



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

Wednesday 6th November 2024 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

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

Rita Tong, Executive Officer
30th October 2024

AGENDA

1.	APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
2.	DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council.
5.	HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
6.	MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record the main minutes and confidential minutes of the Council meeting held on 2 nd October 2024 (<i>copies attached</i>). To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: <ul style="list-style-type: none">• Development Control 14th & 28th October 2024 (if available)• Policy & Finance 16th October 2024

Part 1 – ITEMS FOR DECISION	
7.	<p>COUNCILLOR CO-OPTION TO FILL A CASUAL VACANCY To consider any applications received for co-option to fill a casual vacancy and to agree an appointment (copy attached).</p> <p>RECOMMENDATION To approve co-opting a Council Member to fill the vacancy, if all qualification requirements have been met.</p>
8.	<p>FINANCIAL MONITORING REPORT a) To receive the bank reconciliation and list of payments for September 2024 (<i>copies attached</i>). b) To receive a statement from Councillor Robinson that the bank reconciliation and list of payments for September 2024 have been verified and signed off against the original bank statement.</p> <p>RECOMMENDATIONS a) To receive and accept the bank reconciliation and list of payments for September 2024. b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for September 2024 have been verified and signed.</p>
9.	<p>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. Following review, the two most supported options are as follows:</p> <ul style="list-style-type: none"> • Option A: <i>The Council promotes investment in financial products that align with ethical values, with a particular focus on equity and environmental sustainability.</i> • Option B: <i>The Council recognises the importance of ethical investment and commits to considering Environmental, Social, and Governance (ESG) factors when making investment decisions.</i> <p>RECOMMENDATIONS a) To consider the proposed statements on ethical investment and determine which, if any, to adopt. b) To approve the Treasury & Investment Policy, incorporating the chosen statement.</p>
10.	<p>NORTH FLEET CONSERVATION AREA The NFCA Character Appraisal and Management Proposals Approved Document is now 16 years old. 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 now 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.</p> <p>A quote from 2021 gives an indication of the cost of this piece of work. A revised quote would be required if Members chose to update Policy 16 North Fleet Conservation Area within the Neighbourhood Plan.</p> <p>RECOMMENDATION To consider whether the Council should update its North Fleet Conservation Area policy within the Neighbourhood Plan.</p>

<p>11.</p>	<p>PLANNING COMMITTEE</p> <p>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.</p> <p>Options for Consideration:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Alternating attendance between two groups of three Councillors. ○ Requiring all Councillors to attend a minimum of four Planning Committee meetings annually. • 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. <p>RECOMMENDATIONS</p> <p>Members are asked to consider the options outlined above and determine whether changes should be made to the Planning Committee structure. If changes are agreed upon, Members are requested to decide on the most appropriate option for implementation.</p>
<p>12.</p>	<p>INTERNAL AUDITOR REPORT</p> <p>Members to consider 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 (report attached for the information of Members).</p> <p>RECOMMENDATIONS</p> <ol style="list-style-type: none"> a) Members to consider the findings and recommendations outlined in the Internal Auditor's report. b) Members to determine any actions required in response to the audit's findings.
<p>13.</p>	<p>IMPACT OF MARTYN'S LAW ON COUNCIL EVENTS</p> <p>To consider a report from the Executive Officer on the potential impact of Martyn's Law on Council events (<i>copy attached</i>).</p> <p>RECOMMENDATION</p> <p>To consider the report and determine what, if any, funds to allocate in the 2025/26 budget for compliance.</p>
<p>Part 2 – ITEMS TO NOTE</p>	
<p>14.</p>	<p>ANNOUNCEMENTS</p> <p>To receive and note announcements from the Executive Officer or any Member by permission of the Chair.</p>
<p>15.</p>	<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting of the Council is scheduled to be held on Wednesday 4th December 2024 at 7pm in the Harlington.</p>

Part 3 – CONFIDENTIAL ITEMS

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.

The following types of business will be treated as confidential:

- a. Engagement, terms of service, conduct and dismissal of employees.
- b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts.
- c. Receipt of professional legal advice and preparation of cases in legal proceedings.
- d. The early stages of any dispute.
- e. Matters of a commercial nature.

16. HARLINGTON LEASE

To consider whether to sign the Lease agreement with Hart District Council for The Harlington building.

RECOMMENDATION

- a) To resolve to accept, or not accept, the Lease agreement with Hart District Council for The Harlington building.
- b) Should the resolution be to accept the Lease agreement, to authorise two Members to sign the lease, witnessed by the Executive Officer per Standing Order 16.

17. DESIGN ARCHITECTS

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

RECOMMENDATION

- a) To agree which, if any, design architect to appoint for the design aspects of the Harlington renovation project.
- b) Should a design architect be agreed, to authorise 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.

18. FLEET TOWN FOOTBALL CLUB LEASE

To receive an update from the Chairman on the progress of the Fleet Town Football Club lease.

RECOMMENDATION

To note the report on the progress of the Fleet Town Football Club Lease.



FLEET TOWN COUNCIL

MINUTES OF COUNCIL MEETING

held on

Wednesday 2nd October 2024 at 7pm

* Councillor Schofield (Chairman)

* Councillor Einchcomb (Vice Chairman)

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

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

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

Also in attendance:

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

FC OCTOBER 2024 ITEM 1

APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

FC OCTOBER 2024 ITEM 2

DECLARATIONS OF INTEREST

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

FC OCTOBER 2024 ITEM 3

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

FC OCTOBER 2024 ITEM 4

CHAIRMAN'S ANNOUNCEMENTS

Cllr Schofield reported his attendance during the period as follows:

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

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

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

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

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

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

23rd September attended the Fleet BID Board Meeting.

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

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

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

FC OCTOBER 2024 ITEM 5

HCC/HDC ANNOUNCEMENTS

The following reports were received from Hampshire County Council.

Cllr Steve Forster (HCC)

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

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

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

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

Cllr Adrian Collett (HCC)

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

The following report was received from Hart District Council.

Cllr Oliver (HDC)

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

FC OCTOBER 2024 ITEM 6

MINUTES OF PREVIOUS MEETINGS

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

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

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

FC OCTOBER 2024 ITEM 7

CHRISTMAS FESTIVAL INSURANCE

The annual Fleet Christmas Festival will take place in Fleet Road and will be open to the public between 2 pm & 9 pm on Wednesday, 27th November 2024. To accommodate the activities and entertainment, Fleet Road will be closed between Kings Road and the Oatsheaf traffic lights from 10 am – 10.30 pm on that day. The road closure will enable the activities and entertainment to set up and pack down safely. The event will be open to the public from 2 pm – 9 pm.

Fleet Town Council was asked to cover the road closure activity under the Council's public liability insurance in 2023 (refer minutes from Nov 23 Item 9) and the event organisers have asked if the Council could do so again this year.

The Executive Officer has confirmed with the Council's insurers that this is acceptable and will not result in any change to the premium already paid.

RESOLVED

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

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

FC OCTOBER 2024 ITEM 8

FINANCIAL MONITORING REPORT

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

RESOLVED

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

FC OCTOBER 2024 ITEM 9

FINANCE AND RISK REGISTER 2024/25

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

RESOLVED

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

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

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

RECOMMENDATION

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

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

The Finance and Administration Manager, along with the Administration Support Officer, drafted a Retention & Disposal of Documents Policy. In developing this policy, they carefully considered the Internal Auditor's recommendation for the Council to adopt a risk-based approach, while also aligning with best practices in the sector.

RECOMMENDATION

Members approved the Retention & Disposal of Documents Policy.

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

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

RESOLVED

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

FC OCTOBER 2024 ITEM 13**PUBLICATION SCHEME**

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

RESOLVED

Members approved the amended Publication Scheme

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

Financial Regulation 14.2 requires that the disposal of any asset over £250 be approved by Full Council. Fleet Town Council currently own a piano located in the Music Room which is on the Fixed Asset Register for £1,006. This piano was originally purchased to support music classes run within The Harlington. Those music classes no longer run and there are no known plans for any to start up. Officers requested approval to dispose of the piano which has an estimated market value of £200.

RESOLVED

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

FC OCTOBER 2024 ITEM 15

COUNCILLOR CO-OPTION TO FILL A CASUAL VACANCY

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

RESOLVED

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

FC OCTOBER 2024 ITEM 16

EVENT APPLICATION – MUSIC ON THE VIEWS

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

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

RESOLVED

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

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

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

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

FC OCTOBER 2024 ITEM 17

MEETING SCHEDULE FOR THE COUNCIL

Members considered and agreed the amended Council's meeting schedule for 2024/25 which now includes an Establishment Committee meeting in February 2025 and a Risk Management Working Group meeting in January 2025.

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

RESOLVED

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

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

FC OCTOBER 2024 ITEM 18

ANNOUNCEMENTS

Members received and noted the following announcements

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

FC OCTOBER 2024 ITEM 19

SAFE DISPOSAL OF LITHIUM BATTERIES CAMPAIGN

Ron Bailey, the researcher for Lord Don Foster, had requested that Fleet Town Council support the campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal. Lithium battery fires are on the increase, in part because they have been incorrectly maintained and / or disposed of.

In support of this request, Fleet Town Council will run a social media campaign on the risks of lithium batteries and where they can be safely disposed of within Fleet. This will be done as a part of a wider campaign on recycling which fits within the Council's Greening Fleet objectives.

FC OCTOBER 2024 ITEM 20

DATE AND TIME OF NEXT MEETING

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

CONFIDENTIAL ITEMS – CLOSED SESSION

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

RESOLVED

That subject to the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.

FC OCTOBER 2024 ITEM 21

HARLINGTON LEASE

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

The meeting closed at 8:51pm.

Signed.....
Chairman

Date:.....



