Wednesday 2nd October 2024 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

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

Rita Tong, Executive Officer
25th September 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 minutes and confidential minutes of the Council meeting held on 4 th September 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 27th August 2024, 9th and 23rd September 2024 (if available)• RLA 18th September 2024

Part 1 – ITEMS FOR DECISION	
7.	<p>CHRISTMAS FESTIVAL INSURANCE</p> <p>The annual Fleet Christmas Festival will take place in Fleet Road and will be open to the public between 2 pm & 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>RECOMMENDATION</p> <p>To provide approval for the Christmas Festival activities on 27 November 2024 to be covered by the Town Council insurance.</p>
8.	<p>FINANCIAL MONITORING REPORT</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>RECOMMENDATIONS</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>
9.	<p>FINANCE AND RISK REGISTER 2024/25</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>RECOMMENDATIONS</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>
10.	<p>REVIEW OF FINANCIAL REGULATIONS</p> <p>The Internal Auditor recommended that Fleet Town Council adapt and adopt the latest model Financial Regulations from NALC. The Executive Officer has compared the Council’s current Financial Regulation’s against the model, noted differences and made recommendations regarding how to treat the differences identified. These recommendations have then been incorporated into an updated Financial Regulations document, with new or changed regulations highlighted in red.</p> <p>RECOMMENDATION</p> <p>To review and approve the amended Financial Regulations.</p>
11.	<p>RETENTION & DISPOSAL OF DOCUMENTS POLICY</p>

	<p>The Finance and Administration Manager, along with the Administration Support Officer, have drafted a Retention & 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>RECOMMENDATION To approve the Retention & Disposal of Documents Policy.</p>
12.	<p>TREASURY & INVESTMENT POLICY The Executive Officer has drafted a Treasury & Investment Policy. In developing this policy, she carefully considered the Internal Auditor's best practice example, while also considering the principles outlined in the Statutory Guidance on Local Government Investments and guidance within Joint Panel on Accountability and Governance Practitioners Guide 2024</p> <p>RECOMMENDATION To approve the Treasury & Investment Policy.</p>
13.	<p>PUBLICATION SCHEME The Internal Auditor has recommended that the Council adopt the model Information Commissioner's Office scheme. 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>RECOMMENDATION To approve the amended Publication Scheme.</p>
14.	<p>DISPOSAL OF PIANO 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>RECOMMENDATION Officers request Members approval to dispose of the piano.</p>
15.	<p>COUNCILLOR CO-OPTION TO FILL A CASUAL VACANCY To consider any applications received for co-option to fill a casual vacancy and to agree an appointment (<i>copy attached</i>).</p> <p>RECOMMENDATION To approve co-opting a Council Member to fill the vacancy, if all qualification requirements have been met.</p>
16.	<p>EVENT APPLICATION – MUSIC ON THE VIEWS 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>RECOMMENDATION To approve the Music Festival on The Views.</p>
17.	<p>MEETING SCHEDULE FOR THE COUNCIL</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>RECOMMENDATION</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>
Part 2 – ITEMS TO NOTE	
18.	<p>ANNOUNCEMENTS</p> <p>To receive and note announcements from the Executive Officer or any Member by permission of the Chair.</p>
19.	<p>SAFE DISPOSAL OF LITHIUM BATTERIES CAMPAIGN</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>
20.	<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting of the Council is scheduled to be held on Wednesday 6th November 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"> Engagement, terms of service, conduct and dismissal of employees. Terms of tenders, and proposals and counter-proposals in negotiations for contracts. Receipt of professional legal advice and preparation of cases in legal proceedings. The early stages of any dispute. Matters of a commercial nature.
21.	<p>HARLINGTON LEASE</p> <p>To receive a verbal update from the Chairman on the progress of the Harlington Lease.</p> <p>RECOMMENDATION To note the report on the progress of the Harlington Lease.</p>



FLEET TOWN COUNCIL

MINUTES OF COUNCIL MEETING held on Wednesday 4th September 2024 at 7pm

* Councillor Schofield (Chairman)

* Councillor Einchcomb (Vice Chairman)

# Councillor Chenery	0 Councillor Oliver
# Councillor Fang	* Councillor Richmond
* Councillor Holt	0 Councillor Robinson
* Councillor Hope	* Councillor Taylor
* Councillor James	* Councillor Tilley
0 Councillor May	* Councillor Wildsmith
* Councillor Neves	0 Councillor Willcocks
	* Councillor Woods

* Present # Absent & No Apology Received 0 Apology for Absence L Late

Also in attendance:

Rita Tong – Executive Officer
Councillor Stephen Parker – HCC
Councillor Adrian Collett – HCC
Mike Bye – Chair of Friends of Oakley Park
Terence Read – Hampshire Police

FC SEPTEMBER 2024 ITEM 1

APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

FC SEPTEMBER 2024 ITEM 2

DECLARATIONS OF INTEREST

Councillor Wildsmith declared a registerable interest for item 24 – Harlington Lease on the grounds that he is a member of the Hart District Council Cabinet. Cllr Wildsmith left the Chamber whilst this item was debated.
Cllr Taylor declared he was a District Councillor.

FC SEPTEMBER 2024 ITEM 3

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

FC SEPTEMBER 2024 ITEM 4

CHAIRMAN'S ANNOUNCEMENTS

Cllr Schofield noted that as it had been the holiday period, he had little to report.

Cllr Schofield offered his congratulations to Cllr Tilley and her team for the success of Music on the Views – he had attended and thought it was a great event.

The following reports were received from Hampshire County Council.

Cllr Stephen Parker (HCC)

- Echoed Cllr Schofield's comments on Music on the Views.
- Devolution has raised its head again. The County and three unitaries, in consultation with the District Councils, had made a formal expression of interest and were in conversations.
- Thames Water are using their emergency powers to address the leaks in the sewer pipes in Hitches Lane. HCC are aware there have been numerous tankers on local roads which have caused traffic issues and requested they use more sensible routes but can't stop them as the roads are public roads. The current repairs are estimated to take 2-3 weeks.

Cllr Adrian Collett (HCC)

- Echoed Cllr Schofield's and Cllr Parker's comments on Music on the Views.
- Hitches Lane has an aging pressurised sewerage system that keeps bursting at different points. Thames Water estimate it will take 6-12 months to install a new pipeline. Meanwhile they are using the tankers to pump and remove sewage to affect the repairs.
- HCC is addressing the issue of school buses for Ancell Farm residents. Originally, a school was planned as part of the development, but when it was determined that there were sufficient spaces in nearby schools, the decision was made not to build it. Instead, school buses were agreed upon as a solution, but that agreement was unilaterally changed by HCC a couple of years ago. Children under 8 years of age are bused for free but the parent of older children have to pay for a seat on the bus. However, this year, a strict application of eligibility criteria was introduced as a cost-saving measure, which reduced the size of the bus and therefore the spare seat capacity. This was not communicated to residents in a timely manner. As a result, some families who intended to purchase spare seats have been unable to do so. In the short term, additional transport is being provided while more sustainable, long-term solutions are explored.

Cllr Woods asked if the new government would impact any of the cost-saving initiatives HCC were intending to implement. Cllr Parker said they weren't expecting any funding changes from the new government in the short to medium term, so all decisions intended to be made in June were now expected to be made in September.

Cllr Woods noted that the scheduled dates for road works were not being met. Cllr Parker explained that all dates provided were provisional, as emergency works take priority and cannot be planned in advance. Additionally, weather conditions affect road works, with warmer temperatures being more suitable for certain projects. As a result, as many road works as possible are scheduled for the summer months.

The following report was received from Hart District Council.

Cllr Wildsmith (HDC)

- HDC have appointed a full-time environmental services officer whose remit will include enforcement.

FC SEPTEMBER 2024 ITEM 6**MINUTES OF PREVIOUS MEETINGS**

The minutes of the Town Council meeting held on 3rd July 2024 were approved and signed by the Chairman.

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

- Development Control 8th and 22nd July 2024, 12th August 2024
- Establishment 10th July 2024
- Policy & Finance 24th July 2024

FC SEPTEMBER 2024 ITEM 7**REPORT FROM EXTERNAL AUDITOR FOR FINANCIAL YEAR 2023/24**

BDO have issued their audit report for 2023/24. Whilst the accounts are not qualified, they have made the following recommendation: "To be in line with best practice we recommend that when minuting the appointment of the internal auditor, the council record they have considered the independence of the appointed auditor".

RESOLVED

Members noted the unqualified audit report for the financial year 2023/24 and agreed to include a statement regarding the internal auditor's independence in future minutes on the matter.

FC SEPTEMBER 2024 ITEM 8**NOTICE OF CONCLUSION OF AUDIT FOR FINANCIAL YEAR 2023/24**

In accordance with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015, Fleet Town Council must publish its Notice of Conclusion of Audit on its website by 30 September 2024 and make the External Auditor's report and Annual Governance and Accountability Return available to its residents both on its website and from its offices.

RESOLVED

Members agreed that the inclusion of the External Auditors Report and AGAR in the above agenda item and the Notice of Conclusion of Audit in this agenda item met the requirements of the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015.

FC SEPTEMBER 2024 ITEM 9**APPOINTMENT OF AN INTERNAL AUDITOR**

Members considered the report evaluating the results of an invitation to provide internal auditing services. In their discussions, they assessed the independence of the proposed auditors, along with their experience, qualifications, and the cost of their services.

RESOLVED

Members resolved to appoint Mulberry Local Authority Services Ltd as their internal auditors for the 2024/25 financial year

FC SEPTEMBER 2024 ITEM 10**THE LION'S REMEMBRANCE DAY INSURANCE FOR ROAD CLOSURES**

Due to changes in the insurance provision for Fleet Lions and other volunteers undertaking the road closures for the Remembrance Sunday commemorations, Fleet Town Council was

asked to cover the road closure activity under the Council's public liability insurance in 2023 (refer to minutes from Nov 23 Item 9). Members were concerned about the financial liability of covering the road closures and requested that Hart District Council be approached to see if they would cover the activity. As Hart District Council were not able to insure the activity, Fleet Town Council insured it on a one-off basis. The Executive Officer has confirmed that the insurance situation has not changed for Fleet Lions and seeks Members views on the arrangements for the 2024 Remembrance Day road closure.

RECOMMENDATION

Members approved the provision of insurance coverage for the parade and commemoration service taking place at the War Memorial on Remembrance Sunday on 10th November 2024, provided the following documentation was submitted to the Executive Officer:

- Risk Assessment from The Lions on the road closure process.
- Risk Assessment from the Royal British Legion on the commemoration service.
- A copy of the Safety Advisory Group approval for the event.

FC SEPTEMBER 2024 ITEM 11

FINANCIAL MONITORING REPORT

Members noted receipt of the bank reconciliation and list of payments for June & July 2024.

RESOLVED

- a) To receive and accept the bank reconciliation and list of payments for June & July 2024.
- b) Members were unable to accept a statement from Councillor Robinson that the bank reconciliation and list of payments for June & July 2024 had been verified and signed due to his absence from the meeting.

FC SEPTEMBER 2024 ITEM 12

NATIONAL PLANNING POLICY FRAMEWORK

Members received a high-level report on the Government's proposed changes to the National Planning Policy Framework and considered a request to participate in a consultation survey by the National Association of Local Councils.

RESOLVED

Members determined they wished to complete the NALC survey concerning the proposed changes to the NPPF. Members requested a meeting be held on Monday 9 September 2024 following the Planning Committee to determine the Council's responses to the questions posed.

FC SEPTEMBER 2024 ITEM 13

FINANCE AND RISK REGISTER 2024/25

This item was deferred to the 2 October 2024 Full Council meeting.

FC SEPTEMBER 2024 ITEM 14

REVIEW OF FINANCIAL REGULATIONS

This item was deferred to the 2 October 2024 Full Council meeting.

FC SEPTEMBER 2024 ITEM 15

RETENTION & DISPOSAL OF DOCUMENTS POLICY

This item was deferred to the 2 October 2024 Full Council meeting.

FC SEPTEMBER 2024 ITEM 16**TREASURY & INVESTMENT POLICY**

This item was deferred to the 2 October 2024 Full Council meeting.

FC SEPTEMBER 2024 ITEM 17**PUBLICATION SCHEME**

This item was deferred to the 2 October 2024 Full Council meeting.

FC SEPTEMBER 2024 ITEM 18**ANNOUNCEMENTS**

Members received and noted the following announcements

- Parking Permits – please return no later than the Friday of week issued.
- New Councillors – to provide a brief statement about themselves for the Communications Officer
- All Councillors – to arrange a time to have their photo taken with the Communications Officer.

FC SEPTEMBER 2024 ITEM 19**INTRODUCTION FROM THE NEWLY DESIGNATED NEIGHBOURHOOD POLICE OFFICER**

The new Hart South Dedicated Neighbourhood Officer, PC Terence Read, briefly introduced himself.

Cllr Einchcomb thanked PC Read for his works regarding the travellers incursion at Basingbourne Park and Cllr Woods thanked him for his work regarding overnight stayers at Ancells Farm Park.

FC SEPTEMBER 2024 ITEM 20**COUNCILLOR RESIGNATION**

Members noted Cllr Kate Cottrell's resignation as Town Councillor on 23 August 2024. The vacancy notice was published on 27 August 2024 and will run for 14 days (excluding bank holidays). Once this period has passed, Hart District Council will confirm if an election is to be held to fill the vacancy. Otherwise, the vacancy will be filled by co-option.

FC SEPTEMBER 2024 ITEM 21**SAFE DISPOSAL OF LITHIUM BATTERIES CAMPAIGN**

This item was deferred to the 2 October 2024 Full Council meeting.

FC SEPTEMBER 2024 ITEM 22**DATE AND TIME OF NEXT MEETING**

The next meeting of the Council is scheduled to be held on Wednesday 2nd October 2024 at 7pm in The Harlington.

CONFIDENTIAL ITEMS – CLOSED SESSION

The Chairman stated that the following items for discussion relate to the engagement and terms of service in relation to employees and terms of tenders, and proposals and counterproposals in negotiations for contracts.

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.

FC SEPTEMBER 2024 ITEM 23

PENSION

Members considered a request by an officer to join the Council’s pension scheme.

RESOLVED

Members approved the request by an officer to join the Council’s pension scheme.

FC SEPTEMBER 2024 ITEM 24

HARLINGTON LEASE

Members received a report from the Executive Officer and received a verbal update from the Chairman on the progress of the Harlington Lease.

RESOLVED

Members noted the reports on the progress of the Harlington lease and agreed the next steps.

FC SEPTEMBER 2024 ITEM 25

THE HARLINGTON TENDER

Members received an update on appointing architectural services for The Harlington development

RESOLVED

Members noted the progress in appointing an architect to design the refurbishment of The Harlington and agreed next steps

The meeting closed at 9:04pm.

Signed.....
Chairman

Date:.....



FLEET TOWN COUNCIL

MINUTES OF COUNCIL MEETING

held on

Wednesday 2nd October 2024 at 7pm

* Councillor Schofield (Chairman)

* Councillor Einchcomb (Vice Chairman)

Councillor Chenery
0 Councillor Fang
* Councillor Holt
Councillor Hope
* Councillor James
* Councillor May
* Councillor Neves

* Councillor Oliver
* Councillor Richmond
* Councillor Robinson
* Councillor Taylor
* Councillor Tilley
L Councillor Wildsmith
Councillor Willcocks
* Councillor Woods

* Present # Absent & No Apology Received 0 Apology for Absence L Late

Also in attendance:

Rita Tong – Executive Officer
Alex Robins – Harlington General Manager
Councillor Steve Forster – HCC
Councillor Adrian Collett – HCC
Mike Bye – Chair of Friends of Oakley Park

FC OCTOBER 2024 ITEM 1

APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

FC OCTOBER 2024 ITEM 2

DECLARATIONS OF INTEREST

Councillor Tilley declared a registerable interest in Agenda Items 7 and 16 on the grounds that she is an organiser of the events.

FC OCTOBER 2024 ITEM 3

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

FC OCTOBER 2024 ITEM 4

CHAIRMAN'S ANNOUNCEMENTS

Cllr Schofield reported his attendance during the period as follows:

5th September represented FTC at the RAF Odiham annual reception.

10th September, together with the Executive Officer met with Liz Vango Smith and Graham Clerk of Hart District Council regarding the government grant for an Air Source Heat pump. In particular, discussed timing in relation to the potential refurbishment work to the

Harlington. The grant money must be used within two financial years, so completion by April 2026. Agreed signing of a lease on the Harlington was critical to overall planning.

18th September together with the Executive Officer met the Chief Executive and Property Services Manager regarding outstanding matters on the Harlington Lease notified to Hart in FTC letter dated 9th September. It was a very fruitful meeting in as much as there was general agreement to the suggested amendments to the lease and HDC would instruct B&DLS accordingly. It was hoped that a final draft lease could be available for the October Full Council Meeting but regrettably, to date, there has been no feedback.

18th September attended Teams Meeting with HCC Transport Team regarding the potential outcome of the consultation on Community Transport. There is hope that due to proven financial savings to the Educational Bus Scheme by the Community Minibus Hire Scheme the Community Bus service will be saved. The new information will be presented to the Decision Day meeting.

Various Dates – together with the Executive Officer we responded to the 104 questions in the NPPF Consultation.

23rd September attended the Fleet BID Board Meeting.

30th September met with Caroline Winchurch HVA to discuss collaboration between FTC and HVA over the heat loss surveys of residential properties. HVA have been awarded a contract by HDC to manage the surveys across the whole of Hart, but the Fleet Town area is already being covered by the Warmer Homes pillar of the Greening Campaign, coordination of the work is essential.

30th September together with the Facilities and Open Spaces Manager met members of Fleet Town Football Club to review some continuing matters over the new lease agreement. The main purpose of the meeting was to walk the boundary and determine the exact extent of the leased land.

30th September together with the Facilities and Open Spaces Manager carried out a very preliminary survey of a potential further extension to the cemetery. This has come about as a consequence of the discussions with HDC over the transfer of the cemetery land which has not been registered due to the loss of the original deeds. The review of the land transfers revealed that several areas of land (excluding the main cemetery area) have been registered with the Land Registry and are therefore fully under our control. Further details will be brought to the next RLA Committee.

FC OCTOBER 2024 ITEM 5

HCC/HDC ANNOUNCEMENTS

The following reports were received from Hampshire County Council.

Cllr Steve Forster (HCC)

- The Hartland Village planning application for the infant school is expected to be submitted imminently. The assessment of primary school requirements has concluded that, due to a declining birth rate and a surplus of primary school places both nationally and locally, two classroom intakes will be sufficient. The Council is continuing to review secondary school requirements, with initial indications suggesting that there are adequate places available locally, particularly when priority is given to local catchment areas. It was noted that a number of secondary school places are currently occupied by children from outside Hampshire.
- A public survey on the proposed pedestrian and cycle improvements along Hitches Lane is open until 10 November 2024 (as per the Council's website). The proposal

includes widening the footpath to 3 metres and shifting the road alignment, which will necessitate some tree removal.

- There are currently over 200 active gas works across the area. Elvetham Road remains closed due to complications in laying new gas pipes, with the closure now extended to 4 November 2024.
- The resurfacing works on Fleet Road have been scheduled as night works to minimize disruption to residents.
- The installation of the new pedestrian crossing near Calthorpe Park School has been delayed due to the ongoing consultation process. Originally planned for the October half-term, the crossing is now expected to be installed in January 2025.
- The Council is reviewing options to reduce accidents at several key junctions along Upper Street.
- HCC Officers have submitted a number of recommendations for the Savings 2025 initiative. These will be presented to the Executive for consideration on Decision Day, scheduled for 14 October 2024.

Cllr May asked how having out of county students impacted a schools funding. Cllr Forster clarified that funding is based on the number of students attending the school and that their home address was irrelevant.

Cllr Adrian Collett (HCC)

- Gave an update on the issue of school buses for Ancell Farm residents.
 - In the short term, additional transport is being provided to accommodate children not eligible for free places, allowing parents to pay for available spaces. This arrangement will remain in place until the end of the current school term.
 - The recent late notice of a service cancellation due to the unavailability of an escort has been investigated. It was determined that an escort was not required, and the service was reinstated in time for the afternoon buses to operate as scheduled. A broader review of escort requirements is now underway.
 - Cllr Collett is gathering information on bus service provision, with Ancells Farm identified as a unique case. Work is ongoing to develop a solution for the next school term and beyond.

The following report was received from Hart District Council.

Cllr Oliver (HDC)

- HDC views on the NPPF consultation are on the Council's website.
- Clarified that there would be 64 trees removed in the proposed cycle way route between Hitches Lane and Fleet Road but there is a plan for planting to achieve a net gain in biodiversity.
- The second phase proposes a safe route between Church Crookham and Calthorpe Park school. These are the County Council proposals.

FC OCTOBER 2024 ITEM 6

MINUTES OF PREVIOUS MEETINGS

The minutes of the Town Council meeting held on 4th September 2024 were approved and signed by the Chairman.

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

- Development Control 27th August 2024, 9th and 23rd September 2024

FC OCTOBER 2024 ITEM 7

CHRISTMAS FESTIVAL INSURANCE

The annual Fleet Christmas Festival will take place in Fleet Road and will be open to the public between 2 pm & 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.

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.

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.

RESOLVED

Members approved the provision of insurance coverage for the Christmas Festival on 27th November 2024, provided the following documentation was submitted to the Executive Officer:

- Event plan
- Risk Assessment for each area of the event.
- A copy of the Safety Advisory Group approval for the event.

FC OCTOBER 2024 ITEM 8

FINANCIAL MONITORING REPORT

Members noted receipt of the bank reconciliation and list of payments for August 2024.

RESOLVED

- a) To receive and accept the bank reconciliation and list of payments for August 2024.
- b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for June, July and August 2024 have been verified and signed off.

FC OCTOBER 2024 ITEM 9

FINANCE AND RISK REGISTER 2024/25

- a) To receive an update from the Risk Management Working Group
- b) To consider and agree the Council's Finance and Risk Register for 2024/25

RESOLVED

- a) To note the update from the Risk Management Working Group.
- b) To approve the Finance and Risk Register for 2024/25.

FC OCTOBER 2024 ITEM 10**REVIEW OF FINANCIAL REGULATIONS**

The Internal Auditor recommended that Fleet Town Council adapt and adopt the latest model Financial Regulations from NALC. The Executive Officer compared the Council's current Financial Regulation's against the model, noted differences and made recommendations regarding how to treat the differences identified. These recommendations were then incorporated into an updated Financial Regulations document.

RECOMMENDATION

Members reviewed the proposed Financial Regulations, and barring the correction of identified grammatical errors approved the amended Financial Regulations

FC OCTOBER 2024 ITEM 11**RETENTION & DISPOSAL OF DOCUMENTS POLICY**

The Finance and Administration Manager, along with the Administration Support Officer, drafted a Retention & 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.

RECOMMENDATION

Members approved the Retention & Disposal of Documents Policy.

FC OCTOBER 2024 ITEM 12**TREASURY & INVESTMENT POLICY**

The Executive Officer has drafted a Treasury & Investment Policy. In developing this policy, she carefully considered the Internal Auditor's best practice example, while also considering the principles outlined in the Statutory Guidance on Local Government Investments and guidance within Joint Panel on Accountability and Governance Practitioners Guide 2024

RESOLVED

Members requested that the draft Treasury & Investment Policy be brought back to this Committee with a proposal on how to include the Council's stance on ethical investment.

FC OCTOBER 2024 ITEM 13**PUBLICATION SCHEME**

The Internal Auditor had recommended that the Council adopt the model Information Commissioner's Office scheme. In response, Officers reviewed the model scheme and made appropriate amendments to the Council's policy.

