



**Notice is hereby given of**  
**A MEETING OF FLEET TOWN COUNCIL**

**Wednesday 4<sup>th</sup> December 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, J. Stanton, D. Taylor, S. Tilley, P. Wildsmith, B. Willcocks, G. Woods.

*RCTong*

Rita Tong, Executive Officer  
27<sup>th</sup> November 2024

**AGENDA**

<b>1.</b>	<b>APOLOGIES</b> Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b> Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.  Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
<b>3.</b>	<b>QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
<b>4.</b>	<b>CHAIRMAN'S ANNOUNCEMENTS</b> To receive any updates from the Chairman of Fleet Town Council.
<b>5.</b>	<b>HCC/HDC</b> (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
<b>6.</b>	<b>MINUTES OF PREVIOUS MEETINGS</b> To receive and approve as a correct record the main minutes and confidential minutes of the Council meeting held on 6 <sup>th</sup> November 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"><li>• Development Control                      11<sup>th</sup> &amp; 25<sup>th</sup> November 2024 (if available)</li><li>• Establishment                                  13<sup>th</sup> November 2024</li></ul>

<b>Part 1 – ITEMS FOR DECISION</b>	
<b>7.</b>	<p><b>FINANCIAL MONITORING REPORT</b></p> <p>a) To receive the bank reconciliation and list of payments for October 2024 (<i>copies attached</i>).</p> <p>b) To receive a statement from Councillor Robinson that the bank reconciliation and list of payments for October 2024 have been verified and signed off against the original bank statement.</p> <p><b>RECOMMENDATIONS</b></p> <p>a) To receive and accept the bank reconciliation and list of payments for October 2024.</p> <p>b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for October 2024 have been verified and signed.</p>
<b>8.</b>	<p><b>CONSULTATION ON REMOTE ATTENDANCE AND PROXY VOTING</b></p> <p>The Ministry of Housing, Communities and Local Government are holding a consultation on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances. If any changes to legislation are made because of this consultation they would apply to local authorities in England only.</p> <p><b>RECOMMENDATION</b></p> <p>a) Members to determine if they wish to complete the consultation as a body corporate, as individual Members, or as both individuals and as a body corporate.</p> <p>b) If Members do wish to complete the consultation as a body corporate, to determine their responses to the questions posed (<i>refer to attached document</i>).</p>
<b>9.</b>	<p><b>VE DAY</b></p> <p>The 80th anniversary of VE Day, which marks the end of World War II in Europe, will be commemorated on Thursday, May 8, 2025.</p> <p>On Thursday 8th May 2025 Town Councils are being encouraged to light Beacons and Lamp Lights of Peace at 9.30pm, and raise a unique VE Day flag at 9am and, where possible, hold parties of celebration throughout the day (<i>see attached document</i>).</p> <p>The Lions Club of Fleet is seeking permission to install two WW2 commemorative benches adjacent to the War Memorial in Gurkha Square (see attached photo's of potential styles). These benches will be purchased by the Lion's Club and they intend to unveil them on the 80<sup>th</sup> anniversary of VE Day.</p> <p><b>RECOMMENDATION</b></p> <p>a) Members to determine if they wish to mark the 80<sup>th</sup> anniversary of VE Day.</p> <p>b) If Members do wish to mark the 80<sup>th</sup> anniversary of VE Day, to determine what form this should take and what budget should be allocated for this one-off event.</p> <p>c) Members to approve the fixing of two benches adjacent to the War Memorial in Gurkha Square.</p> <p>d) Members to indicate the preferred style of bench to be installed.</p>
<b>10.</b>	<p><b>CYBER ESSENTIALS</b></p> <p>To receive a report on what Cyber Essentials is and how it impacts Fleet Town Council (<i>see attached report</i>).</p> <p><b>RECOMMENDATION</b></p> <p>Members are asked to consider the report and:</p> <ol style="list-style-type: none"> <li>1. Determine whether they wish to gain Cyber Essentials accreditation.</li> <li>2. If Members do decide to gain accreditation, to determine which level of assurance they wish to have.</li> </ol>

<b>11.</b>	<p><b>DRAFT BUDGET 2025/26</b></p> <p>Members to consider a report (attached for the information of Members) from the Executive Officer. Members are requested to approve the revised estimates 2024/25 and draft budget 2025/26 and agree a precept for the financial year 2025/26.</p> <p>Additionally, Members are requested to note the budget forecast projections for periods 2026/27 and 2027/28 which are based on Officers' understanding of the Council's potential future activities.</p> <p><b>RECOMMENDATIONS</b></p> <ul style="list-style-type: none"> <li>a) Members to resolve to approve the revised estimates for the financial year 2024/25.</li> <li>b) Members to resolve to approve the budget for the financial year 2025/26.</li> <li>c) Members to resolve to agree a precept requirement for the financial year 2025/26.</li> <li>d) Members to note budget forecast projections for period 2025/26 &amp; 2026/27.</li> </ul>
<b>Part 2 – ITEMS TO NOTE</b>	
<b>12.</b>	<p><b>ANNOUNCEMENTS</b></p> <p>To receive and note announcements from the Executive Officer or any Member by permission of the Chair.</p>
<b>13.</b>	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>The next meeting of the Council is scheduled to be held on Wednesday 8<sup>th</sup> January 2025 at 7pm in the Harlington.</p>
<b>Part 3 – CONFIDENTIAL ITEMS</b>	
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> <li>a. Engagement, terms of service, conduct and dismissal of employees.</li> <li>b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts.</li> <li>c. Receipt of professional legal advice and preparation of cases in legal proceedings.</li> <li>d. The early stages of any dispute.</li> <li>e. Matters of a commercial nature.</li> </ul>
<b>14.</b>	<p><b>HARLINGTON COMMUNICATION STRATEGY</b></p> <p>Members to receive a draft communication strategy for The Harlington from the Communications Officer.</p> <p><b>RECOMMENDATION</b></p> <p>To review and approve the Harlington Communication Strategy.</p>



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING**

held on

**Wednesday 13<sup>th</sup> November 2024 at 7pm**

\* Councillor Woods (Chairman)

\* Councillor Einchcomb (Vice Chairman)

\* Councillor Holt

\* Councillor May

0 Councillor Robinson

\* Councillor Schofield

\* Councillor Tilley

# Councillor Wildsmith

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

#### **Also in attendance:**

Rita Tong – Executive Officer

#### **EST NOVEMBER 2024 ITEM 1**

#### **APOLOGIES**

Members received and accepted the apologies as noted above.

#### **EST NOVEMBER 2024 ITEM 2**

#### **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **EST NOVEMBER 2024 ITEM 3**

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

There were no members of the public present.

#### **EST NOVEMBER 2024 ITEM 4**

#### **MINUTES OF PREVIOUS MEETING**

The minutes of the Establishment Committee meeting held on 10<sup>th</sup> July 2024 were approved and signed by the Chairman.

#### **EST NOVEMBER 2024 ITEM 5**

#### **ALCOHOL AND SUBSTANCE MISUSE POLICY**

Members reviewed the draft Alcohol and Substance Misuse Policy and the draft Alcohol and Substance Misuse Procedures. Members proposed several amendments to both documents.

#### **RESOLVED**

Members approved the amended Alcohol & Substance Misuse Policy and Alcohol & Substance Procedure subject to the changes proposed.

**EST NOVEMBER 2024 ITEM 6****DISCIPLINARY PROCEDURE**

Members reviewed the draft Disciplinary Policy and the draft Disciplinary Procedures. Members proposed several amendments to both documents.

Councillor Schofield advised that amendments would be required to Standing Orders for the disciplinary procedure to operate as intended.

**RESOLVED**

Members agreed that Cllr Schofield, Cllr Woods and the Executive Officer review Standing Orders alongside the proposed amended Disciplinary Policy and Disciplinary Procedure documents and come back to this Committee with recommendations for required changes.

**EST NOVEMBER 2024 ITEM 7****EQUALITY & DIVERSITY POLICY**

Members reviewed the Equality & Diversity Policy and made proposed some minor amendments.

**RESOLVED**

Members approved the amended Equality & Diversity Policy subject to the proposed amendments..

**EST NOVEMBER 2024 ITEM 8****TRAINING UPDATE**

Members noted training received by Officers since the last Establishment Committee meeting.

**EST NOVEMBER 2024 ITEM 9****STAFFING UPDATES**

Members noted staffing updates since the previous Establishment Committee meeting.

**EST NOVEMBER 2024 ITEM 10****DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 26<sup>th</sup> February 2025 at 7pm in The Harlington (Music Room).

**Part 3 CONFIDENTIAL ITEMS**

The Chairman stated the reasons that the remainder of the meeting should be held in confidential session is due to matters relating to individual staff and terms of service being discussed.

**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.

**EST NOVEMBER 2024 ITEM 11****STAFF APPRAISALS UPDATE**

Members received a summary update on staff process towards the current year appraisal objectives.

**RESOLVED**

Members noted the staff appraisal update.

Members received the impact of draft payroll scenarios on next year's budget and after discussion agreed the recommended salary budget for inclusion in next year's budget.

**RESOLVED**

Members agreed to make a recommendation of a 5% average increase to base staff salaries to Council regarding the staff salaries budget for next financial year.

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

**Chairman**

The meeting closed at 8.39pm.

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## **FLEET TOWN COUNCIL**

### **MINUTES OF COUNCIL MEETING**

held on

Wednesday 6<sup>th</sup> November 2024 at 7pm

\* Councillor Schofield (Chairman)

0 Councillor Einchcomb (Vice Chairman)

# Councillor Chenery

\* Councillor Fang

\* Councillor Holt

\* Councillor Hope

\* Councillor James

0 Councillor May

0 Councillor Neves

\* Councillor Oliver

\* Councillor Richmond

\* Councillor Robinson

\* Councillor Taylor

\* Councillor Tilley

\* Councillor Wildsmith

\* Councillor Willcocks

\* Councillor Woods

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

#### **Also in attendance:**

Rita Tong – Executive Officer

Councillor Steve Forster – HCC

Councillor Adrian Collett – HCC

Councillor Stephen Parker – HCC

Mike Bye – Chair of Friends of Oakley Park

Charlie Gray – Representative of Fleet Town Football Club

Janet Stanton - Candidate for Co-Option

#### **FC NOVEMBER 2024 ITEM 1**

#### **APOLOGIES FOR ABSENCE**

Members received and accepted the apologies as noted above.

#### **FC NOVEMBER 2024 ITEM 2**

#### **DECLARATIONS OF INTEREST**

Councillors Oliver, Taylor and Wildsmith declared an other registerable interest in Agenda Items 16 on the grounds that they are also Councillors of Hart District Council. Councillor Wildsmith left the meeting before the Confidential session started. Councillors Oliver and Taylor took part in the discussion but did not vote on this item

Councillor Holt declared an other registerable interest in Agenda Item 10 on the grounds he lives within the Conservation Area.

#### **FC NOVEMBER 2024 ITEM 3**

#### **QUESTIONS FROM THE PUBLIC**

Mr Gray read a statement on behalf of Mr Darren Mcgrath, Vice Chairman of Fleet Town Football Club in relation to Agenda Item 18.

Responding to questions from Members, Mr Gray confirmed that no complaints had been received from spectators on the lighting and that the Club intended to replace the floodlights which would cost around £58,000 but needed the security of tenure the lease would provide to access funding from the Football Association and other sources.

Mr Gray left the meeting on conclusion of this Agenda Item.

#### **FC NOVEMBER 2024 ITEM 4**

#### **CHAIRMAN'S ANNOUNCEMENTS**

Cllr Schofield reported his attendance during the period as follows:

- Citizens Advice Bureau presentation evening
- BID Board Meeting
- Hart Parish Engagement meeting to discuss planning issues
- Hart Youth Achievement Awards and presented two awards on behalf of the Council
- Along with Executive Officer Quarterly Review Meeting with HDC
- Along with Executive Officer met representatives of Fleet Phoenix to discuss future options.
- Had enumerable meetings and discussions on the Harlington Lease
- Had several conversations with Terena Plowright regarding the Greening Campaign

#### **FC NOVEMBER 2024 ITEM 5**

#### **HCC/HDC ANNOUNCEMENTS**

The following reports were received from Hampshire County Council.

##### Cllr Adrian Collett (HCC)

- Gave an update on the issue of school buses for Ancell Farm residents.
  - Parents meeting was held 5 November 2024. Parent's have set up a campaign group regarding this issue.
  - Those involved are trying to reach a long term resolution before the temporary measures end at the end of the current school term.
- Gave an update on the budget reductions.
  - Cabinet have now reviewed all proposals put forward.
  - School buses are not being reviewed.
  - Street lights will be turned off and / or dimmed for longer periods.
  - No cuts proposed to budget for fixing potholes, but a £7 million reduction in the budget for pothole prevention.
- Managing Flood Risk Community Toolkit has now been published on the Hampshire County Council website.
- A consultation on the proposed pedestrian and cycle improvements along Hitches Lane is open until 10 November 2024.
- A wider consultation on creating safer cycling and walking routes is open until 22 December 2024. The Council is seeking information on barriers to walking and cycling on local streets such as where paths are not wide enough for pushchairs or lack of dropped kerbs. Whilst the Council doesn't have the money to address the issues raised, it is intending on using the information gathered to access central government funding.
- Vacancy in Bishop's Waltham Ward been filled by a Liberal Democrat in a recent election.

Cllr Oliver asked whether the budget reductions would impact Hampshire Libraries. Cllr Collett said there was a £250,000 reduction in the book budget.



#### Cllr Steve Forster (HCC)

- The pedestrian crossing at Calthorpe Park School has now been approved with work scheduled to commence mid-January 2025.
- Cllr Forster urged Members to respond to the public survey on the proposed pedestrian and cycle improvements along Hitches Lane.
- Minor issues identified from the consultation on barriers to cycling and walking routes could be done, especially if Town and Parish Councils were willing to contribute funds toward the works.
- Information regarding the Ancells Farm school bus issue can be found on the Council's website. Hampshire County Council is currently providing a £35,000 subsidy.
- Many budget reduction proposals were not approved for a variety of reasons. However, a balanced budget for 2025/26 has been drafted. It should be noted that Central Government have not offered any rescue plans for principal councils and principal councils are facing increased costs due to the increase in minimum wage and NI contributions.
- Should residents have any issues or objections regarding safety due to the reduced street lighting proposal, they should lodge their concerns with the Council.
- Hampshire County Council have 40 libraries and have no plans to close any of them. Savings will be made by through buying paperbacks as opposed to hardbacks. The Council intend to invest in libraries to develop community hubs.
- Cllr Forster reminds all residents that they should take their own preventative measures to avoid the risk of flooding.

#### Cllr Stephen Parker (HCC)

- Clarified the law on the distances children are expected to walk to school.
- There are a lot of road works currently occurring to enable the gas industry to replace old pipework.

The following report was received from Hart District Council.

#### Cllr Oliver (HDC)

- HDC have negotiated a new waste collection contract to extend the food waste collection service and to collect more recyclable items. The new contract will bring HDC in line with expected upcoming legislation. However, the benefits of this new contract are reliant on Hampshire County Council upgrading their waste processing centre.

### **FC NOVEMBER 2024 ITEM 6**

### **MINUTES OF PREVIOUS MEETINGS**

After correcting the date on Agenda Item 16 to read 30 August 2025, the minutes of the Town Council meeting held on 2<sup>nd</sup> October 2024 were approved and signed by the Chairman.

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

- Development Control                      14<sup>th</sup> and 28<sup>th</sup> October 2024
- Policy & Finance                            16<sup>th</sup> October 2024

**FC NOVEMBER 2024 ITEM 7****COUNCILLOR CO-OPTION TO FILL A CASUAL VACANCY**

Members received a presentation from one of the candidates. The candidate left the room whilst voting took place.