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 14th October 2024
at 7pm in The Function Room, The Harlington

Present:

Cllr Holt
Cllr Robinson
Cllr Schofield
Cllr Hope

Officers: Charlotte Benham

1	<p>Apologies</p> <p>Cllrs Chenery</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared</p>
3	<p>Public Session</p> <p>None present</p>
4	<p>Approval of the Minutes</p> <p>The minutes of the Planning Development Control Committee meeting held on Monday 23rd September were accepted as a correct record of the meeting.</p>
5	<p>24/01783/HOU 10 Hanover Drive, Fleet, Hampshire, GU51 2TA Erection of a single storey rear extension with roof lantern, first floor roof lights and alterations to the ground floor bay window Comments required by 8 October</p> <p>The master bedroom has a large south facing window and a west facing high level window so the need for three additional roof lights is unclear, but it has no impact therefore</p> <p>NO OBJECTION</p> <p>24/01852/HOU 6 Woodlark Mews, Fleet, Hampshire, GU51 3HG Conversion of loft into habitable accommodation with 2 nos. velux windows on the rear roof slope</p>

Comments required by 8 October

- The general plan shows a front dormer but the detailed plans propose two roof lights to the rear elevation.
- The property will become a four-bedroom house requiring 3 parking spaces. The parking plan shows two spaces to the front of the property and a third allocated space in an adjacent area. There is limited other parking provision in the area.
- The immediate neighbour only has one space to the front of the property – where is their additional parking provision? Assume on the road so again parking in the surrounding area will be limited.

NO OBJECTION in principle to the proposed development but question the parking provision

24/01349/AMCON

13 Oakley Drive, Fleet, Hampshire, GU51 3PP

[Variation of Condition 2 \(approved plans\) attached to Planning Permission 23/02582/HOU dated 19/02/2024 to allow alterations to the garage design to have a truncated roof to bring the roof height down to 5.1m max.](#)

[Amended Plans:](#)

[Change to proposed roof design to keep it as built](#)

Comments required by 7 October

- There have been numerous neighbours' objections, and the photographs in those objections demonstrate the mass of the roof as built.
- We previously accepted a proposal to truncate the roof – lower it to the original approved height and have a small flat section at the top.

OBJECTION to keeping the roof as built and subject to the property not being used as living accommodation.

24/01440/AMCON

24 Alton Road, Fleet, Hampshire, GU51 3HN

[Variation of Condition 3 \(materials\) attached to Planning Permission 22/00464/HOU dated 26/05/2022. Brickwork changed to render. Side wall to be rendered not brickwork. Roof to have ridge tiles not flashings. Addition of solar panels and heat pump and condenser to rear wall. Velux positions adjusted 1 moved front roof and 3 to kitchen roof](#)

[Amended Plans:](#)

[Corrected plans submitted](#)

Comments required by 4 October

- This is proposal to change the finishes of the property from brickwork to render (which is not in conformity with previously approved plans), and to secure what has been built including the addition of an air conditioning unit and an air source heat pump fixed at the first floor level at the extremities of the building.
 - Pumps and aircon would have less impact on ground floor.
- The final finishes need to try and maintain some local character.
- Our previous comments apart from questioning the number of mechanical units stand.

OBJECTION

Previous comments: Changing the approved brickwork to the side extension to a rendered finish makes this property even more out of keeping with the local palette. Having an air source heat pump mounted high up on a wall is an exceptional location and no evidence is presented on the potential impact of noise on neighbouring properties. The same concern exists with the air conditioner unit mounted at bedroom height at the boundary of the property. OBJECTION a noise impact assessment is required and finishes need to be more in keeping as per originally approved plans

24/01861/HOU

80 Basingbourne Road, Fleet, Hampshire, GU52 6TQ

[Erection of single storey rear extension](#)

Comments required by 10 October

- There are no issues with the proposed development.
- Hampshire Countryside Services were consulted because the plot abuts a Public Right of Way and a public car park.
- There is no access from the front of the property as the property is the full width of the plot. Any temporary access to the rear of the property must ensure that the Public Path is maintained at all times. This can be dealt with as a Condition to the Approval.

NO OBJECTION subject to maintaining the public pathway at all times as above

24/01972/HOU

6 Peatmoor Close, Fleet, Hampshire, GU51 4LE

[Erection of an open front porch, part garage conversion, part two storey and first floor side extensions, single storey rear extension, replace flat roof over garage with pitched roof](#)

Comments required by 23 October

- No issues with the proposed alterations to the building.
- Increase from 4 to 5 bedrooms – garage cannot be classed as a parking space so requires 4 parking spaces to be provided on site. Looks to be adequate space.
- This development is a later addition to the NFCA and lacks some of the basic character of the conservation area, so proposed changes have no detrimental impact on local character.

NO OBJECTION subject to confirmation of an adequate parking plan

24/01976/HOU

47 Springwoods, Fleet, Hampshire, GU52 7SX

[Erection of a single storey side and rear extension following demolition of existing single storey rear elements and garage](#)

Comments required by 25 October

The retained bedrooms are labelled Bed 2 and 3. The living room is capable of being converted into a bedroom with access to the retained bathroom, therefore can be classed as a three bedroomed property in accordance with

Harts SPD. Three bedrooms require 3 allocated parking spaces – only 2 shown. It looks possible to accommodate 3 spaces but would result in a loss of some of the front garden, which would potentially breach Fleet Neighbourhood Plan Policy 15, Residential Front Gardens.

NO OBJECTION in principle subject to confirmation of adequate parking. Also to note parking to front of property will breach Neighbourhood Plan Policy 15

24/02002/HOU

56 Springwoods, Fleet, Hampshire, GU52 7SX

Erection of a single storey rear extension, replacement conservatory roof following partial demolition of an existing conservatory, side extension, roof lights, replacement front door, porch, existing windows and doors painted to match, window alterations to dwelling, new sliding doors and conversion of garage into gym/office, garage roof changes, addition of windows to outbuilding, air source heat pump, demolition of chimney, solar panels. 150mm of insulation to the dormer roof and new ridge tile to define ridge

Comments required by 28 October

- Has the potential to become a 5 bedroom property (Hart SPD) which requires 4 parking spaces - three shown but potential to add another space although current parking plan looks impractical.
- Has not overcome previous objections – see our comments on application 23/02187
*' This proposal extends the rear dormer well beyond the rear elevation of the adjoining property's rear dormer and will infringe the 45° rule for the upstairs bedroom.
' The proposed ground floor rear extension appears more 'solid' than the existing glass conservatory and will impact the adjoining neighbour.
' Double doors to master bedroom with glass balustrade (Juliet Balcony) will allow additional overlooking of the neighbouring property and therefore a loss of privacy.
' Extensive use of timber cladding to the extended upper floor is out of character with local architecture and also breaches Fleet Neighbourhood Plan Policy 10 and HDC Policy GEN1.
' Plans potentially result in 4 bedrooms so an additional parking requirement. There appears to be adequate space for parking but it is essential vehicles exit the site in a forward direction because of close proximity to school entrance.*

OBJECTION

24/01973/HOU

18 Connaught Road, Fleet, Hampshire, GU51 3RA

Erection of a two storey side and rear extension following demolition of existing single storey rear element, blocking up of windows to ground and first floor side and insertion of window and blocking up of two windows to ground floor other side, erection of front entrance porch and changes to garden levels at rear

Comments required by 28 October

This appears to be a hybrid of previous submissions which have fundamentally been approved through appeal so not point in objecting, however our previous comments still stand.

6

To Note:

	Review of weekly lists
7	Noted: Hart Planning Meeting Dates 16 th October
8	Date of Next Development Control Committee Meeting Monday 28 th October

Meeting closed: 8pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 28th October 2024
at 7pm in The Function Room, The Harlington

Present:

Cllr Holt
Cllr Robinson
Cllr Schofield
Cllr Hope

Officers: Charlotte Benham

1	Apologies Cllrs Chenery
2	Declarations of interest to any item on the agenda None declared
3	Public Session None present
4	Approval of the Minutes The minutes of the development and control advisory group meeting held on Monday 14 th October were accepted as a correct record of the meeting.
5	24/02040/AMCON Woodside ,Cove Road, GU51 2RR Variation of Condition 2 (approved plans) attached to planning permission 24/00550/FUL dated 06/06/2024 Comments required by 1 November Modest increase in the bulk of the building so NO OBJECTION 24/01871/FUL 26 Albert Street,Fleet,GU51 3RL Redevelopment of 26-28 Albert Street to provide a ground floor plus two storey building comprising of 38 flats (23 x one bedroom and 15 x 2 bedroom) together with associated parking and landscaping Comments required by 6 November

- Primary issue is parking – Hart’s SPD requires 1 parking space for 1 bedroom and 2 spaces for 2 bedrooms plus unallocated parking (visitors). This requires 53 parking spaces plus visitor parking against a 40 space provision – inadequate parking.
- There is no safe on-street parking on Albert Street and the nearest public parking is Church Road.
- Travis Perkins often has very large vehicles parked on this section of Albert Street to access the builders’ merchants. Parking is already an issue on Abert Street.
- It does not matter that this is claimed to be a sustainable site because of its proximity to the station, bus services (which is limited) and shopping - cars are a convenience.
- There is no affordable housing provision. There is a mix of larger than minimum standard units and a number that meet the bare minimum.
- This is yet another addition to the stock of flats within the fleet area that is already being saturated with conversions of commercial units on Ancells Farm and the Waterfront Business Park. There is no demonstration of how this development impacts the mix of properties. There is a major gap in the supply of small family homes with individual amenity space.
- Amenity space provided is minimal for the number of flats.

OBJECTION

24/02015/HOU

18 Grenville Drive, Church Crookham, Fleet, Hampshire, GU51 5NR

[Erection of a single storey rear extension and detached garage](#)

Comments required by 6 November

- Accessibility to the proposed garage looks difficult
- The front parking area does not have dimensions for three parking spaces, but there is no change in the number of bedrooms
- Increased area of hardstanding to form the rear patio – is drainage an issue?