RESOLVED

Members approved the amended Publication Scheme

FC OCTOBER 2024 ITEM 14**DISPOSAL OF PIANO**

Financial Regulation 14.2 requires that the disposal of any asset over £250 be approved by Full Council. 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. Officers requested approval to dispose of the piano which has an estimated market value of £200.

RESOLVED

Members approved the disposal of the piano for the best value Officers can achieve and noted that any monies received would be treated as a capital receipt.

FC OCTOBER 2024 ITEM 15

COUNCILLOR CO-OPTION TO FILL A CASUAL VACANCY

Members deferred considering the application received for co-option to fill a casual vacancy.

RESOLVED

Due to the unavailability of the candidate to attend the meeting, Members agreed to defer this item until the next Full Council meeting.

FC OCTOBER 2024 ITEM 16

EVENT APPLICATION – MUSIC ON THE VIEWS

Members considered the request to hold Music on the Views between 12pm and 10pm on Saturday 30 August 2025. The event would be run in partnership with The Harlington and be run in a similar format as the successful 2024 event.

Members noted that the site plan included with the application was indicative only, as the event did not actually traverse Bakers Way as indicated in the plan.

RESOLVED

Members approved the request to hold the Music Festival on The Views on 30 August 2024.

Full Council Minutes 7th February Item 9 stated that any event surplus would be reserved for future events, therefore Members agreed that the surplus from the 2024 Music on the Views event should be earmarked for the 2025 Music on the Views event.

Members approved that the sum of £2,034 that was allocated to the 2024 event as a contingency but not required, be earmarked for the 2025 Music on the Views event. Further, Members agreed that the Fleet Town Council share on the unspent Coronation event monies (a proportional sum calculated to be £698.88) also be earmarked for the 2025 Music on the Views event.

Cllr Tilley will contact all other sponsors of the Coronation event to determine what they wished to be done with their proportion on the unspent monies.

FC OCTOBER 2024 ITEM 17

MEETING SCHEDULE FOR THE COUNCIL

Members considered and agreed 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.

Members considered the draft Council's meeting schedule for 2025/26 and noted that the annual meeting in May 2026 would need to be moved to 13 May as it was an election year. Members were requested to advise the Executive Officer of any issues with the schedule of meetings prior to the Annual Meeting when final approval would be sought.

RESOLVED

Members approved the amended schedule of meetings for the Council for 2024/25.

Members provisionally approved the amended proposed schedule of meetings for the Council for 2025/26.

FC OCTOBER 2024 ITEM 18

ANNOUNCEMENTS

Members received and noted the following announcements

- Remembrance Parade – Members to let Executive Officer know if they plan to attend the service and parade.
- Remembrance Parade – Members to let Executive Officer know if they are available to help host tea and coffee after the service.
- SW Railways – Executive Officer attended the Stakeholder meeting. SW Railways shared how they use information on delays and cancellations to improve the service. The Labour government intends to nationalise rail services, so SW Railways do not expect their contract to be renewed but do not have any further information at this time.
- Health & Safety – A representative from our service provider Croner attended The Harlington to review our progress against their previous audit.
- South & South-East in Bloom – the Facilities & Open Spaces Manager and Executive Officer attended the award ceremony where Fleet Town Council were awarded 4 Golds, 4 Silver Gilt and 1 Silver award. Most pleasingly, Basingbourne Park retained its Gold despite the unauthorised encampment during the judging period.
- Internal Auditor – a representative from Mulberry Local Authority Services Ltd will be on site on 4 October 2024 for their initial interim audit.
- Safety, Health & Wellbeing Conference – several Officers attended the conference earlier in the day. There was a lot of useful information gathered that will help Officers to improve health and safety record keeping and processes.
- Donation – officers received a generous £1,000 donation toward the Christmas Day lunch. A letter of thanks has been sent to the donor.

FC OCTOBER 2024 ITEM 19

SAFE DISPOSAL OF LITHIUM BATTERIES CAMPAIGN

Ron Bailey, the researcher for Lord Don Foster, had requested that Fleet Town Council support the 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.

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 of within Fleet. This will be done as a part of a wider campaign on recycling which fits within the Council's Greening Fleet objectives.

FC OCTOBER 2024 ITEM 20

DATE AND TIME OF NEXT MEETING

The next meeting of the Council is scheduled to be held on Wednesday 6th November 2024 at 7pm in The Harlington.

CONFIDENTIAL ITEMS – CLOSED SESSION

The Chairman stated that the following items for discussion relate to the engagement and terms of service in relation to employees and terms of tenders, and proposals and counterproposals in negotiations for contracts.

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.

FC OCTOBER 2024 ITEM 21

HARLINGTON LEASE

Members agreed that the update given within open session Agenda Item 4 Chairman’s Announcements was sufficient.

The meeting closed at 8:51pm.

Signed.....
Chairman

Date.....



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 18th September 2024 at 7pm

* Councillor Einchcomb (Chairman)

* Councillor Woods (Vice Chairman)

Councillor Chenery

Councillor Fang

0 Councillor Holt

0 Councillor May

0 Councillor Oliver

* Councillor Schofield

* Councillor Taylor

* Councillor Tilley

Councillor Wildsmith

Councillor Willcocks

* Present # Absent & No Apology Received 0 Apology for Absence L Late

Also in attendance:

Rita Tong – Executive Officer

Alex Robins – Harlington General Manager

Friends of Basingbourne Park representative

Friends of Oakley Park representative

RLA SEPTEMBER 2024 ITEM 1

APOLOGIES

Members received and accepted the apologies as noted above.

RLA SEPTEMBER 2024 ITEM 2

DECLARATIONS OF INTEREST

Councillor Tilley declared an other registerable interest in Agenda Item 11 on the grounds that she is the organiser of the event.

RLA SEPTEMBER 2024 ITEM 3

QUESTIONS FROM THE PUBLIC

A representative from Friends of Basingbourne Park reported ongoing issues with youths in the park, including climbing onto the pavilion roof, setting fires, and broken glass. Can the Council take action?

The Chairman responded that the Council would contact the Neighbourhood Police Officer to address the matter.

The Friends of Basingbourne Park representative also asked if the Council could look at installing CCTV cameras to overlook the youth shelter and the pavilion?

Fleet Town Council will ask the Facilities and Open Spaces Manager to investigate the matter.

Friends of Oakley Park representative asked when the CCTV cameras that fell off the wall from within the pavilion were going to be reinstalled?

Fleet Town Council will ask the Facilities and Open Spaces Manager to investigate the matter.

RLA SEPTEMBER 2024 ITEM 4

MINUTES OF PREVIOUS MEETING

Members received and approved as a correct record the minutes of the Recreation, Leisure and Amenities Committee meeting held on 19th June 2024.

RLA SEPTEMBER 2024 ITEM 5

THE CEMETERY CLERK'S REPORT

Members received an update from the Executive Officer on behalf of the Cemetery Clerk.

On 11 September 2024 a qualified ecologist came to inspect animal activity at the cemetery that was suspected to be the work of badgers. After looking at the site, she determined it was in fact rabbit activity and that the Council could proceed to make good for the area affected.

A request has been made from a resident of Church Crookham for the Council to consider reducing the fees charged from the non-resident rate to the resident rate.

RESOLVED

Members resolved to note the report regarding badger activity at the Cemetery.

Members considered the request to reduce fees charged, and authorised the Executive Officer to respond on the Council's behalf declining the request on the basis that residents pay a lower amount as they pay for the upkeep of the cemetery through their Council tax.

RLA SEPTEMBER 2024 ITEM 6

**THE HARLINGTON AND ANCELLS FARM
COMMUNITY CENTRE REPORT**

Members received the report from The General Manager of the Harlington and Ancells Farm Community Centre.

RESOLVED

Members resolved to note the report which included updated performance figures provided at the meeting.

RLA SEPTEMBER 2024 ITEM 7

NO MOW MAY

To consider whether to implement a No Mow May regime for the Council's open spaces.

RESOLVED

Members considered the rationale behind the No Mow May initiative but opted instead to establish permanent, well-maintained bug corridors.

Officers were tasked with identifying suitable locations for these corridors, seeking input from Fleet Greening, Friends of Parks groups, and residents.

RLA SEPTEMBER 2024 ITEM 8

CALTHORPE PARK TENNIS COURTS

A member of the public commented that the tennis courts would benefit from a wind break and gave a low-cost solution of a plastic banner. However, given this Council's commitment to being sustainable and its Greening Campaign, a possible long-term solution could be planting a windbreak.

RESOLVED

Members considered the request for a windbreak at Calthorpe Park Tennis Courts, noting it was the first such complaint since the Council's inception. Due to the low number of complaints and the

cost of a natural windbreak, Members agreed to monitor the situation but take no further action at this time.

RLA SEPTEMBER 2024 ITEM 9

CALEBS COFFEE BUILDING FRONTAGE SOAK AWAY AND DRAIN WORKS

The cycle path and frontage to Calebs Coffee Shop in Calthorpe Park floods during heavy rain fall. Attempts have been made to mitigate the problem such as raising the frontage, putting in antiflood devices and increasing the size of the soakaway, with no success.

An option has been presented to install an overflow pipe which would run from the inground soakaway to the neighbouring foul sewer line and take any overflow away. This option would be dependent on approval from Thames Water to install the overflow pipe. The cost to Fleet Town Council would be approximately £3,525 +VAT.

RESOLVED

Members considered the installation of an overflow pipe from the soakaway in Calthorpe Park but did not think it was a viable option. Whilst an application has been submitted to Thames Water, it was not thought likely that approval would be granted.

RLA SEPTEMBER 2024 ITEM 10

TABLE TENNIS VANDALISM

During April 2024 the Table Tennis in Calthorpe Park was vandalised. A repair / replacement of half the table was made at the cost of £1,240. After this repair, in May 2024, further damage was done at an estimated cost of £925. Before this repair could be made, the table was damaged further forcing Officers to have it removed from site.

The table tennis has not yet been replaced, waiting for this Committee to consider at what level of cost and how many instances of vandalism make replacing this piece of equipment unviable.

RESOLVED

Members resolved not to replace the table tennis facility at Calthorpe Park at this time but agreed to review the matter in the spring.

RLA SEPTEMBER 2024 ITEM 11

MUSIC ON THE VIEWS

Members considered the report from Cllr Tilley on the Music on the Views event held on 25th August 2024.

RESOLVED

Members noted the report and that the financial washup would be presented to the Policy & Finance Committee meeting on 16 October 2024.

RLA SEPTEMBER 2024 ITEM 12

ANNOUNCEMENTS

Members were advised to contact the Executive Officer if they wished to attend the South and Southeast in Bloom awards at Wisley Gardens on Friday 20 September 2024.

RLA SEPTEMBER 2024 ITEM 13

**HAMPSHIRE FOREST PARTNERSHIP-
COMMUNITY ORCHARD GRANT**

Members noted that the community orchard grant application had been approved and the intended locations for planting.

RLA SEPTEMBER 2024 ITEM 14

EDENBROOK PLAY AREA

Members noted that Officers intended to provide feedback to residents on the results of the survey conducted. Once options have been costed, residents may be requested to provide further input into the process.

RLA SEPTEMBER 2024 ITEM 15

ROSPA REPORTS

Members noted that the ROSPA inspections have been completed on all FTC owned play equipment. Quotes were being sought for repairs that fall outside the Grounds Maintenance Contract.

RLA SEPTEMBER 2024 ITEM 16

FUTURE EVENTS

Members noted the following future events:

Bat Walk	14 th September	Oakley Park
Lions Fireworks Fiesta	2 nd November 2024	Calthorpe Park
Remembrance Sunday	10 th November 2024	Gurkha Square & High Street
Christmas Festival	27 th November 2024	Gurkha Square & High Street
Fleet Half Marathon	16 th March 2025	Calthorpe Park

RLA SEPTEMBER 2024 ITEM 17

DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 11th December 2024 at 7pm at The Harlington.

CONFIDENTIAL ITEMS – CLOSED SESSION

The Chairman stated that the following items for discussion relate to the engagement and terms of service in relation to employees and terms of tenders, and proposals and counterproposals in negotiations for contracts.

RLA SEPTEMBER 2024 ITEM 18

FLEET TOWN FOOTBALL LEASE

Members reviewed the recommendations of the Lease Working Group in response to the Fleet Town Football Club counter proposals.

Members noted that the Lease Working Group were unable to resolve the issue surrounding insurance until a decision was made by the Fleet Town Football Club but that the wording for both options was contained within the draft lease.

RESOLVED

Members resolved to approve the draft lease, subject to finalising the arrangements for insurance.

Members also resolved that the lease could not be signed until the ongoing issue regarding lighting was resolved.

Members received an update on the potential costs for installing drainage at Edenbrook Play Area.

RESOLVED

Members noted the potential costs and requested that the Executive Officer seeks a contribution from the developers of the estate.

The meeting closed at 8:51pm.

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

Chairman



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 9th September
at 7pm in The Function Room, The Harlington

Present:

Cllr Holt
Cllr Robinson
Cllr Schofield

Absent: Cllr Hope

Officers: Charlotte Benham, Rita Tong

1	Apologies Cllrs Chenery
2	Declarations of interest to any item on the agenda None declared
3	Public Session None present
4	Approval of the Minutes The minutes of the development and control advisory group meeting held on Tuesday 27 th August were accepted as a correct record of the meeting.
5	24/01618/HOU 12 Little Copse Fleet Hampshire GU52 7UQ <u>Creation of a first floor, erection of a part single part two storey front and side extension following demolition of existing garage, replacement of front door and erection of a porch, erection of a part single part two storey rear extension following demolition of existing dining room, widening of dropped kerb and alterations to fenestration to ground floor side</u> Comments required by 10 September <ul style="list-style-type: none">This is the conversion of a bungalow to a house which breaches Fleet Neighbourhood Plan Policy 11, safeguarding building stock for people of limited mobility including people with disabilities and older residents.

- Recent forecasts show a progressively aging population for the Hart area and so the need for appropriate housing will become more important especially for older residents who wish to downsize and release large stock suitable for family accommodation.
- Inadequate parking for what could potentially be a 4-5 bedroom property

OBJECTION

24/01473/HOU

Canal Studio 69 Crookham Road Fleet GU51 5DT

[Retention of replacement garden pergola](#)

Comments required by 11 September

- This property falls within the Basingstoke Canal Conservation Area.
- It potentially avoids breaching Fleet Neighbourhood Plan Policy 14 as it was developed before the Plan came into being.
- It is totally out of keeping with the surrounding area however it is replacing what was already there so cannot object

24/01667/HOU

83 Aldershot Road Fleet Hampshire GU51 3NW

[Erection of a single storey rear extension following demolition of existing conservatory, removal and raising of the roof to allow the conversion of the loft to habitable accommodation to include the removal of the chimneys, the insertion of two rooflights to the front, the insertion of one rooflight to the side and the erection of one dormer to the rear](#)

Comments required by 12 September

- The colouring of the proposed elevations potentially exaggerates the impact of the roof extension which increases the bulk of the roof area .
- It appears the adjacent property has changed the roof profile to achieve a similar result.
- It potentially breaches Fleet Neighbourhood Plan Policy 11 as it adds a staircase and a floor to a bungalow, but it does retain two bedrooms and a bathroom at ground floor level – effectively becoming a chalet bungalow.
- The whole front garden is converted to concrete and will therefore accommodate three vehicles although it does not comply with Neighbourhood Plan Policy 15.

OBJECTION – breaches Neighbourhood Plan Policies 11 & 15 but recognise they are retaining downstairs bedroom and bathroom

24/01362/HOU

Grayling Reading Road North Fleet Hampshire GU51 4HR

[Demolition of existing single storey rear extension and erection of a two storey rear extension with ground floor infill, first floor side extension with gable end roof. Replacement of all existing windows. Existing brick work to be rendered and painted white.](#)

Comments required by 12 September

- This is development in the NFCA and NFP Policy 16 states “development shall retain the architectural features of the existing buildings and extensions shall compliment and reinforce the character of the principal building.
- Policy 16.3iii - follow historic precedent as to traditional form in terms of height, bulk, the use of vernacular materials and detailing and the grain of development.
- Relevant parts of the NFCA Character Appraisal and Management Proposals state:
 - Para 7.2 - the need to prevent unsympathetic changes to the existing houses such as oversize extensions or changes to the elevations and details
 - Para 9.2 – Recommendations: The District Council will encourage property owners to retain the architectural features of the their buildings and will refuse planning applications for extensions which are considered to be either too large or badly designed.
- This is an attempt to bring a 1930’s building up to a 21st century architectural style.
- The referencing of other buildings which are rendered white ignores the fundamental character of the buildings which are of their time and generally reflect the character of the Conservation Area

OBJECTION

24/00603/HOU

Dray House , Broomrigg Road, Fleet, Hampshire, GU51 4LR

[Installation of air conditioning units to ground and first floor](#)

[Amended Plans: Specification for air conditioning units and Acoustic report.](#)

Comments required by 11 September

- Acoustic assessment has been carried out which has removed the Environmental Health Officer’s objection.

NO OBJECTION to noise but simple screening to reduce the aesthetic impact of the equipment would be beneficial

24/01676/HOU

The Willows,1 Fugelmere GU51 3BB

[Erection of a rear conservatory](#)

Comments required by 20 September

Only apparent harm will be to take light off the rear of No.2, the adjoining building, due to the 4m deep extension.

NO OBJECTION in principle as long as impact on neighbour is minimal.

24/01591/HOU

1 Kerry Close,Fleet, GU51 2UF

[Erection of a single storey side extension and conversion of garage to habitable accommodation to include the replacement of the garage door with a window](#)

Comments required by 20 September

- This is remodelling the ground floor to introduce a downstairs bedroom and shower room.
- 4 bedrooms requires 3.5 parking space but only 3 spaces look to be accommodated on site

	<ul style="list-style-type: none"> • Possible breach in Neighbourhood Plan Policy 15, conversion of front garden to hard standing to accommodate parking • Current parking plan looks impractical – one car cannot enter/exit space without moving other two <p>NO OBJECTION in principle subject to confirmation of adequate parking that meets Hart's standards</p> <p>24/01579/HOU West Hill Lodge, 115 Elvetham Road, Fleet, GU51 4HW, Extension to dropped kerb Comments required by 20 September</p> <p>Appears to have no impact except to the kerb line. Does it improve access/egress from the property? NO OBJECTION</p>
6	<p>To Note:</p> <p>Review of weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>18th September</p>
8	<p>Date of Next Development Control Committee Meeting</p> <p>Monday 23rd September</p>

Meeting closed: 7.45pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 23rd September
at 7pm in The Function Room, The Harlington

Present:

Cllr Holt
Cllr Robinson
Cllr Schofield

Officers: Charlotte Benham

1	<p>Apologies</p> <p>Cllrs Chenery and Cllr Hope</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared</p>
3	<p>Public Session</p> <p>None present</p>
4	<p>Approval of the Minutes</p> <p>The minutes of the development and control advisory group meeting held on Monday 9th September were accepted as a correct record of the meeting.</p>
5	<p>24/01725/FUL 248 Fleet Road, Fleet, Hampshire GU51 4BX <u>Change of use of commercial ground floor unit from dry cleaners (Class E) to takeaway (Sui Generis) with installation of a kitchen extractor fan to the rear</u> Comments required by 24 September</p> <ul style="list-style-type: none"> • The environmental Health Officer has some concerns about the exhaust system. • What is of particular concern is the cumulative effect of the number of food outlets concentrated in this one area with residential dwellings above. Can a combination analysis be done as well as stand alone? <p>OBJECTION - support environmental health officer's comments</p>

24/01795/GPDCOM

Cygnus House, 1 Waterfront Park, Fleet

[Change of use from Office \(Use Class E\) to Residential \(Use Class C3\) to provide 25 dwellings](#)

Comments required by 26 September

- This is Permitted Development over which we have very little control.
- Traffic is bound to be less for residential over commercial use. Adequate parking is being provided based upon Hart's standards.
- There are no immediate flooding issues.
- No recreation space for flats.
- Majority of the flats are barely minimum space standards. Do we need any additional one bedroom flats in Fleet?

Unable to object as it's permitted development

24/01797/GPDCOM

NTT House, 2 Waterfront Fleet GU51 3QT

[Change of use from Office \(Use Class E\) to Residential \(Use Class C3\) to provide 42 dwellings](#)

Comments required by 26 September

- This is the second unit belonging to the same group who own Cygnus House. Obviously, a developer getting out of commercial property.
- More 1-bedroom units slightly above minimum standards (around 46 m²) and the 2 person units are absolute minimum space standards.
- Do we need any more flats on the market?

Again Permitted Development so no option to object as does not exacerbate traffic or flooding.

24/01819/HOU

Ty Bryn, Victoria Hill Road Hampshire, GU51 4LG

[Erection of a fence and replacement gate up to 1.8m in height \(coloured Yellow on the Site Plan\) and a fence up to 1.8m in height set back 2.5m from the rear property boundary \(coloured Green on the Site Plan\)](#)

Comments required by 27 September

- The statement from the Tree Report as below is incorrect:
Hart District Council website indicates the property is affected by a Tree Preservation Order but is not located within a Conservation Area. Subject to the implementation of the detailed methodology within this report there should be no discernible impact on retained trees.
- The property is located in Character Area 1 of the NFCA and therefore comes within Hart's Policy area and the Fleet Neighbourhood Policy Area – Policy 16. Policy 16.5 states Boundary treatments shall reflect the semi-rural nature of the Conservation Area and help preserve views within and at the boundaries of the CA. The preferred options are hedges with, if necessary due to security considerations, inconspicuous fencing behind and modest wooden gates to driveways.

- The replacement of hedges with wooden fences or brick walls and the use of metal gates will not be supported.
- Long runs of exposed timber fencing nearly 2m high cannot be supported.
- The tree report exposes the significant number of trees that would be affected by the proposed fence work. This will make fence post locations irregular and impact standard fence panel lengths. It would dictate a significant amount of hand work and customising of fence panels.
- The opposite side of the footpath is already fenced. Fencing of the property boundary will make a corridor of fencing. Again, it would be preferable if the fencing could be set back off the boundary and leave a green edge to the footpath.
- Examples of other misdemeanours in the Conservation Area, especially Freshwood House, which is a significant blot on Reading Road North, should not be used as evidence for another breach of the Conservation Area management but for a call to enforce the NFCA Management Plan.

OBJECTION

24/01825/HOU

29 Tavistock Road, Fleet GU51 4EJ

[Demolition of conservatory and erection of a single storey rear extension](#)

Comments required by 27 September

No objection to the proposed structure but there is a recognised issue with foundation works within the projected root zone of a TPO'd oak tree. The tree report is not endorsed by a recognised tree company.

OBJECTION until tree issue resolved

24/01190/HOU

2 The Spinney, Fleet, Hampshire, GU51 4EP

[Erection of single storey rear extension, two storey side extension and alterations to external fenestration](#)

Comments required by 27 September

- No issues with the proposed extension to the property.
- It is proposed to expand from a 3 bedroom to a 5 bedroom house which requires 4 parking spaces. The overall width of the plot is 8m which would only allow 3 parallel parking spaces – inadequate parking.
- Parking would mean that the front garden would be totally given over to hard standing which breaches Fleet Neighbourhood Plan Policy 15, Residential Gardens.