**RESOLVED**

To approve Janet Stanton to be co-opted as a Member of Fleet Town Council.

Janet Stanton signed the Declaration of Acceptance of Office form and remained for the remainder of the meeting.

**FC NOVEMBER 2024 ITEM 8****FINANCIAL MONITORING REPORT**

Members noted receipt of:

- a) The bank reconciliation and a list of payments for September 2024.
- b) A statement from Councillor Robinson confirming that the bank reconciliation and list of payments for September 2024 have been verified and signed off against the original bank statement.

**RESOLVED**

- 1) To receive and accept the bank reconciliation and list of payments for September 2024.
- 2) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for September 2024 have been verified and signed off.

**FC NOVEMBER 2024 ITEM 9****TREASURY & INVESTMENT POLICY**

At the October meeting, Members expressed general approval of the drafted Treasury & Investment Policy but requested the inclusion of a statement on ethical investment. Councillor James undertook research into practices adopted by other councils and a list of potential statements was circulated to all Members on 3 October 2024.

Members considered the two options presented for inclusion in the Treasury and Investment Policy.

**RESOLVED**

- a) Members considered the proposed statements on ethical investment and determine to adopt Option B: The Council recognises the importance of ethical investment and commits to considering Environmental, Social, and Governance (ESG) factors when making investment decisions.
- b) Members approved the Treasury & Investment Policy, incorporating the chosen statement.

**FC NOVEMBER 2024 ITEM 10****NORTH FLEET CONSERVATION AREA**

Members noted that the NFCA Character Appraisal and Management Proposals Approved Document is 16 years old and that its evidence base is even older. With the new pressures to come from the new government regarding the NPPF, Hart District Council is suggesting that Parishes should not start updating their Neighbourhood Plans at this time but could

usefully make sure their Conservation Areas and Design Guides are up to date so that any development can be controlled even if not in Neighbourhood Plan sites.

## **RESOLVED**

Members endorsed the continued validity of Policy 16 concerning the North Fleet Conservation Area. It was noted that the Neighbourhood Plan will require review in the near future, with the Conservation Area included as part of this review. In preparation, Members requested the Executive Officer to obtain quotes for updating Policy 16.

Members agreed to maintain a watching brief on developments related to the National Planning Policy Framework (NPPF) and their potential impact on Fleet Town Council's Neighbourhood Plan.

## **FC NOVEMBER 2024 ITEM 11**

## **PLANNING COMMITTEE**

Members noted that attendance at Planning Committee meetings has been consistently low, with only three to four Members attending regularly. The Committee requires a minimum of three Councillors to be quorate. Given that this Committee meets more frequently than others to meet the Planning Authority's deadlines for submitting observations, the limited attendance places an unsustainable burden on those Members who attend.

Members considered the following options on restructuring the planning observation function.

- **Option A: Dissolve the Planning Committee.**  
As there is no statutory requirement for Town Councils to submit observations, the Planning Committee could be dissolved.
- **Option B: Refer planning matters to Full Council.**  
If the Committee is dissolved, the schedule of applications could be circulated to all Members. Councillors may request specific applications be included on the Full Council agenda for discussion. However, this approach may not always be feasible, as Full Council meetings may not align with planning observation deadlines.
- **Option C: Establish a Roster System.**  
A roster could be implemented to ensure the workload is distributed evenly. This could involve alternating attendance between two groups of three Councillors.
- **Option D: Delegate planning observations to an Officer.**  
Observations could be delegated to an Officer. The schedule would be shared with Members, who could submit their input to the Officer. The Officer would hold responsibility for submitting the final observations on behalf of the Council.

## **RESOLVED**

Members agreed that providing observations on planning applications is an important function of the Council and acknowledged that residents have a reasonable expectation that this function will be fulfilled. Members determined that their preferred approach is to establish a roster system to more evenly distribute the workload. Cllr James expressed an interest in joining the Planning Committee, and the Executive Officer was tasked with identifying suitable training opportunities for Cllr James.

Members considered the report from the Council's Internal Auditor, Mulberry Local Authority Services Ltd, on an interim internal audit conducted on 4 October 2024 for the 2024/25 financial year and responded to the matters raised as follows:

Audit Point	Audit Findings	Council Response
B. Financial Regulations, Governance and Payments	I note that the External Auditor's report and certificate are included within the meeting papers for the reporting to council, but are not listed separately on the council website, and recommend that this is published on the same page of the website that contains the unaudited AGAR and the Notice of Conclusion of Audit.	Agreed. This has now been done.
C. Risk Management and Insurance	At the date of the interim audit, balances held by the council were circa £4 million, and the council may wish to consider increasing the fidelity guarantee cover to ensure that the maximum balance held at any point during the year is covered.	Fleet Town Council believes it has a strong system of internal control which would negate the necessity of increased insurance coverage but will review the matter on insurance renewal.
E. Income	I reviewed a sample invoice for the cemetery which showed rates charged for a transfer of burial rights and inscription. Comparing the fees charged to those published, one of the fees appeared to have a 50% resident discount applied while the other did not, and this may be an area where the council could review its processes for ensuring the accuracy of charging and the correct application of the resident discount is applied.	Agreed. Fleet Town Council will review its processes.

E. Income	I recommend that the Executive Officer and those involved in bookings, invoicing and receipting of funds work together to implement a clear procedure to ensure that accurate details are recorded, invoices are issued in a timely fashion and outstanding amounts are chased immediately.	Agreed. Fleet Town Council will review its processes
E. Income	The current conditions of hire (dated July 2021) state 'Fleet Town Council reserves the right to require payment of the full charge at the time of booking or at any time prior to the date for which any of the facility is booked' and while the amounts at risk are not significant to the overall financial position of the council, this illustrates an area where the council may wish to review this and consider the requirement to pay in advance to avoid the possibility of incurring bad debts for one-off hirers of these facilities.	Agreed. Fleet Town Council will review its processes

## RESOLVED

Members considered the findings and recommendations outlined in the Internal Auditor's report and agreed their response.

## FC NOVEMBER 2024 ITEM 13

## IMPACT OF MARTYN'S LAW ON COUNCIL EVENTS

Members consider a report from the Executive Officer on the potential impact of Martyn's Law on Council events.

## RESOLVED

Members noted that funds had been allocated in the 2025/26 budget for compliance with Martyn's Law.

**FC NOVEMBER 2024 ITEM 14****ANNOUNCEMENTS**

Members received and noted the following announcement

- Remembrance Parade on 10 November 2024. Members advised that there will be no allocated seating at the church service and that they should be seated by 2.20pm. Following the Act of Remembrance at the War Memorial, tea and coffee would be served at The Harlington. If any Members were available to help serve, their assistance would be appreciated.

**FC NOVEMBER 2024 ITEM 15****DATE AND TIME OF NEXT MEETING**

The next meeting of the Council is scheduled to be held on Wednesday 4<sup>th</sup> December 2024 at 7pm in The Harlington.

Cllrs Wildsmith and Willcocks left the meeting at 9.05pm, prior to the Confidential session.

**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 NOVEMBER 2024 ITEM 16****HARLINGTON LEASE**

Members considered whether to sign the Lease agreement with Hart District Council for The Harlington building.

**RESOLVED**

- a) Subject to the satisfactory resolution of the remaining outstanding items on the lease, Members resolved to accept the Lease agreement with Hart District Council for The Harlington building.
- b) Members authorised two Members to sign the lease, witnessed by the Executive Officer per Standing Order 16.

**FC NOVEMBER 2024 ITEM 16****DESIGN ARCHITECTS**

Members considered the recommendation of the Harlington Working Group on which, if any, tender to accept for the design aspects of the Harlington renovation project.

**RESOLVED**

- a) Members agreed which design architect to appoint for the design aspects of the Harlington renovation project.
- b) Members authorised two Members to sign the contract, witnessed by the Executive Officer per Standing Order 16, once a signed lease for The Harlington building is in place.

- c) Members requested that an engagement evening be organised with the design architects once appointed.

**FC NOVEMBER 2024 ITEM 17**

**FLEET TOWN FOOTBALL CLUB LEASE**

Members received an update from the Chairman on the progress of the Fleet Town Football Club lease.

**RESOLVED**

- a) Members resolved that no further changes be made to the Fleet Town Football Club Lease.
- b) Members agreed to the request from Fleet Town Football Club to uncouple the resolution of the floodlighting issue from the signing of the lease.
- c) Members requested that a letter be sent to Fleet Town Football Club to formalise the Club's intention to upgrade the floodlights and set this as a priority.

The meeting closed at 9.55pm.

**Signed.....**  
**Chairman**

**Date:.....**



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on 11<sup>th</sup> November 2024  
at 7pm in The Function Room, The Harlington

**Present:**

Cllr Holt  
Cllr Robinson  
Cllr Schofield  
Cllr Hope

**Officers:** Charlotte Benham

1	<b>Apologies</b>  Cllrs Chenery and James
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3	<b>Public Session</b>  None present
4	<b>Approval of the Minutes</b>  The minutes of the development and control advisory group meeting held on Monday 28 <sup>th</sup> October were accepted as a correct record of the meeting.
5	<p>24/02081/ADV 20 Kings Road, Fleet, GU51 3AD <a href="#">Updated graphics and signage to replace existing at Co-Operative Stores</a> Comments required by 12 November</p> <p>NO OBJECTION to the illuminated signs on the Condition that the lights are turned off outside of shop opening hours. The Vinyl Graphics to the side elevation are not wholly in keeping with a mixed residential area – they could be more subtle</p> <p>24/02107/HOU 28 Shire Avenue, Fleet, Hampshire, GU51 2TB <a href="#">Part conversion of double garage to office with alterations to fenestration</a> Comments required by 12 November</p>



- Reduction to a single garage would not count as a parking space under Hart's regulations so will require 3 parking spaces to the front of the property. This would mean opening up the whole of the front garden for parking which is uncharacteristic for the estate and also breaches Fleet Neighbourhood Plan Policy 16, Front Gardens which requires a retention of 50% of front gardens to protect the environment and sustain biodiversity.
- Also breaches Policy 19, Residential Parking.

OBJECTION until parking issues resolved as above

24/02027/GPDCOM

1 Avondale Road, Fleet, GU51 3BH

[Application to determine if prior approval is required for a proposed change of use from commercial, business and service \(Use Class E\), to dwellinghouse \(Use Class C3\)](#)

Comments required by 22 November

- It represents the loss of another employment space in Fleet.
- The proposal has no impact on the street scene and the conversion will not cause any harm as long as allocated parking is provided in the Crown car park to the rear of the property.
- The question is a technical one to be answered by Hart's Planning officers.

NO OBJECTION in principle subject to confirmation of parking provision as above

24/02159/EIA

Hartland Park, Ively Road, Fleet, Hampshire

[The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017: Request for an EIA Scoping Opinion at Hartland Village Phases 4 to 8](#)

Comments required by 13 November

- The extract below highlights one of the major purposes of this application – to increase the number of homes by a further 300 dwellings which will place additional burdens on the physical infrastructure as well as the natural environment.

*"The Applicant is proposing to submit a 'drop in' hybrid planning application in relation to Phases 4 to 11 of the masterplan approved under the Extant Consent. The application will seek outline planning permission for an additional 300 dwellings (up to 1,800 dwellings). The number of overall phases for Hartland Village will also be reduced to 8 (rather than the previous 11 phases). Detailed planning permission will also be sought for Phase 4 of the masterplan which comprises approximately 200 dwellings (falling within the overall 1,800 dwellings that this hybrid application seeks to secure)."*

- Another extract states:

*"The maximum height of buildings within the Proposed Development will be 5 storeys with the tallest buildings closest to the centre of the Site."*

This is for a "Village" environment. 5 storey buildings tend to be uncharacteristic of a village community.

	<ul style="list-style-type: none"> <li>The Scoping document only makes reference to Local Plan Policies and fails to recognise the development area comes within the Fleet Neighbourhood Plan area and all the relevant policies with the Plan</li> </ul> <p>OBJECTION – concern about the size of the development and its impact on infrastructure and the environment</p> <p>24/01131/HOU 1 Denning Close, Fleet, Hampshire, GU52 7SP <a href="#">Demolition of existing porch and erection of a single storey porch and first floor dormer</a> <a href="#">Amended Plans: Change to design of dormer</a> Comments required by 11 November</p> <p>Previous comments still stand, in particular the comment regarding parking:</p> <ul style="list-style-type: none"> <li>No issue with the porch in principle</li> <li>Increase from 2 to 3 bedrooms needs 3 parking spaces. A parking plan needs submitting.</li> <li>The large dormer covers the new bedroom window and the stair well</li> <li>Pitched roof to dormer is out of character but necessary for internal headroom.</li> <li>If clad in boarding (Heritage statement states materials to match existing) it would blend with the host building</li> </ul> <p>NO OBJECTION but a parking plan needs submitting that meets Harts standards</p>
6	<p><b>To Note:</b></p> <p>Review of weekly lists</p>
7	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>20<sup>th</sup> November</p>
8	<p><b>Date of Next Development Control Committee Meeting</b></p> <p>Monday 25<sup>th</sup> November</p>

**Meeting closed: 7.35pm**

**Signed:**.....

**Date:** .....

**SUBJECT: INVESTMENT AND CURRENT ACCOUNTS**

Account balances for Fleet Town Council as at 31 October 2024

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£394,044.00		
HSBC Savings Account, Account No: 91620886	£804,090.89	2.00% Per annum	Interest paid into HSBC Savings account each month.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£403,405.84	3.30%	Interest paid into Nationwide current account. Business 35 Day Saver, interest paid monthly
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£3,024,735.00	5.03% Per annum	Interest paid into HSBC current account, monthly.
<b>TOTAL</b>	<b>£4,626,275.73</b>		

**Please note:**

Interest received on 31 October 24 into Nationwide account:

Nationwide

£1127.48

Interest received on 2 November 24 into HSBC Current account:

CCLA

£12,691.71

Interest received on 21 October 24 into HSBC Savings account:

HSBC Savings

£494.07

**Recommendation**

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

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/10/2024	Hart District Council - DD	dd63	1,634.00	1,634.00		500			Business rates 2024/25
01/10/2024	Hart District Council - DD	dd662	210.00	210.00		500			Business rates 2024/25
01/10/2024	Hart District Council - DD	dd664	119.00	119.00		500			Business rates 2024/25
09/10/2024	BACS P/L Pymnt Page 2512	BACS Pymnt	67,313.04	67,313.04		500			BACS P/L Pymnt Page 2512
10/10/2024	Total Energies	dd665	23.26	23.26		500			gas 31/7-31/8/24
10/10/2024	Total Energies	dd666	96.39	96.39		500			gas 31/7-31/8/24
11/10/2024	Fleet Town Council	DD	4,112.52			516		4,112.52	Pension Oct 24
11/10/2024	HSBC	dd668	82.84	82.84		500			bank charges
11/10/2024	HSBC	dd669	13.08	13.08		500			bank charges
14/10/2024	Total Energies	dd670	510.44	510.44		500			gas 31/7-31/8/24
14/10/2024	Payment Sense Ltd	dd671	185.79	185.79		500			Card charges 1/9-30/9/24
14/10/2024	Payment Sense Ltd	dd672	27.10	27.10		500			Card charges 1/9-30/9/24
15/10/2024	BACS P/L Pymnt Page 2523	BACS Pymnt	-387.00	-387.00		500			BACS P/L Pymnt Page 2523
15/10/2024	BACS P/L Pymnt Page 2524	BACS Pymnt	1.00	1.00		500			BACS P/L Pymnt Page 2524
15/10/2024	HSBC	dd674	2,965.76	2,965.76		500			Credit Card Oct 24
16/10/2024	NPower - Direct Debits	dd675	25.50	25.50		500			elec 1/8-31/8/24
16/10/2024	NPower - Direct Debits	dd676	29.64	29.64		500			elec 1/8-31/8/24
16/10/2024	Castle Water Limited	dd677	68.66	68.66		500			water 1/9-30/9/24
16/10/2024	NPower - Direct Debits	dd678	197.88	197.88		500			elec 1/8-31/8/24
16/10/2024	NPower - Direct Debits	dd678	150.73	150.73		500			Purchase Ledger DDR Payment
16/10/2024	Global Payments - Direct Debit	dd679	1,072.24	1,072.24		500			bank/card charges 31/8-30/9/24
16/10/2024	Castle Water Limited	dd681	77.62	77.62		500			water 1/9-30/9/24
16/10/2024	Castle Water Limited	dd682	836.72	836.72		500			water 1/9-30/9/24
16/10/2024	NPower - Direct Debits	dd683	44.51	44.51		500			elec 1/8-31/8/24
17/10/2024	Castle Water Limited	dd690	29.42	29.42		500			water 1/9-30/9/24
17/10/2024	Castle Water Limited	dd691	30.36	30.36		500			water 1/9-30/9/24
18/10/2024	Fleet Town Council	DDR	31,387.56			516		133.36	Payroll Oct 24
						520		31,254.20	Payroll Oct 24
21/10/2024	Central Computer Management Lt	dd684	89.28	89.28		500			Payroll Sept 24
21/10/2024	HSBC Savings Account	Trnsfr no1	100,000.00			212		100,000.00	Trnsfr no1
22/10/2024	Booker Limited	dd685	156.10	156.10		500			Purchase Ledger DDR Payment
22/10/2024	Fleet Town Council	DDR	10,402.14			515		10,402.14	Inland Rev Oct 24
22/10/2024	HSBC Savings Account	trsnfr no2	100,000.00			212		100,000.00	trsnfr no2
Subtotal Carried Forward:			321,505.58	75,603.36	0.00			245,902.22	

Bank Current/Deposit Account

Payments made between 01/10/2024 and 31/10/2024

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
23/10/2024	Croner Group Ltd	dd686	408.98	408.98		500			HR & H&S Oct 24
23/10/2024	HSBC Savings Account	trnsfr no3	100,000.00			212		100,000.00	Transfer no3
24/10/2024	HSBC Savings Account	trnsfer no	100,000.00			212		100,000.00	transfer no4
25/10/2024	Payment Sense Ltd	dd687	113.94	113.94		500			card charges 14/9-13/10/24
25/10/2024	Payment Sense Ltd	dd688	17.88	17.88		500			card charges 1/10-31/10
25/10/2024	BOC Ltd	dd689	73.00	73.00		500			gas
28/10/2024	HSBC Savings Account	Trnsfr no5	100,000.00			212		100,000.00	Transfer no5
29/10/2024	HSBC	dd692	51.01	51.01		500			bank charges 8/9-7/10/24
30/10/2024	BACS P/L Pymnt Page 2528	BACS Pymnt	37,224.66	37,224.66		500			BACS P/L Pymnt Page 2528
30/10/2024	Global Payments - Direct Debit	dd693	67.18	67.18		500			bank/card charges 1/9-30/9/24
30/10/2024	Vodafone Limited	dd694	42.41	42.41		500			Purchase Ledger DDR Payment
Total Payments:			659,504.64	113,602.42	0.00			545,902.22	

Purchase Ledger for Month No 7				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
03/10/2024	19970052		1997 GROUP	1997GROUP	743.63	148.73	892.36	4656	150	743.63	deposit for xmas stage
23/10/2024	19970057		1997 GROUP	1997GROUP	2,230.87	446.17	2,677.04	4656	150	2,230.87	Xmas stage
08/10/2024	26134		AMETHYST	AMETHYST	6,702.08	1,340.42	8,042.50	4210	150	6,702.08	flower contract
21/10/2024	84017301		BASINGDEAN	BASINGDEAN	180.00	0.00	180.00	4481	204	180.00	annl licensing fee
01/10/2024	018		BENIDORM TOM	BENIDORM	1,000.00	0.00	1,000.00	537	0	1,000.00	benidorm tom
31/10/2024	3080381887		BOC	BOC	163.85	32.76	196.61	4700	201	163.85	bar gas
17/10/2024	0169119		BOOKER	BOOKER	130.08	26.02	156.10	4700	201	96.10	bar supplies
								4152	204	33.98	bar supplies
29/10/2024	4052		BRANDPEST	BRAND	40.00	8.00	48.00	4187	204	40.00	pest control contract
03/10/2024	8111		BROWNS LADDERS	BROWNSLADD	460.97	92.19	553.16	4187	204	460.97	zarges combi ladder
02/10/2024	10003565605		CASTLE WATER DD	CASTLEWADD	63.36	5.30	68.66	4115	310	63.36	water 1/9-30/9/24
02/10/2024	10003595659		CASTLE WATER DD	CASTLEWADD	752.55	84.17	836.72	4115	204	752.55	water 1/9-30/9/24
02/10/2024	10003596657		CASTLE WATER DD	CASTLEWADD	69.89	7.73	77.62	4115	205	69.89	water 1/9-30/9/24
03/10/2024	10003653544		CASTLE WATER DD	CASTLEWADD	18.65	0.00	18.65	4115	350	18.65	water 1/9-30/9/24
03/10/2024	10003673250		CASTLE WATER DD	CASTLEWADD	27.37	2.05	29.42	4115	320	27.37	water 1/9-30/9/24
03/10/2024	10003681203		CASTLE WATER DD	CASTLEWADD	27.69	2.67	30.36	4115	208	27.69	water 1/9-30/9/24
08/10/2024	53878		CBS	CBS	463.13	92.63	555.76	4170	204	463.13	contract 1/10-31/10/24
01/10/2024	Z001207		CBS	CBS	742.67	148.53	891.20	4170	204	742.67	maint contract
07/10/2024	Z001224		CBS	CBS	1,690.50	338.10	2,028.60	4187	204	441.00	Legionella risk assess
								4187	205	294.00	Legionella risk assess
								4187	208	220.50	Legionella risk assess
								4187	310	220.50	Legionella risk assess
								4187	315	220.50	Legionella risk assess
								4187	320	220.50	Legionella risk assess
								4187	350	73.50	Legionella risk assess
31/10/2024	63145		CENTRAL COM LIVEPAY	CCMLPAY	76.80	15.36	92.16	4550	101	76.80	payroll oct 24
31/10/2024	P739047		CHAMBERS	CHAMBERS	89.52	17.90	107.42	4155	350	89.52	waste oct 24
31/10/2024	P739048		CHAMBERS	CHAMBERS	245.57	49.11	294.68	4155	204	182.65	waste oct 24

Purchase Ledger for Month No 7				Order by Supplier A/c							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
								4156	204	62.92	waste oct 24
31/10/2024	P739049		CHAMBERS	CHAMBERS	48.24	9.65	57.89	4155	205	48.24	waste oct 24
07/10/2024	448		CHRIS TRIMBY AUDIO	CHRISTRIMB	150.00	0.00	150.00	849	0	150.00	voodoo sound engineer
03/10/2024	10627439		CHUBB FIRE	CHUBB	170.44	34.09	204.53	4170	204	170.44	contract -31/10/25
10/10/2024	10647972		CHUBB FIRE	CHUBB	884.37	176.87	1,061.24	4170	204	884.37	annual contract 23/12-22/12/20
16/10/2024	10655001		CHUBB FIRE	CHUBB	279.08	55.82	334.90	4187	204	279.08	fire alarm engineer
22/10/2024	GRANT		CITIZENS ADVICE HART	CITIZENSAD	2,000.00	0.00	2,000.00	4855	110	2,000.00	Grant FTC
01/10/2024	INV-D-05014		CLOUDY IT	CLOUDYIT	378.20	75.64	453.84	4484	101	378.20	IT support 1/10-31/10/24
18/10/2024	INV-D-05260		CLOUDY IT	CLOUDYIT	2,802.76	560.55	3,363.31	4440	120	2,802.76	headsets, phones, teams
01/10/2024	907877128		MOLSON COORS	COORS	835.72	167.14	1,002.86	4700	201	835.72	bar supplies
15/10/2024	907896868		MOLSON COORS	COORS	1,492.99	298.60	1,791.59	4700	201	1,492.99	bar supplies
29/10/2024	907917620		MOLSON COORS	COORS	957.15	191.43	1,148.58	4700	201	957.15	bar supplies
22/10/2024	SI-39332		CREST LIFTS	CREST	574.05	114.81	688.86	4170	204	574.05	lift main 19/10-19/12/24
19/10/2024	C000917839		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	HR & H&S Oct 24
								4187	101	154.80	HR & H&S Oct 24
24/10/2024	INV-05215		DTM CONTRACTORS LTD	DTM CONTR	110.58	22.12	132.70	4170	205	110.58	replace light
27/10/2024	INV-05216		DTM CONTRACTORS LTD	DTM CONTR	659.46	131.89	791.35	4170	205	659.46	new gate
09/10/2024	38156		EDGE IT SYSTEMS LTD	EDGE	569.00	113.80	682.80	4481	350	569.00	epitaph classic 5 year
01/10/2024	INV-0109		FESTIVE LIGHTING	FESTIVELIG	11,513.33	2,302.67	13,816.00	4655	150	11,513.33	festive lighting install/remov
09/10/2024	10/24		FLEET FILM SOCIETY	FLEETFILM	10.97	0.00	10.97	800	0	10.97	tickets sold
09/10/2024	11/24		FLEET FILM SOCIETY	FLEETFILM	5.48	0.00	5.48	805	0	5.48	tickets sold
09/10/2024	12/24		FLEET FILM SOCIETY	FLEETFILM	5.48	0.00	5.48	824	0	5.48	tickets sold
09/10/2024	13/24		FLEET FILM SOCIETY	FLEETFILM	5.48	0.00	5.48	826	0	5.48	tickets sold
09/10/2024	14/24		FLEET FILM SOCIETY	FLEETFILM	5.48	0.00	5.48	829	0	5.48	tickets sold
08/10/2024	24/15		FLEETJAZZ	FLTJAZ	535.00	0.00	535.00	574	0	535.00	advance nov concert
03/10/2024	OCTEXP		GEORGE WOODS	GEORGEW	39.75	0.00	39.75	4537	105	39.75	mileage, permit, food
25/10/2024	GRANT		GIRL GUIDING SOUTH W	GIRLGUIDIN	200.00	0.00	200.00	4855	110	200.00	Grant
31/10/2024	50398290		GLOBAL PAYMENTS DD	GLOBALDD	72.96	14.59	87.55	4422	201	72.96	bank/card charges 1/10-31/10/2
01/10/2024	SEP24		GLOBAL PAYMENTS DD	GLOBALDD	1,071.54	0.70	1,072.24	4422	201	1,071.54	bank/card charges 31/8-30/9/24

## Purchase Ledger for Month No 7

## 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
23/10/2024	10071		GOING LIVE ENTERTAIN	GOINGLIVE	2,128.10	0.00	2,128.10	539	0	2,128.10	chessy bingo
21/10/2024	29950		GREENHOUSE G LTD	GREENHOUSE	1,750.00	0.00	1,750.00	4430	105	1,750.00	newsletter
28/10/2024	58303239		HCC	HCC	42.71	8.54	51.25	4400	101	42.71	stationery
16/10/2024	INV-40204		HOGS BACK	HOGSBACK	310.90	62.18	373.08	4700	201	310.90	bar supplies
24/10/2024	11961195		HSBC	HSBC	88.20	0.00	88.20	4420	101	88.20	bank charges 1/9-30/9/24
24/10/2024	11998964		HSBC	HSBC	92.75	0.00	92.75	4420	101	92.75	bank charges
08/10/2024	CCARDOCT24		HSBC	HSBC	2,613.00	352.76	2,965.76	4030	204	37.00	CC/RM/OCT24/ALCOHOL LICENCE
								4185	204	248.64	CC/RM/OCT24/BAR SUPPLIES
								4185	301	9.66	CC/BC/OCT24/WIRE CUTTERS
								4185	204	19.94	CC/AR/OCT24/CHARGER
								4700	201	2.70	CC/RM/OCT24/BAR SUPPLIES
								4700	201	2.65	CC/RM/OCT24/BAR SNACKS
								4700	201	2.70	CC/RM/OCT24/MILK
								4763	201	59.79	CC/RM/OCT24/BAR SNACKS
								4761	201	99.71	CC/RM/OCT24/BAR SNACKS
								4187	204	4.99	CC/RM/OCT24/EYE WASH
								4187	101	519.00	CC/CB/OCT24/S1ST AID COURSE
								4187	204	72.88	CC/CB/OCT24/H&S SIGNS
								4187	204	6.75	CC/CB/OCT24/H&S SIGNS
								4187	204	12.70	CC/CB/OCT24/CCTV SIGNS
								4187	204	16.75	CC/AR/OCT24/1ST AID SUPPLIES
								4445	101	6.00	CC/CB/OCT24/SIM CARD
								4445	101	6.00	CC/CB/OCT24/SIM CARD
								4445	101	6.00	CC/CB/OCT24/SIM CARD
								4202	350	59.90	CC/CB/OCT24/WATERING CANS
								4400	101	4.42	CC/CB/OCT24/ASSET BOOK
								4400	101	8.29	CC/CB/OCT24/STATIONERYST
								503	0	62.82	CC/CB/OCT24/ELF COSTUMES
								4656	150	8.32	CC/CB/OCT24/XMAS LIGHT FEST



## Purchase Ledger for Month No 7

## 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
								4170	204	6.82	CC/BC/OCT24/LIGHT SWITCH
								4170	204	29.93	CC/BC/OCT24/PIPELINE TAPE
								4170	204	47.07	CC/BC/OCT24/H&S ITEMS
								4170	204	60.00	CC/BC/OCT24/LIGHT BULBS
								4170	204	57.97	CC/BC/OCT24/H&S ITEMS
								4486	101	3.30	CC/BC/OCT24/MICROSOFT
								4486	101	93.10	CC/BC/OCT24/MICROSOFT
								4486	101	343.90	CC/BC/OCT24/MICROSOFT
								4481	204	9.99	CC/AR/OCT24/SPOTIFY
								4481	204	120.55	CC/AR/OCT24/FIND MY SHIFT
								4433	201	150.00	CC/AR/OCT24/ARTS MEMBERSHIP
								4432	201	208.91	CC/AR/OCT24/PRINTING
								4432	201	33.01	CC/AR/OCT24/PRINTING
								4455	204	10.79	CC/AR/OCT24/POSTING
								4752	201	1.99	CC/AR/OCT24/MILK
								4041	204	28.63	CC/AR/OCT24/TRAIN TRAVEL
								4041	204	43.11	CC/AR/OCT24/TRAIN TRAVEL
								4041	204	43.11	CC/AR/OCT24/TRAIN TRAVEL
								4041	204	43.21	CC/AR/OCT24/TRAIN TRAVEL
07/10/2024	SEP2024		HSBC	HSBC	51.01	0.00	51.01	4420	101	51.01	bank charges 8/9-7/10/24
21/10/2024	11989	4907	HARTWINDOWS	HWGLAZ	35.04	7.01	42.05	4170	320	35.04	supply and fit handles
29/10/2024	3021991		IBSOFFICE	IBSOFFICE	439.49	87.90	527.39	4400	101	439.49	printing 16/7-28/10
14/10/2024	09CR		JOOLS WARREN	JOOLS	-387.00	0.00	-387.00	537	0	-387.00	Credit
01/10/2024	INV-3540		KRAKEN	KRAKEN	200.00	40.00	240.00	4295	150	200.00	xmas signs
11/10/2024	302573		LAWMANS UK	LAWMANS UK	-237.00	-47.40	-284.40	784	0	-237.00	credit note duplicate charge
16/10/2024	124165		LONDON CATERING	LONDONCAT	158.94	31.79	190.73	4152	204	158.94	cleaning supplies
23/10/2024	OCT EXP		LOUISE ROGERS	LOUISEROGE	19.94	0.00	19.94	4041	101	1.59	milk
								4041	101	5.30	milk
								4030	101	13.05	training cost