NO OBJECTION in principle as long as the garage remains a garage and does not become additional accommodation

24/01877/FUL

12 Reading Road South, Fleet, Hampshire, GU52 7QL

[Demolition of a single storey commercial building and erection of a two storey mixed use building with one residential dwelling at ground floor and one residential dwelling and one commercial unit at first floor](#)

Comments required by 7 November

- The upstairs flat is 40.5 sqm which is 10sq m less than the minimum space for a 2 person flat, yet the plan illustrates a double bed.
- The downstairs flat is marginally over the minimum for a 2 person flat, so as presented would require 3 parking spaces - only 2 provided so inadequate parking.
- It appears illogical to retain an office at the first-floor level. It would be more practical to make the upstairs flat a 2 bedroom property and remove the office entirely – would then meet space standards. To note this would then require 4 parking spaces in total.
- The development would require a very large near blank, side wall which would dominate the local scene. Out of keeping.

OBJECTION

6	<p>To Note:</p> <p>Review of weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>20th November</p>
8	<p>Date of Next Development Control Committee Meeting</p> <p>Monday 11th November</p>

Meeting closed: 7.45pm

Signed:.....

Date:



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Wednesday 16th October 2024 at 7pm
at The Harlington**

* Councillor Holt (Chairman)

* Councillor Woods (Vice Chairman)

* Councillor Einchcomb
Councillor Fang
* Councillor Neves
* Councillor Richmond

* Councillor Robinson
* Councillor Schofield
0 Councillor Taylor
* Councillor Tilley

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

Also in attendance:

Rita Tong – Executive Officer

Alex Robins – Harlington General Manager

PF OCTOBER 2024 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

PF OCTOBER 2024 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

PF OCTOBER 2024 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

PF OCTOBER 2024 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Wednesday 24th July 2024 were approved and signed by the Chairman.

PF OCTOBER 2024 ITEM 5 GRANT APPLICATIONS

Members considered the following applications for grant funding from the Community Grants budget:

1. Eclipse Allstars Cheerleading - £1,000 to go towards the cost of the entry fee for the Youth Summit 2025 in Florida, USA.

2. Citizens Advice Hart - £2,000 to provide advice to residents on Fleet in a number of areas such as Benefits & Tax Credits, Housing and Debt.
3. Girlguiding South West England – no amount specified but need to raise £2,700 for guide to go on a Girl guide international event in Gambia in 2025.

RESOLVED

As more applications were submitted than funds available, the applications were prioritised on the criteria as set out in the Council’s Grant Policy. Members resolved to award the following:

1. Eclipse Allstars Cheerleading – nil awarded as does not meet grant policy criteria.
2. Citizens Advice Hart - £2,000 awarded due to the benefit to the parish at large and the longevity of the benefit.
3. Girlguiding South West England – nil awarded as does not meet grant policy criteria, however a token £200 to be given from discretionary fund.

PF OCTOBER 2024 ITEM 6 QUARTERLY FINANCIAL MONITORING REPORT

Members considered the quarterly reports for the periods ending 30 June 2024 and 30 September 2024.

RESOLVED

Members received and accepted the Quarterly Reports and accounts for the periods ending 30 June 2024 and 30 September 2024.

PF OCTOBER 2024 ITEM 7 INVESTMENT REPORT

Members considered the quarterly investment report for the period ending 30th September 2024.

Account	Funds
HSBC Current Bank Account	£913,541.32
HSBC Savings Account	£303,596.82
Nationwide Business Instant Saver	£402,278.36
CCLA Public Sector Deposit Fund	£3,024,735.00
TOTAL	£4,644,151.50

RESOLVED

- a) Members reviewed and noted the balances held in the Fleet Town Council Accounts.
- b) Members authorised Officers to transfer funds of £500,000 from the HSBC current account into HSBC Savings Account.

PF OCTOBER 2024 ITEM 8 IMPACT OF MARTYN’S LAW ON COUNCIL EVENTS

This item was deferred to the 6 November 2024 Full Council meeting.

PF OCTOBER 2024 ITEM 9 NEW POLICY – SEXUAL HARASSMENT

Members noted that following a change to the law made by the Worker Protection (Amendment of Equality Act 2010) Act, which will have effect from 26 October 2024, the Council needs to have a Sexual Harassment Policy. The Act introduces a new legal duty on employers to take reasonable

steps to prevent sexual harassment of their workers ([the 'preventative duty'](#)). Previously there was no proactive legal obligation on employers to take steps to prevent sexual harassment at work.

Members reviewed the Draft Sexual Harassment Policy and Draft Sexual Harassment Procedures.

RESOLVED

Members reviewed the Policy and made the following proposals:

- Cllr Schofield given delegated authority to write purpose of Policy segment.
- In section 5.4 reference to customers be change to the public.
- Section 5.5 be moved under Disciplinary Action and the words 'and potentially reported to the Police' be added.
- Remove section 7.2 as implicit in section 7.1.

Members reviewed the Procedures and made the following proposals:

- Remove the name of the Executive Officer and just include the position title.
- Consider removing Sections 6 and 7 and referring to Complaints Policy & Procedure instead.
- Reword section 9.4(a) as signs throughout the building would not promote a welcoming environment. Instead, placement of a sign in a prominent position on entry to the building.

Subject to the amendments above, the Sexual Harassment Policy and Sexual Harassment Procedures were approved.

PF OCTOBER 2024 ITEM 10 2025/26 DRAFT BUDGET

To consider the first draft of the 2025/26 budget.

RESOLVED

Members considered the first draft of the 2025/26 budget and the assumptions used.

Members noted that the Establishment Committee will consider the detail of the staffing budget on 13 November 2024.

Members agreed that a Budget Working Group be established from Members of this Committee to look at the detail of the proposed budget. A Budget Working Group meeting was set for Monday 4 November 2024 at 7.00pm. Members were requested to write to the Executive Officer in advance of this meeting on any items they require further information on to assist in their deliberations.

PF OCTOBER 2024 ITEM 11 ANNOUNCEMENTS

The Executive Officer made the following announcement:

- Cllr Chenery has asked for volunteers to cut up baps on the 2nd of November Fireworks event. Please contact the Executive Officer if you can help and she will put you in touch with the organiser for volunteers.

PF OCTOBER 2024 ITEM 12 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 19th February 2025 at 7pm in the Harlington.

There being no further business the meeting closed at 9:48pm.

Signed: **Date:**
Chairman



**Application for Co-option
Part 1**

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

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

About You

Please provide the Council with some background information about yourself.

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

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

Reasons for applying

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

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

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

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

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

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

Signature



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

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

Co-option Eligibility Form Part 2

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

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

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

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

This disqualification for bankruptcy ceases in the following circumstances:

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

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

DECLARATION

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

Signature

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

CO-OPTED COUNCILLOR PERSON SPECIFICATION

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



**Application for Co-option
Part 1**

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

Full Name & Title	Mr Wayne Andrew Rozier
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	
Which Ward are you applying for?	Courtmoor

About You

Please provide the Council with some background information about yourself.

My priorities are and always have been 1. Family, 2. Community, 3. Environment.

I am a father of two grown up children and have one grandchild. My wife and I have lived in Fleet for 25yrs. Our young family moved to Fleet because of its environment, community and services. We experienced the weaknesses of Special Needs provision in the county forcing us to take our fight all the way to the High Court to get education support for one of our children. Having won for my family I have passed on the knowledge gained from that experience to local groups and parents going through similar difficulties.

As a hobby I organize and DJ events for the local tango community, hiring venues, and bringing in international teachers and occasional bands. For many years I used the Church Crookham Memorial hall but more recently I have taken to using a more popular venue in Reading. I kept the local community in touch during lockdown running free Zoom dance events. It became a much looked forward to event, a 'sanity saver' for many people isolated in lockdown. I started this for the local dancers in my community but it became so popular we eventually had people joining us from across Europe, North and South America.

My wife and I usually get in two walks a day with our dogs – on Elvetham Heath roads or nature reserve, Edenbrook, Bramshot, Pondtail, Minley woods and sometimes Velmead common, often combining the walk with some enforced litter picking. Walking dogs has given us the opportunity to chat with other locals and hear their observations and concerns. I pass these on to the local parish

council whenever relevant.

The volunteering I have been able to do locally has been joining in community litter picks, attending parent groups when I can, supporting fundraisers, and assisting neighbours, my family and I have also participated in the big clean-up. I was a trustee of Church Crookham memorial hall but left that role around 2017. All other volunteering has been political; leafletting, canvassing, drafting and reviewing messages.

Now I am retired from full-time work I plan to devote more time to local projects – I am particularly interested in helping out on the local nature reserves and country parks.

Please note: We are currently selling our house on EH (under offer) we will stay in the Fleet area but we have not yet found the right property, it could be anywhere from EH to CC.

Reasons for applying

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

Simple reasons: My family has enjoyed the amenities of the town and its surroundings whilst living here and commuting for work, now is the time for me to give something back to the community and I now have the time to do so.

I believe I could make use of my analytics skills on contract reviews, costs, impacts, alternatives and such things as service level agreements. I have game-tested SLAs to determine if they will result in the intended behaviour or a circumventing unintended behaviour from a supplier, the service or the recipients of the service. I am also able to examine cost and spend spread-sheets uncovering outlier practices.

I have good contacts within the environmental lobby and knowledge of green industries. I am also a realist who understands the tension between the ideal and practical cost realities, financially and socially. I would like to help the council in examining the opportunities for community share funded projects.

Signature

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

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

Co-option Eligibility Form Part 2

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

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

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

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

This disqualification for bankruptcy ceases in the following circumstances:

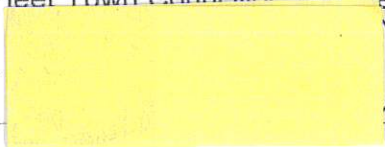
- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii.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

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

DECLARATION

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

Signature.....



Date 9/10/24

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

CO-OPTED COUNCILLOR PERSON SPECIFICATION

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



**Application for Co-option
Part 1**

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

Full Name & Title	Mrs Janet Stanton
Home Address	[Redacted]
Home Telephone	[Redacted]
Mobile Telephone	[Redacted]
Email Address	[Redacted]
Which Ward are you applying for?	Courtmoor Ward

About You

Please provide the Council with some background information about yourself.

My family has lived in Fleet for 40 years and both our children were educated at local schools.

For 25 years, I worked as part of Senior Management Teams within the PR/Marketing/Communications sector planning and implementing strategies and programmes for businesses both in the UK and internationally.