OBJECTION

24/01821/HOU

7 Osborne Drive, Fleet, Hampshire, GU52 7LL

[Demolition of the existing carport and the erection of a new timber framed flat roof carport](#)

Comments required by 3 October

NO OBJECTION

24/01442/HOU

38 Guildford Road, Fleet, Hampshire, GU51 3EY

[Removal of fence and erection of a 1.8 metre brick wall on the boundary line and conversion of garage into storage](#)

Comments required by 3 October

- Appears to be a definition problem between a wall that is principally brick and a fence primarily wooden. The existing rear wall is a brick construction softened by creeping vegetation.
- It is not clear if the proposed wall adjacent to the neighbouring property in Cyprus Drive is a 6 foot brick wall or a lower wall with a slatted timber topping (see elevation drawings)
- A 6 foot high brick wall would be totally out of keeping with the local character and an oppressive construction immediately on the neighbour's boundary.
- If the wall was a lower construction with an open timber top it would be more acceptable, and planting could soften the impact.
- Appears to be a construction on the corner boundary that could have required planning permission?

Holding objection until wall issue clarified – is it all brick or is it brick with timber top. If timber topped would be more acceptable and impact could be further reduced by planting

24/01850/HOU

Burnside, Fleet, GU51 3RE

[Erection of an extension to garage and insertion of roof window to existing side extension](#)

Comments required by 3 October

Appears a nominal amendment and no change in the number of bedrooms
NO OBJECTION

24/01859/AMCON

50 Elvetham Road, Fleet, GU51 4QE

[S73\(a\) application for the variation of Condition 6 \(landscaping\) attached to Planning Permission 21/01978/FUL - Erection of an extension to the existing commercial building and hard surfacing to facilitate car parking and turning](#)

Comments required by 3 October

- This property is just outside the NFCA being on the railway side of Elvetham Road.
- 2m high chain link fencing to the front boundary is out of keeping with the local character.
- Gates should be set at least a distance from the kerb to allow a vehicle to pull off the road in the event the gates are shut as this is a very busy road at certain times of the day – road safety issue.

NO OBJECTION in principle, however if gates set back further from kerb and 2m high chain link fencing replaced with more appropriate front boundary screening then would be more acceptable

6

To Note:

	Review of weekly lists
7	Noted: Hart Planning Meeting Dates 16 th October
8	Date of Next Development Control Committee Meeting Monday 14 th October

Meeting closed: 8:15pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Tuesday 27th August 2024
at 7pm in The Function Room, The Harlington

Present:

Cllr Holt
Cllr Robinson
Cllr Schofield

Officers: Charlotte Benham

1	Apologies Cllrs Chenery and Hope
2	Declarations of interest to any item on the agenda None declared
3	Public Session None present
4	Approval of the Minutes The minutes of the development and control advisory group meeting held on Monday 12 th August were accepted as a correct record of the meeting.
5	24/01563/HOU 7 Alton Road Fleet Hampshire GU51 3HN <u>First floor roofs to be connected to allow circulation of first floor space, enlargement of two front dormers, conversion of garage to studio and alterations to windows and doors.</u> Comments required by 26 August Withdrawn 24/01560/HOU Mymms Corner Stockton Avenue Fleet Hampshire GU51 4NS <u>Erection of replacement entrance gates</u> Comments required by 26 August

- The existing 5 bar gate with vehicular and pedestrian access is totally in keeping with the character of the NFCA. The proposed gate is a replica of the gate to the new house Whisperwood, immediately opposite the application site.
- Whisperwood breaches nearly every condition in the adopted NFCA Character Appraisal and Management Proposals so should not be used as a benchmark. It is a development that neither preserved or enhanced the character or appearance of the area. (Planning (Listed Buildings and Conservation Areas) Act 1990.

NO OBJECTION but suggest gate could be made more in keeping with conservation area

24/01574/HOU

9 Burnside Fleet Hampshire GU51 3RE

Erection of a single storey front extension, alterations to windows and doors and internal alterations

Comments required by 28 August

No issue with the proposed modifications to the principal dwelling, but the proposed parking payout breaches Fleet Neighbourhood Plan Policy 15, Residential Gardens -it causes a loss of and harm to the ecological value of the garden and 50% of the front garden should be retained as soft landscaping.

NO OBJECTION in principle but note does breach neighbourhood plan

24/01420/FUL

Logic Group Nisaba House Waterfront Business Park Fleet GU51 3TZ

Demolition of existing vacant office building and erection of a five-storey self-storage (B8) building with associated car and cycle parking, servicing and landscaping

Comments required by 29 August

- This is a significant development in the centre of the Business Park. The claim is that there are taller buildings in close proximity to the proposed development. The current building is just over 10m tall so this would be adding 6m (nearly 20ft).
- Have visited and neighbouring buildings to do look be of a similar height – the hotel is also 5 storeys.
- The Environmental Officer has submitted a detailed report that sets out sensible requirements and controls on the development and should be supported.
- The central location of the site does mean the visual impact on the surrounding area will be minimal. It will be screened from Fleet Pond, Darset Avenue and Fleet Road.
- In terms of employment, the number of employees will be minimal, but this has to be judged against an empty office block.
- The number of visitors is not substantially supported and the number of parking spaces is not substantiated.
- Concern that customers can request extended access hours and can disabled alarm to enter – what if they forget to reset it? Is this secure?

Overall there are limited grounds for objection, therefore NO OBJECTION but concern over security of out of normal hours access

	<p>24/01455/GPDTEL Rohde & Schwarz (Uk) Ltd Harvest Crescent Fleet Hampshire GU51 2UZ <u>Erection of a 6m retractable mast</u> Comments required by 29 August</p> <p>This is a permitted development application for a temporary radio mast approved by OFCOM so NO OBJECTION</p> <p>24/01594/HOU 2 The Laurels Fleet Hampshire GU51 3RB <u>Alterations to porch to include enclosure, movement of front door and replacement of existing flat roof with pitched roof with velux window.</u> Comments required by 2 September</p> <p>Modest change to front elevation. No change in number of bedrooms. NO OBJECTION subject to submission of parking plan that meets Hart's standards</p> <p>24/01611/HOU 2 Lismoyne Close, Fleet GU51 4NF <u>Erection of a single storey rear/side extension</u> Comments required by 3 September</p> <ul style="list-style-type: none"> • Main structure does not present any issues but the garden store could have a minor impact on No.1 Lismoyne Close. • Construction access could be an issue – how will they gain access to rear of property? <p>NO OBJECTION</p> <p>24/01554/HOU 19 Darset Avenue, Fleet, GU51 3QE <u>Reconfiguration of front driveway and extension of dropped kerb to allow for parking of two vehicles and erection of a single storey front extension</u> Comments required by 5 September</p> <ul style="list-style-type: none"> • Minor front extension to replicate neighbour. • If two cars parked to front of the property require an extended dropped kerb and loss of soft landscaping to reconfigured hard standing, this breaches Fleet Neighbourhood Plan Policy 15, Residential Gardens - 50% should be retained as green area. • If Hampshire approve double drop kerb then ok – potentially only one on street parking space lost. <p>NO OBJECTION in principle but note that it does breach neighbourhood plan</p>
6	<p>To Note:</p> <p>Review of weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>18th September</p>

8	Date of Next Development Control Committee Meeting Monday 9 th September
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Meeting closed: 8pm

Signed:.....

Date:

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as at 31 August 2024

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£282,162.12		
HSBC Savings Account, Account No: 91620886	£303,087.14	2.00% Per annum	Interest paid into HSBC Savings account each month.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£400,000.00	2.25%	Interest paid into Nationwide current account. Business 18-month saver. Interest calculated daily, capitalised annually and added to the account on the anniversary date and upon maturity.
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£3,024,735.00	4.44% Per annum	Interest paid into HSBC current account, monthly.
TOTAL	£4,009,984.26		

Please note:Interest received on xx into Nationwide account:

Nationwide

£

Interest received on 2 September 24 into HSBC account:

CCLA

£11,203.73

Interest received on 21 August 24 into HSBC account:

HSBC Savings

£508.83

Recommendation

1. To note the balances held in the Fleet Town Council Accounts

Bank Current/Deposit Account

Payments made between 01/08/2024 and 31/08/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/08/2024	Hart District Council - DD	dd302	1,634.00	1,634.00		500			Business rates 2024/25
01/08/2024	Hart District Council - DD	dd601	210.00	210.00		500			Business rates 2024/25
01/08/2024	Hart District Council - DD	dd603	119.00	119.00		500			Business rates 2024/25
08/08/2024	Total Energies	dd604	26.97	26.97		500			gas 31/5-30/6/24
08/08/2024	Total Energies	dd605	103.26	103.26		500			gas 31/5-30/6/24
12/08/2024	CCLA Pub Sector Deposit Fund	CCLA4 1155	100,000.00			213		100,000.00	Transfer to CCLA
12/08/2024	HSBC	dd606	13.30	13.30		500			bank charges 1/6-30/6/24
12/08/2024	HSBC	dd607	90.48	90.48		500			bank charges
13/08/2024	BACS P/L Pymnt Page 2470	BACS Pymnt	56,428.15	56,428.15		500			BACS P/L Pymnt Page 2470
13/08/2024	CCLA Pub Sector Deposit Fund	CCLA1 1931	100,000.00			213		100,000.00	transfer to ccla
13/08/2024	CCLA Pub Sector Deposit Fund	CCLA2 6251	100,000.00			213		100,000.00	transfer to ccla
14/08/2024	CCLA Pub Sector Deposit Fund	CCLA3 6740	100,000.00			213		100,000.00	transfer to ccla
14/08/2024	Fleet Town Council	DD	4,181.28			516		4,181.28	L&G Pension Aug 24
14/08/2024	HSBC	DD608	1,305.26	1,305.26		500			Credit card july 24
14/08/2024	Payment Sense Ltd	dd609	110.58	110.58		500			card charges 1/7-31/7/24
14/08/2024	Payment Sense Ltd	dd610	25.69	25.69		500			card charges 1/7-31/7/24
15/08/2024	CCLA Pub Sector Deposit Fund	CCLA5 2592	100,000.00			213		100,000.00	transfer to ccla
15/08/2024	NPower - Direct Debits	dd611	26.81	26.81		500			ELEC 1/6-30/6/24
15/08/2024	NPower - Direct Debits	dd612	27.05	27.05		500			ELEC 1/6-30/6/24
15/08/2024	NPower - Direct Debits	dd613	148.24	148.24		500			ELEC 1/6-30/6/24
15/08/2024	NPower - Direct Debits	dd614	46.03	46.03		500			ELEC 1/6-30/6/24
16/08/2024	CCLA Pub Sector Deposit Fund	CCLA6 7981	100,000.00			213		100,000.00	transfer to ccla
16/08/2024	Castle Water Limited	dd615	1,834.31	1,834.31		500			water 1/7-31/7/24
16/08/2024	Castle Water Limited	dd616	91.21	91.21		500			water 1/7-31/7/24
16/08/2024	Global Payments - Direct Debit	dd617	712.12	712.12		500			card charges 29/6-31/7/24
18/08/2024	CCLA Pub Sector Deposit Fund	CCLA9 0609	24,735.00			213		24,735.00	transfer to ccla
19/08/2024	CCLA Pub Sector Deposit Fund	CCLA7 3334	100,000.00			213		100,000.00	transfer to ccla
19/08/2024	Castle Water Limited	dd618	81.55	81.55		500			water 1/7-31/7/24
19/08/2024	Castle Water Limited	dd619	26.97	26.97		500			water 1/7-31/7/24
20/08/2024	CCLA Pub Sector Deposit Fund	CCLA8 7110	100,000.00			213		100,000.00	transfer to ccla
20/08/2024	Fleet Town Council	DDR	30,625.92			516		133.36	Payroll Aug 2024
						520		30,492.56	Payroll Aug 2024
21/08/2024	Croner Group Ltd	dd620	408.98	408.98		500			HR & H&S Aug 24
21/08/2024	Castle Water Limited	dd621	30.28	30.28		500			water 1/7-31/7/24
22/08/2024	Central Computer Management Lt	dd622	76.80	76.80		500			payroll july 24
Subtotal Carried Forward:			923,119.24	63,577.04	0.00			859,542.20	

Bank Current/Deposit Account

Payments made between 01/08/2024 and 31/08/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
22/08/2024	Fleet Town Council	DDR	12,076.10			515		12,076.10	Inalndnd Rev Aug 24
23/08/2024	Payment Sense Ltd	dd623	113.94	113.94		500			card charges 1/8-31/8/24
23/08/2024	Payment Sense Ltd	dd624	17.88	17.88		500			card charges 1/8-31/8/24
23/08/2024	BOC Ltd	dd625	73.00	73.00		500			gas
28/08/2024	Booker Limited	dd626	427.80	427.80		500			Purchase Ledger DDR Payment
29/08/2024	Vodafone Limited	dd627	42.41	42.41		500			Purchase Ledger DDR Payment
29/08/2024	HSBC	dd628	38.21	38.21		500			bank charges 8/7-7/8/24
30/08/2024	BACS P/L Pymnt Page 2487	BACS Pymnt	37,051.41	37,051.41		500			BACS P/L Pymnt Page 2487
30/08/2024	Global Payments - Direct Debit	dd629	36.00	36.00		500			card charges 1/7-31/7/24
Total Payments:			972,995.99	101,377.69	0.00			871,618.30	

Purchase Ledger for Month No 5

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
27/08/2024	2550		6THSENSE	6THSENSE	199.42	39.88	239.30	4295	150	199.42	website hosting christmas
15/08/2024	25936		AMETHYST	AMETHYST	6,702.09	1,340.42	8,042.51	4210	150	6,702.09	plants summer 24
31/08/2024	57/1441524		AQUAM WATER SERVICES	AQUAM	126.90	25.38	152.28	4290	150	126.90	standpipe hire
15/08/2024	INV-00569412		BDO	BDO	2,520.00	504.00	3,024.00	4580	101	2,520.00	Ltd assurance review ye Mar 24
31/08/2024	3079557449		BOC	BOC	161.70	32.34	194.04	4700	201	161.70	gas
21/08/2024	0273972		BOOKER	BOOKER	360.03	67.77	427.80	4700	201	32.34	bar supplies
								4710	201	163.96	bar supplies
								4152	204	6.99	bar supplies
								4290	150	156.74	bar supplies
29/08/2024	3957		BRANDPEST	BRAND	40.00	8.00	48.00	4187	310	40.00	pest control contract
02/08/2024	10003019379		CASTLE WATER DD	CASTLEWADD	94.60	8.96	103.56	4115	310	94.60	water 1/7-31/7/24
05/08/2024	10003090850		CASTLE WATER DD	CASTLEWADD	73.43	8.12	81.55	4115	205	73.43	water 1/7-31/7/24
05/08/2024	10003101770		CASTLE WATER DD	CASTLEWADD	24.67	2.30	26.97	4115	208	24.67	water 1/7-31/7/24
06/08/2024	10003141687		CASTLE WATER DD	CASTLEWADD	19.17	0.00	19.17	4115	350	19.17	water 1/7-31/7/24
07/08/2024	10003182323		CASTLE WATER DD	CASTLEWADD	28.18	2.10	30.28	4115	320	28.18	water 1/7-31/7/24
02/08/2024	100003043216		CASTLE WATER DD	CASTLEWADD	947.04	107.10	1,054.14	4115	204	947.04	water 1/7-31/7/24
06/08/2024	53811		CBS	CBS	463.13	92.63	555.76	4170	204	463.13	contract 1/8-31/8/24
01/08/2024	Z001029		CBS	CBS	742.66	148.53	891.19	4170	150	742.66	maint contract Aug 24
31/08/2024	62561		CENTRAL COM LIVEPAY	CCMLPAY	74.40	14.88	89.28	4550	101	74.40	payroll aug 24
31/08/2024	P728254		CHAMBERS	CHAMBERS	112.70	22.54	135.24	4155	350	112.70	waste collection aug 24
31/08/2024	P728255		CHAMBERS	CHAMBERS	28.10	5.62	33.72	4155	205	28.10	waste aug 24
31/08/2024	P728256		CHAMBERS	CHAMBERS	254.03	50.81	304.84	4155	204	183.03	waste aug 24
								4156	204	71.00	waste aug 24
13/08/2024	AUGEXP		CHARLOTTE SOANE	CHARLOTTES	12.90	0.00	12.90	4041	204	12.90	August expense
01/08/2024	1067		CITY FUNK	CITYFUNK	2,000.00	0.00	2,000.00	4290	150	2,000.00	motv performance
01/08/2024	INV-D-04370		CLOUDY IT	CLOUDYIT	378.20	75.64	453.84	4484	101	378.20	IT support Aug 24
19/08/2024	INV0098167		ODLINGS LTD	COLUMBARIA	289.00	57.80	346.80	4935	350	289.00	posy on a spiral
23/08/2024	INV0098249		ODLINGS LTD	COLUMBARIA	139.00	27.80	166.80	4935	350	139.00	posy on a spiral

Purchase Ledger for Month No 5

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/07/2024	907740240		MOLSON COORS	COORS	772.84	154.57	927.41	4700	201	772.84	bar supplies
20/08/2024	907815454		MOLSON COORS	COORS	556.23	111.25	667.48	4700	201	556.23	bar supplies
21/08/2024	INV-23308		COSMIC	COSMIC	240.00	48.00	288.00	4435	120	240.00	website services additional co
21/08/2024	INV-23310		COSMIC	COSMIC	1,600.00	320.00	1,920.00	4435	120	1,600.00	harlington website development
21/08/2024	INV-23311		COSMIC	COSMIC	4,200.00	840.00	5,040.00	4435	120	4,200.00	FTC website development
19/08/2024	C000885988		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	HR & H&S Aug 24
								4187	101	154.80	HR & H&S Aug 24
08/08/2024	INV-05195		DTM CONTRACTORS LTD	DTM CONTR	1,029.46	205.89	1,235.35	4122	325	1,029.46	C2 remedials
12/08/2024	INV-05197	4870	DTM CONTRACTORS LTD	DTM CONTR	383.90	76.78	460.68	4170	204	383.90	lightening protection test
17/08/2024	24/11		FLEETJAZZ	FLTJAZ	762.50	0.00	762.50	536	0	42.50	july concert,adv sept
								572	0	720.00	july concert,adv sept
31/08/2024	50395313		GLOBAL PAYMENTS DD	GLOBALDD	36.90	7.38	44.28	4422	201	36.90	bank charges aug 24
23/08/2024	INV-38470		HOGS BACK	HOGSBACK	347.93	69.58	417.51	4700	201	347.93	bar supplies
28/08/2024	INV-38572		HOGS BACK	HOGSBACK	220.89	44.18	265.07	4700	201	220.89	bar supplies
23/08/2024	11786649		HSBC	HSBC	73.76	0.00	73.76	4420	101	73.76	bank charges
23/08/2024	11824726		HSBC	HSBC	63.74	0.00	63.74	4420	101	63.74	bank charges
07/08/2024	AUG24		HSBC	HSBC	38.21	0.00	38.21	4420	101	38.21	bank charges 8/7-7/8/24
07/08/2024	CCARDJUL24		HSBC	HSBC	1,268.18	37.08	1,305.26	4445	101	6.00	CC/CB/JUL24/SIM CARD
								4445	101	6.00	CC/CB/JUL24/SIM CARD
								4445	101	6.00	CC/CB/JUL24/SIM CARD
								4290	150	30.60	CC/CB/JUL24/LANYARDS MOTV
								4290	150	2.60	CC/BC/JUL24/HOSE MOTV
								4290	150	10.06	CC/BC/JUL24/HOSE MOTV
								4290	150	48.35	CC/AR/JUL24/MOTV PRINT
								4290	150	71.00	CC/AR/JUL24/MOTV AD
								4290	150	20.51	CC/AR/JUL24/MOTV AD
								4832	150	384.70	CC/CB/JUL24/REP CAFE INS
								4832	150	17.48	CC/CB/JUL24/REP CAFE BOXES
								4170	204	12.18	CC/BC/JUL24/SCREWFIX

Purchase Ledger for Month No 5

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4486	101	3.30	CC/BC/JUL24/MICROSOFT
								4486	101	343.90	CC/BC/JUL24/MICROSOFT
								4486	101	95.22	CC/BC/JUL24/MICROSOFT
								4700	201	0.90	CC/RM/JUL24/MILK
								4187	204	6.60	CC/AR/JUL24/FIRST AID SUPPLIES
								4187	204	29.75	CC/AR/JUL24/FIRST AID SUPPLIES
								4481	204	9.99	CC/AR/JUL24/SPOTIFY
								560	0	82.69	CC/AR/JUL24/FACEBOOK AD
								4400	204	48.35	CC/AR/JUL24/LANYARDS
								4420	101	32.00	CC/AR/JUL24/ANNUAL CC FEE
01/08/2024	28756		LOOS	LOOS	515.87	103.17	619.04	4290	150	515.87	motv toilets balance
10/08/2024	07241646		MINTNETWORK	MINTNETWOR	106.94	21.39	128.33	4440	101	106.94	tel calls jul 24
29/08/2024	18057		NIGEL JEFFRIES	NIGELJEFFR	580.00	116.00	696.00	4202	350	170.00	install plant bed, concrete
								4202	350	410.00	install plant bed, concrete
31/08/2024	18118		NIGEL JEFFRIES	NIGELJEFFR	13,825.90	2,765.18	16,591.08	4200	208	2,325.76	grnds maint contract aug 24
								4200	301	1,472.10	grnds maint contract aug 24
								4200	310	3,955.58	grnds maint contract aug 24
								4200	315	2,108.56	grnds maint contract aug 24
								4200	320	1,793.10	grnds maint contract aug 24
								4200	325	742.96	grnds maint contract aug 24
								4200	350	1,113.75	grnds maint contract aug 24
								4200	330	314.09	grnds maint contract aug 24
16/08/2024	IN11306091		NPOWER	NPOWER	2,934.26	586.85	3,521.11	4122	204	2,934.26	elec 1/7-31/7/24
16/08/2024	IN11345830		NPOWER	NPOWER	151.79	7.59	159.38	4122	205	151.79	elec 1/7-31/7/24
16/08/2024	IN11353266		NPOWER	NPOWER	10.95	2.19	13.14	4122	310	10.95	CCTV Calthorpe
16/08/2024	IN11345788		NPOWER DD	NPOWERDD	22.78	1.14	23.92	4122	315	22.78	elec 1/7-31/7/24
16/08/2024	IN11345790		NPOWER DD	NPOWERDD	186.82	9.34	196.16	4122	310	186.82	elec 1/7-31/7/24
16/08/2024	IN11345791		NPOWER DD	NPOWERDD	27.99	1.40	29.39	4122	320	27.99	elec 1/7-31/7/24
16/08/2024	IN11345829		NPOWER DD	NPOWERDD	41.20	2.06	43.26	4122	208	41.20	elec 1/7-31/7/24