## Purchase Ledger for Month No 7

## 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
28/10/2024	2000046979		MARK COOPER	MARKCOOPER	112.49	22.50	134.99	4295	150	112.49	rechargeable lights
07/10/2024	3389		MILLERS ARK ANIMALS	MILLERSARK	575.00	16.50	591.50	4656	150	575.00	hire animals xmas
07/10/2024	3389A		MILLERS ARK ANIMALS	MILLERSARK	250.00	0.00	250.00	4656	150	250.00	deposit xmas animals
11/10/2024	09241646		MINTNETWORK	MINTNETWOR	106.82	21.36	128.18	4440	101	106.82	tel sep24
07/10/2024	INV-0572		MULBERRY LOCAL AUTHO	MULBERRY	507.80	101.56	609.36	4580	101	507.80	Internal audit 24/25
15/10/2024	18320		NIGEL JEFFRIES	NIGELJEFFR	155.00	31.00	186.00	4170	208	155.00	make safe ancells footbridge
31/10/2024	18402		NIGEL JEFFRIES	NIGELJEFFR	13,825.90	2,765.18	16,591.08	4200	208	2,325.76	grnds maint contract oct 24
								4200	301	1,472.10	grnds maint contract oct 24
								4200	310	3,955.58	grnds maint contract oct 24
								4200	315	2,108.56	grnds maint contract oct 24
								4200	320	1,793.10	grnds maint contract oct 24
								4200	325	742.96	grnds maint contract oct 24
								4200	350	1,113.75	grnds maint contract oct 24
								4200	330	314.09	grnds maint contract oct 24
16/10/2024	IN11591835		NPOWER	NPOWER	10.83	2.17	13.00	4122	310	10.83	cctv 1/8-31/8/24
16/10/2024	IN11724736		NPOWER	NPOWER	2,573.66	514.73	3,088.39	4122	204	2,573.66	elec 1/9-30/9/24
16/10/2024	IN11744299		NPOWER	NPOWER	7.72	1.54	9.26	4122	310	7.72	cctv elec 1/9-30/9/24
16/10/2024	IN11761228		NPOWER	NPOWER	112.90	5.64	118.54	4122	205	112.90	elec 1/9-30/9/2024
16/10/2024	IN11761190		NPOWER DD	NPOWERDD	109.85	5.49	115.34	4122	310	109.85	elec 1/9-30/9/24
16/10/2024	IN11761192		NPOWER DD	NPOWERDD	18.88	0.94	19.82	4122	315	18.88	elec 1/9-30/9/24
16/10/2024	IN11761194		NPOWER DD	NPOWERDD	28.03	1.40	29.43	4122	320	28.03	elec 1/9-30/9/24
16/10/2024	IN11761224		NPOWER DD	NPOWERDD	39.32	1.96	41.28	4122	208	39.32	elec 1/9-30/9/24
02/10/2024	3717		NPTREEMANAGE	NPTREE	440.00	88.00	528.00	4250	310	440.00	cut up fallen tree
25/10/2024	3739		NPTREEMANAGE	NPTREE	520.00	104.00	624.00	4250	320	520.00	complete priority 1
25/10/2024	3740		NPTREEMANAGE	NPTREE	110.00	22.00	132.00	4250	205	110.00	fell laurel
11/10/2024	5932333		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	card charges 1/10-31/10
11/10/2024	5932334		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	card charges 14/9-13/10/24
01/10/2024	SEP24		PAYMENTSSENSE	PAYMENTSSEN	212.89	0.00	212.89	4422	201	212.89	Card charges 1/9-30/9/24
31/10/2024	002030		CHCLEANING	PRIMA	2,782.50	556.50	3,339.00	4150	204	2,782.50	cleaning 1/10-31/10/24

## Purchase Ledger for Month No 7

## 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
31/10/2024	002031		CHCLEANING	PRIMA	661.00	132.20	793.20	4150	205	661.00	cleaning 1/10-31/10/24
31/10/2024	002032		CHCLEANING	PRIMA	404.00	80.80	484.80	4150	204	404.00	cleaning 1/10-31/10/24
31/10/2024	002033		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	315	121.00	cleaning 1/10-31/10/24
31/10/2024	002034		CHCLEANING	PRIMA	61.00	12.20	73.20	4150	310	61.00	cleaning 1/10-31/10/24
31/10/2024	002035		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	320	121.00	cleaning 1/10-31/10/24
31/10/2024	002036		CHCLEANING	PRIMA	135.00	27.00	162.00	4150	208	135.00	cleaning 1/10-31/10/24
19/08/2024	503		PROD GG	PROD	219.00	43.80	262.80	4720	201	219.00	enginer services beer festival
31/10/2024	13794	4912	RB HEALTH AND SAFETY	RB HEALTH	645.00	129.00	774.00	4030	101	645.00	COSHH Course
08/10/2024	BR1865/24/02		RBL	RBL	20.00	0.00	20.00	4535	105	20.00	Poppy wreath 2024
22/10/2024	68412	4916	REDSHANK IT SERVICES	REDSHANK	76.00	15.20	91.20	4400	101	76.00	ink cartridge
24/10/2024	OCT24		RITA TONG	RITATONG	45.32	0.63	45.95	4041	101	1.55	milk
								4041	101	1.90	milk
								4041	101	38.70	mileage showmans show
								4152	204	3.17	cleaning supplies
09/10/2024	INV-13963		ROUPCYCLE	ROUPCYCLE	100.00	20.00	120.00	4170	320	100.00	waste collection
23/10/2024	OCT EXP		SARAH MOORE	SARAHMOORE	18.00	0.00	18.00	4041	101	18.00	mileage for training
07/10/2024	OCTEXP		SARAH MOORE	SARAHMOORE	26.60	0.00	26.60	4041	101	26.60	oct expense
01/10/2024	INV-18284		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	web services Oct 24
10/10/2024	INV-18292		SG POS	SGPOS	194.00	38.80	232.80	4175	204	194.00	callout repair
31/10/2024	OCTEXPS		SIAN TAYLOR	SIAN	13.50	0.00	13.50	4041	350	13.50	oct 24 expense
31/10/2024	10972		SURREYHILLS	SURREYHILL	400.00	80.00	480.00	4555	160	400.00	Prof fees acquisition of harlin
31/10/2024	24100082		TICKETSOLVE	TICKETSOLV	2,013.44	0.00	2,013.44	4490	201	2,013.44	ticket sales oct 24
09/10/2024	355461650/24		TOTAL ENERGIES DD	TOTENGDD	956.34	191.27	1,147.61	4120	204	956.34	gas 31/8-30/9/24
09/10/2024	355461672/24		TOTAL ENERGIES DD	TOTENGDD	119.51	5.98	125.49	4120	205	119.51	gas 31/8-30/9/24
09/10/2024	355461683/24		TOTAL ENERGIES DD	TOTENGDD	24.59	1.23	25.82	4120	208	24.59	gas 31/8-30/9/24
30/10/2024	OP/I730719		VIMTO	VIMTO	422.90	84.58	507.48	4700	201	422.90	bar supplies
19/10/2024	446188-009		VIRGIN MEDIA	VIRGIN	185.83	37.17	223.00	4487	204	185.83	broadband oct 24
18/10/2024	B5-669721980		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	mobile 18/10-17/11/24
								4445	301	11.78	mobile 18/10-17/11/24

Purchase Ledger for Month No 7				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
								4445	101	11.78	mobile 18/10-17/11/24
				TOTAL INVOICES	78,644.59	12,989.73	91,634.32			78,644.59	

# Enabling remote attendance and proxy voting at local authority meetings

## Overview

This consultation seeks views on the detail and practical implications of allowing remote and hybrid attendance at local authority meetings.

It also tests views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely. For example, during maternity, paternity or adoption leave.

## Who we would like to hear from

Responses are invited from local authority elected members, all types and tiers of authorities, and local authority sector representative organisations. We are also particularly keen to hear from those members of the public who have point of view based on their interest in accessing local democracy in their area, or standing as a candidate for local government at any tier to represent their local community at some future point.

### About you

1. In what capacity are you responding to this consultation?

- An elected member of a council body
- **A council body**
- A member of the public
- A local government sector body

### Local authority type

Please indicate the local authority type:

- **Town or Parish Council**
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type

### The proposal for remote attendance

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

2. Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

- Yes
- No

If you answered 'No' to question 2, select 'Continue' and go directly to question 4.

3. If you answered 'Yes' to question 2, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

- Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance
- Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies
- There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance

Add any further comments

**We have Members who travel for work – none of the above cover those instances.**

### **The proposal for remote attendance**

4. If you are an elected member, can you anticipate that you personally may seek to attend some of your council meetings remotely?

- Yes
- No
- **I am not an elected member**

**This is being responded to as the body corporate, not as an individual.**

4a. If you answered 'No' to question 4, please explain your answer below:

Explain your answer

4b. If you answered 'Yes' to question 4, please indicate below which of the following options best describes your likely pattern of attending meetings remotely:

- Very occasionally
- From time to time
- Regularly but not always
- All the time

5. If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- Less than 10%
- More than 10% but less than 50%
- More than 50% but less than 90%
- Most of them 90% to 100%

6. The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- Councils should be able to allow full remote attendance at up to half of council meetings within a 12-month calendar period
- Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances
- Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence

Add any other comments that you have

7. Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Tick all the options that correspond with your view and use the free text box for any other comments.

- Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance
- Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings
- Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are

managed appropriately and to require remotely attending members to join from a private location

Add any other comments that you have

8. Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

Should be considered because:

- It is a positive modernising measure
- It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve
- Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance

Add any other reasons that it should be considered

Should not be considered because:

- Councillors should be physically present at all formal meetings
- It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils
- It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings

Add any other reasons that it should be considered

9. In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics? For example, those with disabilities or caring responsibilities.

- It would benefit members
- It would disadvantage members
- Neither

Add any further comments you have on this question

### **Proxy voting**

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.



It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

10. In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- Yes
- No
- Unsure

11. If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- Physical or medical conditions
- Caring responsibilities
- Parental leave or other responsibilities

Add any other reasons

12. Are there circumstances in which you feel proxy voting would not be appropriate?

Add your comments

13. If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

Add your comments



A SHARED MOMENT OF CELEBRATION





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# Introduction, how to take part and register your event

Bruno Peek CVO OBE OPR, Pageantmaster



**Bruno Peek CVO OBE OPR – Pageantmaster, provides insights into the arrangements for the upcoming VE Day 80th anniversary celebrations, and how local councils and others within their community can take part in this 'shared moment of celebration' on 8th May 2025.**

## VE Day 80 – 8th May 2025 – A Shared Moment of Celebration

Following on from the enormous success of D-Day 80 - 6th June 2024, in which we all commemorated the 80th Anniversary of the D-Day landings in Normandy, France, we are now focusing our efforts on the celebration of the 80th Anniversary of VE Day which marked the end of the war in Europe and WWII as a whole on 8th May 1945. On Thursday 8th May 2025 we are encouraging the lighting of Beacons and Lamp Lights of Peace at 9.30pm, the raising of a unique VE Day flag at 9am and, where possible, holding parties of celebration throughout the day in the streets, gardens at home, churches, villages, town halls, pubs, clubs, hotels and all manner of locations throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

Due to the fact that Fish and Chips - Britain's favourite dish, was not rationed by Prime Minister Churchill during the whole of WWII, we also want to use this occasion to continue paying tribute to the brave fishermen who fished the seas and the farmers and land girls who toiled in the fields, by encouraging the eating of Fish and Chips throughout the day, as part of these VE Day 80 celebrations on 8th May 2025.



## VE DAY 80 Beacons (9.30pm)

There are four types of beacons being lit for the occasion.

- VE Day 80 Bonfire Beacon
- VE Day 80 Bishops Frome Strawman
- VE Day 80 Beacon Brazier
- VE Day 80 Gas-Fuelled Beacons

Further details regarding these Beacons can be found on pages **7-11** of this Guide.



## VE Day 80 Lamp Light of Peace (9.30pm)

In a similar way to D-Day 80, there are many local Councils, Churches, Care Homes, Hospitals, Pubs, Hotels and individual families etc, that would like to take part in the VE Day 80 celebrations but are lacking resources or land to light a beacon, so we encourage them to purchase a reusable Lamp Light of Peace. It provides an extremely cost efficient, simple and meaningful way to take part, with the lamp's ruby red colour representing the ultimate sacrifice made by brave men and women throughout the world who sacrificed so much during WWII, fighting for the freedom we all enjoy today. Its flame represents the 'light of peace' that emerged from the darkness of so many years of war and it is such an ideal way for local councils and communities to take part at a cost of only £55.00 including vat, post and packaging for one of these lamps. (Those with existing Lamps are being asked to re-use them).



With this in mind, we would like to encourage every City, Borough, District Community, Town and Parish Council to take part in this special celebration with a Lamp Light of Peace, using this to pay tribute to those within their local communities that undertook so much for us all during WWII, especially as we must use every opportunity possible to help promote peace around the world.

We would like the lamps to be lit at **9.30pm** on 8th May 2025, coinciding with the lighting of the beacons that night, and once lit for this occasion, they can be re-lit at 11am on 11th November in Remembrance for many years thereafter. Please visit <https://lamplightofpeace.co.uk/> for more details.



A SHARED MOMENT OF CELEBRATION



### VE Day 80 Tribute (9.30pm)

All those taking part, whether they be lighting Beacons, Lamp Lights of Peace or holding a Party, are being encouraged to stop what they are doing at **9.30pm**, and read out the following Tribute by a nominated individual, bringing the Nation together at this one moment in time.

#### The Tribute

*Let us remember those who gave their lives at home and abroad, whose sacrifice enables us to all enjoy the peace we have today.*

*Let us remember those who came home, wounded, physically and mentally, and the friends and family who cared for them.*

*Let us remember those who returned to restore their relationships and rebuild their working and family lives after years of conflict and turmoil.*

*Let us remember the families that lost husbands, wives, sons, daughters and sweethearts.*

*Let us remember the servicemen and women of other nationalities and faiths from Commonwealth and allied countries who fought, suffered and died during six years of war.*

*Let us remember those in reserved occupations and the brave people who kept us safe on the home front - the doctors, nurses who cared for the wounded, the men and women who toiled in the fields, the fisherman who fished the seas, those who worked in the factories and the air-raid wardens, the police officers, firemen, ambulance drivers and the young people of the Scouts and Guides who played such a vital role in the war effort at home too.*

#### God Save The King

### VE Day Flag (9.00am)



throughout WWII - lest we forget. We encourage, all City, Borough, District, Community, Town and Parish as well as other organisations such as, Churches, individuals, Care Homes, Hospitals, Stately Homes, Forts, Castles, and Hotels etc, to take part in this simple act of celebration by raising the official VE Day 80 flag for this day of celebration. Please see page 14 for more details.

### VE Day 80 Empire Medal Pin Badge

Empire Medals have crafted a beautiful Pin Badge to celebrate VE Day 80, which can be purchased and worn by individuals during the build-up to 8th May, on the day itself, and many days thereafter if they so wish. It can also be used as a personal tribute to past family members involved throughout WWII, in helping to secure the peace that allows us all to celebrate this important anniversary on 8th May 2025.