Looking for a change of direction and wanting to work within a local community, I moved into local government. During this period I gained an in-depth knowledge and understanding of local government and the local area.

I have always had an interest in the local community having been Clerk to the Governing Body of a School for Autistic Children and Team Manager of the Basingstoke Synchronized Ice Skating Teams who competed internationally.

During my time in Fleet, I have taken an active role helping at the many community events. More recently this has included chairing the committees organizing the Fleet Coronation 4-day event and the Fleet Christmas Festival as well helping at events such as the Christmas Day Lunches and Music on The Views.

I regularly volunteer at the newly formed monthly Repair Café, part of the Greener Fleet Waste Prevention Charity of which I am an Executive Committee member.

I also volunteer and support other local organisations' events on an ad hoc basis eg Fleet marathon, Fireworks, Beer festival Fun Fest, Hype etc.

Reasons for applying

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

I love living in Fleet and would like to have the opportunity to serve the community and join Fleet Town Council, using my enthusiasm, knowledge, skills and experience to ensure that Fleet continues to be the best place to live and work for the whole community.

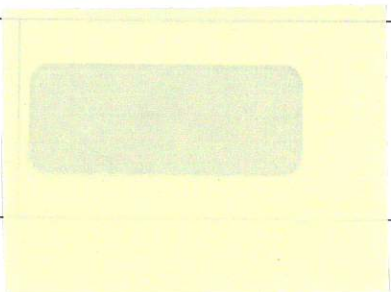
My strengths lie in assessing a situation and finding a solution within budget and time constraints.

Furthermore, one of my key interests is the environment. Combatting climate change is one of the biggest problems we are facing both locally and nationally and I would like to be part of the Council team leading the way and playing an active role in reducing Co2 emissions and achieving net zero carbon emissions by 2035 for the council and Fleet town itself.

Fleet has amazing assets with its facilities, parks and open spaces which are well used and appreciated by the public. I want to be part of developing the strategy to achieve an ongoing programme of refurbishment and improvement benefitting current and future residents.

If co-opted, I will wholeheartedly devote my energies to working for the benefit of the people of Fleet.

Signature



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

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

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

CO-OPTED COUNCILLOR PERSON SPECIFICATION

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

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

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

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

This disqualification for bankruptcy ceases in the following circumstances:

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

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

DECLARATION

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

Date 29.10.24

Item 8

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as at 30 September 2024

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£913,541.32		
HSBC Savings Account, Account No: 91620886	£303,596.82	2.00% Per annum	Interest paid into HSBC Savings account each month.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£402,278.36	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	4.93% Per annum	Interest paid into HSBC current account, monthly.
TOTAL	£4,644,151.50		

Please note:

Interest received on 30 September 24 into Nationwide account:

Nationwide

£2278.36

Interest received on 2 October 24 into HSBC Current account:

CCLA

£12,418.46

Interest received on 21 September 24 into HSBC Savings account:

HSBC Savings

£509.68

Recommendation

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

Bank Current/Deposit Account

Payments made between 01/09/2024 and 30/09/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/09/2024	Hart District Council - DD	dd630	210.00	210.00		500			Business rates 2024/25
02/09/2024	Hart District Council - DD	dd631	1,634.00	1,634.00		500			Business rates 2024/25
02/09/2024	Hart District Council - DD	dd632	119.00	119.00		500			Business rates 2024/25
10/09/2024	Fleet Town Council	BACS	79.11			4832	150	79.11	Fleet Town Council
10/09/2024	Total Energies	dd633	22.64	22.64		500			gas 30/6-31/7/24
10/09/2024	Total Energies	dd634	1,063.13	1,063.13		500			gas 31/5-30/6/24
10/09/2024	Total Energies	dd635	117.71	117.71		500			gas 30/6-31/7/24
10/09/2024	HSBC	dd636	63.74	63.74		500			bank charges
10/09/2024	HSBC	dd637	73.76	73.76		500			bank charges
12/09/2024	Total Energies	dd638	481.75	481.75		500			gas 30/6-31/7/24
13/09/2024	BACS P/L Pymnt Page 2497	BACS Pymnt	38,763.02	38,763.02		500			BACS P/L Pymnt Page 2497
13/09/2024	Payment Sense Ltd	dd639	120.03	120.03		500			Purchase Ledger DDR Payment
13/09/2024	Payment Sense Ltd	dd640	24.95	24.95		500			Purchase Ledger DDR Payment
16/09/2024	NPower - Direct Debits	dd641	23.92	23.92		500			elec 1/7-31/7/24
16/09/2024	NPower - Direct Debits	dd642	29.39	29.39		500			elec 1/7-31/7/24
16/09/2024	Castle Water Limited	dd643	83.32	83.32		500			water 1/8-31/8/24
16/09/2024	NPower - Direct Debits	dd644	196.16	196.16		500			elec 1/7-31/7/24
16/09/2024	HSBC	DD645	2,236.74	2,236.74		500			Credit card Aug 24
16/09/2024	Castle Water Limited	dd646	81.55	81.55		500			water 1/8-31/8/24
16/09/2024	Castle Water Limited	dd647	83.14	83.14		500			water 1/8-31/8/24
16/09/2024	NPower - Direct Debits	dd648	43.26	43.26		500			elec 1/7-31/7/24
17/09/2024	Fleet Town Council	DD	4,089.15			516		4,089.15	L&G Pension Sept 24
17/09/2024	Castle Water Limited	dd649	31.46	31.46		500			water 1/8-31/8/24
17/09/2024	Global Payments - Direct Debit	dd650	797.49	797.49		500			card charges 1/8- 30/8/24
19/09/2024	Castle Water Limited	dd651	26.90	26.90		500			water 1/8-31/8/24
20/09/2024	Payment Sense Ltd	dd652	113.94	113.94		500			card charges aug 24
20/09/2024	Payment Sense Ltd	dd653	17.88	17.88		500			card charges aug 24
20/09/2024	Central Computer Management Lt	dd654	89.28	89.28		500			payroll aug 24
20/09/2024	Fleet Town Council	DDR	10,378.94			515		10,378.94	Inland Rev Sep 24
20/09/2024	Fleet Town Council	DDR	29,829.67			516		133.36	Payroll Sept 24
						520		29,696.31	Payroll Sept 24
23/09/2024	Croner Group Ltd	dd656	408.98	408.98		500			h&s and HR support
25/09/2024	BOC Ltd	dd657	194.04	194.04		500			gas
29/09/2024	HSBC	dd661	37.20	37.20		500			bank charges 8/8-
Subtotal Carried Forward:			91,565.25	47,188.38	0.00			44,376.87	

Bank Current/Deposit Account

Payments made between 01/09/2024 and 30/09/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
									7/9
30/09/2024	Global Payments - Direct Debit	dd659	44.28	44.28		500			bank charges aug 24
30/09/2024	Vodafone Limited	dd660	42.41	42.41		500			Mobiles 18/9- 17/10/24
Total Payments:			91,651.94	47,275.07	0.00			44,376.87	

Purchase Ledger for Month No 6

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
15/09/2024	SEPEXP		ALANOLIV	ALOLIV	31.99	6.40	38.39	4537	105	31.99	Expense
30/09/2024	3079988646		BOC	BOC	60.83	12.17	73.00	4700	201	60.83	gas
29/09/2024	4015		BRANDPEST	BRAND	60.00	12.00	72.00	4187	310	60.00	pest control
12/09/2024	34527	4856	C S TODD AND ASSOCIA	C S TODD A	556.17	111.23	667.40	4170	204	556.17	Fire Safety Advice AOV
02/09/2024	10003292932		CASTLE WATER DD	CASTLEWADD	76.52	6.80	83.32	4115	310	76.52	water 1/8-31/8/24
02/09/2024	10003312901		CASTLE WATER DD	CASTLEWADD	73.43	8.12	81.55	4115	205	73.43	water 1/8-31/8/24
02/09/2024	10003322687		CASTLE WATER DD	CASTLEWADD	776.48	86.83	863.31	4115	204	776.48	water 1/8-31/8/24
03/09/2024	10003366393		CASTLE WATER DD	CASTLEWADD	28.72	2.74	31.46	4115	208	28.72	water 1/8-31/8/24
04/09/2024	10003404263		CASTLE WATER DD	CASTLEWADD	22.17	0.00	22.17	4115	350	22.17	water 1/8-31/8/24
05/09/2024	10003452997		CASTLE WATER DD	CASTLEWADD	25.16	1.74	26.90	4115	320	25.16	water 1/8-31/8/24
04/09/2024	53842		CBS	CBS	463.13	92.63	555.76	4170	204	463.13	contract sept 24
01/09/2024	Z001098		CBS	CBS	742.67	148.53	891.20	4170	204	742.67	maint contract
30/09/2024	62851		CENTRAL COM LIVEPAY	CCMLPAY	74.40	14.88	89.28	4550	101	74.40	Payroll Sept 24
30/09/2024	P732298		CHAMBERS	CHAMBERS	115.13	23.03	138.16	4155	350	115.13	waste Sept 24
30/09/2024	P732299		CHAMBERS	CHAMBERS	28.10	5.62	33.72	4155	205	28.10	waste sept 24
30/09/2024	P732300		CHAMBERS	CHAMBERS	239.45	47.89	287.34	4155	204	182.65	waste sept 24
								4156	204	56.80	waste sept 24
27/08/2024	CFS41313		CHARLEY FARLEY	CHARLEY FA	350.00	0.00	350.00	4290	150	350.00	Farleys performance
29/08/2024	447		CHRIS TRIMBY AUDIO	CHRISTRIMB	600.00	0.00	600.00	4720	201	600.00	sound engineer
04/09/2024	1		MARKET	CIC	200.00	0.00	200.00	4290	150	200.00	gazebo hire motv
01/09/2024	INV-D-04686		CLOUDY IT	CLOUDYIT	378.20	75.64	453.84	4484	101	378.20	it support sept 24
02/09/2024	INV0098399		THE COLUMBARIA	COLUMBARIA	239.00	47.80	286.80	4935	350	239.00	posy on a spiral
13/09/2024	INV0098591		THE COLUMBARIA	COLUMBARIA	80.00	16.00	96.00	4935	350	80.00	barbican garden tabl
25/09/2024	INV0098813		THE COLUMBARIA	COLUMBARIA	115.00	23.00	138.00	4935	350	115.00	sanctum tablet
06/09/2024	14SEP24		COMEDY COMPANY	COMEDYCOMP	1,000.00	200.00	1,200.00	543	0	1,000.00	comedy 14/9/24
03/09/2024	907836143		MOLSON COORS	COORS	981.79	196.36	1,178.15	4700	201	981.79	bar supplies
17/09/2024	907857135		MOLSON COORS	COORS	1,410.03	282.01	1,692.04	4700	201	1,410.03	bar supplies
24/09/2024	907867108		MOLSON COORS	COORS	1,455.85	291.17	1,747.02	4700	201	1,455.85	bar supplies