Purchase Ledger for Month No 5

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/08/2024	3653		NPTREEMANAGE	NPTREE	280.00	56.00	336.00	4250	320	280.00	wickham place remove deadwood
19/08/2024	3654		NPTREEMANAGE	NPTREE	360.00	72.00	432.00	4150	320	360.00	fell 2 dead maples
27/08/2024	3665	4885	NPTREEMANAGE	NPTREE	440.00	88.00	528.00	4250	320	440.00	wickham place remove deadwood
09/08/2024	5864456		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	card charges 1/8-31/8/24
09/08/2024	5864457		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	card charges 1/8-31/8/24
20/08/2024	142901		PEARTECH	PEAR	240.00	48.00	288.00	4460	101	240.00	Cemetery mapping annl fee
28/08/2024	29758	4886	PLAY MUSIC TODAY	PLAY MUSIC	1,054.17	210.83	1,265.00	4185	201	1,054.17	Speaker x 2
23/08/2024	82781	4849	PLAYSAFETY LTD/ROSPA	PLAYSAFETY	630.00	126.00	756.00	4230	208	70.00	annual play area inspection
								4230	310	140.00	annual play area inspection
								4230	315	70.00	annual play area inspection
								4230	320	70.00	annual play area inspection
								4230	325	140.00	annual play area inspection
								4230	330	140.00	annual play area inspection
31/08/2024	001996		CHCLEANING	PRIMA	2,436.70	487.34	2,924.04	4150	204	2,436.70	cleaning 1/8-31/8/24
31/08/2024	001997		CHCLEANING	PRIMA	661.00	132.20	793.20	4150	205	661.00	cleaning 1/8-31/8/24
31/08/2024	001998		CHCLEANING	PRIMA	404.00	80.80	484.80	4150	204	404.00	cleaning 1/8-31/8/24
31/08/2024	001999		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	315	121.00	cleaning 1/8-31/8/24
31/08/2024	002000		CHCLEANING	PRIMA	61.00	12.20	73.20	4150	310	61.00	cleaning 1/8-31/8/24
31/08/2024	002001		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	320	121.00	cleaning 1/8-31/8/24
31/08/2024	002002		CHCLEANING	PRIMA	135.00	27.00	162.00	4150	208	135.00	cleaning 1/8-31/8/24
27/08/2024	27/08/24		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	ashes interment
25/08/2024	23		QUO CONNTECTION	QUOCONNECT	1,200.00	0.00	1,200.00	4290	150	1,200.00	motv performance
28/08/2024	INV-13643		ROUPCYCLE	ROUPCYCLE	480.00	96.00	576.00	4290	150	480.00	motv waste collection
29/08/2024	29/8/24		RUSHMOOR ROTARY CLUB	RUSHMOORRO	130.00	0.00	130.00	4290	150	130.00	bbq for volunteers
11/06/2024	INV-1689		SAPPHIRE	SAPPHIRE	600.00	0.00	600.00	4290	150	600.00	motv performance
01/08/2024	INV-18237		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	web services aug 24
31/08/2024	55044		SHIELD SECURITY SERV	SHIELD SEC	35.00	7.00	42.00	4188	204	35.00	keyholding aug 24
31/08/2024	AUGEXPS		SIAN TAYLOR	SIAN	33.75	0.00	33.75	4041	350	33.75	aug 24 expense
11/07/2024	INV-2276		SOLUTIONS ON STAGE	SOLUTIONS	178.00	35.60	213.60	4175	201	178.00	Supply of goods

Purchase Ledger for Month No 5

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
29/07/2024	INV-2296	4867	SOLUTIONS ON STAGE	SOLUTIONS	1,629.00	325.80	1,954.80	4172	204	1,629.00	inspection and report
25/08/2024	2116		STAGEHEADS LTD	STAGEHEADS	1,350.00	270.00	1,620.00	4290	150	1,350.00	motv performance
25/08/2024	028		STED MANAGEMENT	STEDMANAGE	300.00	0.00	300.00	4290	150	300.00	motv andy stedman
31/08/2024	INV-13310	4883	THE ENERGY AUDITING	TEAM	176.00	35.20	211.20	4172	204	176.00	dec 2024
31/08/2024	24080094		TICKETSOLVE	TICKETSOLV	1,549.32	0.00	1,549.32	4490	201	1,549.32	gross ticket sales aug 24
23/08/2024	AUG24		SUE TILLEY	TILLEY	134.53	26.90	161.43	4290	150	134.53	motv expenses
09/08/2024	346589457/24CR		TOTAL ENERGIES DD	TOTENGDD	-995.55	-199.11	-1,194.66	4120	204	-995.55	Credit note cancel 346589457/2
09/08/2024	349329007/24		TOTAL ENERGIES DD	TOTENGDD	885.94	177.19	1,063.13	4120	204	885.94	gas 31/5-30/6/24
11/08/2024	349939650/24		TOTAL ENERGIES DD	TOTENGDD	112.10	5.61	117.71	4120	205	112.10	gas 30/6-31/7/24
11/08/2024	349939727/24		TOTAL ENERGIES DD	TOTENGDD	21.56	1.08	22.64	4120	208	21.56	gas 30/6-31/7/24
14/08/2024	350286800/24		TOTAL ENERGIES DD	TOTENGDD	458.81	22.94	481.75	4120	204	458.81	gas 30/6-31/7/24
19/08/2024	446188-007		VIRGIN MEDIA	VIRGIN	185.83	37.17	223.00	4487	204	185.83	broadband Aug 24
18/08/2024	B5-662629254		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	mobile 18/8-17/9
								4445	301	11.78	mobile 18/8-17/9
								4445	101	11.78	mobile 18/8-17/9
TOTAL INVOICES					<u>61,852.75</u>	<u>10,511.80</u>	<u>72,364.55</u>			<u>61,852.75</u>	

Finance and Risk Register

FC = FULL COUNCIL, P&F = POLICY & FINANCE , RLA = RECREATION, LEISURE & AMENITIES, HWG = HARLINGTON WORKING GROUP, EC = ESTABLISHMENT COMMITTEE, RWG = RISK WORKING GROUP

Approval date: Council 6th September 2023

Risk Description	TOP CURRENT KEY RISKS	Risk Manager	Committee	Controls in place	Current Risk			Actions / Review Date
					Likelihood	Impact	Rating	
FINANCIAL								
Harlington Lease * Financial risk and loss of community provision if lease not agreed		Executive Officer	FC / HWG	* Meetings with HDC * Legal advice from Solicitors * Harlington Working Group and Council have oversight	3	3	9	* Draft lease has been issued ONGOING
The Harlington Replacement / Refurbishment * Risk to reputation - loss of performance centre in Fleet, Financial implications. * Procurement risks - not complying with latest regulations		Executive Officer The Harlington Manager	FC / HWG	* Keep public informed by newsletters/flyer/website/social media and consultations * Monthly Council meetings * Input from Civic * Quarterly P&F meetings * Harlington Working Group * Planning specialist advice	3	2	6	* HDC Civic Regeneration Project working Group consultee
Finance Management * Unable to deliver services within the resources available to the Council to meet obligations, including keeping the current year's budget within the approved budget framework. * Failure to control cost of major projects/events. * Fraud and theft: Risk of internal asset misappropriation, corruption or fraud deception * Staff have access to the safe, tills, bar and café supplies. The bank account is managed by 3 key staff. * Investments: financial loss, inappropriate investment. * Reserves: Failure to maintain reserves * Banking: difficulty banking due to closures of banks / having to use the post office and safety of person transporting cash to post office * Loss of bookings income: failure to collect income or payments not being made * Inadequate Precept: precept collected not being adequate to cover expenditure * Misuse of Credit Cards: credit cards used for inappropriate spending, not being able to provide evidence of spending * VAT: incorrectly categorising VAT on invoices, incorrect VAT return * Grants: being awarded unfairly or breaching regulations		Executive Officer The Harlington Manager	P&F / FC	* Financial Regulations and Standing Orders in place * Monthly Council meetings * Quarterly P&F meetings * Quarterly projections of Income and Expenditure reported to P&F Committee * Adequate reserves and insurance in place * Financial Risk record in place * CCTV around building including DM office where safe is kept * Cash kept locked in safe in DM Office - key is kept locked in combination box select staff know * Cash ups checked by person completing, Bar Manager / Supervisor and Duty Manager * Two Councillors check all invoices and authorise payments on the bank account * Stock Control in place * Bank account requires two Councillors to authorise any payments * If cash to be banked is over £1000, two people to do banking. Rotation of duties so not always same person * Invoices sent in timely matter. Any debtors chased regularly * Precept agreed as part of budget. Precept can be raised if needed. * Procedures for procurement and investment in place * Bank reconciliations reviewed regularly by RFO and Council * Review of minutes to ensure legal powers are available and the basis of the powers recorded and correctly applies by Internal Auditor * Credit Card Policy in place. Agreed limits on each card. Statements and receipts signed off by Executive Officer and two Councillors * VAT consultant in place. Most invoices provide VAT breakdown. 'Cheat sheet' of VAT amounts for when doing finances * Grant Application Form and supporting documentation guidelines in place. All grants have to be approved by P&F or Full Council. Register of grants awarded each financial year kept. * £2m Fidelity Guarantee included in insurance policy	2	3	6	* Finance risk assessment carried out to be reviewed by P&F DRAFTED
Market * Reputational risk if market provider fails to meet his contractual obligations. * Financial risk of not receiving rent from operator when requested		Executive Officer	P&F / RLA	* Market operator supplies Risk Assessment for day to day running of the market * Market currently operated by CIC group * Contractor Management * Quarterly RLA meetings to monitor any issues * Market operator agreement in place	2	3	6	
Procurement * Work incorrectly tendered or incorrectly awarded		Executive Officer	FC / P&F	* Contract and Tender templates in place * Financial regulations set out award of contracts * Contracts over £25k are tendered on Contract Finder. Three quotes obtained for contracts between £3k and £25k. Contracts over £213k will be procured in line with current legislation. * BIDS evaluated by two staff + finance officer + two Councillors. Report and recommendation written to Council * All tenders/contracts awarded by Full Council	2	3	6	
Bus Services * Fleet Connect - loss of service. Financial and reputational risk		Executive Officer	P&F	* Annual grant given to help maintain service * Usage statistics provided to monitor service * Liaison with joint funders * Community transport Working Group (external)	2	1	2	
Tennis * Income unable to meet sinking fund LTA (Lawn Tennis Association) requirements		Executive Officer Project Officer	RLA	* Regular budget monitoring and ensure amount is included in annual budget * Regular adverts on social media, newsletters etc. * Quarterly RLA meetings	1	2	2	

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Risk Description	TOP CURRENT KEY RISKS	Risk Manager	Committee	Controls in place	Current Risk			Actions / Review Date
					Likelihood	Impact	Rating	
Property / H&S Management								
The Harlington * Disruption risk due to power cuts, failure of electrics, boiler or water causing loss of revenue and/or expensive repairs. * Toilets are also a constant problem and the loss of these would result in the building closing. * Public Conveniences: risk of legionella, failure to maintain facilities, risk of hazardous substances * Bar services: Failure to maintain statutory requirements for service provision * IT: disruption to ticketing/till systems		The Harlington Manager	RLA /P&F/ FC	* Quarterly RLA meetings * Front of House Risk Assessment in place * Technical Risk Assessment in place * PAT carried out annually on electrical equipment * Facilities - Building Health and Safety Risk assessment in place * Booking form to be completed when hiring to identify high risks * Contractor Management in place * Contracts are signed by all service providers (Artists, Film, Comedy Club etc.) * Annual review of all assets * Fire Risk Assessment carried out by Chubb in November 2022 * H&S consultancy services to be contracted * Contracts in place to test for legionella * Daily & weekly checks in place * Annual water inspection * Maintenance contracts in place * Substances controlled/securely stored by trained persons and records kept * Bar risk assessments in place * Premises Licence in place * The Harlington Manager is the Designated Premises Supervisor. The Bar Manager also has a personal licence to sell alcohol. * The Bar Manager is responsible for stock ordering and control * Coffee machine pressure tested annually (when cafe in use) * Bar Manager is responsible for issuing detailed instructions to staff and maintaining training records * A professional stocktake is appointed annually * Fridge and freezer temperature checks carried out daily * The Bar Manager is responsible ensuring that staff sign the opening and closing checklist * Training for Food Hygiene mandatory. SFBB food hygiene documents in place and reviewed annually. * Food Hygiene Rating tested by District Council * Ticketing system is a large external company unlikely to go out of business * Till system is an external company * Insurance in place * Data backed up regularly	3	2	6	* Arrange contract for H&S consultant service
Health and Safety Management * Procedures not followed resulting in member of staff/customer injured with consequence of: # Possible corporate manslaughter # Failure of statutory requirements # Insurance claim against the Council # Loss of reputation # Adverse media * Financial/ reputational loss due to change in HSE requirements * Reliance on health and safety advisor and scaling back of duties		Executive Officer Facilities & Open Spaces Manager (Parks, Office) The Harlington Manager	FC	* Health & Safety consultancy required for audit check and ad hoc advice * Management checks carried out monthly to ensure paperwork is completed following required tests *Management walk arounds to ensure compliance * Contractor Management in place - light touch * Risk meetings twice year (or more if required) *Health and Safety Policy in place * Risk Assessments in place for each area * COSHH register reviewed/updated annually. Hazardous substances stored securely i.e. cleaning cupboards, paint store etc. * Asbestos Register in place and annual checks carried out on condition of asbestos containing materials * Daily, weekly, monthly checks in place (water temps, flushing, ladders, fridge temps, first aid, emergency lighting, lifting aids etc. * Annual fire evacuation drill * Fire alarms tested weekly * Appropriate PPE provided i.e. work gloves for DM's moving tables, chemical resistant gloves/goggles for line cleaning * H&S actions spreadsheet in place and reviewed with staff * New staff H&S induction * Fire Evac procedure/policy in place and staff have Fire Warden, First Aid and Manual Handling training	2	3	6	* Clear H&S responsibilities to be discussed with relevant staff to embed process *New H&S Consultant to be found asap.
Building Condition * Failure of the fabric and services of buildings resulting in injury to individuals and/or non-compliance with relevant legislation or unavailability of buildings/ breach of contract * Plant failure i.e. boilers: loss of revenue through closure of building/cancellation of shows		The Harlington Manager Facilities & Open Spaces	FC	* Review of assets has included a condition survey of The Harlington that has informed a view of requirements * Contracts in place for maintenance * Health & Safety Consultant to be contracted for advice * Asbestos Register and annual check of condition of asbestos containing items * Quotes being obtained for boiler replacement if required in an emergency * Lease tenants responsible for own asbestos checks	2	3	6	
Drainage * Risk of flooding		Facilities & Open Spaces Manager	RLA	* Arrangements in place with agencies/district * Grounds maintenance - i.e. ditches * Council owns aqua vac that can help clear up small floods in council buildings	2	2	4	
Play Areas and Skatepark * Failure to maintain assets resulting in injury.		Facilities & Open Spaces Manager	RLA	* Weekly checks by Grounds Maintenance * Regular checks by FOSM				

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					Likelihood	Impact	Rating	
* Not acting on ROSPA high risks in a timely manner				<ul style="list-style-type: none"> * Annual checks by ROSPA * Proper records maintained * CCTV in place in some parks * Quarterly RLA meetings to report and act on issues * Public liability insurance * Ensure enough is budgeted to adequately maintain assets 	2	2	4	
Ancells Farm Community Centre and Pavilions * Disruption risk due to failure of electrics, boiler or water causing loss of revenue and/or expensive repairs. * Financial risk from non-payment for bookings * Public Conveniences: risk of legionella, failure to maintain facilities, risk of hazardous substances		The Harlington Manager Facilities & Open Spaces Manager	RLA	<ul style="list-style-type: none"> * Facilities - All Buildings have a Health and Safety Risk assessment in place * Booking form to be completed when hiring to identify high risk * Bookings diary maintained to ensure no possibility of double booking event * Contractor Management in place * Annual review of all assets * Health & Safety Consultant to be contracted for advice * Daily & weekly checks in place * Annual water inspection * Maintenance contracts in place * Substances controlled/securely stored by trained persons and records kept * Quarterly RLA/P&F meetings 	1	3	3	
Land and Open Spaces * Failure to maintain assets * Failure to collect income * Failure to maintain records * Nuisances: Risk of nuisance of noise routinely in Parks which causes upset to residents. Risk of environmental nuisance such as tree falling on property. * Traveller Incursion: Public Spaces not available to residents. Fouling of Public Spaces causing health hazard. * Land not registered / deferred back to Crown		Facilities & Open Spaces Manager	RLA	<ul style="list-style-type: none"> * Ground maintenance contract and weekly check sheets * Invoices sent regularly and recovery action taken where necessary * Asset register and land registry documents maintained/stored safely * Observe good neighbour procedures, deal with any complaints in a speedy and sympathetic manner * Restricted access to some parks and open spaces e.g. height barrier bollards, gate locks * Quarterly RLA meetings * Regular checks by Facilities and Open Spaces Manager * Annual tree survey carried out and remedial works completed 	1	2	2	
Provision of Office Accommodation * Disruption due to poor/faulty office equipment/furniture/conditions		Executive Officer Finance & Admin Manager Facilities & Open Spaces Manager	FC	<ul style="list-style-type: none"> * Periodic inspection of equipment/furniture * DSE (Display Screen) Assessments completed * Periodic maintenance of machinery * Signage and regular fire testing in place * Contractor management in place * Quarterly RLA meetings 	1	2	2	
Operational Continuity * Unable to provide services, physical loss of office space, documents and equipment		Executive Officer The Harlington Manager	FC	<ul style="list-style-type: none"> * Policies and Procedures * Quarterly P&F meetings * Staff have multi skills across different areas * In case of office becoming unusable, staff are equipped to work from home until other measures put in place * Computer drives backed up daily to cloud and weekly to cartridges for 'bare metal recovery' (RBS, photos drive etc.) 	1	2	2	
IT								
Cyber Attack * Risk to security of data, including risk of extortion. * Increasing reliance on internet services brings new opportunities and new threats from the actions of hackers, criminals or foreign intelligence services. * Unable to access IT due to a cyber attack * Equipment and Security is compromised		Executive Officer	FC	<ul style="list-style-type: none"> * Software in place and kept up to date by IT consultant * Data regularly backed up and held off-site * Redistribution of tasks amongst other staff * Part of National Cyber Security centre project * Joined National Cyber Security Centre Pilot for Town Councils 	2	3	6	* FTC is now part of the project. Review by GCHQ in the Autumn * Insurance for cyber security to be considered
Cloud based systems and backups * Loss of data. Loss of server/no longer supported * Data security and hacking - not being able to work if internet goes down		Executive Officer	FC	<ul style="list-style-type: none"> * Verify UK based. Back ups to cloud but also physical backup - hard drives stored in fire proof safe. * Working from home possible if work internet goes down 	1	3	3	

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					Likelihood	Impact	Rating	
Legal								
Climate Change - effect on building operations * Extreme temperatures in office and discomfort of/danger to staff. * Shows/bookings being cancelled due to extreme weather resulting in a loss of revenue.		Executive Officer The Harlington Manager	CCWG / FC	* Fans/blowers around building for extreme heat and portable fan heaters for when temperatures are low * Grit for paths when snowing * Temporary stick on blinds for skylights in office during extreme heat * Usual office attire relaxed when temperatures very low or very high * For Harlington shows bookings must give advance warning of cancelling a booking in order to be eligible receive a refund * Where possible shows are rearranged to a new date to retain income rather than cancelling * Working from home supported in extreme conditions to safeguard staff	3	3	9	* To look into cost of portable AC units
Council Meetings * Failure to comply with statutory requirements and loss of effectiveness		Executive Officer	FC	* Council Standing Orders * Council Financial Regulations * Internal Audit completed annually * External Audit completed annually * Annual Residents' Meetings * A minimum number of Councillors for each committee in order for meeting to take place in place * Policy in place for public participation at meetings	2	2	4	* Vision Plan to be implemented October 2023
Failure in Governance * Risk of breach of legislation * Gifts: failure to declare gifts. Risk to reputation if not declared. * Code of Conduct: Councillors failing to follow policies and/or bringing the Council into disrepute * Transparency: Council not complying with transparency regulations * Data protection: Risk of breach of data by inadequate data handling and not adequately preventing and minimising security incidents resulting in loss of data, unlawful sharing of data, reputational damage and financial penalties levied by the Information Commissioner's Office		Executive Officer The Harlington Manager	FC	* Standing Orders * Internal Auditor reviews and ad hoc advice * Councillor pecuniary interests updated each year and published on website * Code of Conduct policy in place for councillors * Councillors and staff can view essential policies on the Council's website * Committee structure in force * Risk Review meeting to check twice a year * Staff training * Gift Register kept by the Executive Officer * Registration with Information Commissioners Office annually reviewed and renewed * Data Protection policy and Privacy Notices in place * Staff have attended data protection training * All Councillors invited to GDPR training however not all have attended training yet * Confidential information stored on secured drives with limited staff access and hard copies locked away with keys limited to management staff * Review all FTC databases to delete records that are no longer needed * Ensure all Councillors are trained and reminded not to forward emails to their private account * Local Council Insurance * Membership with HALC, NALC, SLCC. Live Pay manages payroll and calculates pensions/NI/Tax. Sussex HR for employment law advice * Transparency code lists what information should be available on website and reviewed by internal auditor * Freedom of Information procedures in place * When a councillor vacancy arises legal process followed for either election or co-option * If Council were to drop down to 1/3 of its original 18 members advice would be sought from Hart DC	2	2	4	* Retention Policy to be written and taken to P&F DRAFTED
Employment of staff * Loss of key staff * Lack of training * Failure to comply with regulations * Changes to employment legislation inc. pay		Executive Officer The Harlington Manager Finance & Admin Manager	FC / EC	* HR consultant employed for advice etc. * Disciplinary and Grievance policies in place * Staff have contracts and job descriptions. Contracts detail notice periods * Staff have annual appraisals * Establishment Committee for dealing with issues * Insurance in place * Parish would appoint a locum Clerk through direct advertising or HALC to cover absence of Clerk. Open Spaces Manager has sat CILCA course so could temporarily cover some legal aspects	2	2	4	
Council Tenancies * Risk of not meeting legal requirements under tenancy agreements or failing to ensure statutory obligations are not undertaken by tenants.		Executive Officer	FC	* Full review recently taken place	2	3	6	* System to be setup to regularly track and monitor actions required and changes in legislation * Some responsibilities are with the landlord
Council Property and Documents * Legal liability, loss of assets, no backup of physical documents		Executive Officer Harlington Manager	FC	* Public Liability Insurance in place * Asset Register maintained and reviewed annually * Freedom of Information requests logged * Electronic data backed up regularly and held off-site * Maintenance contract for building maintenance and lifts * Regular maintenance and inspections for assets and property * Assets & investments reviewed by P&F and Internal Auditor	2	1	2	
CCTV * Failure to comply with statutory requirements.		Facilities and Open Spaces Manager	RLA	* ICO Data Protection Registration * Liaison with local enforcement agencies * Regular data protection training	2	1	2	

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					Likelihood	Impact	Rating	
Reputational								
Crisis Management * Failure to respond effectively to public relations / media crisis or negative press		Executive Officer	FC	* Press and Social Media policies/procedures in place * Defined communication strategy * Arrangements in place with agencies/district for physical crisis	2	2	4	* Recruitment of a Communications Officer
Lack of Succession Planning for Senior Staff and major changes in Councillors * Loss of knowledge to drive the Council business forward in the long term		Executive Officer Harlington Manager	FC / RWG/ EC	* Identify expert incumbents who possess critical knowledge and skills * Procedures to be produced * Notice periods to be reviewed by Establishment Committee * Create succession plan * Training current staff * Establishment Committee 3 times per year * Multi Skill training * Paperwork/manuals for councillors to help bring them up to speed	2	2	4	
Cemetery * Failure to keep appropriate records. Failure to keep the burial ground in good order. Capacity to deal with influx of interments during pandemic. Cemetery is nearly full for burials		Cemetery Clerk	RLA	* Cemetery health and safety risk assessment * Epitaph database used to manage grave allocation * Cemetery maintenance included in grounds maintenance contract * Public Liability Insurance in place * Headstone/ kerbstone survey carried out annually * Software can be accessed remotely * Plans in place for pandemic * Contractor management in place * Quarterly RLA meetings * Extension to cemetery completed	1	2	2	
External Communications * Defamation, non-production, failure to meet requirements i.e. non political content. * Social Media: Bringing the council into disrepute * Website: Website not maintained / not meeting standards		Project and Committee Officer	FC	* Advice sought for sensitive content * Distribution slots for communications booked in advance and performance monitored * Multiple people proof read content * Only approved content published and access to social media and website accounts restricted to specific staff members * Social Media Policy in place and signed by staff * Regular content and legislation reviews	1	2	2	

KEY

❖ Financial – loss of money
❖ Security – fraud, theft, embezzlement
❖ Property / H&S Management
❖ Legal – breaking the law or being sued
❖ IT – failure of IT systems or misuse or data loss
❖ Reputational – actions taken could harm the authority’s public reputation.