More information is available at

<https://www.empiremedals.com/>

### VE Day 80 Street and Home Garden Parties (throughout the day)

Even though Thursday 8th May 2025 is not a public holiday, we encourage those with country parks and streets that can be closed, along with those that have gardens to hold street and garden parties decked in flags and bunting, dressing up in fancy dress or uniform, along with those communities that have town, village and community halls etc, to organise VE

The Nation will again come together in joyous celebration at **9am** on 8th May, by raising the unique VE Day 80 Flag, uniting the nation in remembering the sacrifices made by so many, many millions



Day 80 parties within them, decorating them in a similar fun way. We also encourage care homes and children's homes, hospitals, schools, pubs, hotels and restaurants etc, to undertake similar events throughout the day in celebration of this important Anniversary. This would be a great, and simple way for schools to take part, especially at lunch-time.

### The Four Peaks - Mount Snowdon, Scafell Pike, Slieve Donard and Ben Nevis

Four Pipers will be playing Celebratum from the top of the Four Peaks at 12noon on 8th May which has been especially written for this historic occasion by by Stuart Liddell MBE, and they will be followed by members of Walking With The Wounded who will be lighting Beacons at the top of the Peaks at 9.30pm in tribute to the fallen of WWII, as their contribution to VE Day 80.

### Promotional tips

**Invitations:** Extend an invitation to your HM Lord Lieutenant, Deputy Lord Lieutenant, local dignitary to light your beacon or lamp, or **more importantly**, a young person, as they are the future, and we need to encourage as many as we can to assist the world in promoting peace.





**Social Media:** Use the power of social media channels to promote your involvement in VE Day 80, and post your photographs of your beacon lighting and any other activities you will be taking part in during VE Day 80.

**TV, Radio and Newsprint:** Make contact with your regional and local TV stations, local radio and newspapers, informing of your involvement in VE Day 80. We will be providing you with an overall press release outlining the overall plans for celebrating these important anniversary celebrations, enabling you to afix it to your plans. **Please** remember to include your own contact details, enabling them to contact you direct.

## REGISTRATION OF EVENTS

**Step 1:** To confirm your involvement and make important communication as easy as possible please register your involvement, providing the information below, direct to [brunopeek@mac.com](mailto:brunopeek@mac.com) as soon as possible please, but **no later than 30th April 2025.**

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information. Your participation will still be noted as part of this historic occasion but NOT made public. However, if your event IS open to the public, your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event.

**Name of Country: England, Wales, Scotland, Northern, Ireland, Channel Islands, Isle of Man**

Name of County

Name of City, Borough, District, Town, Parish

Name of Organisation

Name of Organiser

VE Day Beacon – Yes/No

VE Day Lamp Light of Peace – Yes/No

VE Day Flag – Yes/No

Street Party – Yes/No

Garden Party – Yes/No

Party elsewhere – Yes/No

Email address

**Public or Private event**

### Step 2: Public or private event & legal essentials

Ensure you have undertaken all the legal essentials and safety requirements on **page 18** before lighting your Beacon and Lamp. Alert the emergency services, including the Fire Brigade, undertake any risk assessments required and ensure everyone involved is happy and familiar with your plans. **(This is your responsibility as coordinator)**. In the event of dry weather, high winds and a heightened wildfire risk on the day of the event, please carefully consider scaling back initial plans where appropriate.

### Step 3: Please light your Beacon and Lamp Light of Peace at 9.30pm.

The Beacon and Lamp Lighting Ceremony should be undertaken as follows:

Invite your HM Lord Lieutenant, DL, Lord Mayor, High Steward, Sheriff, Lord Provost, Chairman, Leader of the Council or a VE Day Veteran to light your Beacon or Lamp Light of Peace at **9.30pm**. Alternatively, you may wish to run a local competition, with the winner lighting them.



*Bruno Peek*

**Bruno Peek CVO OBE OPR**

Pageantmaster

VE Day 80 Anniversary 8 May 2025

[www.veday80beacons.co.uk](http://www.veday80beacons.co.uk)



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# VE Day 80 Proclamation

## Oyez, Oyez, Oyez

Eighty years ago today the United Kingdom and its allies from around the globe celebrated VE Day – the end of the war in Europe.

Today as we come together to commemorate what came to be known as VE Day our thoughts turn to thanksgiving and remembrance of those millions that gave so much to achieve the freedom we all enjoy today.

We remember those we lost, those who were wounded or scarred, those whose lives were forever changed by war. Nobody was immune from the impact of that terrible conflict.

Let us pause to remember their sacrifice.

We reflect too upon the words of our late and glorious Queen, Elizabeth – “Never Give Up, Never Despair”.

And so we offer thanksgiving for the selflessness of those who gave up so much in order that future generations should enjoy the blessings of freedom, democracy and peace.



God Save the King



**Principal Town Crier Mrs Jane Smith** from Bognor Regis has written the VE Day proclamation - judged by three independent judges anonymously who all agreed on her submission.



**(left) Mr Christian Ashdown, Ex Household Cavalry and Chair of The Ancient and Honourable Guild of Town Criers.**

On this significant occasion we would like to recognise the achievement of the Crier who proclaims from the most unique location at 0800hrs local time to initiate the day's proceedings. There will no doubt be considerable media interest.

If you think your location qualifies send an email to [secretary@ahgtc.org.uk](mailto:secretary@ahgtc.org.uk) before VE Day and you will be entered into the competition (for which a modest prize will be awarded).



# VE Day 80 Bonfire Beacon

**Locate the bonfire at least 60m away from buildings, roads, railways and public rights of way, and a safe distance from dangerous materials and overhead power lines. Ensure it has good access for the transportation of materials for the bonfire and sufficient space for spectators to stand upwind.**

Obtain the landowner's permission and involvement.

*Liaise with your local fire brigade and all emergency services in your area, presenting them with your plans, and seek their advice and support.*

**1** Prepare site by removing top layer of turf and stack away from fire area. Obtain seven poles, 5-6m in length. Attach four guy ropes to top of one pole and anchor as shown.

**2** Erect remaining poles as shown, ensuring tops are secured in place.

**3** Use either pallets or suitable lengths of timber, spreading them over ground area of beacon for a good through draught. Secure timber horizontally between poles as shown, preventing material placed over the framework from dropping through. Construct access tunnel

to the middle of the beacon. Keep middle empty until required. Always construct the bonfire so it collapses inwards as it burns.

**4** Use only wood for combustible materials. Do not burn dangerous items such as foam-filled furniture, old tyres, aerosols or tins of paint. Build upwards until height of centre pole is reached. Materials around top should be loosely packed to allow air flow. Cover bonfire to keep it dry.

**5** Fill centre with suitable, dry combustible materials. Check construction is stable and remove any unsuitable materials that may have been added. Look specifically for fireworks, aerosols, highly inflammable materials or containers with such materials.

**6** Construct a safety barrier out of ropes and stakes or scaffold poles to ensure public is kept at a safe distance from the fire.

**7** *In daylight, and for several hours, and up to lighting, check that there are no children or animals, such as hedgehogs etc playing or hiding in or round the bonfire. Arrange for at least 12 marshals to be in attendance, and undertake a sufficient safety briefing before lighting the beacon.*

**8** The person looking after the fire should not wear lightweight clothing that could

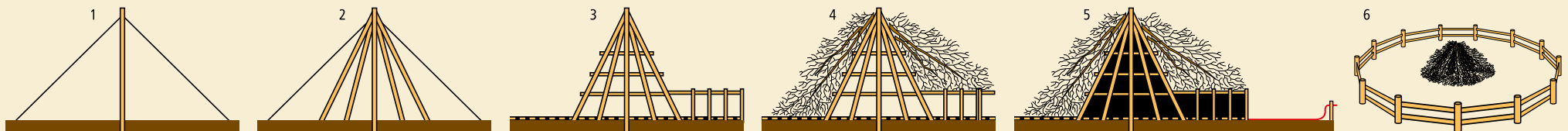
ignite easily. They should wear a substantial outer garment of wool, or other material of low flammability, and stout boots. They should know what to do in the event of a burn injury, or a person's clothing catching fire, and should have a fire blanket ready in the bonfire area along with a number of fire extinguishers.

**9** Lighting: the safest and recommended approach is to use paper and solid firelighters in six places just inside the walls of the beacon to ensure an even burn. Never use flammable liquids such as paraffin or petrol to get it going as this can result in uncontrolled spread of fire or explosion.

**10** To light the beacon: from poles 2m in length, prepare hand torches for lighting with paraffin-soaked rags wired around one end. Remember, paraffin is dangerous and great care should be taken. Paraffin can be used as directed, but it is still dangerous and should at all times be treated with great care - for example, always ensure all excess paraffin is drained off rags before use. If spilt on your clothes during the preparation of your beacon lighting you should replace those items of clothing before approaching any naked flames. In particular, always remember to replace the lid on any container of unused paraffin and store it in a safe place away from naked flames. Do not use an accelerant on the fire itself.



Bonfire Beacon, Shipston-on-Stour, Warwickshire, England. In memory of Fred Gardner and Sid Peachey. Photograph by Rob Hadley.



▲ After the event, extinguish fire and collect remaining debris.

▲ Dig over site and re-lay turf.

▲ Leave site clean and tidy.



A SHARED MOMENT OF CELEBRATION



# VE Day 80 Bishops Frome Strawman

## Ideal for Farms, Stately Homes and Country Landowners

### How to Build your Strawman Beacon

This type of Beacon is ideal for farms, stately homes and our country landowners, using it as a fun aspect to celebrate/commemorate and pay tribute to the many that gave their lives unconditionally. It could be a public event or just for family, friends and those that work so hard on the land but in a similar way during WWII to keep the Nation fed during those difficult times when many of the men of the land were out defending our country overseas, never to return.

Obtain the landowners's permission and involvement then ensure you locate your Bishops Frome Strawman at least 60m away from buildings, roads, railways and public rights of way, and a safe distance from dangerous materials and overhead power lines. Ensure it has good access for the transportation of materials for the bonfire and sufficient space for spectators to stand upwind.

Liaise with your local fire brigade and all emergency services in your area, presenting them with your plans, and seek their advice and support. In the event of dry weather, high winds and a heightened wildfire risk on the day of the event, please carefully consider scaling back initial plans where appropriate.

- 1 Prepare site by removing top layer of turf and stack away from fire area.

- 2 Use only wood and straw for combustible materials and wrap steel banding around them all to hold the bales together while burning to stop them from falling away. Please dispose of the bands responsibly after the event.

- 3 Construct a safety barrier out of ropes and stakes or scaffold poles to ensure public is kept at a safe distance from the fire.

- 4 In daylight, and for several hours, and up to lighting, check that there are no children or animals playing or hiding in or round the Strawman. Arrange for at least 12 marshals to be in attendance, and undertake a sufficient safety briefing before lighting the Strawman.

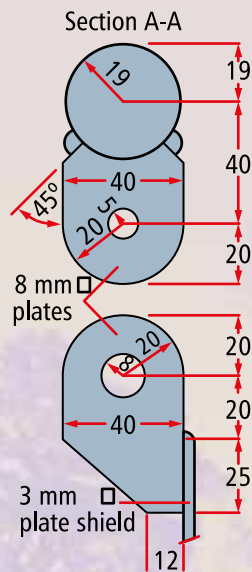
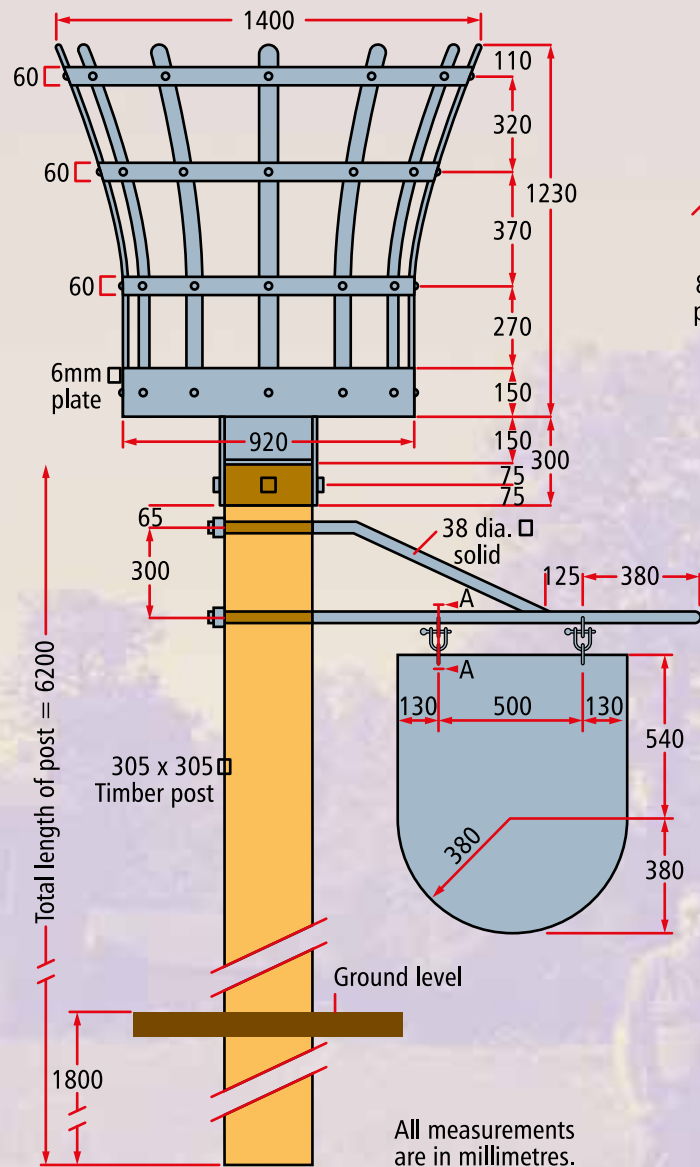
- 5 The person looking after the fire should not wear lightweight clothing that could ignite easily. They should wear a substantial outer garment of wool, or other material of low flammability, and stout boots. They should know what to do in the event of a burn injury, or a person's clothing catching fire, and should have a fire blanket ready in the Strawman area along with a number of fire extinguishers.

- 6 Lighting: the safest and recommended approach is to use paper and solid firelighters in six places just inside the walls of the Bishops Frome Strawman to ensure an even burn. Never use flammable liquids such as paraffin or petrol to get it going as this can result in uncontrolled spread of fire or explosion.

- 7 To light the Strawman: from poles 2m in length, prepare hand torches for lighting with paraffin-soaked rags wired around one end. Remember, paraffin is dangerous and great care should be taken. Paraffin can be used as directed, but it is still dangerous and should at all times be treated with great care - for example, always ensure all excess paraffin is drained off rags before use. If spilt on your clothes during the preparation of your Strawman lighting you should replace those items of clothing before approaching any naked flames. In particular, always remember to replace the lid on any container of unused paraffin and store it in a safe place away from naked flames. Do not use an accelerant on the fire itself.



# VE Day 80 Beacon Brazier



## Beacon Brazier with Metal Shield

It can be built by local craftsmen and women, and may be used for future historic occasions in your community. It could be sited in a country park, on a hilltop overlooking the sea or a lake, in the centre of your town or village, and could become a tourist attraction for your area.



## Materials Required for Beacon Construction

Wooden centre post consisting of 305mm x 305mm wooden post, 6.25 metres in length of which 2 metres goes into the ground.

Basket and fixing brackets consisting of:

- 1 x 920mm diameter steel plate.
- 1 x 4,178mm long 60mm x 5mm steel flat bar rolled into 1,330mm diameter ring.
- 1 x 3,455mm long 60mm x 5mm steel flat bar rolled into 1,100mm diameter ring.
- 1 x 2,985mm long 60mm x 5mm steel flat bar rolled into 950mm diameter ring.
- 1 x 2,922mm long 150mm x 5mm steel flat bar rolled into 930mm diameter ring.
- 12 x (approx 1,250mm long) 60mm x 5mm vertical bars (rolled to shape).
- 1 x 310mm x 310mm x 300mm high connection box welded to base of basket.
- 1 x hanging shield and support: 3.7m length of 38mm diameter solid steel rod.
- 1 x 920mm x 760mm steel plate 3mm thick 4 x connection brackets 8mm thick (see detailed drawings left).
- 2 x pins and loops.