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/09/2024	C000894789		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	h&s and HR support
								4187	101	154.80	h&s and HR support
25/08/2024	2024-42		DAMIAN BUTLER	DAMIAN BUT	2,000.00	0.00	2,000.00	4290	150	2,000.00	pop gods performance
15/09/2024	INV-05205	4894	DTM CONTRACTORS LTD	DTM CONTR	178.60	35.72	214.32	4170	205	178.60	remove/rebed paving slabs
27/09/2024	INV-05207		DTM CONTRACTORS LTD	DTM CONTR	76.40	15.28	91.68	4170	204	76.40	repair/investigate socket
30/09/2024	7194		ECOLOGY CORP	ECOLOGY	556.53	111.31	667.84	4201	350	556.53	Ecologist time
04/09/2024	EXPSSEPT		PAUL EINCHCOMB	EINCHCOMB	134.00	24.60	158.60	4537	105	134.00	sept 24 expense
05/09/2024	INV170197	4897	EVAC CHAIR	EVAC CHAIR	239.00	47.80	286.80	4187	204	239.00	maint contract
05/09/2024	5SEP2024		END EXPL SCOUTS	EXPLORERS	308.25	0.00	308.25	4290	150	308.25	motv donation litter pick
01/09/2024	1167		EXTRA MILE	EXTRAMILE	1,800.00	0.00	1,800.00	4433	201	1,800.00	brochure delivery
03/09/2024	24/12		FLEETJAZZ	FLTJAZ	296.24	0.00	296.24	536	0	296.24	july box office split
07/09/2024	24/13		FLEETJAZZ	FLTJAZ	720.00	0.00	720.00	573	0	720.00	advance oct concert
30/09/2024	24/14		FLEETJAZZ	FLTJAZ	390.06	0.00	390.06	572	0	390.06	jazz club sept
16/09/2024	6187		FREE TRADE AGENCY	FREETRADEA	1,500.00	0.00	1,500.00	554	0	1,500.00	Hayseed Dixie
06/09/2024	37		GC LIGHTING	GC LIGHTNG	120.00	0.00	120.00	537	0	120.00	lighting tech benidorm tom
13/09/2024	38		GC LIGHTING	GC LIGHTNG	120.00	0.00	120.00	538	0	120.00	lighting tech time of our live
30/09/2024	50396799		GLOBAL PAYMENTS DD	GLOBALDD	55.98	11.20	67.18	4422	201	55.98	bank/card charges 1/9-30/9/24
07/09/2024	SEPT24		GLOBAL PAYMENTS DD	GLOBALDD	797.49	0.00	797.49	4422	201	797.49	card charges 1/8-30/8/24
17/09/2024	INV-6919		HALC	HALC	98.00	19.60	117.60	4530	105	98.00	Cllr training
23/09/2024	58299733		HCC	HCC	43.12	8.62	51.74	4400	101	43.12	stationery
06/09/2024	4000011775		HDC	HDC	153.00	30.60	183.60	4752	201	153.00	Hire annexe car park
25/09/2024	INV-39571		HOGS BACK	HOGSBACK	234.74	46.95	281.69	4700	201	234.74	bar supplies
23/09/2024	11872912		HSBC	HSBC	82.84	0.00	82.84	4420	101	82.84	bank charges
23/09/2024	11911982		HSBC	HSBC	13.08	0.00	13.08	4420	101	13.08	bank charges
08/09/2024	CCARDAUG24		HSBC	HSBC	2,139.86	96.88	2,236.74	4445	101	6.00	CC/CB/AUG24/SIM CARD
								4445	101	6.00	CC/CB/AUG24/SIM CARD
								4445	101	6.00	CC/CB/AUG24/SIM CARD
								4290	150	12.89	CC/CB/AUG24/MOTV HOSE
								4290	150	500.00	CC/CB/AUG24/MOTV GENERATOR

Purchase Ledger for Month No 6

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
								4290	150	-272.00	CC/CB/AUG24/MOTV GENERATOR
								4290	150	64.98	CC/CB/AUG24/MOTV WATER
								4290	150	5.82	CC/CB/AUG24/MOTV PADLOCK
								4290	150	37.11	CC/BC/AUG24/MOTV HOSE
								4290	150	9.77	CC/BC/AUG24/MOTV HOSE
								4290	150	12.17	CC/BC/AUG24/MOTV CABLE TIES
								4290	150	14.60	CC/BC/AUG24/MOTV LINE MARKING
								4290	150	5.30	CC/RM/AUG24/MOTV MILK
								4290	150	125.93	CC/RM/AUG24/MOTV BACKSTAGE
								4290	150	179.49	CC/AR/AUG24/MOTV ADS
								4290	150	120.50	CC/AR/AUG24/MOTV WRISTBANDS
								4187	204	15.82	CC/CB/AUG24/HANDGEL
								4400	101	10.79	CC/CB/AUG24/LAMINATING
								4400	101	8.29	CC/CB/AUG24/LAMINATING
								4400	101	2.90	CC/CB/AUG24/ACCIDENT RECORD
								4170	204	20.00	CC/BC/AUG24/KEY CUTTING
								4185	301	35.73	CC/BC/AUG24/SOCKET SET
								4486	101	3.30	CC/BC/AUG24/MICROSOFT
								4486	101	93.10	CC/BC/AUG24/MICROSOFT
								4486	101	343.90	CC/BC/AUG24/MICROSOFT
								4486	101	32.00	CC/BC/AUG24/ANNUAL FEE
								4041	204	85.20	CC/RM/AUG24/TRAIN TICKETS TRAI
								4041	204	6.28	CC/RM/AUG24/MOTC DIESEL
								4041	204	57.38	CC/AR/AUG24/TRAIN TRAVEL
								4700	204	2.78	CC/RM/AUG24/MILK
								4700	204	54.95	CC/RM/AUG24/SNACKS FOR BAR
								4700	204	9.60	CC/RM/AUG24/MILK, JUICE FOR BA
								4030	204	18.00	CC/RM/AUG24/DBS CHECK
								4030	204	139.99	CC/AR/AUG24/LICENSING TRAINING

Purchase Ledger for Month No 6

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
								4481	204	9.99	CC/AR/AUG24/SPOTIFY
								538	0	72.00	CC/AR/AUG24/FACEBOOK AD
								538	0	28.00	CC/AR/AUG24/FACEBOOK ADD
								560	0	128.00	CC/AR/AUG24/FACEBOOK AD
								560	0	51.29	CC/AR/AUG24/FACEBOOK ADD
								543	0	74.71	CC/AR/AUG24/COMEDY BANNERS
								4752	201	1.30	CC/AR/AUG24/MILK
07/09/2024	SEP24		HSBC	HSBC	37.20	0.00	37.20	4420	101	37.20	bank charges 8/8-7/9
06/09/2024	09		JOOLS WARREN	JOOLS	537.00	0.00	537.00	537	0	537.00	sound engineer
20/09/2024	10		JOOLS WARREN	JOOLS	150.00	0.00	150.00	848	0	150.00	sound eng credence
04/09/2024	301522		LAWMANS UK	LAWMANS UK	887.80	177.56	1,065.36	4290	150	887.80	motv security
28/09/2024	INV-0077		LIONS CLUB OF FLEET	LIONSCLUB	25.00	0.00	25.00	4290	150	25.00	MOTV van
29/09/2024	INV-0081		LIONS CLUB OF FLEET	LIONSCLUB	217.70	0.00	217.70	4700	201	217.70	MOTV beer sales
13/09/2024	122421		LONDON CATERING	LONDONCAT	123.72	24.74	148.46	4152	204	123.72	cleaning supplies
18/09/2024	SEPEXP		LOUISE ROGERS	LOUISEROGE	15.44	0.00	15.44	4400	101	15.44	milk and tea
12/09/2024	08241646		MINTNETWORK	MINTNETWORK	107.34	21.47	128.81	4440	101	107.34	tel Aug 24
26/09/2024	18190		NIGEL JEFFRIES	NIGELJEFFR	190.00	38.00	228.00	4250	330	190.00	cut to grnd level and
30/09/2024	18253		NIGEL JEFFRIES	NIGELJEFFR	13,825.90	2,765.18	16,591.08	4200	208	2,325.76	Grnds Maint Sep24
								4200	301	1,472.10	Grnds Maint Sep24
								4200	310	3,955.58	Grnds Maint Sep24
								4200	315	2,108.56	Grnds Maint Sep24
								4200	320	1,793.10	Grnds Maint Sep24
								4200	325	742.96	Grnds Maint Sep24
								4200	350	1,113.75	Grnds Maint Sep24
								4200	330	314.09	Grnds Maint Sep24
16/09/2024	IN11515827		NPOWER	NPOWER	2,972.28	594.46	3,566.74	4122	204	2,972.28	elec 1/8-31/8/24
16/09/2024	IN11558756		NPOWER	NPOWER	150.63	7.53	158.16	4122	205	150.63	elec 1/8-31/8/24
16/09/2024	IN11558718		NPOWER DD	NPOWERDD	188.46	9.42	197.88	4122	310	188.46	elec 1/8-31/8/24
16/09/2024	IN11558721		NPOWER DD	NPOWERDD	24.29	1.21	25.50	4122	315	24.29	elec 1/8-31/8/24