10a. REVIEW OF FINANCIAL REGULATIONS

FTC Financial Regulation	NALC Financial Regulation	Comments
<p>1.1 These financial regulations govern the <i>conduct</i> of financial management by the Council and may only be amended or varied by resolution of the Council. <i>The Council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.</i></p>	<p>1.1 These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. <i>They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.</i></p>	<p>FTC has some additional commentary on the Council's responsibilities. This commentary is accurate and adds additional substance.</p> <p>NALC includes the fact that the financial regulations form part of the governing documents, along with Standing Orders.</p> <p>Recommendation – include NALC's statement for clarity and because it ties with the Publication Scheme.</p>
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p>1.2 Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.</p>	<p>There is no reference in the Declaration of Acceptance of Office or Councillor Code of Conduct requiring Members to comply with governance documents, so recommend inclusion.</p>
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p>1.3 Wilful breach of these regulations by an employee may result in disciplinary proceedings.</p>	<p>There is no reference in staffing policies requiring Officers to comply with governance documents, so recommend inclusion.</p>
<p>1.2 <i>The Executive Officer is the Proper Officer of the Town Council for the purpose of Section 112 of the Local Government Act 1972 and is also the Responsible Financial Officer (RFO) for the purpose of Section 151 of the same Act. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the</i></p>	<p>1.5 <i>The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;</i></p> <ul style="list-style-type: none"> • acts under the policy direction of the council; • administers the council's financial affairs in accordance with all <i>Acts, Regulations</i> and proper practices; • determines on behalf of the council its accounting records and control systems; • ensures the accounting control systems are observed; 	<p>FTC spells out the legal roles of Proper Officer and RFO.</p> <p>NALC has added two additional RFO responsibilities.</p> <p>Recommend FTC retain their legal definitions of roles and add the additional two responsibilities from NALC.</p> <p>Would also recommend reverting back to using bullet points rather than sentences</p>

FTC Financial Regulation	NALC Financial Regulation	Comments
<p>accounting records of the council are maintained and kept up to date <i>in accordance with proper practice</i>.</p>	<ul style="list-style-type: none"> ensures the accounting records are kept up to date; <i>seeks economy, efficiency and effectiveness in the use of council resources; and</i> <i>produces financial management information as required by the council.</i> 	<p>as it is easier to identify each responsibility. This is a matter of visual clarity not one of factual substance.</p>
<p>1.3 In the event that the Executive Officer is unable to fulfil these responsibilities owing to illness or other cause another duly authorised person shall be the appointed Proper Officer and RFO.</p>		<p>As it is a legal requirement to have a Proper Officer and RFO, appropriate to retain. However, could be excluded if contained within a Business Continuity document.</p>
<p>1.4 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practice.</p>	<p>2.4 At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.</p>	<p>Annual Governance Statement is the more accurate term, therefore recommend using NALC wording.</p>
<p>1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 or other regulations then in force.</p> <p>1.6 In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners’ Guide which is published jointly by NALC and SLCC and updated from time to time.</p>	<p>1.4 In these Financial Regulations:</p> <ul style="list-style-type: none"> ‘Accounts and Audit Regulations’ means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified. <i>“Approve” refers to an online action, allowing an electronic transaction to take place.</i> <i>“Authorise” refers to a decision by the council, or a committee or an officer, to allow something to happen.</i> ‘Proper practices’ means those set out in The Practitioners’ Guide Practitioners’ Guide refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local 	<p>NALC’s legal references are more up to date than FTC’s.</p> <p>NALC has added definitions of ‘approve’ and ‘authorise’.</p> <p>NALC has explained how the difference between a statutory and non-statutory requirement is shown in its model both through use of words and use of bolding.</p> <p>Recommend updating FTC’s definition to NALC’s one.</p> <p>Members choice to add in other definitions or not – they add clarity but don’t impact substance.</p> <p>Recommend combining 1.5 and 1.6 and formatting in line with NALC. This is a</p>

FTC Financial Regulation	NALC Financial Regulation	Comments
	<p>Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.</p> <ul style="list-style-type: none"> • <i>‘Must’ and bold text refer to a statutory obligation the council cannot change.</i> • <i>‘Shall’ refers to a non-statutory instruction by the council to its members and staff.</i> 	<p>matter of visual clarity not one of factual substance.</p>
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p>1.6 The council must not delegate any decision regarding:</p> <ul style="list-style-type: none"> • setting the final budget or the precept (council tax requirement); • the outcome of a review of the effectiveness of its internal controls • approving accounting statements; • approving an annual governance statement; • borrowing; • declaring eligibility for the General Power of Competence; and • addressing recommendations from the internal or external auditors 	<p>This is bolded in the model so refers to statutory requirements. As such, recommend it is added.</p>
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p>1.7 In addition, the council shall:</p> <ul style="list-style-type: none"> • authorise any grant or single commitment in excess of [£5,000] 	<p>NALC sets out when any item over a value to be determined in the financial regulations MUST come to full Council for approval, regardless budgets. This is good practice for several reasons:</p> <ul style="list-style-type: none"> • it ensures that resources are being allocated in a way that supports long-term objectives and community priorities • it ensures that major expenditures or initiatives are subject to oversight, reducing the risk of mismanagement or unintentional deviation from the council's intentions.

FTC Financial Regulation	NALC Financial Regulation	Comments
		<ul style="list-style-type: none"> • High-level commitments often carry significant risks. Council approval provides an opportunity to assess and mitigate these risks, ensuring that all potential impacts have been considered before proceeding. • By formally approving high-level commitments, the council reinforces its role in governance and decision-making. <p>Recommend including in FTC financial regulations and that the level be set at £25,000.</p>
[currently do not have this in the FTC Financial Regulations]	4.1 Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.	This is bolded in the model so refers to statutory requirements. As such, recommend it is added.
<p>2.1 Officers shall formulate and submit proposals to the Policy and Finance Committee in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of October each year.</p> <p>2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council</p> <p>2.5 The Council shall consider the need for and shall have regard to a three-year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual budget.</p>	<p>4.3 No later than [month] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.</p> <p>4.5 Each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of [November] each year.</p>	FTC regulations set out the budget process and covers all the elements raised in NALC's model. No change required.

FTC Financial Regulation	NALC Financial Regulation	Comments
	4.6 The draft budget {with any committee proposals and [three-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {finance committee and a recommendation made to the} council.	
2.3 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.	4.7 Having considered the proposed budget and [three-year] forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than [the end of January] for the ensuing financial year. 4.9 The RFO shall issue the precept to the billing authority no later than the end of February and supply each member with a copy of the agreed annual budget.	Recommend changing second sentence to match NALC as sets out legal time frame.
2.4 The annual budgets shall form the basis of financial control for the ensuing year	4.10 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.	No change required.
[currently do not have this in the FTC Financial Regulations]	4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [October] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The RFO will inform committees of any salary implications before they consider their draft their budgets.}	Data Protection legislation means details of salaries cannot be made publicly available except as proscribed in the Transparency Act. However, as salaries form a significant element of the Council's budget, visibility of the detail is important and this details a way of evidencing fiscal responsibility whilst maintaining confidentiality. Recommend including. Normally this would fit best under the Establishment Committee, but due to timing of scheduled meetings it won't work practically and so may be better as a Policy and Finance responsibility.

FTC Financial Regulation	NALC Financial Regulation	Comments
[currently do not have this in the FTC Financial Regulations]	4.4 Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}	Details how unspent budgets should be treated. If not included, then unspent budgets would form part of General Reserves.
[currently do not have this in the FTC Financial Regulations]	4.8 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.	This is a new requirement. This is bolded in the model so refers to statutory requirements. As such, recommend it is added.
	4.11 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant committee}.	Not sure adds any value as treatment of reserves already within 2.1 and 2.2
3.1 Budget and Responsibilities – table not reproduced	[Not in NALC model]	This is normally contained within a Scheme of Delegation.
3.1.1 No expenditure may be incurred that will exceed the amount provided in the budget for that Committee's expenditure.	5.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.	Recommend the phrase 'except in an emergency' be added.
3.1.2 The RFO shall regularly provide the Policy and Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget and year end projections. These statements are to be prepared at least at the end of each financial quarter.	4.10 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.	This could potentially be combined with 2.4 or remain as a stand-alone regulation.

FTC Financial Regulation	NALC Financial Regulation	Comments
<p>3.2.1 The Executive Officer is authorised to spend all budgeted items to deliver the smooth running of the Council.</p> <p>3.2.2 The Harlington General Manager may spend, without further authorisation, any amount within budget that falls within the Harlington cost centres 200-205.</p> <p>3.2.3 The Executive Officer and The Harlington General Manager are authorised to manage the items within a cost centre provided it does not exceed the net cost centre total</p>	[Not in NALC model]	This is normally contained within a Scheme of Delegation.
<p>3.2.4 The Executive Officer may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision subject to a limit of £1000. The Executive Officer shall report the action to the Council as soon as practicable thereafter.</p>	<p>5.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.</p>	<p>Recommend Members consider raising limit to £2,000 in line with NALC as £1,000 doesn't buy much. But also add in the requirement to consult with the Chair.</p>
<p>3.2.5 The Executive Officer may arrange in consultation with the Chairman of the Council, to effect an emergency repair to an unlimited amount on any matter which carries a high risk to staff or members of the public, or a high risk in relation to loss of assets</p>		<p>NALC does not make a distinction between 'urgent' and 'high risk' but it is a reasonable distinction.</p> <p>FTC regulation doesn't require action taken under this regulation to be reported to Council which is a failing. Recommend adding in that requirement.</p>
<p>4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.</p>	<p>3.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.</p>	<p>No change required.</p>
<p>4.2 The RFO shall complete the annual financial statements of the Council, including the Council's annual return, as soon as practicable after the end of</p>	<p>3.4 The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and</p>	<p>Recommend updating to NALC's wording as removes duplication (annual return and AGAR are the same document).</p>

FTC Financial Regulation	NALC Financial Regulation	Comments
<p>the financial year and shall submit them and report thereon to the Council</p> <p>4.3 The RFO shall complete the Accounts of the Council contained in the Annual Governance and Accountability Return (AGAR) (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the AGAR for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.</p>	<p>Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.</p>	
<p>4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practice. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.</p>	<p>3.5 The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.</p> <p>3.6 Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.</p>	<p>No change required.</p>
<p>4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.</p>	<p>3.7 The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.</p> <p>3.8 The council shall ensure that the internal auditor:</p> <ul style="list-style-type: none"> • is competent and independent of the financial operations of the council; 	<p>NALC's 3.7 contains more detail on what the Internal Auditor should review. But 'proper practices' includes compliance with the Practitioners Guide so FTC's is more concise.</p>

FTC Financial Regulation	NALC Financial Regulation	Comments
	<ul style="list-style-type: none"> • reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year; • can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and • has no involvement in the management or control of the council 	
<p>4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.</p>	<p>3.11 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.</p>	<p>Recommend updating to NALC wording.</p>
<p>4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.</p>	<p>3.12 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.</p>	<p>No change required.</p>
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p>3.2 The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:</p> <ul style="list-style-type: none"> • day-to-day entries of all sums of money received and expended by the council and the matters to which they relate; • a record of the assets and liabilities of the council; 	<p>This is bolded in the model so refers to statutory requirements. As such, recommend it is added.</p>

FTC Financial Regulation	NALC Financial Regulation	Comments
[currently do not have this in the FTC Financial Regulations]	3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.	Not sure it adds anything of value.
[currently do not have this in the FTC Financial Regulations]	<p>3.9 Internal or external auditors may not under any circumstances:</p> <ul style="list-style-type: none"> • perform any operational duties for the council; • initiate or approve accounting transactions; • provide financial, legal or other advice including in relation to any future transactions; or • direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor. <p>3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.</p>	Given 'proper practice' is referred to already and that includes adhering to the Practitioners Guide, not sure these add any value.
5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Policy and Finance Committee. They shall be regularly reviewed for efficiency.	<p>6.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [name bank]. The arrangements shall be reviewed [annually] for security and efficiency.</p> <p>1.7 In addition, the council shall:</p> <ul style="list-style-type: none"> • determine and regularly review the bank mandate for all council bank accounts; 	<p>NALC advises that banking arrangements cannot be delegated to a Committee but must be done by Full Council therefore recommend FTC change approval to Full Council.</p> <p>Would also recommend arrangements be reviewed at least once an administration and this be included in this financial regulation.</p>
[currently do not have this in the FTC Financial Regulations]	7.1 Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The	Whilst this can fall under the heading of 'banking arrangements', it may be useful to specify a minimum number of

FTC Financial Regulation	NALC Financial Regulation	Comments
	<p>bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}</p>	<p>Councillors required on the mandate to ensure payment function can continue during periods of high levels of leave e.g. July / August.</p> <p>For a Council of this size, it should not be necessary to have the Clerk be a signatory – this is likely aimed at smaller Councils.</p>
<p>6.1 Payments shall be effected electronically or cheque drawn on the Council's bankers. Electronic payments will be made by BACS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made.</p>	<p>6.10 The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.</p>	<p>Recommend we remove ability to pay by cheque. With closure of banks in the High Street, many organisations are refusing to accept cheques and FTC have not made a payment by cheque in last 24 months.</p>
<p>6.2 All invoices for payment shall be examined, verified and certified by the RFO. The RFO shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.</p> <p>6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall allocate them to the appropriate expenditure heading. The RFO shall take all steps to settle all invoices submitted, and which are in order, within 14 days of receipt.</p>	<p>6.3 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.</p>	<p>Recommend using NLAC's wording as more succinct. But add in FTC comment about settling invoices within 14 days.</p>
<p>6.4 Invoices will be scanned and sent via email to signatories of the bank together with the purchase ledger show the list of payments to be made and the BACS payment schedule.</p>	<p>7.4 The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies</p>	<p>No change required</p>

FTC Financial Regulation	NALC Financial Regulation	Comments
	of the relevant invoices, shall be sent [by email] to [two] authorised signatories.	
6.5 Two bank signatories will check the invoices against the purchase ledger report and BACS payment schedule; using the security device provided by the bank they will authorise the payment electronically or sign a raised cheque. An email should then be sent confirming the authorisation.	7.6 Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system. 7.7 Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.	No change required
6.6 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement. a) A cash a float of up to £100 for the administrative office and up to £2,500 for the Harlington for the purpose of defraying operational and other expenses and floats. Vouchers for payments made from petty cash shall be kept to substantiate the payment. b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations. c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.	10.1 {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} OR {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses. a. Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment. b. Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations. c. Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}	No change required
6.7 If thought appropriate by the Policy and Finance Committee, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed	7.9 With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse	No change required

FTC Financial Regulation	NALC Financial Regulation	Comments
by two members and any payments are reported to council as made.	collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.	
[currently do not have this in the FTC Financial Regulations]	<p>6.2; 6.4; 6.5; 6.6; 6.7; 6.8 (Banking & Payments)</p> <p>7.2; 7.3; 7.5, 7.8; 7.10, 7.11; 7.12, 7.13; 7.14 (Electronic Payments)</p> <p>8.1; 8.2; 8.3; 8.4 (Cheque Payments)</p> <p>9.1; 9.2; 9.3; 9.4 (Payment Cards)</p>	None of these are statutorily required and are about processes for payments. FTC's financial regulations around payments are sufficient, so no change required.
[currently do not have this in the FTC Financial Regulations]	<p>6.9 The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:</p> <ul style="list-style-type: none"> i. {any payments of up to [£500] excluding VAT, within an agreed budget}. ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises. iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}. 	<p>Members may wish to allow the Clerk and RFO to have delegated authority to transfer funds to maximise interest income. If minded, they should set an appropriate limit. In setting this limit, it should be noted highest payment run amount made in the last 12 months was £83,000.</p> <p>None of the other requirements are necessary given the size of FTC and the ability to use credit cards.</p>

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	iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].	
7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by the Establishment Committee	<p>11.1 As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.</p> <p>11.3 Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.</p>	No change required
7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.	<p>11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.</p> <p>11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.</p>	No change required.
[currently do not have this in the FTC Financial Regulations]	11.2 Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.	While a statutory requirement, FTC does not pay allowances to Councillors so exclusion from Financial Regulations acceptable. Should FTC ever change its position on allowances to Councillors, this provision would need to be added in.
[currently do not have this in the FTC Financial Regulations]	11.7 Any termination payments shall be supported by a report to the council, setting	Not sure it adds anything of value.

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	<p>out a clear business case. Termination payments shall only be authorised by the full council.</p> <p>11.8 Before employing interim staff, the council must consider a full business case.</p>	
8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period	NALC does not have an equivalent regulation	
8.2 The Council should diversify its risk away from all funds being held in one institution.	NALC does not have an equivalent regulation	This is normally part of the Investment Policy – is this still required?
8.3 All investments of money under the control of the Council shall be in the name of the Council.	12.4 All investment of money under the control of the council shall be in the name of the council.	No change required
8.4 The Council’s investment strategy is to secure maximum interest from interest bearing accounts taking into account 8.2 above	NALC does not have an equivalent regulation	This is normally part of the Investment Policy – is this still required?
8.5 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.	12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.	No change required.
8.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO	12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.	No change required.
[currently do not have this in the FTC Financial Regulations]	12.2 Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.	If Members can see any situation where the Council may enter into a financial arrangement as specified then this regulation should be included.
[currently do not have this in the FTC Financial Regulations]	12.3 The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance	A Treasury & Investment Policy is on the agenda for FC 3 September 2024 as recommended by the Internal Auditor.

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	on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.	Consequently, this regulation is now relevant and should be considered for inclusion in FTC's financial regulations.
[currently do not have this in the FTC Financial Regulations]	12.6 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.	Not sure this adds anything.
9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO	13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.	No change required
9.2 The appropriate Committee will review all fees and charges annually, following a report of the Executive Officer.	13.2 The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.	No change required
9.3 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.	13.3 Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.	FTC must minute Council's approval to write off bad debts but noting this in the Rialtas accounting package, while good practice, is not a legal requirement.
9.4 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary. 9.5 The origin of each receipt shall be entered on the paying-in slip.	13.4 All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.	Could merge as NALC has, but otherwise, no change required.
9.6 Personal cheques shall not be cashed out of money held on behalf of the Council	13.5 Personal cheques shall not be cashed out of money held on behalf of the council.	No change required.
9.7 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in	13.6 {The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is	No change required.

FTC Financial Regulation	NALC Financial Regulation	Comments
accordance with VAT Act 1994 section 33 shall be made at least quarterly.	submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}	
9.8 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash	13.7 {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}	No change required
[currently do not have this in the FTC Financial Regulations]	13.8 {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}	Not applicable
10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.	5.20 An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.	Would recommend adding in requirement to retain evidence of receipt of goods – otherwise no change required.
10.2 Order books shall be controlled by the RFO.	5.21 Any ordering system can be misused and access to them shall be controlled by [the RFO].	No change required
10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining two or more quotations or	5.1 Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained,	No change required

FTC Financial Regulation	NALC Financial Regulation	Comments
estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (1) below.	usually by obtaining prices from several suppliers.	
<p>11.1 Procedures as to contracts are laid down as follows:</p> <p>(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:</p> <ul style="list-style-type: none"> (i) for the supply of gas, electricity, water, sewerage and telephone services; (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants; (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant; (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council; (v) for additional audit work of the external Auditor up to an estimated value of £500; <p>Fleet Town Council Financial Regulations May 2024 - draft Page 7 of 9 (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.</p> <p>(b) Where it is intended to enter into a contract exceeding £30,000 including VAT in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer shall use www.contractsfinder.service.gov.uk and / or Find A Tender to advertise the tender.</p>	<p>5.3 Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.</p> <p>5.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:</p> <ul style="list-style-type: none"> i. specialist services, such as legal professionals acting in disputes; ii. repairs to, or parts for, existing machinery or equipment; iii. works, goods or services that constitute an extension of an existing contract; iv. goods or services that are only available from one supplier or are sold at a fixed price. <p>5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.</p> <p>5.13 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.</p> <p>5.5 Where the estimated value is below the Government threshold, the council shall (with</p>	No change required.

FTC Financial Regulation	NALC Financial Regulation	Comments
<p>(c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.</p> <p>(d) Such invitation to tender shall state the general nature of the intended contract and the Executive Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Executive Officer. Each tendering firm shall be supplied with a tender for that contract.</p> <p>(e) All returned tenders shall be opened at the same time on the prescribed date by the Executive Officer in the presence of at least one member of Council.</p> <p>(f) If less than three tenders are received for contracts above £25,000 excluding VAT the Council may accept the lowest tender or seek further tenders.</p> <p>(g) When it is to enter into a contract less than £25,000 in value excluding VAT for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Executive Officer shall obtain more than one quote if it is deemed necessary.</p> <p>(h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.</p> <p>(i) Where the value of a contract is likely to exceed £214,904 (or other threshold specified by the Office of Government Commerce from time to time the Council must consider whether the Public Contracts Regulations 2015 (“the Regulations”) and Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules. For</p>	<p>the exception of items listed in paragraph 6.12) obtain prices as follows:</p> <p>5.6 For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.</p> <p>5.8 For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes;</p> <p>5.9 where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}</p> <p>5.10 For smaller purchases, [the clerk] shall seek to achieve value for money.</p> <p>5.14 The council shall not be obliged to accept the lowest or any tender, quote or estimate.</p> <p>5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.</p>	

FTC Financial Regulation	NALC Financial Regulation	Comments
<p>construction works above £5,372,609 the council shall comply with the relevant requirements of the Regulations and advertise the opportunity on Find A Tender and Contracts Finder.</p>		
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p>5.2 The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.</p>	<p>As FTC has the General Power of Competency, there is no need for this regulation. Should FTC ever lose GPC, then inclusion would be recommended.</p>
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p>5.11 Contracts must not be split into smaller lots to avoid compliance with these rules.</p>	<p>This is bolded in the model so refers to statutory requirements. As such, recommend it is added.</p>
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p>5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:</p> <ul style="list-style-type: none"> • [the Clerk], under delegated authority, for any items below [£500] excluding VAT. • the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT. • {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT} • {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.} • the council for all items over [£5,000]; <p>Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.</p>	<p>Covered in other regulations although Members may wish to specify a level at which any purchase must be authorised by Council or a Committee, regardless of whether it is within budget.</p>
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p>5.16 No individual member, or informal group of members may issue an official order</p>	<p>Recommend inclusion</p>

FTC Financial Regulation	NALC Financial Regulation	Comments
	{unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.	
[currently do not have this in the FTC Financial Regulations]	5.19 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.	This is particularly relevant to Council's with liquidity issues (such as Woking District Council). Companies have a similar requirement. Relevant to FTC given the size of the potential refurbishment contract. Recommend inclusion.
<p>12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).</p> <p>12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.</p>	14.1 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.	No change required
12.3 Subject to de minimus levels, any variation to a contract or addition to or omission from a contract must be approved by the Executive Officer (in Consultation with the Chairman of Policy and Finance) to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision	14.2 Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.	No change required
13.1 The officer shall be accountable for the care and custody of stores and equipment within their designated section.	15.1 {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}	Recommend 'the officer' be amended to 'officers'
13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made	15.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be	No change required

FTC Financial Regulation	NALC Financial Regulation	Comments
	checked as to order and quality at the time delivery is made.	
13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.	15.3 {Stocks shall be kept at the minimum levels consistent with operational requirements.}	No change required
13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.	15.4 {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}	Recommend comma be added after stores or adding the word 'and'
14.1 The Executive Officer shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.	<p>16.1 The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.</p> <p>16.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.</p>	No change required
14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.	<p>16.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).</p> <p>No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any</p>	No change required

FTC Financial Regulation	NALC Financial Regulation	Comments
	other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.	
14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.	16.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.	No change required
15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.	17.1 The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.	Could combine 15.1 and 15.3 as per NALC's wording.
15.2 The RFO shall give prompt notification to the Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.	17.2 The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.	No change required
15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it	17.1 The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.	Could combine 15.1 and 15.3 as per NALC's wording.
15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting	17.3 The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.	No change required
15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.	17.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum	Should add in 'Members'

FTC Financial Regulation	NALC Financial Regulation	Comments
	risk exposure as determined [annually] by the council, or duly delegated committee.	
16.1 Where the Council is sole trustee of a Charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document	18.1 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]	NALC refers to 'sole managing trustee' – consider adopting same phrase
17.1 The council is responsible for putting in place arrangements for the management of risk. The Executive Officer shall prepare, for approval by the Policy and Finance Committee, a risk management register / policy in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Policy and Finance Committee at least annually.	<p>2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.</p> <p>2.2 The Clerk [with the RFO] shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.</p>	No change required
17.2 When considering any new activity, on the recommendation of the Risk Working Group to the Policy and Finance Committee for onward recommendation to Full Council, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption	2.3 When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.	No change required
18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Policy and Finance Committee of any	19.1 The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper	NALC recommends reviewing Financial Regulations annually, and whenever there is a change in Clerk or RFO. Given FTC Financial Regulation 11.1 refers to amounts that could change annually,

FTC Financial Regulation	NALC Financial Regulation	Comments
requirement for a consequential amendment to these financial regulations	practices and advise the council of any need to amend these Financial Regulations.	recommend an annual review rather than time to time.
[currently do not have this in the FTC Financial Regulations]	19.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.	Recommend inclusion
[currently do not have this in the FTC Financial Regulations]	19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.	Recommend inclusion.