# VE Day 80 Gas-Fuelled Beacon

## Bullfinch Gas Equipment

**We have made many different reliable beacons over the years and details can be seen on our website. The flames are very stable in winds and the structures are also wind stable.**

This beacon's burner-head is in the shape of a V, surrounded by a VE Day 80 banner. It is of lightweight construction and comes assembled and complete, with the exception of the gas cylinders, which must be purchased separately.

2 x 19kg full cylinders of propane are recommended to give a full flame for a good three quarters of an hour. If you wish for less than this then one 19kg cylinder or 2 x 13kg cylinders should be sufficient. These should be full or nearly full. The Gas Torch needed to light your beacon safely requires a 400g cylinder of propane with CGA600 fitting - Bullfinch No 1644 or Rothenberger or equivalent.

### The VE Day 80 Gas-Fuelled Beacon Package contains:

- Burner unit with VE Day 80 insignia
- 2m high stand
- Ground anchor and rope for fixing the stand to the ground
- 10m hose with the regulator for connecting to the gas
- Gas torch for lighting
- Spanner
- Leak detecting fluid
- Hose assembly and Y manifold to link 2 cylinders
- Lighting and safety instructions

The above items are packed into 2 strong cartons. The tripod describes a circle area of about 1.32m diameter and the beacon has an extended height of about 2.15m.

The beacon must be supervised by two competent people at all times when lit and a fire extinguisher must always be available.

### Ordering

The price of a gas-fuelled VE Day 80 Beacon is £549 plus VAT, including carriage to your door within the UK mainland

(Highlands and Islands excluded). There will be an extra charge for other areas.

You can alternatively purchase a Burner only at £349 plus VAT to fit the stands of previous Bullfinch Beacons.

To order your beacon please contact:

Tel: **0121 765 2000**

Email: [sales@bullfinch-gas.co.uk](mailto:sales@bullfinch-gas.co.uk)

More information on the web: [www.bullfinch-gas.co.uk](http://www.bullfinch-gas.co.uk)

Bullfinch Gas Equipment, Kings Road, Tyseley, Birmingham, B11 2AJ.

Payment by cheque, BACS transfer, or Credit/Debit Card.

Please order by 31st March 2025 to guarantee delivery by 26th April. However please enquire after this date for availability.



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# VE Day 80 Gas-Fuelled Beacon

21CC Group Ltd

The beacon will come ready for easy assembly, designed with a commemorative top and a special anniversary plaque underside. The beacon will burn for approximately one hour using a 13kg standard propane gas cylinder, these are available from most gas stockists and petrol stations around the UK. The gas assembly is easily connected to the burner by a quick release fitting. The beacon is inherently stable; however, we recommend the use of anchors on soft ground or sandbags on hard ground for additional stability. Full set-up instructions are included within the pack and we recommend a trial set-up and lighting before the actual event to familiarise yourself with the set-up and operation. We have included two long-reach lighting sticks so that you can practice lighting the beacon in advance. We would also recommend that a fire extinguisher is available when lighting the beacon and whilst it is burning and that two people are always present.

## The VE Day Beacon package contains:

- Assembly, lighting, and safety instructions
- 2m high stand and burner
- 10m hose with the regulator for connecting to the gas
- Two long reach lighting sticks
- Spanner
- Hose
- No additional connections required – all you need is in the box

## Beacon Price:

The price of our beacon is **£549 + vat**, including carriage within the UK mainland. An additional charge may be applied for other areas.

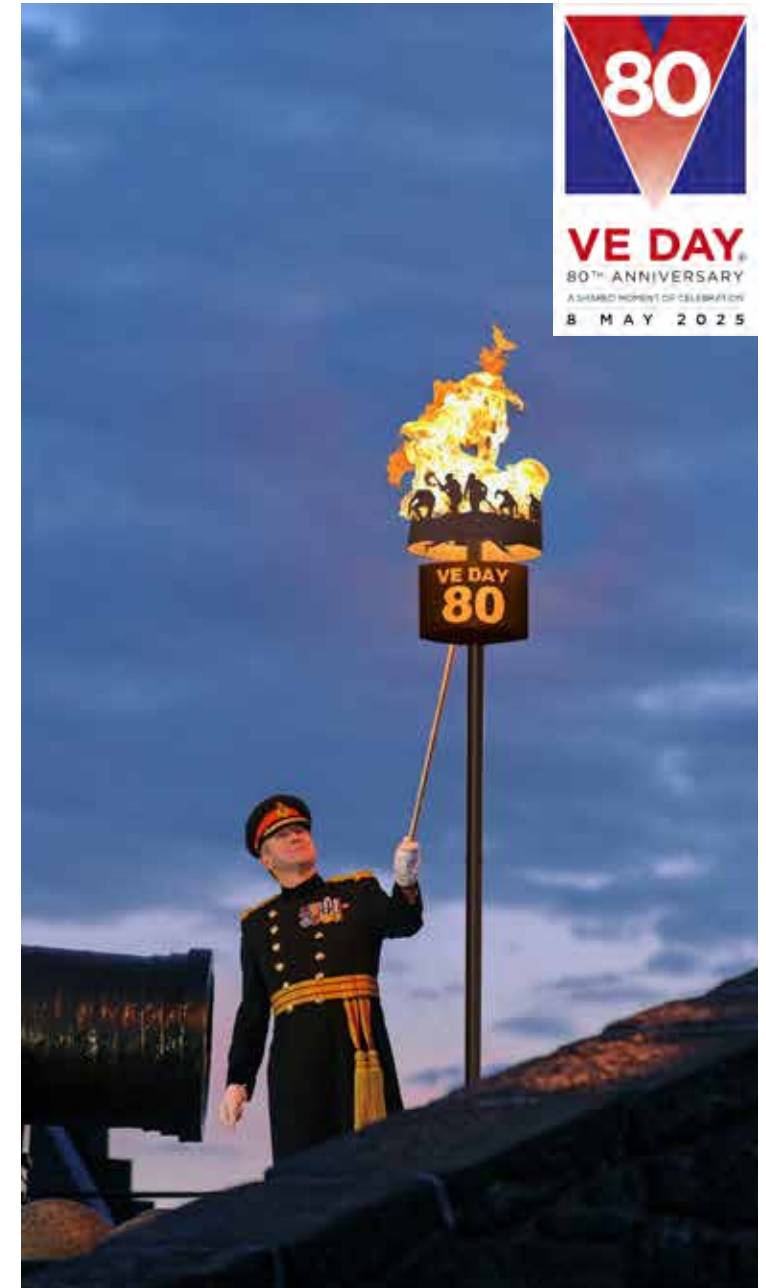
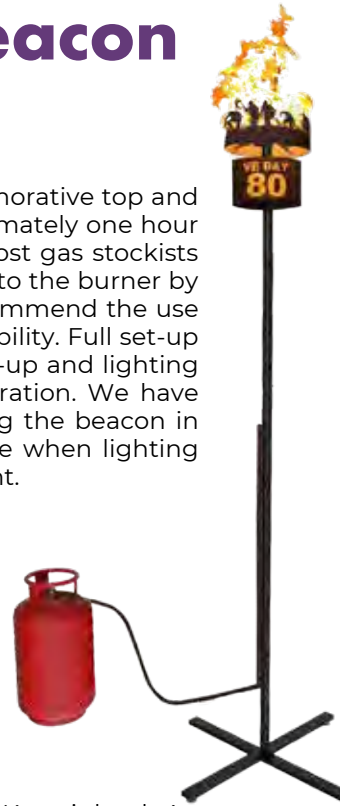
## Replacement Plaques:

The price for two VE Day 80 plaques is **£290 + vat**, including carriage within the UK mainland. An additional amount may be applied for other areas. Please note that the VE Day replacement plaques are only compatible with 21CC Beacons.

## Ordering & Payment:

To order your VE Day 80 beacon, please contact 21CC Group Ltd by phone; 0131 331 4509 or email our beacon team on [beacons@21ccgroup.com](mailto:beacons@21ccgroup.com). Additional information can be found on our website at [www.21ccgroup.com/vedaybeacons](http://www.21ccgroup.com/vedaybeacons).

Payment can be made in all the usual ways including BACS, cheque and credit/debit card. Orders received before the 8th of April 2025 will be delivered by 25th of April 2025. All orders received after 8th of April 2025 will be accepted on a case-by-case basis depending on stock levels available.



A SHARED MOMENT OF CELEBRATION





# VE Day 80 Lamp Light of Peace

Representing the 'light of peace' that emerged from the darkness of War



**There will be many areas of our local communities such as care homes, hospitals, pubs, clubs, restaurants and even families themselves etc, that would like to participate on 8th May 2025, but do not have the land or facilities available to light a Beacon. We have therefore, developed the Lamp Light of Peace, enabling them to take part in a very simple, meaningful, and cost effective way of paying**

**'tribute' to those that sacrificed so much during the years of WWII.**

The light from the flame will represent the 'light of peace' that emerged from the darkness of war, with the lamp providing a very simple and safe way of taking part in this important 80th anniversary occasion, and once used, can be lit again at 11am on every Remembrance Sunday thereafter, in 'tribute' to the many millions that sacrificed their lives during WWI and WWII.

Those participating could consider running a raffle or a competition of some kind, with the winner having the honour of lighting the Lamp at **9.30pm** on 8th May 2025, coinciding with the lighting of the Beacons throughout the United Kingdom, Channel Islands and the Isle of Man that evening.

Those participating with a Lamp Light of Peace, please provide the following, enabling us to register your involvement as well as sending you your Certificate of Grateful Recognition for taking part.

Name of Country,  
Name of County,  
Name of  
Organisation,  
Name of Contact,  
Email address.

## IMPORTANT

Once lit, the Lamp should **NOT** be left unattended at any time and should be extinguished at the end of the evening, and do **NOT** at any time attempt to re-fuel it while the Lamp is alight.

**The cost of the lamp is £55.00 including posting and packaging within the United Kingdom, Channel Islands and the Isle of Man. The final date for ordering a lamp is 14th April 2025. Purchase is for pre-order only, items will be delivered prior to the event.**

**To order and pre-pay for your Lamp Light of Peace, please go to:**

**[www.lamplightofpeace.co.uk](http://www.lamplightofpeace.co.uk) and click on the photograph of the Lamp Light of Peace. If you have any questions please contact Bruno Peek CVO OBE OPR, Pageantmaster at [brunopeek@mac.com](mailto:brunopeek@mac.com)**

**Manufacturer recommends: Do not use petrol or spirit. Do not use scented or coloured oils. Use exclusively pure paraffin oil or lamp oil. Outdoor use only. 20 hours light with one tank.**



**The colour red has been chosen for the lamp as it represents the ultimate sacrifice made by so many millions during WWI and WWII, fighting for the freedom we all enjoy today. It can be lit at 11am on Remembrance Sunday for many years thereafter.**



A SHARED MOMENT OF CELEBRATION





# The Royal Observer Corps Association is proud to be taking part in the Lamp Light of Peace VE 80<sup>th</sup> Anniversary

[www.rocatwentytwelve.org](http://www.rocatwentytwelve.org) – [www.roc-heritage.co.uk](http://www.roc-heritage.co.uk)



The badge of the Royal Observer Corps depicts a beacon light of Elizabethan times. The beacon lighters, recruited from the local population, were organised, and paid for by the County Sheriff to care for and light the warning beacons

*On behalf of the Royal Observer Corps Association, I encourage all Groups to get involved with your local communities and friends in marking the 'Victory in Europe' 80<sup>th</sup> Anniversary. This is an important milestone in our history – highlight it by 'Lighting a Lamp of Peace'.*

*John Sharpe*

*John Sharpe, MBE – National Chairman*



## ***Brief history during WWII:***

- ❖ The Observer Corps had its roots in World War 1 when the Admiralty arranged for the police to report aircraft heard or seen within sixty miles of London.
- ❖ In August and September 1924, Major General E B Ashmore organised the first observation experiments.
- ❖ The Munich crisis came during the expansion and on 26 September 1938, the Observer Corps was called out for the first time as a fully fledged organisation.
- ❖ When the Dunkirk evacuation came at the end of May 1940 the Corps found itself in the front line overnight. The Battle of Britain had commenced. We became the 'eyes and ears' of the RAF.
- ❖ In April 1941, the prefix 'Royal' was granted by HM King George VI in recognition of the Corps' services during the fateful period from July to October 1940.
- ❖ D-Day on 6<sup>th</sup> June 1944, saw Observers serving on board ships as the 'Seaborne Wing'.



# VE Day 80 Flag

J. W. Plant & Co Ltd are proud to be nominated as the official flag supplier for VE Day 80.

Previously, we have been involved in national flag-flying days such as Fly a Flag for the Commonwealth, Merchant Navy Day, NHS Social Care and Frontline Workers Day.

JW Plant is a family run business and we have been manufacturing flags in the UK for four generations.

Based in Leeds, our factory continues to manufacture a wide range of traditional hand sewn, screen printed and digitally printed flags.

We have a passion for flags: their ability to unite communities, to provide a focus whereby we can give thanks, celebrate and be proud.

It is perhaps fitting that having supplied flags to the armed forces during World War II, we are here to join the nation in the 80th Anniversary of VE Day.



Union and White Ensign  
JW Plant 1940 and 1939



First flag off the production line



## ORDERING

Items can purchased online - click web address below

<https://the-flag-company.co.uk/veday80/>

Items will be made to order, once payment is received.

Please allow a minimum of 10 working days for the manufacturing process and place all orders in good time for the event.

Delivery will be made by Royal Mail 48 track and sign and can take up to 3 working days. Please ensure full and complete delivery address is provided, including a contact name, telephone, and email address.

Please ensure orders are made before

## Friday 11th April 2025

Should you have any order queries please contact us as follows:

Address:

**JW Plant & Co Ltd, 39 Ashley Road, Leeds, LS9 7AJ**

**Tel: 0113 248 0454**

**Email: pauline@jwplant.co.uk**



## The Flag



The flags are digitally printed in 8 colour RainbowTec™ High Energy disperse dyes, creating vibrant, durable colours. They are reduction cleared at 50° centigrade making them fully washable at 40° centigrade.

Single thickness flags, design shows correct on the front and in the mirror image on the reverse.

Hemmed all round with 2 rows stitching, 3 rows of stitching will be used on the fly edge of the 90" flag.

Headed down the left hand side. Finished with either, hems only, white D rings, rope and toggle.

## PRODUCT - SIZE, FINISHING, PRICES

Imperial - Inches		USE	Finishing	Unit Price
Width	Depth			
18"	10.8"	To be displayed on a wall, window, or other clear flat surface. Attach clips to hemmed flag, use suction cups to secure on the flat display surface	Two suction cups and Clips	£12.08
36"	21.6"	Best suited to freestanding flagpoles around 3-4m (10-13ft), wall mounted and roof mounted flagpoles of at least 1-3m in length, at a approximately 1st storey level	D rings top and bottom	£17.17
60"	36"	Best suited to freestanding flagpoles around 5-6m (15-20ft), wall mounted and roof mounted flagpoles of at least 2-3m in length, at a height of at least 4-6m (20-25ft)	D rings top and bottom	£37.33
90"	54"	Best suited to freestanding flagpoles 8m (25ft) and above, wall mounted and roof mounted flagpoles of at least 3m in length, at a height of at least 10m (30ft.)	Rope and toggle	£64.26
144"	72"	Best suited to freestanding flagpoles 12m (40ft) and above, roof mounted flagpoles of at least 6m in length, base approximately 12m (30ft.) from the ground.	Rope and toggle	£113.50



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# VE DAY 80

OFFICIAL LAPEL BADGE

A SHARED MOMENT OF CELEBRATION



AVAILABLE AT



EMPIRE  
MEDALS

[empiremedals.com](http://empiremedals.com)



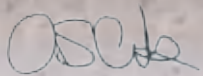
# National Federation of Fish Friers

**For over 160 years fish and chips have been a firm favourite of the British public providing nourishment for the nation. This was never more important than during the war years where the ingredients were left unrationed to help feed those involved in the war effort and keep the country and our factories working.**

The National Federation of Fish Friers is proud to be involved in the celebrations of the 80th Anniversary of VE Day, and we would encourage all fish and chip shops to get involved to show their appreciation for what those brave souls did to protect our freedom and our thanks for the continued protection provided by our armed forces.