Purchase Ledger for Month No 6

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
16/09/2024	IN11558722		NPOWER DD	NPOWERDD	28.23	1.41	29.64	4122	320	28.23	elec 1/8-31/8/24
16/09/2024	IN11558754		NPOWER DD	NPOWERDD	42.39	2.12	44.51	4122	208	42.39	elec 1/8-31/8/24
06/09/2024	3684	4888	NPTREEMANAGE	NPTREE	295.00	59.00	354.00	4250	315	295.00	fell cherry tree
10/09/2024	3686	4892	NPTREEMANAGE	NPTREE	1,145.00	229.00	1,374.00	4250	310	1,145.00	emer tree work
19/09/2024	3703		NPTREEMANAGE	NPTREE	1,680.00	336.00	2,016.00	4250	315	1,680.00	priority 3 tree work
22/09/2024	3706	4887	NPTREEMANAGE	NPTREE	290.00	58.00	348.00	4250	208	290.00	fell tree tamworth
26/09/2024	OE-73		ONE ENTERTAINMENT	ONEENTERT	1,191.67	238.33	1,430.00	538	0	1,191.67	time of our lives
06/09/2024	5898489		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	card charges aug 24
06/09/2024	5898490		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	card charges aug 24
01/09/2024	AUG24		PAYMENTSSENSE	PAYMENTSSEN	144.98	0.00	144.98	4422	201	144.98	bank/card charges 1/8-31/8/24
10/09/2024	0245	4895	PHILSDRAINAGE	PHILSDRAIN	400.00	0.00	400.00	4202	315	400.00	surface drain clearnace
30/09/2024	002012		CHCLEANING	PRIMA	2,523.15	504.63	3,027.78	4150	204	2,523.15	cleaning 1/9-30/9/24
30/09/2024	002013		CHCLEANING	PRIMA	661.00	132.20	793.20	4150	205	661.00	cleaning 1/9-30/9/24
30/09/2024	002014		CHCLEANING	PRIMA	404.00	80.80	484.80	4150	204	404.00	cleaning 1/9-30/9/24
30/09/2024	002015		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	315	121.00	cleaning 1/9-30/9/24
30/09/2024	002016		CHCLEANING	PRIMA	61.00	12.20	73.20	4150	310	61.00	cleaning 1/9-30/9/24
30/09/2024	002017		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	320	121.00	cleaning 1/9-30/9/24
30/09/2024	002018		CHCLEANING	PRIMA	135.00	27.00	162.00	4150	208	135.00	cleaning 1/9-30/9/24
07/09/2024	07/09/24		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	ashes interment
25/09/2024	240923		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	ashes interment
25/09/2024	76		RED RIVER ARTISTS	RED RIVER	2,713.83	0.00	2,713.83	848	0	2,713.83	creedence clearwater
04/09/2024	67304	4891	REDSHANK IT SERVICES	REDSHANK	75.00	15.00	90.00	4400	101	75.00	ink cartrdieg
02/09/2024	SEPEXPS		RITA TONG	RITATONG	30.25	4.20	34.45	4152	204	1.00	cleaning supplies
								4041	101	6.45	milk/teabags
								4041	101	1.25	milk
								4041	101	1.55	milk
								4030	101	20.00	training
25/09/2024	SEPEXP		SARAH MCKIBBIN	SARAHMC	29.03	5.81	34.84	4187	204	29.03	safety boots
10/09/2024	TRI/8071		SD CONSULTANCY	SD CONSULT	350.00	0.00	350.00	4290	150	350.00	motv safety consultant

Purchase Ledger for Month No 6

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
01/09/2024	INV-18262		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	web services sept 24
30/09/2024	55243		SHIELD SECURITY SERV	SHIELD SEC	35.00	7.00	42.00	4188	204	35.00	keyholding sept24
29/09/2024	SEPTEXP		SIAN TAYLOR	SIAN	35.55	0.00	35.55	4041	350	35.55	Sept 24 expense
02/09/2024	3855		SOUTHEASTBLOOM	SSEAST	88.00	0.00	88.00	4225	301	88.00	2024 awards places
02/09/2024	MAGIC		STARBURST	STARBURST	1,116.64	0.00	1,116.64	838	0	1,116.64	magic of musicals sales
03/09/2024	SP24006186		ST JOHN AMBULAN CE	STJOHN	286.00	57.20	343.20	4290	150	286.00	motv first aid
26/09/2024	SEPEXP		SUE TILLEY	TILLEY	59.96	0.00	59.96	4290	150	59.96	motv wash up food
11/09/2024	352877850/24		TOTAL ENERGIES DD	TOTENGDD	22.15	1.11	23.26	4120	208	22.15	gas 31/7-31/8/24
11/09/2024	352877893/24		TOTAL ENERGIES DD	TOTENGDD	91.80	4.59	96.39	4120	205	91.80	gas 31/7-31/8/24
13/09/2024	353314285/24		TOTAL ENERGIES DD	TOTENGDD	486.13	24.31	510.44	4120	204	486.13	gas 31/7-31/8/24
02/09/2024	OP/I722482		VIMTO	VIMTO	201.25	40.25	241.50	4700	201	201.25	bar supplies
23/09/2024	OP/I725547		VIMTO	VIMTO	263.57	52.72	316.29	4700	201	263.57	bar supplies
19/09/2024	446188-008		VIRGIN MEDIA	VIRGIN	185.83	37.17	223.00	4487	204	185.83	broadband 16/9-15/10
18/09/2024	B5-666168977		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	Mobiles 18/9-17/10/24
								4445	301	11.78	Mobiles 18/9-17/10/24
								4445	101	11.78	Mobiles 18/9-17/10/24
30/09/2024	INV-5557		WESTCROSS ENVIRONMEN	WESTCROSS	558.33	111.67	670.00	4187	101	558.33	Asbestos cleanup and air testi
TOTAL INVOICES					<u>58,315.11</u>	<u>7,998.85</u>	<u>66,313.96</u>			<u>58,315.11</u>	



Treasury & Investment Policy

Full Council Approved:
Due for next Review:

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

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

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

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

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

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

TREASURY INVESTMENT OBJECTIVES

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

All investments will be made in Sterling.

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

Approved:
Next Review date:

SHORT TERM TREASURY INVESTMENTS

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

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

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

Required ratings:

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

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

NON-SPECIFIED TREASURY INVESTMENT

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

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

Approved:

Next Review date:

LONG TERM TREASURY INVESTMENTS

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

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

NON-FINANCIAL ASSETS

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

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

REVIEW AND AMENDMENT

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

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

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

FREEDOM OF INFORMATION

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

Policy 16 - North Fleet Conservation Area

Development within the North Fleet Conservation Area and its setting, including alterations and extensions to existing buildings, will be supported provided that it is in accordance with other Local Plan and Neighbourhood Plan policies and the following criteria:

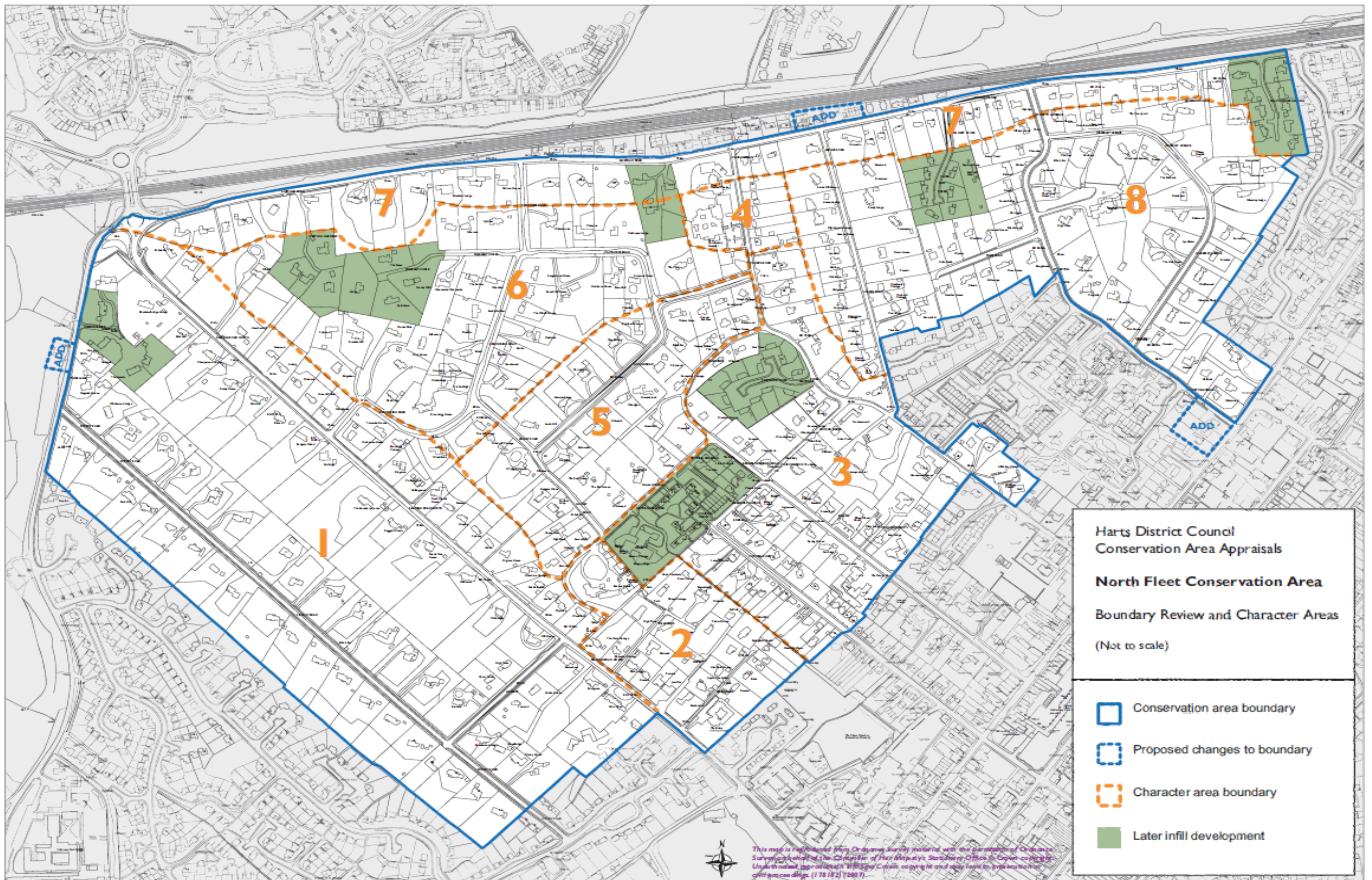
- 1. Development shall be designed to preserve or enhance the special heritage character of the Conservation Area, and shall be of a suitably high quality of design.**
- 2. The demolition of existing buildings in the Conservation Area which are considered to be of architectural or historic interest, particularly those which provide well detailed examples of late 19th and the early 20th century design styles or where the existing building makes a positive contribution to the character or appearance of the conservation area will not be supported. The redevelopment of Post-War buildings of the 1950s onwards may be allowed, subject to the replacement building being well designed and similar in terms of height, mass, bulk and footprint.**

Development shall retain the architectural features of the existing buildings, and extensions shall complement and reinforce the character of the principal building.