Fleet Town Council Financial Regulations **October 2024**

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These Financial Regulations were approved by the Council at its meeting held on **2nd October 2024**.

1. General

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. **They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.** The Council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.2 The Executive Officer is the Proper Officer of the Town Council for the purpose of Section 112 of the Local Government Act 1972 and is also the Responsible Financial Officer (RFO) for the purpose of Section 151 of the same Act. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practice; **seek economy, efficiency and effectiveness in the use of council resources; and produces financial management information as required by the council.**
- 1.3 In the event that the Executive Officer is unable to fulfil these responsibilities owing to illness or other cause another duly authorised person shall be the appointed Proper Officer and RFO.
- 1.4 At least once a year, prior to approving the **Annual Governance Statement**, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practice.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under **Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.**
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in **The Practitioners' Guide – the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England.**
- 1.7 **Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.**
- 1.8 **Wilful breach of these regulations by an employee may result in disciplinary proceedings.**
- 1.9 **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**

2. Annual Estimates (Budget)

- 2.1 Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.
- 2.2 Officers shall formulate and submit proposals to the Policy and Finance Committee in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of October each year.
- 2.3 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council.
- 2.4 Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [October] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The RFO will inform committees of any salary implications before they consider their draft their budgets.}
- 2.5 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority **no later than the end of February** and shall supply each member with a copy of the approved budget.
- 2.6 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.7 The Council shall consider the need for and shall have regard to a three-year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual budget.
- 2.7 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.

3. Budgetary Control

3.1 Budget and Responsibilities

Policy and Finance	Recreation Leisure and Amenities		Full Council
The Executive Officer Administration	The Harlington General Manager Harlington	The Executive Officer Open Spaces and Parks	The Executive Officer Harlington Development
Cost Centres	Cost Centres	Cost Centres	Cost Centres

101	Central Admin		200	General Events		301	Open Spaces		160	New Harlington Dev.
105	Civic & Democratic Grants		201	Coffee Shop		208	AF Park			
110	Precept		202	The Point		310	Calthorpe Park			
115	Events		203	Building		315	Oakley Park			
150	Lengthsman		204	AFCC		320	B/bourne Pk			
475	Ear Marked Reserves		205			325	The Views			
900						330	Edenbrook Cemetery			
						350				

- 3.1.1 No expenditure may be incurred that will exceed the amount provided in the budget for that Committee's expenditure **except in an emergency**.
- 3.1.2 The RFO shall regularly provide the Policy and Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget and year end projections. These statements are to be prepared at least at the end of each financial quarter.
- 3.2 Financial Authorities**
- 3.2.1 The Executive Officer is authorised to spend all budgeted items to deliver the smooth running of the Council.
- 3.2.2 The Harlington General Manager may spend, without further authorisation, any amount within budget that falls within the Harlington cost centres 200-205.
- 3.2.3 The Executive Officer and The Harlington General Manager are authorised to manage the items within a cost centre provided it does not exceed the net cost centre total.
- 3.2.4 The Executive Officer may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision subject to a limit of £2,000. The Executive Officer shall report the action to the **Chair as soon as possible and the Council as soon as practicable thereafter**.
- 3.2.5 The Executive Officer may arrange in consultation with the Chairman of the Council, to effect an emergency repair to an unlimited amount on any matter which carries a high risk to staff or members of the public, or a high risk in relation to loss of assets.

4. Accounting and Audit

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 **The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.**
- 4.3 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practice. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for

the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

- 4.4 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.
- 4.5 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 4.6 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.
- 4.7 The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:
- day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;
 - a record of the assets and liabilities of the council;

5. Banking Arrangements

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by Full Council. They shall be regularly reviewed for efficiency.
- 5.2 The bank mandate agreed by the council shall identify a minimum of four councillors who will be authorised to approve transactions on those accounts.

6. Payment of Accounts

- 6.1 Payments shall be effected electronically or cheque drawn on the Council's bankers. Electronic payments will be made by BACS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made.
- 6.2 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. The RFO shall take all steps to settle all invoices submitted, and which are in order, within 14 days of receipt.
- 6.3 Invoices will be scanned and sent via email to signatories of the bank together with the purchase ledger show the list of payments to be made and the BACS payment schedule.
- 6.4 Two bank signatories will check the invoices against the purchase ledger report and BACS payment schedule; using the security device provided by the bank they will authorise the payment electronically or sign a raised cheque. An email should then be sent confirming the authorisation.
- 6.5 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) A cash float of up to £100 for the administrative office and up to £2,500 for the Harlington for the purpose of defraying operational and other expenses and floats.

Vouchers for payments made from petty cash shall be kept to substantiate the payment.

- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

6.6 If thought appropriate by the Policy and Finance Committee, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made.

6.7 **The Clerk and RFO shall have delegated authority to authorise fund transfers within the councils banking arrangements up to the sum of £100,000, provided that a list of such transfers shall be submitted to the next appropriate meeting of council or Policy & Finance committee, whichever is soonest.**

7. Payment of Salaries

7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by the Establishment Committee.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.

8. Loans and Investments

8.1 All loans and investments shall be negotiated **and made** in the name of the Council and shall be for a set period.

8.2 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.

8.3 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.4 **The council shall have an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which shall be reviewed by the council at least annually.**

9. Income

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2 The appropriate Committee will review all fees and charges annually, following a report of the Executive Officer.

9.3 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.4 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

- 9.5 The origin of each receipt shall be entered on the paying-in slip.
- 9.6 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.7 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least quarterly.
- 9.8 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for Work, Goods and Services

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, **along with evidence of receipt of goods.**
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining two or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (I) below.

11. Contracts

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external Auditor up to an estimated value of £500;
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding £30,000 including VAT in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer shall use www.contractsfinder.service.gov.uk and / or Find A Tender to advertise the tender.
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

- (d) Such invitation to tender shall state the general nature of the intended contract and the Executive Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Executive Officer. Each tendering firm shall be supplied with a tender for that contract.
- (e) All returned tenders shall be opened at the same time on the prescribed date by the Executive Officer in the presence of at least one member of Council.
- (f) If less than three tenders are received for contracts above £25,000 excluding VAT the Council may accept the lowest tender or seek further tenders.
- (g) When it is to enter into a contract less than £25,000 in value excluding VAT for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Executive Officer shall obtain more than one quote if it is deemed necessary.
- (h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (i) Where the value of a contract is likely to exceed £214,904 (or other threshold specified by the Office of Government Commerce from time to time the Council must consider whether the Public Contracts Regulations 2015 ("the Regulations") and Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules. For construction works above £5,372,609 the council shall comply with the relevant requirements of the Regulations and advertise the opportunity on Find A Tender and Contracts Finder.

11.2 **Contracts must not be split into smaller lots to avoid compliance with these rules.**

11.3 **No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.**

11.4 **No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.**

12. Payments Under Contracts for Buildings or Other Construction Works

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3 Subject to de minimus levels, any variation to a contract or addition to or omission from a contract must be approved by the Executive Officer (in Consultation with the Chairman of Policy and Finance) to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and Equipment

- 13.1 Officers shall be accountable for the care and custody of stores and equipment within their designated section.
- 13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

14. Assets, Properties and Estates

- 14.1 The Executive Officer shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

- 15.1 The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 15.2 The RFO shall give prompt notification to the Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.4 All appropriate employees and Members of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16. Charities

- 16.1 Where the Council is sole managing trustee of a Charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. Risk Management

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Executive Officer shall prepare, for approval by the Policy and Finance Committee, a risk management register / policy in respect of all activities of the council. Risk policy statements and

consequential risk management arrangements shall be reviewed by the Policy and Finance Committee at least annually.

- 17.2 When considering any new activity, on the recommendation of the Risk Working Group to the Policy and Finance Committee for onward recommendation to Full Council, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption.

18. Revision of Financial Regulations

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time **and following any change of clerk or RFO**. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Policy and Finance Committee of any requirement for a consequential amendment to these financial regulations.
- 18.2 **The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.**
- 18.3 **The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.**



Retention and Disposal of Documents Policy

Full Council Approved:
Due for next Review:

Fleet Town Council acknowledges the critical importance of efficient records management to meet legal and regulatory obligations and to ensure the effective overall management of the Council. This policy establishes the framework for the consistent and compliant management of records.

Objectives

- 1. Legal Compliance**
Ensure compliance with the General Data Protection Regulation (GDPR), Freedom of Information Act, and Human Rights legislation.
- 2. Appropriate Retention**
Retain records for the appropriate length of time to meet legal, financial, and operational requirements.
- 3. Consistency in Management**
Provide a consistent and standardized approach to records management across the Council.

Scope of the Policy

This policy applies to all records created, received, or maintained by the Council in the course of its functions, irrespective of format, including both hard copy and electronic records.

Responsibilities

- **Council Responsibility:**
The Council has a corporate obligation to manage its records and record management systems in compliance with the regulatory environment. The Executive Officer of the Council holds ultimate responsibility for the implementation of this policy.
- **Executive Officer and Councillors:**
The Executive Officer and Councillors must ensure the accuracy and proper maintenance of records within their purview, adhering to the Council's records management guidelines. Records containing personal data must not be retained longer than necessary.

Approved:
Next Review date:

- **Email Correspondence:**
All Council-related email correspondence must be conducted through official Council email addresses. Emails should be retained only as long as they are useful, with a maximum retention period of 6 months unless a valid reason for extended retention exists.

Archiving and Destruction

Given the impracticality of retaining all information indefinitely, the Council adheres to its Records Retention Policy, which mandates the following:

- **Simultaneous Destruction:**
Backup copies stored on alternative media must be destroyed concurrently with the original record.
- **Multimedia Consistency:**
Information held on multiple media, including the website, must be destroyed simultaneously.
- **Confidentiality:**
Confidential or sensitive data must be securely shredded upon destruction.
- **Routine Disposal:**
Duplicated, unimportant, or short-term records should be destroyed as part of regular business operations.
- **Email Management:**
Electronic mailboxes must be routinely reviewed, with emails retained for no longer than 6 months.

Record Type	Minimum Retention Period	Reason	Disposal
COUNCIL ADMINISTRATION			
Signed minutes of Council & Committee meetings	Permanent	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority.
Reports considered by Council & Committees	Permanent	Archive	N/A
Agenda papers not including confidential	5 years	Management	Recycle
Agenda papers confidential	5 years	Management	Confidential waste
Notes taken to compile minutes	Destroy once minutes approved	Management	Confidential waste
Draft documents	Destroy once final version has been approved	Management	Recycle
Routine correspondence hard copy & email	Retain as long as useful	Management	Recycle
Request under FOI Act	5 years	Management	Confidential waste
Complaints	5 years after closure of case	Management	Confidential waste
Publications received incl. magazines & journals, reports from other bodies	Retain as long as useful and relevant	Management	Recycle
Information from other bodies e.g., circulars from county associations, NALC, principal authorities	Retain for as long as it is useful and relevant	Management	Recycle

Approved:
Next Review date:

MEMBERS			
Register of interests	18 months after individual ceases to be a member	Management	Confidential waste
Members' Declarations of Interest	Permanent (noted in minutes)	Management	N/A
Dispensations under Localism Act 2012	Permanent (noted in minutes)	Management	N/A
Members allowance register	6 years	Tax, Limitation Act 1980	Confidential waste
FINANCE			
Annual Return & Year End Accounts	6 years	VAT/audit	Recycle
Financial ledgers – receipts & payments	6 years	VAT/audit	Recycle
Receipt books	6 years	VAT/audit	Recycle
Copy invoices (sales)	6 years	VAT/audit	Recycle
Paid invoices (purchases)	6 years	VAT/audit	Recycle
Paid cheques	6 years	Limitation Act 1980	Confidential waste
Bank Statements including deposit/savings account	Last completed audit year	Audit	Confidential waste
Bank paying in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Budget	Permanent (with minutes)	Archive	N/A
Budgetary preparation papers	2 years + current	Audit	Recycle
Budgetary monitoring/control papers	2 years + current	Audit	Recycle
Scales of fees and charges	6 years	Management	Recycle
Payroll submissions and reports	12 years	Superannuation	Confidential waste
Timesheets	3 years	Audit	Confidential waste
Petty cash records	6 years	VAT	Recycle

Approved:
Next Review date:

Record Type	Minimum Retention Period	Reason	Disposal
Audit reports– internal & external	6 years	Audit	Recycle
VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
Quotations & tenders	6 years	Limitations Act 1980	Confidential Waste
Investments	Indefinite	Audit/Management	N/A
Payroll Files	12 years	Superannuation	Confidential waste
INSURANCE			
Insurance Policy & Records	While valid (see next two items below)	Management	Recycle
Certificate of Employer's Liability	40 years from date on which insurance commenced or was renewed	Legal requirement The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Recycle
Claims records & correspondence	7 years after all obligations are concluded	Legal requirement	Recycle
Insurance company names and policy numbers	Indefinite	Management	N/A
HUMAN RESOURCES			
Personal files (not including payroll)	6 years after cease employment	Management	Confidential waste
Application forms (unsuccessful)	1 month if not shortlisted 3 months those shortlisted	Management	Confidential waste

Approved:
Next Review date:

Grievance & Disciplinary Records	Retain for period of employment	Management	Confidential waste
Performance Development	5 years or period of employment	Management	Confidential waste
Records relating to employment tribunal	The Employment Tribunals (Constitution and Rules of Procedure) (Amendment) Regulations 2008; Limitation Act 1980 (Section 2)	12 months	Confidential waste
PROPERTY & LEGAL			
Asset Register	Permanent	Audit & Management	N/A
Leases (where FTC is lessee) & copies of land register	Permanent	Archive	N/A
Leases (where lessor)	6 years after expiry of lease	Management	Confidential waste
Asset management records (inventories etc.)	2 years	Management	Recycle
Service records of equipment	7 years after disposal	Management	Recycle
S106 Agreements	Permanent	Archive	N/A
Contract Documentation including quotation and/or tender	6 years after completion	Limitation Act 1980	Confidential waste
Unsuccessful quotes/tenders	2 years	Audit	Confidential waste
Title deeds, agreements, and related contracts	Permanent	Audit/Management	N/A
FACILITIES			
Hire Agreements including terms and conditions	6 years	Management	Confidential waste
Lettings Records	6 years	VAT	Confidential waste
Copy Invoices (as finance above)	6 years	VAT/Audit	Confidential waste
Playground inspections and assessments	21 years	Audit/Management	Confidential waste
Event Monitoring Forms	6 years unless used in a claim, in insurance or for legal purpose (see Insurance; Claims records and correspondence)	Management	Confidential waste
Maps plans and surveys of property owned by the Council or meeting	Permanent	Transfer to Hampshire archives as soon as there is no longer an administrative requirement	Hampshire Archives

Approved:
Next Review date:

HEALTH & SAFETY			
Equipment Inspection Records	6 years from disposal of equipment	Statutory	Recycle
Premises Inspection Records	6 years from disposal of equipment	Management	Recycle
Accident Record Books	20 years from closure of book	Potential claims	Confidential waste
Risk Assessments	3 years	Management	Recycle
PLANNING			
Applications	1 year	Held by planning authority Management	Recycle
Appeals	1 year unless significant development	Management	Recycle
Council comments	Not retained separately – Permanent (in minutes)	Held by planning authority	N/A
Trees	1 year	Management	Recycle
Local Development Plans	Retained as long as in force	Reference	Recycle
PUBLIC RELATIONS			
Council publications – newsletters/leaflets	Permanent current year + 6	Archive	Hampshire Archives
Press Releases	6 years – current year + 6	Archive	Hampshire Archives
Local/Historical Information	Indefinite- to be kept securely for benefit of the parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	Hampshire Archives

Approved:
Next Review date:

RECORD KEEPING			
To ensure records are easily accessible it is necessary to comply with the following: • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names	The electronic files will be backed up periodically on a portable hard drive and in the cloud-based programme supplied by the Council's IT company.	Management	Confidential waste
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests	Management	Confidential waste
Documents from legal matters, negligence, and other torts. Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods			
Negligence	6 years		Confidential waste
Defamation	1 year		Confidential waste
Sums recoverable by statute	6 years		Confidential waste
Trust deeds	Indefinite		N/A
CEMETERY			
Register of fees collected	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI.204)	N/A
Register of burials	Indefinite	As above	
Register of purchased graves	Indefinite	As above	
Register/plan of grave spaces	Indefinite	As above	

Approved:
Next Review date:

Register of memorials	Indefinite	As above	
Applications for interment	Indefinite	As above	
Applications for right to erect memorials	Indefinite	As above	
Disposal certificates	Indefinite	As above	
Copy certificates to grant of exclusive right of burial	Indefinite	As above	
General documents	No minimum -destroy after 2 years	Management	Confidential waste

Approved:
Next Review date:



Treasury & Investment Policy

Full Council Approved:
Due for next Review:

Fleet Town Council (the 'Council') acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty. In preparing its investment policy the Council is required under Section 15(1) of the Local Government Act 2003 to have regard to the requirements set in the Department for Levelling Up Housing and Communities [Statutory Guidance on Local Government Investments](#) and guidance within [Governance and Accountability for Local Council's Practitioners Guide 2024](#).

The Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment;
- For the purpose of prudent management of its financial affairs.

The *Statutory Guidance on Local Government Investments* defines an investment as '*all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit*'. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.

The Council defines its treasury management activities as '*the management of the Council's cash flows, its banking transactions, the effective control of the risks associated with those activities and the pursuit of best value performance consistent with those risks*'.

The Council defines its non-financial assets held to partially generate a profit as '*all of the buildings where rent or hireage fees are charged*'.

TREASURY INVESTMENT OBJECTIVES

The Council's treasury investment priorities are the security of reserves and liquidity of its investments. The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in Sterling.

The Department for Levelling Up Housing and Communities maintains that borrowing of monies purely to invest, or lend and make a return, is unlawful and the Council may not engage in such activity.

Approved:
Next Review date:

SHORT TERM TREASURY INVESTMENTS

Short term investments are those offering high security and high availability, made in Sterling and maturing within two years.

For the prudent management of its treasury balances whilst maintaining sufficient levels of security and liquidity, the Council will use deposits with banks and building societies, Licensed Deposit Takers (licensed by either the Prudential Regulation Authority or Financial Conduct Authority), UK local authorities and other UK public authorities.

Institutions should meet the required rating at the time of investment.

Required ratings:

Type	Minimum Rating	Definition		
	Fitch	Moody's	S&P	
Short Term investments (maturities of less than one year)	F1	P-1	A2	Strong capacity to meet financial commitments. Low to medium risk. Numeral indicates higher end of rating
Medium Term investments (maturities of up to five years)	AA	AA	AA	Strong capacity to meet Financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances. Low to medium risk.

All short-term investments must be authorised by the Policy & Finance Committee or by Full Council. The Council is ultimately responsible for its investments.

NON-SPECIFIED TREASURY INVESTMENT

These investments have greater potential risk – examples include investment in money markets, stocks and shares.

Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

Approved:

Next Review date:

LONG TERM TREASURY INVESTMENTS

Long term treasury investments shall be defined as greater than two years. The Council will use the same criteria for assessing long term investment as for short term investments. Should the Council wish to invest for periods greater than two years, it **must** identify the procedures for monitoring, assessing and mitigating the risk of loss of invested sums before committing to such an investment.

Full Council approval is required before entering into any long-term investment.

NON-FINANCIAL ASSETS

The Council's strategy in relation to the buildings it holds for income generation is to undertake regular maintenance to ensure they remain in proper working order, and to accumulate sufficient reserves to enable any major maintenance works to be completed as and when required.

The Council will also ensure that adequate insurance cover is held to mitigate the loss of income should significant damage ever occur.

REVIEW AND AMENDMENT

As recommended under the *Statutory Guidance on Local Government Investments*, this policy will be reviewed annually by the Policy & Finance Committee and ratified each year by Full Council.

The Council does not normally employ in-house or external financial advisors but will rely on information which is publicly available.

The Council reserves the right to make variations to the Policy at any time, subject to the approval of Full Council. Any variations will be made available to the public.

FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this document will be published on the Council's website and a hard copy will be available from the Council's office



Publication Scheme

Full Council Approved:
Due for Review:

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It will be valid until further notice.