Our fantastic dish, fish and chips, played an important role throughout the war, feeding the nation and keeping the war effort strong but there was also a huge effort by the farmers and fishermen who kept our industry supplied. After what has been a challenging couple of years for the industry we should always remember the challenges the industry has faced in the past and the resilience it has shown over the years.

Just as we did 80 years ago I hope we all come together for this event and celebrate what was a huge milestone in the history of the world and the part fish and chips played to help.



**Andrew Crook**

*President of the National Federation of Fish Friers*



*During WW2 Winston Churchill coined the term 'Good Companions' for the traditional British dish of fish and chips.*





# Pipers and the Four Peaks

## Ben Nevis, Mount Snowdon, Scafell Pike and Slieve Donard

Four Pipers will be playing *Celebratum* from the top of the Four Peaks at 12noon on 8th May which has been especially written for this historic occasion by by Stuart Liddell MBE, and they will be followed by members of Walking With The Wounded who will be lighting Beacons at the top of the Peaks at 9.30pm in *tribute* to the fallen of WWII, as their contribution to VE Day 80. Piper Stuart Liddell MBE will be playing this tune at Inveraray Castle Balmoral, and Piper Lady Jane Macrae will also be undertaking it at 12noon at Balmoral Castle that afternoon.



**Ben Nevis - 1,344m  
Scotland**



**Mount Snowdon - 1,085m  
Wales**



**Scafell Pike - 977m  
England**



**Slieve Donard - 850m  
Northern Ireland**



**Kevin Johnson  
Inverurie Pipe Band**



**Denise Ramsbottom  
RAF Waddington Pipes and Drums**



**Angus McKay  
Norwich Caledonian Band**



**Inis Greig  
Banchory Pipe Band**







Above and background: The Tower of London built by William the Conqueror in the early 1080s. Through the centuries, successive monarchs have added to the fortifications.

*If you are inviting personal guests to your home it is worth checking with your household insurer that you are covered in the unfortunate circumstances that there should be an accident. If your event includes inviting the public, or it is a third party venue then, where applicable, the following advice should be heeded, to ensure you have a safe and enjoyable event for everyone involved.*

### Licensing

Generally, all public entertainment has to be licensed by the local authority. The law on this aims to ensure the safety of the public and performers. Local authorities treat each event individually, and what one will allow another will not. Do not be put off by the length of some of the forms - the licensing officer is there to help you.

The licensing officer's job is to advise the local authority's licensing committee on the granting of public entertainment licenses. For small scale events he or she, in effect, makes the decision. Only if your event is contentious will the licensing committee decide to consider the application in detail. Talk to the licensing officer as soon as possible. In Northern Ireland, if you plan to sell alcohol at an event, you will need to apply for an occasional liquor license from the Northern Ireland Court Service.

### Insurance

Unfortunately, accidents can happen at even the best organised events. Therefore, you will need to consider and obtain insurance cover for your event, whether you are holding an event on your own premises or someone else's. beacon/bonfire events require specialist public liability cover. If you hire a park or venue or use land owned by a third party for your activity, they are likely to require you to have your own suitable insurance to cover your liability for any injury to the public or damage to other people's land or property.

# Legal Essentials and Safety

## (This is your responsibility)

If hiring equipment for the event, you may need to insure these items; you may also need to consider cover for loss of any financial outlay you incur if the event has to be cancelled for reasons beyond your control, or loss of money, particularly if you are holding a fund-raising event. Therefore, to help you obtain the appropriate insurance, and risk management advice, we are working closely with Unity Insurance Services, which is a specialist insurance broker in the voluntary and non-profit sector.

They have developed a range of bespoke insurance covers specifically for the Beacon/Bonfire events. Unity is owned by a charity and donates all its profits back to charity, so to obtain a quote or for more details or advice on the insurance



cover you may need, please visit Unity's website or telephone them on 0345 040 7702.

Alternatively, the licensing officer may be able to direct you to a suitable specialist company or broker, but you should not try to source this kind of insurance from a non-specialist.



### Emergency Services

Tell your local Fire and Rescue Service and Police Force well in advance about the type of event you are planning, and get in touch with your local community police officer. Ensure that access for emergency services is maintained for your event. Write to the local fire brigade and ambulance service, particularly if you are planning to have a beacon/bonfire, fireworks, or an event that will attract a large crowd. St John's Ambulance and the British Red Cross will provide first aid and sometimes a vehicle. In some areas they are simply happy to receive a donation. In others, expect a fee to be charged.



### Food and Drink

Basic food hygiene guidelines should be followed at all times if you are providing food and drink. Caterers must have food hygiene certificates. Advice on this subject can be obtained from your local council environmental officer.



### Alcohol

If you want to sell alcohol you will need to secure a licence. From February 2005, licenses are granted by the local authority rather than the Magistrates Court. You should therefore contact your local authority licensing section and seek information from them on how to apply. During 2005 all existing licenses have to be renewed and this will inevitably lead to long lead-in-times. Please apply as early as possible.



### Site Clearance

The local authority will arrange for clearance and disposal of litter after your event if it is on public ground (check for possible charges). You can help this process by arranging litter bins or recycling bins around the site, and a crew to clear up throughout the event.



### Hiring or Borrowing Equipment

Your local authorities, or local event organisers may be able to help you with contacts for supplies such as marquees, portable toilets, barriers and bunting, or may in some cases have these for you to hire and borrow. You may also need to consider generators, a public address system, and emergency flood lighting. If you need to arrange insurance for your hired equipment, Unity Insurance Services can arrange this for you too.



### All Ability Access

Access for people with a disability is very important. Many local authorities run community transport schemes. Talk to them about arranging transport. On greenfield sites, access may be improved by cutting the grass before the event.



### Legal Essentials and Safety

This aspect of your event is your total responsibility, so please ensure you have undertaken all the necessary risk assessments and respective insurance etc, to reflect this.





# Acknowledgements

Our grateful thanks to



SINCE 1907

**CARAVAN AND  
MOTORHOME CLUB®**

The Caravan and Motorhome Club is proud to support the commemoration of the 80th Anniversary of VE Day on 8th May 2025



A SHARED MOMENT OF CELEBRATION







VE Day 80 - 8th May 2025

A Shared Moment of Celebration



*Bruno Peek*

For further information contact

Bruno Peek CVO OBE OPR

Pageantmaster

VE Day 80 Beacons

Tel: + 44 (0) 7737 262 913

Email: [brunopeek@mac.com](mailto:brunopeek@mac.com)



Back cover photograph - Inveraray Castle, Scotland  
Guide to Taking Part designed by Nick Marshall



## 10. **CYBER ESSENTIALS**

### **Importance of Cyber Security**

Cyber security is critical in today's digital landscape due to the increasing frequency and sophistication of cyber-attacks. These attacks can compromise sensitive information, disrupt operations, and cause significant financial and reputational damage. Ensuring robust cyber security measures is essential for safeguarding our organisation's data, maintaining the trust of our stakeholders, and complying with legal and regulatory requirements.

In the [Government Cyber Security Strategy](#) document, one of the stated aims is for all government organisations across the whole public sector being resilient to known vulnerabilities and attack methods no later than 2030.

### **What is Cyber Essentials?**

Cyber Essentials is an effective, government-backed scheme designed to help organisations protect themselves against a wide range of the most common cyber-attacks. This scheme is particularly valuable because most cyber-attacks are relatively basic in nature, often carried out by individuals with limited technical skills. These attacks can be likened to a thief trying your front door to see if it's unlocked. By implementing the controls recommended by Cyber Essentials, we can significantly reduce our vulnerability to such attacks.

### **Levels of Certification**

Cyber Essentials offers two levels of certification, each providing a different degree of assurance and protection.

#### **1. Cyber Essentials**

The Cyber Essentials certification involves a self-assessment process. This level offers protection against a wide variety of the most common cyber-attacks. It is important because being vulnerable to basic attacks can make an organisation a target for more sophisticated cyber criminals. Achieving Cyber Essentials certification provides peace of mind that our defences will protect against the majority of common cyber-attacks. It ensures that we have addressed essential security controls and are better prepared to prevent the most frequent types of cyber threats.



## 2. Cyber Essentials Plus

Cyber Essentials Plus includes the same protections as Cyber Essentials but adds a hands-on technical verification component. This means that the security controls we have implemented are tested and verified by a qualified assessor, providing a higher level of assurance. This hands-on approach not only confirms that our cyber security measures are effective but also helps us to identify and address any potential weaknesses.

### Benefits of Cyber Essentials Certification

Achieving Cyber Essentials certification offers numerous benefits:

- **Certified Cyber Security:** Demonstrates that we have implemented fundamental cyber security measures to protect our IT infrastructure.
- **Customer Reassurance:** Reassures customers, partners, and stakeholders that we are committed to securing our IT systems against cyber attacks.
- **Organisational Awareness:** Provides a clear picture of our organisation's cyber security level, helping us to understand our current posture and identify areas for improvement.
- **Regulatory Compliance:** Assists in meeting legal and regulatory requirements, reducing the risk of non-compliance penalties.

### Costs

Many organisations offer support in gaining Cyber Essentials accreditation. The following are three providers contacted for an online quote.

#### Cyber Essentials

	Supplier A		Supplier B		Supplier C	
	Essentials	Essentials Plus	Essentials	Essentials Plus	Essentials	Essentials Plus
One-Time Total	£2,549.00	£1,300.00				
Annual Total	£72.00	£2,099.00	£690.00	£2,040.00	£440.00	£2,100.00
Total	£2,621.00	£3,399.00	£690.00	£2,040.00	£440.00	£2,100.00

The certification is valid for one year and must be renewed annually due to IASME, the governing body for Cyber Essentials, updating the question set each year. However, some suppliers may offer the option to negotiate a multi-year deal.

## **Conclusion**

Cyber security is a vital component of our organisational strategy, protecting our data, reputation, and operations. Cyber Essentials provides a structured, effective framework for addressing common cyber threats. By achieving Cyber Essentials certification, we can demonstrate our commitment to cyber security, reassure our stakeholders, and enhance our overall security posture. Implementing these measures is a proactive step towards safeguarding our organisation against the ever-evolving landscape of cyber threats.

## **Members are asked to consider the above and:**

- 1. Determine whether they wish to gain Cyber Essentials accreditation.**
- 2. If Members do decide to gain accreditation, to determine which level of assurance they wish to have.**

## **Useful Links for Further Reading:**

[Cyber Assessment Framework \(CAF\) for local government - UK Government Security - Beta](#)

[The LGA Cyber 360 Framework | Local Government Association](#)



## 11. DRAFT BUDGET 2025/26

The 2025/26 draft budget compares the current 2024/25 budget and the expected year end position for 2024/25 based on six months of actual operational costs.

### Assumptions

- **Interest Income** – Interest rates are predicted to continue to fall. Consequently, the returns we are currently achieving are likely reduce. The budget has assumed a 3% return from our CCLA investments and 2% from Nationwide.
- **Staffing Costs** – 5% has been applied to the staff salary budget. The National Living Wage has increased by 6.7% to £12.21 per hour. The Employer NI Contributions have increased by £17k due to changes in thresholds and the contribution rate.
- **Grounds Maintenance Contract** – Normally, the value of the ground's maintenance contract is increased by RPI (minus 0.5% as it is a continuing contract) each year. However, this contract is intended to be renegotiated through a tender process in early 2025 so it is unknown what the actual contract will be. For the purposes of this budget exercise, the same assumption of RPI has been used, which is around 5%. The exception to this is the Cemeteries element. Since the current contract was negotiated, additional beds and areas have been added, so the budget has been increased by 10% to reflect this additional work.
- **Water & Sewerage Costs** – The water & sewerage regulator OfWat has predicted a 6.1% increase which has been applied to this budget.
- **Gas and Electricity Costs** – The electricity and gas regulator OfGem has predicted a 10% increase which has been applied to this budget.
- **Insurance** – on the assumption that The Harlington lease will be signed, insurance has been increased by £4k to cover the cost of insuring the building as per the quote received by Zurich in January 2023 adjusted for cumulative inflation.
- **Cleaning** – as cleaning is a predominately minimum wage sector, the budget has been increased by 6.5% to reflect the National Living Wage increase.
- **Edenbrook Playground Maintenance** - £60k was allocated in the 2024/25 Budget to put towards a future replacement of playground equipment in Edenbrook based on developers past contributions. This transfer has now been completed and the budget instead includes a PWLB loan to fund the following capital playground projects:
  - £250k      The Views Skateboard Park
  - £200k      Both of Edenbrook's playgrounds
  - £150k      The Views playground

Based on current interest rates, a £600k loan over 15 years would require an annual repayment of £57k. However, as costings will need to be supplied to secure the loan, it is likely that the loan won't be secured until the second half of the financial year, so only half the annual loan repayment has been budgeted.

- **Martyn's Law** – with the proposed Martyn's Law expecting to be passed, two events supported by Fleet Town Council may struggle to meet their obligations under this law without the financial support of the Council. An amount has been put in the budget to provide that support to ensure the events remain viable.
- **Staff Computers** – some of the computers being used by staff were inherited from Hart District Council when the Council was newly formed. Others are well over 7 years old. An amount has been budgeted to replace these computers before they fail.

- **Tax Base** – Hart District Council have advised a provisional tax base figure for 2025/26 which has been used in calculating the increase in Band D in the Statement of Variation. As this is only a provisional figure, Members should be aware that it could go up **or down** when the actual figure is calculated.

The proposed draft budget recommends a precept of £1,435,992 for 2025/26, which represents a Band D increase of £7.35 per annum (5.93%).

### Reserves

- Best practice recommends that the General Reserve be held at 40-60% of Precept. Given the Council's proposed precept of £1.5m, the General Reserve should be between £600k and £900k. The Council's General Reserve is forecasted to be £335k at the end of 2025/26 which is 23% of the proposed precept. Even if you take The Harlington Development element of the precept out, the General Reserve is still only 33% which is very low. Members may wish to consider the adequacy of the General Reserve.
- The Play Equipment Reserve is inadequate for the number of playgrounds the Council is responsible for maintaining. Four playgrounds have been identified as requiring immediate attention (both playgrounds at Edenbrook, The Views playground and The Views skateboard park). However, Officers have identified that Basingbourne is also approaching the end of its useful life and will require investment in the medium term. While S106 monies are available for establishing new playgrounds, there is no funding for the maintenance or replacement of existing playgrounds. Therefore, the Council is advised to start building up funds for playgrounds.
- Relating to the above, Officers would request that any unspent playground maintenance budget (if applicable) be transferred to the Play Equipment Reserve at year end.
- All other reserves appear to be at reasonable levels for their established purpose.

### **RECOMMENDATION**

To consider and provide guidance for the budget setting process.