- 3. Development shall:**
 - i. respect historic plot boundaries: the amalgamation or the sub-division of the existing plots will not be supported;**
 - ii. respect existing building densities within the different areas of the Conservation Area, as described in the North Fleet Conservation Area Character and Management Proposals and defined in Hart saved policy URB 18, namely Area A - dwellings on plots of more than approximately 0.2 hectares (0.5 acres), Area B - dwellings on plots of more than approximately 0.1 hectares (0.25 acres), Area C - developments at a density of less than approximately 17 per hectare (7 per acre), and Area D - developments at a density of less than approximately 25 per hectare (10 per acre);**
 - iii. follow historic precedent as to traditional form in terms of height, bulk, the use of vernacular materials and detailing and the grain of development;**
 - iv. respect building lines and plot shapes;**
- 4. Existing open green space, including private gardens, shall be protected from unsympathetic development where this would have an adverse impact on the spacious character and appearance of the existing site and the Conservation Area;**
- 5. Boundary treatments shall reflect the semi-rural nature of the Conservation Area and help to preserve the views within, and at the boundaries of, the Conservation Area. The preferred options are hedges, with, if necessary from security considerations, inconspicuous fencing behind, and modest wooden gates to driveways. The replacement of hedges with wooden fences or brick walls, and the use of metal gates, will not be supported. Trees and soft landscaping that frame, punctuate or terminate key views along the principal streets within, and at the boundaries of, the Conservation Area shall be preserved;**

6. ***Development that requires the felling of trees of significant amenity value and as a result degrades the character and appearance of the Conservation Area will not be supported. A number of trees within the Conservation Area are subject to individual Tree Preservation Orders (TPOs). Where trees subject to a TPO are removed, they should be replaced with species typical of those in the Conservation Area. Such species should include English oak, beech, Scots pine and sweet chestnut. Where appropriate, desirable 'specimen' tree species could include Atlas cedar, dawn redwood, giant redwood or small-leaved lime. The use of inappropriate trees such as Leyland cypress leylandii will not be supported. The maintenance and replacement of trees that are not covered by TPOs and the enhancement of treed areas will be actively supported.***
7. ***Development shall respect the significance of heritage assets in the Conservation Area street scene. Particular consideration shall be given to maintaining their role in framing, punctuating or terminating key views along the principal streets within, and at the boundaries of, the conservation area;***
8. ***Development that affects positive buildings and their positive contribution to the street scene must not undermine the significance of that contribution;***
9. ***Development for non-residential uses will be supported where it preserves the character and appearance of the Conservation Area, accommodates on-site car parking provision, and general servicing and associated activity does not negatively impact on the character or appearance of the Conservation Area;***
10. ***Development that creates on-street car parking leading to a highway hazard or limiting the capacity of the highway, or increases traffic flows in a way that cannot be effectively mitigated, or requires night-time servicing, will not be supported.***

All development proposals will be required to demonstrate how the above criteria and the recommendations of the North Fleet Conservation Area Character Appraisal have been addressed.





Mrs R Tong
Fleet Town Council
The Harlington
236 Fleet Road
Fleet
Hampshire
GU51 4BY

4 October 2024

Dear Rita

Re: Fleet Town Council
Internal Audit for Financial Year Ended 31 March 2025 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 4 October 2024 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. Some assertions are tested only at the final internal audit, and this is reflected where appropriate in the report. Recommendations for action are shown in bold text and are summarised in the table at the end of the report.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Fleet Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 34 years' experience in the financial sector with the last 14 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The audit was conducted on site with the Executive Officer, who also acts as the council's Responsible Financial Officer (RFO). The Executive Officer started the role three months ago but is an experienced local government officer having worked in another large town council prior to this role.

This is the first internal audit conducted by Mulberry Local Authority Services Ltd, having been appointed by the council in September 2024. At this visit, I focused my testing on internal control objectives b, c, d and e, with a further planned interim visit scheduled for January 2025 to complete testing in internal control objectives f, g h and i.

Other information was reviewed through discussion with the Executive Officer and other council officers involved in the booking of facilities and management of the day-to-day financial processing, and a review of the council website www.fleet-tc.gov.uk. The Executive Officer confirmed that the council is in the process of updating the council website, and this project is anticipated to be completed within this financial year.

The council uses the Rialtas Business Solutions (RBS) accounting package, including the sales and purchase ledgers, for recording the council's finances. This is an industry specific accounting package and is updated regularly and used to produce management information reports for review at council meetings.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The External Auditor's Report for 2023/24 was not qualified, although under other matters the External Auditor commented 'To be in line with best practice we recommend that when minuting the appointment of the internal auditor, the council record they have considered the independence of the appointed auditor.'

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 the Audit.

The council noted the completion of the External Audit at the council meeting held on 4 September 2024 (minute ref 8).

I note the council received and considered the previous internal auditor's report and updated responses to the recommendations to the report have been discussed in council meetings over the last few months.

I note the council approved the appointment of the internal auditor for 2024/25 at the September council meeting (minute ref 9).

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website includes a page providing details of the councillors and this includes their individual Register of Members' Interests forms.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2024) contains updated guidance on the matter as below:

The importance of using .gov.uk domains for websites and emails

- 5.210. All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name. Note that Parish meetings are exempt from the requirement to have a website.
- 5.211. To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that Executive Officers provide official .gov.uk email accounts to their councillors, which must only be used for official council business.
- 5.212. When choosing a domain name all councils must follow the rules set out by the Cabinet Office to choose a .gov.uk domain name, for example, 'ourparishcouncil.gov.uk' with email addresses linked to that domain.
- 5.213. Using a .gov.uk domain for your council website and email accounts gives Parish Councils the following advantages:
- 5.214. Increased professionalism and trust from members of your community, partners and suppliers because your email address and website domains are a trusted government brand.
- 5.215. Separation of your personal life from your professional life, ensuring members of your community, partners and suppliers understand what capacity you are emailing them in - whether a Councillor or Executive Officer.
- 5.216. Increased control for the Responsible Officer over email accounts and documentation when managing new joiners, leavers, sudden absences or Freedom of Information and Subject Access Requests.

The council has a Privacy Notice and Accessibility Statement on its website.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure in place, with committees established for Establishment; Recreation, Leisure & Amenity; Policy & Finance and Planning & Development Control.

Delegation arrangements and terms of reference for each committee are included in the Standing Orders which are published on the council website.

A diary of future meeting dates is published on the council website, along with historic agendas and minutes for council and committee meetings.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note that the non-confidential supporting papers are available for review on the council website in accordance with the requirements of the Information Commissioner's Office.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website. These are clearly marked as draft and subsequently replaced by the final version once approved at the next meeting.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the NALC model versions and were most recently reviewed and adopted by council in May 2024. They have been updated to include more recent additions relating to the council's responsibilities to provide information and responsibilities under data protection legislation.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

The Financial Regulations published on the council website are based on the previous NALC model versions and were last reviewed and adopted by council in May 2024.

However, the Executive Officer confirmed that at the council meeting held on 2 October, these were updated following a review against the new NALC model version published in May 2024. Within the meeting papers published with the agenda, there is a detailed report from the Executive Officer which analyses all the changes from the previous version and makes recommendation to council as to which changes to adopt.

I was able to verify the adoption of the recommended changes within the draft minutes of the meeting.

Check that the council's Financial Regulations are being routinely followed

The newly adopted Financial Regulations include thresholds at which authorisations to spend must be obtained as below:

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

A detailed review of compliance with the newly adopted Financial Regulations will be completed as part of the next interim internal audit visit.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £10.81 per elector

The council has adopted the General Power of Competence (GPC) and the Section 137 threshold does not apply.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2024 which showed a refund amount due of £13,679.90 and was fully supported by the required details. I was able to confirm receipt of this amount to the council's bank account on 31 July 2024. The council is up to date with its VAT submissions.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The newly adopted Financial Regulations include a section covering Risk Management and state:

- FR 17.1. The council is responsible for putting in place arrangements for the management of risk. The Executive Officer shall prepare, for approval by the Policy and Finance Committee, a risk management register / policy in respect of all activities of the council. Risk policy statements and Council Financial Regulations consequential risk management arrangements shall be reviewed by the Policy and Finance Committee at least annually.
- FR 17.2. When considering any new activity, on the recommendation of the Risk Working Group to the Policy and Finance Committee for onward recommendation to Full Council, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption.

At the council meeting held on 2 October, the updated Finance and Risk Register was presented to council for approval. The register splits risk into the different sections of the council's operations – namely financial, security, property and health and safety management, legal, IT and reputational.

Within each section, the register identifies the Risk Manager responsible for each area, which committee of the council covers that part of the council's operation, the mitigation measures in place, an assessment of the likelihood of occurrence, impact and overall risk rating, and any actions required and review dates.

This is a comprehensive approach and includes analysis of all risks typically associate with a council of this size with its range of services and facilities.