This publication scheme commits Fleet Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Fleet Town Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Fleet Town Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
 - To specify the information which is held by Fleet Town Council and falls within the classifications below.
 - To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
 - To review and update on a regular basis the information Fleet Town Council makes available under this scheme.
 - To produce a schedule of any fees charged for access to information which is made proactively available.
 - To make this publication scheme available to the public.
 - To publish any dataset held by Fleet Town Council that has been requested, and any updated versions it holds, unless Fleet Town Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and Fleet Town Council is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
- The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

- 1. Who we are and what we do.**
Organisational information, locations and contacts, constitutional and legal governance.
- 2. What we spend and how we spend it.**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 3. What our priorities are and how we are doing.**
Strategy and performance information, plans, assessments, inspections and reviews.
- 4. How we make decisions.**
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 5. Our policies and procedures.**
Current written protocols for delivering our functions and responsibilities.
- 6. Lists and registers.**
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- 7. The services we offer.**
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

Fleet Town Council has indicated clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of Fleet Town Council, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, Fleet Town Council has indicated how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details have been provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Fleet Town Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of Fleet Town Council.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by Fleet Town Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations, and contacts). This will be current information only.		
Who's who on the Council and its Committees	Website	Nil
Contact details for Executive Officer and Council members (named contacts where possible with telephone number and email address (if used))	Website	Nil
Location of main Council office and accessibility details	Website	Nil
Staffing structure	Website	Nil
Constitutional and Legal Governance (Standing Orders & Financial Regulations)	Website	Nil
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum.		
Annual return form and report by auditor	Website	Nil
Finalised budget	Website	Nil
Precept	Website	Nil
Borrowing Approval letter	Website	Nil
Grants given and received	Website	Nil
List of current contracts awarded and value of contract	Website	Nil
Members' allowances and expenses	Website	Nil
Procurement	Website	Nil

Information to be published	How the information can be obtained	Cost
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews). Current and previous year as a minimum.</p>		
Annual Report to Town Meeting (current and previous year as a minimum)	Hard Copy	50p per sheet
Vision Statement	Website	Nil
<p>Class 4 – How we make decisions (Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations). Current and previous council year as a minimum.</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Nil
Agendas of meetings (as above)	Website	Nil
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as confidential to the meeting.	Website	Nil
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as confidential to the meeting.	Website	Nil
Responses to consultation papers (as part of meeting minutes)	Website	Nil
Responses to planning applications (as part of meeting minutes)	Website	Nil

Information to be published	How the information can be obtained	Cost
<p>Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities). Current information only.</p>		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website	Nil
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services (hard copy only). 	Hard copy	50p per sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Equality and diversity policy • Health and safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) • Cemetery – Rules and Regulations • Control and Management of Contractors Policy 	Website	Nil
Records management policies (records retention, destruction and archive)	Website	Nil
Data protection policies	Website	Nil
Privacy policy	Website	Nil

Information to be published	How the information can be obtained	Cost
<p>Class 6 – Lists and Registers (Information held in registers required by law and other lists and registers relating to the functions of the authority). Currently maintained lists and registers only. Some information may only be available by inspection.</p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	50p per sheet
Assets register	Website	Nil
Burials register	Hard copy	50p per sheet
Register of members' interests	Hard copy	50p per sheet
Register of gifts and hospitality	Hard copy	50p per sheet
<p>Class 7 – The services we offer (Information about the services we offer, leaflets, advice and guidance, transactions, media releases and newsletters produced for the public and businesses). Current information only. Some information may only be available by inspection.</p>		
Burial grounds / Cemetery.	Website / Hard copy	Nil / 50p per sheet
Community centres, pavilions and community/entertainment venues/spaces for hire	Website	Nil
Parks, playing fields/pitches, and recreational facilities	Website	Nil
Seating, litter bins, War Memorials, festive lighting, floral displays	Website	Nil
Services for which the council is entitled to recover a fee, with those fees (e.g. burial fees)	Website	Nil
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
Finance and Risk Register	Hard Copy	50p per sheet
Safety inspection records	Hard copy	50p per sheet

Contact details:

Rita Tong; Executive.officer@fleet-tc.gov.uk

01252 625246

Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

Anybody without internet access can view a paper copy of certain documents in the Council office.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
	Website	Nil charge
Disbursement cost	Photocopying @ 50p per sheet (black & white)	Cost of paper, photocopy, electricity and staff hours
	Photocopying @ 50p per sheet (colour)	Cost of paper, photocopy, electricity and staff hours
	Postage – variable	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Nil	In accordance with the relevant legislation (quote the actual statute)
Other	None identified	



**Application for Co-option
Part 1**

Thank you for your interest in becoming a Town Councillor. Please provide below information to assist the council in making their decision.

Full Name & Title	Jon Miller
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	
Which Ward are you applying for?	Fleet – Courtmoor Area

About You

Please provide the Council with some background information about yourself.

I am a long-term resident of Fleet, first moving to the area in 1994 from Glasgow. I finished my schooling at Courtmoor before going on to Farnborough Technology College and 6th form where I studied Business Administration.

In my professional life, I am the Senior Director of Sales Intelligence and Data for NTT Data Inc. prior to this I have worked in client facing roles throughout my career. I also chair two committees within NTT for Data Regulation and CPQ Roadmaps. Additionally, I was an active member of SAP Ariba's Global Supplier Advisor Board

Reasons for applying

Please provide the council with your reasons for wanting to become a Town Councillor.

During my 30+/- years living in Fleet I have seen this town develop from a relatively small community to a large town with the development of Elvetham Heath, Crookham Park and now Harehill. For the most part I have fully enjoyed living here and as many of my friends also live in Fleet I want to see the town prosper and develop so that the residents may enjoy the community and facilities in the same way that I have.

Given the recent cost of living crisis and the terrible state that the local and national economy has experienced recently through Covid, a hard Brexit and also the previous governments calamitous attempts to run a country, I came to the realization that I cannot simply get annoyed, instead I should try to take action and help drive the town forward to a structured agenda.

I have significant experience in building and implementing solutions, presenting to C-Level executives and managing large groups of direct and indirect resource. I have exceptional IT and interpersonal skills, an excellent understanding of supply chains, corporate structures, trade and bureaucracy

I also quite like living here and would like to help improve the town further and for my own part, I would like to spend sometime contributing whilst ensuring I can do the role justice. ss

Note: The check boxes on the next page do not allow me to electronically select them.

Signature



Please return your completed application to the Clerk to the Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide whether the Council agrees to co-opt you to Fleet Town Council.

Data Protection Act: The information provided on this application will remain private and Confidential.

Co-option Eligibility Form Part 2

1. In order to be eligible for co-option as a Fleet Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

- a) I am registered as a local government elector for the parish; or
- b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or
- c) My principal or only place of work during those twelve months has been in the parish; or
- d) I have during the whole of twelve months resided within 4.8 km of The Parish of Fleet

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

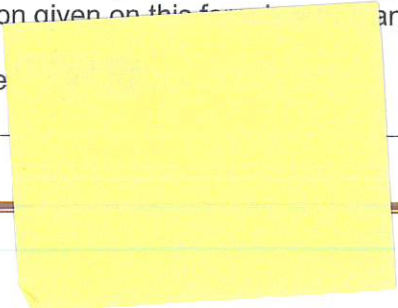
- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I Jon Miller hereby confirm that I am eligible for the vacancy of Fleet Town Councillor, and the information given on this form is true and accurate record.

Signature



Fleet Town Council is duty bound to treat this information as strictly confidential.

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. • Forward Thinking 	<ul style="list-style-type: none"> • Can bring a new skill, expertise or key local knowledge to the Council.
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Ability to listen constructively • A good team player • Ability to pick up and run with a variety of projects Solid Interest in local matters • Ability and willingness to represent the Council and their community • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions. • Ability to communicate succinctly and clearly. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities). • Ability and willingness to undertake induction training and other relevant training. 	<ul style="list-style-type: none"> • Experience of working or being a member in a local authority or other public body • Experience of working with voluntary and or local community / interest groups • Basic knowledge of legal issues relating to town and parish Councils or local authorities • Experience of delivering presentations
Circumstances	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends. 	





Event Application Form

Name of event: MOTV (Music On The Views)	
Event location: The Views	
Event date: 30 August 2025	

For Official use only	
Event Reference Number	
Booking Reference:	
Date processed	

Section 1 – Organiser Details

Name of organisation	Fleet Town Council (coordinated by MOTV Volunteer Committee)	
Name of applicant ⁽¹⁾	Sue Tilley	⁽¹⁾ Over 18 years
Position <i>(if applicable)</i>	Town Councillor	
Contract Address	c/o Fleet Town Council 236 Fleet Road Fleet <div style="text-align: right;">Post Code: GU51 4BY</div>	
Is the above address to be used for invoices? YES/NO – if NO please provide details on a separate sheet		
Personal Contact Details	Home	[REDACTED]
	Work	
	Mobile	[REDACTED]
	Email Address	sue.tilley@fleet-tc.gov.uk
Event Public Tel. Enquiry No.	N/A	
Event Web Site Address	https://www.theharlington.co.uk/Home_Music_On_The_Views.aspx	

Section 2 – Event Details

Description of Proposed Event:

There will be a full programme of high-quality musicians, plus smaller local groups entertaining the crowds during the handovers between the acts. There will also be food and drink stalls to encourage people to stay for the duration of the event. It is planned that The Harlington staff will run the main bar which will bring in additional revenue to the Town Council and the Festival team will be working closely with the Harlington staff on all aspects of the organisation.

There are no plans at this stage to change the format from the successfully run 2024 event.

Please indicate the type of Event

- | | | | |
|------------------------------|--------------------------|-----------------|-------------------------------------|
| Charity Event ⁽¹⁾ | <input type="checkbox"/> | Fund Raising | <input type="checkbox"/> |
| Non-commercial | <input type="checkbox"/> | Community Event | <input checked="" type="checkbox"/> |
| Commercial | <input type="checkbox"/> | | |

(1) Name of Charity N/A

Charity Registration Number N/A

Will all proceeds from the Event go to the Charity concerned? YES NO

If NO please give details:

It is hoped that any profit made will act as seed funding for future MOTV Festivals

[REDACTED]

[REDACTED]

Timings

Date/time to enter site for preparation:

Ideally, be set up of the stage will be the Friday prior, but if not the day of the event.

Date/time to vacate the site after the Event Not known at this time

If event is for more than one day, please give details of the Start and Finish times each day

The stage would be removed as soon as possible after the event but no later than the following Monday. The stalls and bars would be taken down immediately after the close at 9.30pm pm on the day of the event

Charges

Is the Event free? YES NO

If NO what are the approximate admission price?

Staggered pricing but to hold prices at 2024 levels.

Will programmes be available? YES NO

If YES, what is the proposed price?

Approximate number of people expected to attend?

If over 1000 people are expected please give details of security / stewarding.

700 tickets were sold in 2024. It is hoped that the event will build on that attendance number. An upper limit has been set at 1,500.

First Aid, SIA Security and volunteer marshals will all be in place during the day

Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites):-

- | | | | |
|------------------------------------|--------------------------|-----------------------------------|-------------------------------------|
| Fireworks/pyrotechnics | <input type="checkbox"/> | Live Music ⁽¹⁾ | <input checked="" type="checkbox"/> |
| Carnival procession ⁽¹⁾ | <input type="checkbox"/> | Live Entertainment ⁽¹⁾ | <input checked="" type="checkbox"/> |
| Fairground equipment | <input type="checkbox"/> | Lost children point | <input checked="" type="checkbox"/> |
| Aircraft | <input type="checkbox"/> | Barrier/Fencing | <input checked="" type="checkbox"/> |
| Parachutists | <input type="checkbox"/> | Marquees | <input checked="" type="checkbox"/> |
| Balloon launch | <input type="checkbox"/> | Portable generator ⁽²⁾ | <input checked="" type="checkbox"/> |
| Hot Air Balloons | <input type="checkbox"/> | Power supply | <input type="checkbox"/> |
| Horses/donkeys/other animals | <input type="checkbox"/> | Toilets | <input checked="" type="checkbox"/> |

Motorcycles	<input type="checkbox"/> Alcohol ⁽³⁾	<input checked="" type="checkbox"/>
Other motor vehicles	<input type="checkbox"/> Food/drink concessions	<input checked="" type="checkbox"/>
Coconut shy	<input type="checkbox"/> On site communications	<input type="checkbox"/>
Inflatables (e.g bouncy castle)	<input type="checkbox"/> Market stalls	<input type="checkbox"/>
Portable staging	<input checked="" type="checkbox"/> Re-enactment groups	<input type="checkbox"/>
P.A. System	<input checked="" type="checkbox"/> Living history or other	<input type="checkbox"/>
Stewarding/Security	<input checked="" type="checkbox"/> Other	<input type="checkbox"/>

NOTES:

- (a) Please supply as much information as possible on all the items above
- (b) Following submission of this application, no additional items may be included without the express consent of the appropriate department.
- (1) A Temporary Event Notice (TEN) may be required if the Event involves, music, dancing, singing or similar.
- (2) Generators are not permitted on the highway and must be diesel only.
- (3) A Temporary Event Notice (TEN) will be required for the sale of alcohol.

CAR PARKING

Will vehicles require access to the venue? YES NO

If yes, when and for how long? Stage is on low loader, food and drink concessions may be from their own vehicle

NOTE: Parking is NOT allowed on footpaths or the grassed areas of the Council's Parks and Open Spaces

If you have ticked yes above, please provide more details:

The Stage is on a trailer so would need to be parked on the Views. Some hot food concessions may serve from their vehicle and would, therefore, also be parked on the Views. No other vehicles (other than emergency vehicles, if these are required) will be allowed on the park.

Will you require Car Park space for Event Staff YES NO

And/or the general public YES NO

If you have replied YES to either option, please indicate below the proposed car parking arrangements (including any stewarding), the approximate number of vehicles attending the event and how you intend to manage the parking of those vehicles. Please note that parking is not permitted on grassed areas or footpaths.

Performing artists will need car parks spaces close to the stage for the duration of their act.

Facilities

You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company.

Loos For Dos Ltd provided the toilets in 2024 and will be one of the contractors approached again in 2025. Confirmation of actual supplier can be provided closer to the date.

Portable toilets will be delivered on the morning of the event and removed on the following day, subject to final agreement with the supplier

Please identify the method to be used in order to maintain the area free of litter and refuse:

We will ask the Scouts/Guides to litter pick throughout the event and will hire bins from Serco (delivery and collection times to be agreed).

Notes:

1. The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each. In the event that the organiser fails to do this then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.
2. It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any on-site skip/litter bins or any bins in the vicinity of the site, etc for disposal.
3. Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.

UTILITIES

If available, do you require the use of on-site electricity and water?

Electricity Water

Please explain your requirements ie, when will this be required and for how long?

On site water will be required. In 2024 a standpipe was used and it is intended to be used again in 2025.

Electricity will be required for the stage. If available it would also be used for the beer tent, but in the absence of a direct supply, a generator will be used.

Bad Weather Plan

Will unexpected rain or high winds affect the event? YES NO

Will the event be; Cancelled Postponed Continue

Please give details if Cancelled or Postponed:

The event will continue unless the forecast is so bad that the provider will not supply the stage. This will be made clear in all publicity.

The decision to cancel will be made by the Executive Officer in consultation with Event Organisers in the days leading up to the event up to and including the actual day of the event.

If the event will continue, please give details of what plans are in place to deal with bad weather situations and please provide details on the Risk Assessment.

There will be insurance cover in place for cancellation due to adverse weather and there will be a full event safety plan and risk assessment prepared

Section 3 - Insurance

Event Organisers are required to hold a current policy of insurance in respect of Public Liability or Third Party risks (including products' liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Head of Finance. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.

Organisers will be required to produce evidence of their insurance cover, and may be requested to produce copies of insurance for any of the exhibitors, band/dance group, Fairground, sub-contractor, caterer, etc. whom they have instructed/authorised to appear at the Event.

NOTE: All documentation must be produced at least 28 days before the Event. Failure to comply may result in the Council refusing to grant final permission for holding the Event.

Section 4 – Emergency Services

Please supply details of the first aid cover to be provided
This will be St. John's Ambulance, or equivalent

SECTION 5 – BOND

When hiring one of the parks or Open Spaces, a bond /cheque is required to be held in case of any damage to park, facilities etc. The amount required will depend on the type and duration of the event. Please confirm details below

Name of person / organisation supplying the bond /cheque

Name: Fleet Town Council

Address: 236 Fleet Road, Fleet, Hants, GU51 4BY

Tel No 01252 625246

Email Address sue.tilley@fleet-tc.gov.uk

Fleet Town Council will refund the value of the cheque within 7 days of the event. However, if any damage has been caused to the Open Space / Park then an amount will be deducted to cover the cost of repairs.

Please note that loss or damage to keys, locks or padlocks may be deducted to cover costs.

Keys - £10 each

Padlocks - £65 Each

Locks - £45 each

SECTION 6 – ADDITIONAL REQUIREMENTS

1. Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking, etc. and a list of programme items should be attached to the Event Application Form.
2. In respect of races, etc. a detailed route plan showing the location of route marshals must be provided.

NB: The application must be submitted to the Council at least 10 weeks prior to the Event.

I hereby agree to comply with the conditions set out in this form, including any terms and conditions of hire and all reasonable instructions given by any authorised Officer of the Council should this event be granted approval.

Signed: 

Position:

Date:

30/8/24.

Please send the completed form, together with the required supporting documentation to:-

**The Executive Officer
Fleet Town Council
The Harlington
236 Fleet Road
Fleet
Hampshire GU51 4BY**

Tel: 01252 625246

Email: executive.officer@fleet-tc.gov.uk

I have enclosed, where necessary, the following:-

Please note that new / first time applications need to be approved by the Fleet Town Council, Recreational, Leisure & Amenities Committee before an application will be accepted.

Please check dates of the next meeting and ensure that all documentation is handed in no less than 10 days prior to the meeting date.

(* these documents are required for all applications)

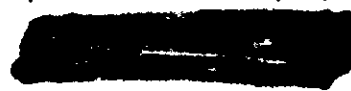
Documentation	YES	NO	Evidence of Insurance	YES	NO
Site Plan/Route Plan *	<input type="checkbox"/>	<input type="checkbox"/>	Insurance for event organiser *	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment *	<input type="checkbox"/>	<input type="checkbox"/>	Individual participants	<input type="checkbox"/>	<input type="checkbox"/>
Stewards Briefing Pack	<input type="checkbox"/>	<input type="checkbox"/>	Addition Information if required	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered NO to any of the above, please explain why?

All of the above will be provided but this request is to explore the Council's provisional backing of this event and the documentation above will follow as plans develop.

Additional

Any additional information: Attached is a DRAFT site plan to show the proposed layout of the venue for the event.




Main Events User Agreement

Conditions of Use

The hirer agrees to abide by the following terms and conditions:

- All relevant paperwork is to be submitted prior to the event. This includes risk assessments, site plans, insurance and bond.
- Noise levels will be kept to a minimum.
- The hours the event takes place will only be those set within the event application.
- Music will be turned off at times specified in the event application.
- Appropriate parking arrangements will be made.
- Appropriate toilet facilities will be managed and maintained as specified in the event application.
- Anything that becomes of nuisance or annoyance to local residents will be dealt with as soon as possible.
- No litter is to be left behind and the site is to be left in a clean state.
- The Council reserves the right to cancel an event in the absence of the applicant's wet weather plan.

Name (Authorised Signatory from Organisation)	S. TILLEY.
Signature	
Date	30/8/24
Event and Date	Music On The Views 30/8/25
Organisation Name	Music On The Views Committee





Fleet Town Council Meetings Timetable 2024/2025

2024/2025 Meetings	Jan 2024	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan 2025	Feb	Mar	Apr	May
Annual Residents' Meeting 7pm, annually in March			18												11		
Town Council 7pm monthly, first Wednesday (except the Annual meeting held in May and in an election year)	3	7	6	3	8 (A)	5	3		4	2	6	4	8	5	5	2	7 (A)
Establishment Committee 7pm, 3 times per year		28					10				13			26			
Recreation, Leisure and Amenity Committee 7 pm, quarterly, third Wednesday of the month			20			19			18			11			19		
Policy and Finance Committee 7pm, quarterly, third Wednesday of the month		21			15		24			16				19			
Planning and Development Control Committee 7pm, second and fourth Monday except where there is a Monday Bank Holiday	8	12	11	8	13	10	8	12	9	14	11	16	13	10	10	14	12
	22	26	25	22	28	24	22	27	23	28	25		27	24	24	28	27
Risk Management Working Group 2pm, 2 times per year, Wednesday	30						3						29				



Fleet Town Council Meetings Timetable 2025/2026

2025/2026 Meetings	Jan 2025	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan 2026	Feb	Mar	Apr	May
Annual Residents' Meeting 7pm, annually in March			11												10		
Town Council 7pm monthly, first Wednesday (except the Annual meeting held in May and in an election year)	8	5	5	2	7 (A)	4	2		3	1	5	3	7	4	4	1	6 (A)
Establishment Committee 7pm, 3 times per year		26					9				12			25			
Recreation, Leisure and Amenity Committee 7 pm, quarterly, third Wednesday of the month			19			18			17			10			18		
Policy and Finance Committee 7pm, quarterly, third Wednesday of the month		19			14		23			15				18			
Planning and Development Control Committee 7pm, second and fourth Monday except where there is a Monday Bank Holiday	13	10	10	14	12	9	7	11	8	13	10	15	12	9	9	13	11
	27	24	24	28	27	23	21	26	22	27	24		26	23	23	27	26
Risk Management Working Group 2pm, 2 times per year, Wednesday	29						2						28				

Node	Number of	Party	Incident 1	Incident 1 L	Incident 2	Incident 2 L	Incident 3	Incident 3 L
Aberconwy	1	Con	E-bike fire	https://www.dailypost.co.uk/news/north-wales-news/batte				
Aberdeen N	1	SNP	Lithium-ion	https://www.bbc.co.uk/news/uk-scotland-north-east-orkne				
Aberdeen S	1	SNP	Fish proces	https://www.bbc.co.uk/news/articles/c51ne651w5do				
Ashton-unc	1	Lab	Charging bi	https://www.bbc.co.uk/news/av/uk-england-manchester-6				
Aylesbury	1	Con	A fire in the	https://www.marlow-tc.gov.uk/2021/08/buckinghamshire-				
Barrow and	1	Con	Warning aft	https://www.nwemail.co.uk/news/23776758.warning-e-bil				
Basildon ar	2	Con	Laindon Fla	https://www	E-bike fire s	The Echo (Basildon) - 26/10/2023 -		
Beaconsfie	1	Con	A fire in the	https://www.marlow-tc.gov.uk/2021/08/buckinghamshire-				
Belfast Sou	1	SDLP	E-bike catc	https://www.mirror.co.uk/news/uk-news/two-rescued-hou				
Bermondse	1	Lab	Sofia Duart	https://www.newsshopper.co.uk/news/23415753.old-kent				
Bethnal Gre	3	Lab	E-bike catc	https://www	Tower Ham	https://www	E-bike caus	https://www
Bexleyheatl	1	Con	The fire in A	https://www.worcesternews.co.uk/news/national/2328692				
Birmingham	1	Lab	E Bike fire ii	https://www.birminghammail.co.uk/news/midlands-news/				
Blackpool N	1	Con	Mum died ii	https://www.manchestereveningnews.co.uk/news/greater-				
Bolton Nort	1	Con	e-bike fire ii	https://www.theboltonnews.co.uk/news/23337787.bolton-				
Bootle	1	Lab	LithiumÃ,Ã	https://www.merseyfire.gov.uk/media-centre/news-press/l				
Bournemou	1	Con	E- Bike fire i	https://www.bournemouthecho.co.uk/news/20007594.prc				
Bradford Ea	1	Lab	E-bike caus	https://www.bbc.co.uk/news/uk-england-leeds-67613543				
Bradford W	1	Lab	Woman an	https://uk.news.yahoo.com/woman-baby-rescued-fire-hou				
Brent Centr	1	Lab	Half of a se	https://www.london-fire.gov.uk/incidents/2023/february/fl				
Brent North	1	Lab	E Scooter F	https://www.bbc.co.uk/news/av/uk-england-london-65629				
Brentford a	1	Lab	Eight fire er	https://www.mylondon.news/news/west-london-news/live				
Brentwood	1	Con	Kitchen fills	https://uk.news.yahoo.com/kitchen-fills-smoke-defective-				
Brighton, K	1	Lab	One injurec	https://uknip.co.uk/news/uk/breaking/one-injured-after-el				
Brighton, P	1	Green	E-scooter fi	https://www.theargus.co.uk/news/24129552.dog-requires				
Bristol Nort	2	Lab	E- Bike fire i	https://new	Statement i	https://www.bristolpost.co.uk/new		
Bristol Sout	2	Lab	A spokespe	https://www.bristolpost.co.uk/news/bristol-news/e-scoote				
Bristol Wes	1	Lab	Tower blocl	https://news.sky.com/story/electric-bike-caused-bristol-to				
Bromley an	1	Con	The discard	https://www.newsshopper.co.uk/news/17649279.veolia-re				
Burton	1	Con	The owner c	https://www.derbytelegraph.co.uk/news/local-news/live-u				
Bury North	1	Con	E-bike being charged incorrect causes fire to damage house					
Caerphilly	1	Lab	E-scooter fi	https://www.bbc.co.uk/news/articles/ckk7q4wydl0o				
Camberwel	1	Lab	nvestigator	https://southwarknews.co.uk/area/camberwell/electric-bic				
Cambridge	2	Lab	Fire that kill	https://www.chelmsfordweeklynews.co.uk/news/national/				
Cannock Cl	1	Con	An explodin	https://www.birminghammail.co.uk/black-country/explodii				
Carlisle	1	Con	Carlisle kitc	Carlisle kitchen fire was caused by a charging electric scoo				
Carmarther	1	Ind	Lithium-ion	https://www.walesonline.co.uk/news/wales-news/carmart				
Central Dev	1	Con	Bin lorry fir	https://www.devonlive.com/news/devon-news/bin-lorry-fir				
Central Suf	1	Con	Sackers ad	https://www.letsrecycle.com/news/sackers-hails-fire-plan				
Cheadle	1	Con	WASTE bos	https://www.tameside.gov.uk/Newsroom/Warning-after-ba				
Chelmsforc	1	Con	Flat destroy	https://www.itv.com/news/anglia/2024-04-09/a-loud-bang				
Chelsea an	1	Con	an incident	https://www.tssa.org.uk/news-and-events/tssa-news/tssa-				
Chichester	1	Con	Lithium-ion	https://www.circularonline.co.uk/news/lithium-ion-batteric				
Cities of Lo	1	Con	Electric triycle cathces fire outside Buckingham Palace while parked or					
Copeland	1	Con	Whitehaver	https://www.bbc.co.uk/news/uk-england-cumbria-638771				
Coventry N	1	Lab	E-bike batt	https://www.ifsecglobal.com/fire-news/e-bike-battery-four				
Crawley	1	Con	E-scooter s	https://www.westsussex.gov.uk/news/e-scooter-sparks-bii				