**Fleet Town Council Town Council**  
**Statement of Variation 2025/26**

	£		2026/27	2027/28
Base Budget (net) i.e. Precept 2024/25	1,342,858		1,435,992	1,511,212
Less Increased Interest Income	-14,000	Add inflation at 2%	28,720	30,224
Less Increase in Harlington Events	-19,058	Tablets for Councillors	18,000	
Add Increased NI Costs	17,000	Resurfacing Basingbourne Playground		100,000
Add Increased Utility Costs	11,330	2nd 1/2 Year PWLB Loan Repayment	28,500	
Add Increased Insurance for The Harlington	4,360			
Add Increased Building Maintenance Costs	3,350			
Add Increased Cleaning Costs	3,400			
Add Newsletter	2,500			
Add Increase due to Martyns Law	6,000			
Add Increased Grounds Maintenance Costs	13,300			
Add Staff Computers	12,000			
Add Previous Funded by Use of Reserves	67,230			
Less Edenbrook Funding	-60,000			
Add 1/2 Year PWLB Repayment over 15 years	28,500			
Add Increase to Harlington Precept	16,000			
Add net other cumulative minor adjustments	1,222			
Estimated Budget Requirement 2025/26	<u>1,435,992</u>		<u>1,511,212</u>	<u>1,641,436</u>
Total increase required	93,134		75,220	130,224
% increase in cash terms	6.94%		5.24%	8.62%
Tax base 2024/25 (Band D Equivalent figure)	10836.2			
Precept per Band D property	£123.92			
Tax base 2025/26 (Band D Equivalent figure)	10939.3		10939.3	10939.3
Precept per Band D property	£131.27		£ 138.15	£ 150.05
Increase per Band D Property	£7.35		£6.88	£11.90
% Increase per Band D Property	5.93%		5.24%	8.62%

## Fleet Town Council

	2025/26 Proposed Budget	2024/25 Current Budget	2024/25 Forecast	Variance
<b>Income</b>				
1000 Hall Hire	126,000	123,500	120,577	2,500
1002 POINT Hall Hire	19,540	18,196	18,196	1,344
1031 HCC Library	13,500	13,500	15,578	-
1033 Fleet Phoenix	-	-	-	-
1036 Fleet Baptist Preschool	4,750	4,750	4,750	-
1050 Outdoor Space Hire	1,900	1,900	2,002	-
1051 Gurkha Square Market	-	7,800	-	- 7,800
1052 S106 Money Received	-	-	-	-
1053 Grant Money & Funding	3,300	3,300	5,477	-
1057 Fleet Football Club Rent	5,000	5,000	2,000	-
1059 Refreshment Kiosk	6,500	6,500	7,001	-
1060 Pitch Hire	8,400	8,400	8,157	-
1063 Sports VAT Reclaim	-	-	-	-
1064 Tennis Membership Card	8,000	8,000	6,280	-
1065 Tennis Hire	2,000	2,000	3,734	-
1100 Interment Fees	21,000	21,000	21,755	-
1110 Scattering of Ashes	100	100	100	-
1120 Sales of Exclusive Rights	28,000	28,000	28,000	-
1121 Transfer of Exclusive Rights	2,000	2,000	1,890	-
1130 Memorial Cemetery Fees	7,000	7,000	6,745	-
1132 Memorial Kerbstones	2,500	2,500	1,888	-
1133 Memorial Sanctums	8,100	8,100	8,100	-
1134 GOR Planted Area	1,000	1,000	2,113	-
1137 GOR Ashes Digging	1,000	1,000	520	-
1140 Bench Contribution	-	-	580	-
1145 Plaque Contribution	-	-	-	-
1420 Bar Sales	147,500	138,000	138,000	9,500

1431 Confectionery	2,800	2,750	2,750	50
1432 Ices	2,500	2,500	2,500	-
1433 Snacks	3,000	3,000	3,000	-
1435 Box Office Charges	16,300	15,500	15,500	800
1436 Technical Income	-	-	-	-
1450 Ticket Sales	261,200	244,000	229,960	17,200
1500 Miscellaneous Income	-	-	-	-
1550 Insurance Funds Received	-	-	4,690	-
1610 Utilities Refunds	-	-	-	-
1870 Interest Income	83,000	69,000	102,785	14,000
1900 Precept - Operational	980,370	903,236	903,236	77,134
1902 Precept - New Harlington	455,622	439,622	439,622	16,000
1920 MOTV Grants / Sponsorship	-	-	24,954	-
1940 Christmas Festival Grants / Sponsorship	-	-	8,576	-
<i>Total Income</i>	<i>2,221,882</i>	<i>2,091,154</i>	<i>2,141,016</i>	<i>130,728</i>

#### Expenses

4000 Salaries	518,595	521,082	521,153	2,487
4001 Employer's National Insurance	65,035	48,011	46,886	- 17,024
4002 Employer's Pension	27,970	25,385	27,007	- 2,585
4011 Staff Recruitment	650	650	800	-
4012 Pension Liability	10,000	10,000	10,000	-
4015 Recharge Staff Hours	-	-	-	-
4030 Training	3,300	2,300	2,220	- 1,000
4041 Mileage / Travel / Sustenance	2,200	2,200	2,041	-
4110 Rates	20,895	20,300	20,277	- 595
4115 Water & Sewerage	10,220	9,650	11,056	- 570
4120 Gas	47,960	43,600	42,712	- 4,360
4122 Electricity	70,370	63,970	64,637	- 6,400
4130 Insurance	21,460	17,100	16,858	- 4,360
4150 Cleaning	56,965	53,550	51,784	- 3,415
4151 Cleaning - Equipment	500	500	500	-

4152 Cleaning - Supplies	8,000	8,500	9,240	500
4155 Refuse Collection	4,125	5,600	5,737	1,475
4156 Recycling	950	650	785	- 300
4169 Street & Park Furniture	500	500	900	-
4170 Building Maintenance	36,750	33,400	37,185	- 3,350
4172 Building Compliance	6,000	6,000	6,000	-
4175 Equipment Maintenance	2,550	1,550	2,263	- 1,000
4176 Action Day	500	500	500	-
4180 Equipment Hire	-	-	-	-
4182 Technical Equipment Sundries	750	750	750	-
4183 Technical Equipment Hire	500	500	500	-
4185 Equipment	11,200	11,200	11,100	-
4187 Health & Safety	6,510	5,810	6,478	- 700
4188 Fire & Interuder Monitoring	575	575	575	-
4200 Grounds Maintenance	184,800	175,200	174,804	- 9,600
4201 Ground Work (Badgers)	4,000	4,000	4,000	-
4202 Additional Grounds Works	12,900	10,900	12,642	- 2,000
4203 General Upkeep	100	100	100	-
4205 CCTV	7,250	5,550	6,027	- 1,700
4206 Lamppost Maintenance	700	700	700	-
4207 Fire & Intruder Systems	2,500	2,025	2,025	- 475
4208 Speedwatch & SIDS	1,100	1,100	1,100	-
4210 Floral Displays	20,300	20,100	20,100	- 200
4220 Friends Group Support	440	440	440	-
4222 Friends Group Get Together	-	-	-	-
4225 South & South East in Bloom	700	480	643	- 220
4230 Playground Maintenance	27,500	29,600	29,600	2,100
4235 Play Equipment	66,500	98,000	98,000	31,500
4241 Grant - Fleet Phoenix	12,000	11,656	11,656	- 344
4242 Grant - Sashas Project	7,540	7,540	7,540	-

4250 Tree Surgery	24,850	26,550	26,040	1,700
4280 Ancells Car park	7,500	7,500	7,500	-
4290 MOTV Events Cost	-	-	18,871	-
4295 Christmas Festival Costs	3,000	-	199	- 3,000
4400 Stationery & Consumables	2,800	500	2,756	- 2,300
4401 Document Management	-	-	-	-
4420 Bank Charges	2,500	2,500	2,433	-
4422 Bank & Card Transactions	14,000	13,500	13,500	- 500
4430 Promotion/Publicity/Vision	10,500	8,000	8,000	- 2,500
4432 Marketing	20,000	20,000	20,000	-
4433 Marketing Support	10,000	10,000	8,843	-
4435 Website	1,100	1,100	850	-
4440 Telephone & Broadband	3,300	3,300	3,132	-
4445 Mobile Phones	1,190	1,190	1,389	-
4455 Postage	500	500	400	-
4460 Subscriptions	3,600	3,200	3,541	- 400
4480 Computer Maintenance	1,500	1,500	1,500	-
4481 Software / Licenses	8,500	8,500	9,568	-
4484 Computer Support	5,100	9,000	7,204	3,900
4485 Computer Storage	-	-	-	-
4486 Email Exchange	5,340	-	1,784	- 5,340
4487 Wi-Fi	2,700	2,500	2,500	- 200
4490 Sales System Costs	14,000	13,500	13,500	- 500
4530 Councillor Development	500	500	500	-
4535 Chairmans Expense Allowance	1,200	1,230	1,230	30
4537 Members Expense Allowance	800	800	800	-
4538 Community Support	1,500	1,500	1,500	-
4540 Elections	5,000	5,000	5,000	-
4550 Payroll Services	840	800	810	- 40
4551 HR Services & Staff Welfare	3,300	3,300	3,214	-
4555 Legal Fees & Costs	2,000	2,000	2,003	-
4560 Accountancy Fees	900	900	868	-
4561 VAT Consultancy Fees	250	250	240	-

4562 Design Consultancy Fees	-	-	-	-
4565 Survey & Consultation	-	-	2,621	-
4580 Audit Fees	4,120	4,120	4,120	-
4590 Repairs & Renewals	7,000	7,000	7,756	-
4651 LTA Registration - Membership	500	500	500	-
4653 Tennis Software	950	950	905	-
4655 Town Centre Christmas Decorations	20,000	20,000	20,000	-
4656 Christmas Gurkha Square	4,100	4,000	12,356	- 100
4657 Christmas Day Lunch	2,200	1,500	1,500	- 700
4660 Remembrance Day	3,450	400	400	- 3,050
4661 Gurkha Square Market	-	7,200	7,200	7,200
4700 Bar Purchases	59,000	55,200	55,200	- 3,800
4710 Bar Consumables	1,500	2,000	2,000	500
4715 Stocktaking	500	500	500	-
4720 Performance Costs	165,000	161,500	146,169	- 3,500
4728 Till App	1,200	1,200	1,200	-
4740 Licenses	9,170	8,670	8,640	- 500
4745 Uniforms	500	500	500	-
4752 Hospitality	500	500	500	-
4761 Confectionery	1,650	1,650	1,650	-
4762 Ices	1,000	1,000	1,000	-
4763 Snacks	1,350	1,350	1,350	-
4800 Fleet Connect	13,415	13,153	13,153	- 262
4810 Basingstoke Canal	15,600	15,600	15,600	-
4832 Climate Change	5,800	5,800	5,800	-
4855 Community Grants	3,700	3,700	3,700	-
4890 Earmarked New Harlington	441,722	425,722	423,101	- 16,000
4935 GOR Memorial Inscriptions	2,000	2,000	2,362	-
4936 GOR Ashes Digging	1,000	1,000	995	-
4942 H&S Memorial Repairs	325	325	-	-
4944 H&S Memorial Inspections	1,000	1,000	-	-
4997 Unplanned Expenditure	12,000	-	-	- 12,000
	-	-	-	-



*Total Expenses*

2,221,882	2,158,384	2,179,774	- 63,498
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Other

6000 Transfers to Reserves

-	-	7,408	-
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6001 Transfers from Reserves

-	-	- 1,000	-
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*Total Other*

-	-	6,408	-
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**Net Income / Expenditure**

-	-	67,230	- 45,166	67,230
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Fleet Town Council  
Revised Estimates 2023/24 and Budget 2024/25

	Balance b/f 1 April 2024	Deficit/Surplus from Revenue a/c	Transfer from Revenue a/c	Transfer to Revenue a/c	Transfers between Reserves/ Bal. Sheet	Balance c/f 31 March 2025
	£	£	£	£	£	£
<b>BUDGET 2024/25 - Reserves to March 31 2025</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	440,727			-69,530		371,197 FC JAN 24 ITEM 7
Sub-total unallocated reserves	440,727					371,197
<b>Earmarked Reserves</b>						
2 Pension Obligation	40,000		10,000			50,000 FC JAN 24 ITEM 7
3 Memorial Testing	4,750		1,325			6,075 FC JAN 24 ITEM 7
4 CP Tennis Sinking	58,563		7,000			65,563 FC JAN 24 ITEM 7
5 S106 Sensory Garden	10,981					10,981
6 Harlington Development	2,821,231		425,722			3,246,953 FC JAN 24 ITEM 7
7 Cemetery Works - Badgers	7,000			-4,000		3,000 FC JAN 24 ITEM 7
8 Play Equipment	29,517		38,000			67,517 FC JAN 24 ITEM 7
9 Elections	6,250		5,000			11,250 FC JAN 24 ITEM 7
10 Edenbrook Commuted Sum	81,160		60,000			141,160 FC JAN 24 ITEM 7
	3,059,452					3,602,499
Balances	3,500,179	0	547,047	-73,530	0	3,973,696

	Balance b/f 1 April 2024	Deficit/Surplus from Revenue a/c	Transfer from Revenue a/c	Transfer to Revenue a/c	Transfers between Reserves/ Bal. Sheet	Balance c/f 31 March 2025
	£	£	£	£	£	£
<b>REVISED ESTIMATE 2024/25 - Projection of Reserves to March 31 2025</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	380,402			-45,166		335,236 FC JAN 24 ITEM 7
Sub-total unallocated reserves	380,402					335,236
<b>Earmarked Reserves</b>						
2 Pension Obligation	40,000		10,000			50,000 FC JAN 24 ITEM 7
3 Memorial Testing	4,750		1,325			6,075 FC JAN 24 ITEM 7
4 CP Tennis Sinking	58,563		7,000			65,563 FC JAN 24 ITEM 7
5 S106 Sensory Garden	10,981					10,981
6 Harlington Development	2,821,231		423,101			3,244,332 FC JAN 24 ITEM 7
7 Cemetery Works - Badgers	7,000					7,000 FC JAN 24 ITEM 7
8 Play Equipment	29,517		38,000			67,517 FC JAN 24 ITEM 7
9 Elections	6,250		5,000			11,250 FC JAN 24 ITEM 7
10 Edenbrook Commuted Sum	81,160		60,000			141,160 FC JAN 24 ITEM 7
11 Music on the Views	0		5,053			5,053 FC OCT 24 ITEM ?
	3,059,452					3,608,931
Balances	3,439,854	0	549,479	-45,166	0	3,944,167

	Balance b/f 1 April 2025	Deficit/Surplus from Revenue a/c	Transfer from Revenue a/c	Transfer to Revenue a/c	Transfers between Reserves/ Bal. Sheet	Balance c/f 31 March 2026
	£	£	£	£	£	£
<b>BUDGET 2025/26 - Reserves to March 31 2026</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	335,236					335,236
Sub-total unallocated reserves	335,236					335,236
<b>Earmarked Reserves</b>						
2 Pension Obligation	50,000		10,000			60,000 £70k estimated requirement. Liability should fall due within 2026
3 Memorial Testing	6,075		1,325			7,400 Testing to be done in early 2025 - will be able to determine how much needs to set aside once completed
4 CP Tennis Sinking	65,563		7,000			72,563 Unsure how much needs to be set aside for this?
5 S106 Sensory Garden	10,981					10,981
6 Harlington Development	3,244,332		441,722			3,686,054
7 Cemetery Works - Badgers	7,000					7,000 An amount now included in operational budget so this should be sufficient
8 Play Equipment	67,517		38,000			105,517 This reserve is inadequate for the number of playgrounds FTC maintain
9 Elections	11,250		5,000			16,250 Elections to be held in 2025 - will be able to determine how much needs to be set aside once held.
10 Edenbrook Commuted Sum	141,160		0			141,160 £200k is the estimated amount to renew both playgrounds.
11 Music on the Views	5,053					5,053
	3,608,931					4,117,031
Balances	3,944,167	0	508,100	0	0	4,452,267