I confirmed that the council has a valid insurance policy in place with Zurich Insurance which covers the year under review. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million and a Fidelity Guarantee level of £2 million.

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.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £1,342,858 for 2024/25. With a tax base of 10,836.2, this equates to a band D equivalent of £123.92 (compared to the average in England of £85.89).

The Executive Officer confirmed that the 2025/26 budget setting process is underway. A report highlighting issues for consideration as part of the budget setting process was reviewed at the Policy and Finance Committee meeting, with a draft budget being prepared by the Executive Officer for review at the next committee meeting scheduled for 16 October.

From that meeting, it is anticipated that a working group may be formed to review the draft proposal in more detail and present revised recommendations to the council meeting scheduled for 4 December.

There is evidence within the minutes of the Policy and Finance Committee meetings that regular reviews of financial performance take place, with the minutes noting receipt and review of a quarterly report, the Harlington monthly performance totals, year to date budget report, balance sheet, bank and investments reconciliation, a list of purchase ledger payments and a list of debtors.

There is evidence within the minutes of council meetings of the receipt and approval of payment lists.

At the date of the interim audit, the council held circa £3.1 million in earmarked reserves, spread across a range of clearly identifiable projects. The largest of these earmarked reserves is for the Harlington Development Fund with a balance of circa £2.8 million.

There is evidence within the minutes of council meetings of approval of transfers between general and earmarked reserves.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

A review of the general reserve balance will be conducted as part of the year-end internal audit, and the council is advised to follow the JPAG guidance relating to an appropriate figure to retain.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

The council's primary sources of self-generated income are from hiring facilities at the Harlington and Ancells Farm Community Centre, sports facility income from football and tennis and income from the cemetery.

A price list is published on the council website which shows the agreed prices for each of the facilities which came into effect on 1 April 2024. The fees are reviewed annually, and I found evidence of approval of the current fees in the minutes of the Recreation, Leisure & Amenities Committee meeting held on 20 December 2023 (minute ref 9).

I checked a sample of invoices issued for hire at Ancells Community Centre and was able to confirm the correct charging rates have been applied.

The council has a system for using the Rialtas accounting software to establish a 'holding code' for each event at the Harlington. This system has been in place for some time and enables a quick assessment to be made as to how profitable, or not, each individual event is.

All costs and income are initially processed through this holding code before and during the event. The General Manager subsequently confirms after the event has concluded that all relevant income and expenditure has been applied and funds are then allocated to the correct income and expenditure codes within the accounting system.

These entries are made using the journal system within the accounting package and I was able to confirm these have been processed in accordance with proper practices and show the total income and expenditure, avoiding the possibility of 'off-setting' which is not allowed.

Cemetery fees are also published on the council website. I reviewed a sample invoice for the cemetery which showed rates charged for a transfer of burial rights and an inscription. Comparing the fees charged to those published, one of the fees appeared to have the 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.

There are several officers involved in the booking, invoicing and receipting of funds, and having spoken to some of them individually, there are multiple steps in the processes, some of which have no defined timescales. For example, the timing of the issuing of an invoice after a booking or event appears to vary which can result in invoices being issued a long time after the event has taken place and making credit control more difficult.

I recommend that the Executive Officer and those involved in the 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 effectively.

The council uses the sales and purchase ledger functions of the accounting package. Upon review of the outstanding amounts on the sales ledger, I note there are some items overdue by more than three months. On investigation, these relate to one-off hires at the Ancells Community Centre where no deposit or advance fee had been taken, and through discussion with officers, these amounts appear to be at risk of being written off as a bad debt.

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 debt for one-off hirers of these facilities.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

Testing to be completed at next interim audit visit.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

Testing to be completed at next interim audit visit.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

Testing to be completed at next interim audit visit.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Testing to be completed at next interim audit visit.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Testing to be conducted at final internal audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”)

Audit findings

The council did not certify itself exempt in 2023/24 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

Testing to be conducted at final internal audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2023/24 Actual
Date AGAR signed by council	5 June 2024
Date inspection notice issued	6 June 2024
Inspection period begins	7 June 2024
Inspection period ends	18 July 2024
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

I note that the proposed Public Rights date were presented to and approved by council at the meeting held on 5 June 2024.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2024 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4
- Section 2 - Accounting Statements 2023/24, approved and signed, page 5

Not later than 30 September 2024 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

Testing to be conducted at final internal audit.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts and testing under this internal control objective is not required.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below. Confirmation of continued compliance will be conducted at the final internal audit, with testing of internal control objectives J, L and N also completed at that visit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	To be tested at next interim audit visit		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	To be tested at next interim audit visit		
H	Asset and investments registers were complete and accurate and properly maintained.	To be tested at next interim audit visit		
I	Periodic bank account reconciliations were properly carried out during the year.	To be tested at next interim audit visit		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	To be tested at final internal audit		
K	If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	To be tested at final internal audit		
M	The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N	The authority has complied with the publication requirements for 2023/24 AGAR.	To be tested at final internal audit		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams

Mulberry Local Authority Services Ltd

Interim Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
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 the Audit.	
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.	
E. INCOME	<p>I reviewed a sample invoice for the cemetery which showed rates charged for a transfer of burial rights and an inscription. Comparing the fees charged to those published, one of the fees appeared to have the 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.</p> <p>I recommend that the Executive Officer and those involved in the 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 effectively.</p> <p>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 debt for one-off hirers of these facilities.</p>	



13. IMPACT OF MARTYN'S LAW ON COUNCIL EVENTS

1. Introduction

This report provides an overview of how Martyn's Law (the Protect Duty) will impact Fleet Town Council, particularly in relation to town-run events, council-managed events, and those held within community centres with audiences over 200. Martyn's Law, named after Martyn Hett, who tragically lost his life in the Manchester Arena attack in 2017, is a piece of legislation aimed at improving public safety by requiring organizations to assess and mitigate the risks of terrorist attacks in publicly accessible locations.

2. Summary of Martyn's Law

Martyn's Law introduces a tiered approach based on the size and nature of publicly accessible venues. There are two main tiers of responsibility:

Standard Tier (for venues with a capacity of 100-799)

- **Risk Assessment:** Venues must conduct a basic risk assessment for terrorist threats.
- **Mitigation Measures:** Proportional steps must be taken to reduce risks. This could include enhanced security measures, such as bag searches or installing CCTV.
- **Staff Training:** Basic counter-terrorism training for staff, covering how to identify suspicious behaviour and respond to a potential attack.

Enhanced Tier (for venues with a capacity of 800+)

- **Comprehensive Risk Assessment:** A more detailed risk assessment must be conducted, considering a wider range of potential threats.
- **Mitigation Measures:** More robust protective measures will need to be implemented, such as advanced screening, crowd control systems, and potentially physical security infrastructure (barriers, bollards).
- **Security Planning:** Venue operators must develop and maintain specific security plans.
- **Staff Training:** More extensive training will be required, with staff needing to understand emergency protocols in greater detail and respond appropriately to high-risk situations.

3. Types of Terrorist Threats and Possible Mitigations

Fleet Town Council needs to prepare for a variety of terrorist threats, including:

- **Vehicle as a Weapon (VAW):** Use of physical barriers to prevent vehicle access to pedestrian zones.
- **Person-borne attacks (e.g., knives, firearms):** Regular bag checks, security presence, and emergency response protocols.
- **Improvised Explosive Devices (IEDs):** Installation of CCTV, random bag searches, and emergency evacuation plans.
- **Biological/Chemical Attacks:** Though less common, these pose a serious risk. The council will need contingency plans that include rapid evacuation procedures, decontamination protocols, and coordination with emergency services to address mass exposure.

4. Impact on Events

Fleet Town Council runs or supports several high-footfall events, including the Remembrance Parade, Fleet Carnival, Christmas Festival, and Music on The Views. Additionally, there are events in The Harlington where the audience exceeds 200. Several of these events will fall under the Enhanced Tier due to the size of the crowds they attract (Remembrance Parade, Fleet Carnival, and Christmas Festival).

Risk Assessment and Mitigation

All these events will require:

- **Comprehensive risk assessments** covering potential terrorist threats such as vehicle-based attacks, lone-wolf attacks, and attacks using explosives or firearms.
- **Mitigation Measures:** These would include:
 - **Physical Barriers:** Temporary barriers to protect from vehicle-based threats, which could cost between £3,000 and £5,000 per event.
 - **Crowd Monitoring:** Use of CCTV and increased security personnel to monitor crowds for suspicious activity.
 - **Bag Searches and Entrance Control:** Implementing bag checks and monitoring entrances.
 - **Emergency Planning:** Developing clear emergency evacuation routes and training staff to handle potential threats.

Unique Risks to Consider

- **Remembrance Parade:** As a procession that takes place on public streets, it will need more robust vehicle mitigation measures. Physical barriers, alongside coordination with local police for road closures, will be critical to managing this event.
- **Carnival and Christmas Festival:** The size and open layout of these events increase the risk of crowd-based attacks. Securing multiple entry and exit points with controlled access will be vital.
- **Music on The Views:** Due to the open-air setting, this event requires additional monitoring, particularly to mitigate the risks of explosives or weapons being smuggled into the area.

5. Overall Cost Estimates

Given the enhanced nature of these events, compliance with Martyn's Law is likely to cost upwards from £2,500 per event, with additional training, planning, and smaller mitigations for other events adding another £2,000-£5,000 annually.

The Organisers of the Christmas Festival have met with an expert in harmful vehicle mitigation who have provided a report and quote for the minimum recommended safety levels (*copies attached*).

6. Conclusion

Fleet Town Council will face new responsibilities under Martyn's Law to ensure public safety at high-attendance events. While these measures will introduce additional costs, ensuring the safety and security of attendees is paramount. If the Council feels unable to fund the necessary mitigation measures, many of these events will not be able to proceed, which could result in a significant loss to the community. Events such as the Remembrance Parade, Carnival, and Christmas Festival play an important role in community cohesion and local culture, and their cancellation would be detrimental.

It is recommended that initial risk assessments begin promptly, and funds be allocated to address the necessary security measures, ensuring the continuation of these vital community events.