Crewe and	1 Con	Firefighters https://crewe.nub.news/news/local-news/firefighters-tack
Croydon Ce	1 Lab	Converted (https://www.mylondon.news/news/south-london-news/cr
Croydon Nc	1 Lab/Co-op	E-bike batt https://insidecroydon.com/2021/11/25/e-bike-battery-fire
Denton anc	1 Lab	Warning aft https://www.tameside.gov.uk/Newsroom/Warning-after-ba
Ealing Cent	2 Lab	Lithium bat https://chis E-bike fire c https://ealing.news/news/e-bike-bi
East Hamp:	2 Con	Exploding e https://www Bordon hou https://www.petersfieldpost.co.uk/
East Lothia	1 Alba	The Dunbar https://www.edinburghnews.scotsman.com/lifestyle/dunb
East Worthi	1 Con	fire at rubbi https://www.sussexlive.co.uk/news/sussex-news/rubbish-
Eastbourne	1 Con	E- Bike fire i https://www.sussexexpress.co.uk/news/eastbourne-fire-c
Eddisbury	1 Con	Flat fire in V https://www.cheshirefire.gov.uk/news-events/incidents/?i
Edinburgh f	1 SNP	A waste sol https://www.edinburghlive.co.uk/news/edinburgh-news/ec
Ellesmere F	1 Lab	E Scooter fi https://www.chesterstandard.co.uk/news/23735320.elles
Eltham	1 Lab	Firefighters https://www.london-fire.gov.uk/incidents/2022/april/hous
Erith and Tf	1 Lab	Firefighters https://jerseyeveningpost.com/morenews/uknews/2023/0
Finchley an	1 Con	E-bike fire c https://www.standard.co.uk/news/london/e-bike-battery-e
Gedling	2 Con	Warning as https://www.nottinghampost.com/news/nottingham-news
Gillingham	1 Con	E-scooter s https://www.bbc.co.uk/news/uk-england-kent-66562988
Hackney Nc	1 Lab	Man in hos https://www.thisislocallondon.co.uk/news/23573275.man
Hackney Sc	2 Lab	Investigato https://www Two people https://www.standard.co.uk/news/
Halifax	2 Lab	Yorkshire f https://www.yorkshirepost.co.uk/news/people/shocking-gr
Hammersr	2 Lab	ShepherdÃ https://www.london-fire.gov.uk/news/2022-news/june/she
Hampsteac	1 Lab	E-bike batt https://www.hamhigh.co.uk/news/23317727.e-bike-batter
Harboroug	1 Con	Charging e- https://www.bbc.co.uk/news/articles/c0kykv9dwr5o
Harlow	1 Con	Templefiel https://www.yourharlow.com/2022/08/19/templefields-ho
Harrogate a	1 Con	E-bike caus https://thestrayerferret.co.uk/firefighters-called-to-electric-b
Harrow Eas	1 Con	Huge fire at https://harrowonline.org/2023/05/22/huge-fire-at-harrow-r
Harwich an	1 Con	Battery saf https://www.essex-fire.gov.uk/incidents/battery-safety-wa
Hayes and l	1 Lab	Firefighters https://uknip.co.uk/news/uk/breaking/firefighters-have-iss
Henley	1 Con	Crews tack https://www.oxfordmail.co.uk/news/19688614.crews-tack
Holborn an	1 Lab	Kentish Tov https://www.hamhigh.co.uk/news/23650240.kentish-town
Hornchurc	1 Con	E-bike batt https://www.thisislocallondon.co.uk/news/24238427.hitcl
Horsham	1 Con	Discarded l https://www.sussexexpress.co.uk/news/discarded-batteric
Houghton a	1 Lab	Charging e- https://www.sunderlandecho.com/news/lucky-escape-as-
Hove	2 Lab	A huge pA h https://www Fire service https://www.itv.com/news/meridia
Huntingdor	1 Con	A bin lorry ii https://www.itv.com/news/anglia/2020-05-20/lorry-load-o
Hyndburn	1 Con	Fire safety \ https://www.lancashiretelegraph.co.uk/news/18924498.ri
Ilford North	2 Lab	House fire i https://www Ground Floor of Home Damaged in Blaze
Ilford South	1 Lab	Man hospit https://www.essexlive.news/news/essex-news/man-hospit
Islington Sc	1 Lab	Fire investi https://www.london-fire.gov.uk/incidents/2023/may/hotel-
Islwyn	1 Lab	Electric bat https://www.southwalesargus.co.uk/news/24195832.pant
Keighley	1 Con	Firefighters https://www.thetelegraphandargus.co.uk/news/23020334
Kensington	1 Con	Three wom https://londonnewsonline.co.uk/three-women-hospitalise
Knowsley	1 Lab	MFRS said l https://www.bbc.co.uk/news/uk-england-merseyside-619
Lancaster a	1 Lab	Almost Ã,Ã https://www.lancasterguardian.co.uk/news/national/almo
Leicester E	1 Ind	Faulty elec https://www.leicestermercury.co.uk/news/leicester-news/
Leicester S	1 Lab	A faulty e-b https://www.itv.com/news/central/2023-08-07/faulty-elec
Leigh	1 Con	E Scooter fi https://www.leighjournal.co.uk/news/23425200.tyldesley-
Lewes	1 Con	A Ãçâ, ãËö: https://www.sussexexpress.co.uk/news/likely-cause-of-le

Lewisham E	1 Lab	Old Road L	Your Harlow,Â (e-scooter fire which occurred in a house in
Lewisham W	1 Lab	Forest Hill f	https://www.newsshopper.co.uk/news/23365784.forest-hi
Lewisham,	1 Lab	Deptford Hi	https://www.newsshopper.co.uk/news/23381744.deptfor
Leyton and	1 Lab	Shocking fc	https://www.lbc.co.uk/news/ebike-fire-lithium-battery/
Liverpool, F	1 Lab	E-bike caus	https://www.merseyfire.gov.uk/media-centre/news-press/
Luton North	1 Lab	Fire caused	https://ebiketips.road.cc/content/news/luton-fire-was-cau
Luton South	1 Lab	E-bike on cl	https://www.bbc.co.uk/news/uk-england-beds-bucks-hert
Maldon	1 Con	Overheatec	https://www.essex-fire.gov.uk/incidents/overheated-batter
Mid Bedfor	1 Lab	Central Bec	https://www.centralbedfordshire.gov.uk/news/article/350/
Mid Worces	1 Con	Bin lorry fire	https://www.malverngazette.co.uk/news/22473436.bin-loi
Middlesbro	1 Lab	Middlesbro	https://www.gazettelive.co.uk/news/teesside-news/middle
Milton Keyn	1 Con	E- Bike fire	https://bucksfire.gov.uk/incident/electric-bike-fire/
Moray	1 Con	Family	https://www.thescottishsun.co.uk/news/9795505/familys-
Newark	1 Con	Colwick Inc	https://www.newarkadvertiser.co.uk/news/cause-of-blaze-
Newcastle	1 Lab	Lithium e-s	https://www.thenorthernecho.co.uk/news/23690576.e-bik
Normanton	1 Lab	Lithium ion	https://www.wyfs.co.uk/sites/default/files/2023-01/2022-
North Devo	1 Con	Five people	https://www.bbc.co.uk/news/uk-england-devon-66369383
North Swin	1 Lab	E-bike fire c	https://www.bbc.co.uk/news/articles/cer302yv889o
North Than	1 Con	Lithium ion battery causes fire in garage	
Northampt	1 Con		
Nottingham	1 Lab	Emergency	https://www.nottinghampost.com/news/emergency-servic
Old Bexley	1 Con	E-bike fire c	https://www.thisislocalondon.co.uk/news/17596939.fire-i
Oldham Ea	1 Lab	Video show	https://www.theoldhamtimes.co.uk/news/23154813.videoc
Orkney and	1 LD	Fire caused	https://www.orcadian.co.uk/fire-leads-to-batteries-warnin
Peterborou	1 Con	Fire Service	https://www.circularonline.co.uk/news/fire-service-issues-
Plymouth, S	1 Lab	Domestic P	https://www.dsfire.gov.uk/incidents/domestic-property-fire
Poplar and	1 Lab	Criminal in	https://www.bbc.co.uk/news/uk-england-london-6667236
Portsmouth	1 Con	Flat fire spa	https://www.hantsfire.gov.uk/flat-fire-sparks-electric-scoo
Portsmouth	1 Lab	Crews from	https://www.hantsfire.gov.uk/fire-service-issues-safety-wa
Putney	1 Lab	Lithium bat	https://www.mrw.co.uk/news/lithium-batteries-blamed-foi
Reading Ea	1 Lab	E-bike fire c	https://www.bracknellnews.co.uk/news/23255601.berksh
Ribble Valle	1 Con	Two fires in	https://www.lancashiretelegraph.co.uk/news/23060558.ril
Rochester a	1 Con	Fire in blocl	https://www.kentlive.news/news/kent-news/fire-block-flat
Rochford a	1 Con	Overheatec	https://www.essex-fire.gov.uk/incidents/overheated-batter
Rotherham	1 Lab	E-Bike fire i	https://www.rotherhamadvertiser.co.uk/news/e-bike-in-fla
Salford and	1 Lab	Tower blocl	https://www.manchestereveningnews.co.uk/news/greater-
Sheffield C	1 Lab	Home desti	https://www.examinerlive.co.uk/news/local-news/fire-stat
Sittingbour	2 Con	Sheerness	https://www.kentonline.co.uk/sheerness/news/devastatin
Sleaford an	1 Con	Lithium-ion	https://thelincolnite.co.uk/2018/09/batteries-caused-majc
Slough	1 Lab	Slough prof	https://www.getreading.co.uk/news/reading-berkshire-nev
Somerton a	1 LD	Frome hou	https://www.bbc.co.uk/news/uk-england-somerset-64789
South Shiel	1 Lab	Family forc	https://uk.news.yahoo.com/family-forced-flee-home-e-17/
South Swin	1 Con	Second har	https://uk.news.yahoo.com/dramatic-scenes-e-scooter-ba
South Than	1 Con		
Southampt	1 Lab	E-scooter o	https://www.dailyecho.co.uk/news/20096909.e-scooter-fil
St Albans	1 LD	Spate of fir	https://www.stalbans.gov.uk/news/warning-about-battery-
St Austell a	1 Con	Waste trucl	https://www.itv.com/news/westcountry/2021-11-12/bin-m
Stafford	1 Con	Dad heartb	https://www.mirror.co.uk/news/uk-news/dad-heartbroken-

Stoke-on-Trent	2 Con	Battery explosion https://www.stokesentinel.co.uk/news/stoke-on-trent-new
Streatham	1 Lab	Two in hospital https://www.standard.co.uk/news/london/escooter-batter
Stroud	1 Con	People in trouble https://www.stroud.gov.uk/news-archive/hero-recycling-cr
Sutton and Telford	1 Con	E-bike caught fire https://www.independent.co.uk/tv/news/london-fire-train
Tewkesbury	1 Con	E-Bike fire https://www.shropshirefire.gov.uk/102307
The Cotswolds	1 Con	Fire started https://twitter.com/TewkesburyBCgov/status/1672293668
Torfaen	1 Con	Gloucester: https://www.gloucestershirelive.co.uk/news/gloucester-ne
Torridge and	1 Lab	Torfaen fire https://www.cwmbranlife.co.uk/torfaen-firefighters-issue-
Tottenham	1 Con	E Bike Fire in https://www.bbc.co.uk/news/uk-england-devon-66369383
Twickenham	1 Lab	Tottenham https://www.london-fire.gov.uk/incidents/2023/august/flat
Uxbridge and	1 LD	Teddington https://www.london-fire.gov.uk/incidents/2021/april/hotel
Vale of Clwyd	1 Con	West Drayton https://www.london-fire.gov.uk/incidents/2022/february/h
Wakefield	1 Con	Fire caused https://www.dailypost.co.uk/news/north-wales-news/huge
Walthamstow	1 Lab	House burn https://www.bbc.co.uk/news/uk-england-leeds-68778386
Washington	1 Lab	E-bike warning https://www.gbnews.com/news/e-bike-warning-issued-aft
Wentworth	1 Lab	Warning after https://www.thenorthernecho.co.uk/news/20260057.warn
West Dorset	1 Lab	E-bike in flat https://www.rotherhamadvertiser.co.uk/news/viewebike-ir
West Ham	1 Con	Battery ignition https://www.bridportnews.co.uk/news/23690981.battery-i
Westminster	1 Lab	Battery blown https://www.thisislondon.co.uk/news/24044532.lfb-b
Wigan	1 Lab	Fire believed https://www.london-fire.gov.uk/incidents/2022/august/flat
Wimbledon	1 Lab	E-bike fire in https://www.wigantoday.net/news/e-bike-batteries-blame
Witney	2 Con	E-scooter stolen https://www.Wimbledon
Woking	1 Con	Incorrect battery https://www.thisislondon.co.uk
Wrexham	1 Con	Knaphill burnt https://news.westoxon.gov.uk/news/incorrect-battery-disp
	1 Con	Lithium battery https://www.getsurrey.co.uk/news/surrey-news/knaphill-b
	1 Con	Lithium battery https://www.wrexham.com/news/warning-issued-after-lith

Incident 4 Incident 4 Link

ery-warning-issued-after-e-28734243

ey-shetland-63822007

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recycling-centres-join-the-fight-against-zombie-batteries/

ce-charger-causes-fire-ulverston-garage/

E-Bike Fire Should be Warning to Owners

recycling-centres-join-the-fight-against-zombie-batteries/

se-fire-caused-27880556

:-road-e-bike-fire-mum-issues-heartfelt-plea/

v.thefpa.co.uk/news/e-bike-causes-flat-fire-in-stepney-green

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-man-rescued-tonge-fold-house-fire/

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ise-064618806.html

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3502

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e-151203688.html

ectric-scooter-fire-in-kemptown/

-treatment-fire-breaks-brighton-high-rise/

s/bristol-news/statement-avonmouth-scrap-metal-fire-6040727

r-burns-bristol-home-6879802

ower-block-fire-which-resulted-in-mans-death-investigators-say-12706232

espond-fire-bickley-started-disposed-battery/

pdates-crews-fight-large-7313760

ycle-battery-caused-big-blaze-camberwell-road-sunday/

23630983.fire-killed-woman-two-children-started-e-bike-left-charging/

ng-e-bike-battery-sparked-24447778

ter | News and Star

hen-nantycaws-recycling-centre-21842006

e-bovey-tracey-5311372

-after-great-blakenham-blaze/

tteries-thought-to-have-caused-bin

;-and-sparks-charging-e-bike-fire-destroys-flat

-brands-e-scooters-significant-threat-after-parsons-green-fire

es-suspected-cause-of-recycling-centre-blaze/

1 street (Daily Telegraph article)

15

rd-to-be-cause-of-fire-in-coventry-apartment-block/

n-lorry-fire/

le-serious-flat-fire-in-crewe-caused-by-electric-bike-charger-fault-156185
ydon-house-fire-electric-bike-28927018
-prompts-renewed-warnings-from-brigade/
batteries-thought-to-have-caused-bin
arsts-into-fire-and-damages-south-ealing-flat/
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ar-landfill-blaze-sparks-drive-to-educate-public-on-battery-disposal-123174
caught-fire-shoreham-recycling-7558176
caused-by-electric-bike-battery-3315091
=8215
linburgh-firefighters-race-plush-suburb-24580867
mere-port-three-fire-crews-called-incident-early-hours/
e-fire-eltham/
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i-hospital-e-bike-bought-online-catches-fire/
london/ebike-fire-hospital-london-fire-brigade-hackney-b1127250.html
google-nest-camera-footage-shows-moment-yorkshire-familys-house-goes-up-in-flames-after-charging-e-b
pherd-s-bush-high-rise-fire-caused-by-e-bike-prompts-safety-warning-from-firefighters/
y-safety-warning-west-hampstead-flat-fire/

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ike-blaze-in-harrogate/
recycling-centre-was-caused-by-batteries/
rning-after-e-scooter-fire-2022-07-06-12-55
ued-another-e-bike-safety-warning-after-a-house-fire-on-balmoral-drive-in-hayes-in-the-early-hours/
le-e-scooter-battery-fire-oxford-industrial-estate/
i-fatal-fire-likely-caused-e-bike-battery/
ain-close-harold-hill-house-fire-cause-revealed/
as-blamed-for-dustcart-fire-near-horsham-3764156
e-scooter-bursts-into-flames-in-sunderland-kitchen-4420735
n/2023-11-11/fire-service-warn-of-e-bike-and-e-scooter-fire-risks-following-hove-blaze
f-rubbish-dumped-on-verge-after-lithium-batteries-start-fire
shton-familys-e-scooter-explodes-firefighters-warn-lithium-batteries/

talised-after-ilford-house-8612050
-fire-islington
side-house-fire-neighbours-recall-horrific-incident/
.firefighters-keighley-submerge-e-bike-battery-catches-fire/
d-from-suspected-e-bike-blaze/
37801
st-ps5k-raised-in-less-than-a-day-for-lancaster-family-who-lost-everything-in-house-fire-4196987
faulty-electric-bike-battery-caused-8659297
tric-bike-likely-to-have-caused-house-fire-which-injured-two
house-damaged-e-scooter-fire/
mes-recycling-site-fire-revealed-3199486

Harlow)

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central_bedfordshire_council_joins_national_fight_against_zombie_batteries_in_bid_to_tackle_waste_coll

rry-fire---larkspur-drive-evesham-leaves-rubbish-street/

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The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill

A Bill to make provisions regarding the safety of electric-powered micromobility vehicles and of lithium batteries; to give duties to the Secretary of State regarding those matters; and for connected purposes.

1. The safety of electric-powered micromobility vehicles and secondary lithium-ion batteries used to power such vehicles

(1) No person shall after 31st August 2025 place on the UK market any electric-powered micromobility vehicle or a secondary lithium-ion battery used to power such vehicles unless –

(a) conformity assessment procedures have been carried out by a conformity assessment body ('CAB') authorised by the Secretary of State to carry out such assessments; and

(b) the manufacturer has drawn up the technical documentation and declaration of conformity; and

(c) the electric-powered micromobility vehicle and the battery used to power such vehicles bear the CE or UKCA mark to demonstrate conformity with designated or harmonised standards.

(2) The Secretary of State must within 6 months of the passing of this Act publish a list of CABs recognised as being able to carry out conformity assessment procedures pursuant to subsection (1).

(3) Where in the opinion of a CAB, a product covered by this Act has successfully met the essential safety requirements of applicable regulations, it shall issue a certificate of conformity to the manufacturer.

(4) Where a certificate of conformity has been issued pursuant to subsection (3) a manufacturer must display a CE or a UKCA mark on any product covered by this Act before it is placed on the UK market.

(5) No person shall display a CE or a UKCA mark on any product covered by this Act unless a certificate of conformity has been issued for the product given in accordance with this Act.

2. Disposal of Secondary Lithium-ion Batteries

(1) The Secretary of State must, within 6 months of the passing of this Act, make regulations regarding the safe disposal of lithium batteries.

(2) The regulations made pursuant to subsection (1) may include a requirement for sellers of such batteries to:

(a) Display a prominent warning about the dangers of improper disposal of lithium batteries not in accordance with those regulations; and

(b) Attach as part of the sale

(i) Information regarding the cell chemistry of lithium batteries and;

(ii) information regarding the safe disposal of such batteries.

3. Duties of the Secretary of State

(1) (1) The Secretary of State must, within 12 months of the passing of this Act, make regulations

(a) Specifying safety standards for micromobility vehicle conversion kits and associated components; and

(b) Requiring that all micromobility vehicles have either

(i) a non-proprietary charging system with a communications protocol;
or

(ii) a proprietary charging system with a matched charger

and such regulations may include details of the means by which those standards will be enforced and the penalties for failing to comply with those standards.

(2) The Secretary of State must within 6 months of the passing of this Act consult such persons as he considers have an interest in this matter on whether to implement an interim measure which prohibits the sale of universal chargers for electric-powered micromobility vehicles until such time as the regulations detailed in (1) (a) or (1) (b) come into force.

4. Offences

Any person who fails to comply with the terms of this Act commits an offence.

5. Interpretation

In this Act, the following terms have the following meanings:

- 'Electric-powered micromobility' means electric scooters or electric bicycles powered by secondary lithium-ion batteries, as defined in the Department of Transport 2020 publication 'Future of Transport Regulatory Review Moving Britain Ahead Call for Evidence'.
- 'A lithium battery' is a non-rechargeable battery with lithium as an anode.
- 'A secondary lithium-ion battery' is a type of rechargeable battery in which the main reaction is the transport and intercalation of lithium ions into the cathode and anode respectively as defined in the BEIS Research Paper No 2020/037 entitled 'Domestic Battery Energy Storage Systems A Review of Safety Risks'.
- 'A proprietary charging system' comprises of a manufacturer specified plug and socket system designed only to operate in combination with each other.

- 'A non-proprietary charging system' comprises of a non-manufacturer specified plug and socket system consisting of a standardised plug and socket and a communications protocol.
- 'A communications protocol' is a set of formal rules describing how to transmit or exchange data.
- 'A CE marking' means a mark consisting of the symbol "CE" set out in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A 'UKCA' marking is a UK Conformity Assessed marking displayed in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A conversion kit is the electrical drive train, battery and charging system, that is fitted to a regular pedal bicycle to convert it to an electric bike.

6. Regulations

(1) The Secretary of State must, within six months of the passing of this Act, make regulations specifying:

- (a) Any amendments to the definition of the term 'electric-powered micromobility' that, in the Secretary of State's opinion, are necessary.
- (b) The penalties that shall apply to breaches of this Act.

(2) Regulations under this Act shall be made by statutory instrument pursuant to the negative resolution procedure.

7. Extent, Commencement, and Short Title

(1) This Act extends to the whole of the UK, subject to resolutions being passed by

- (a) The Scottish Parliament;
- (b) Senedd Cymru;
- (c) The Northern Ireland Assembly

applying it to their respective countries.

(2) This Act comes into force on the day on which it is passed.

(3) This Act may be cited as the Safety of Electric-Powered Micromobility and Lithium Batteries Act 2023."