



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

Wednesday 5th February 2025 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

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

Rita Tong, Executive Officer
29th January 2025

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 8 th January 2025 (<i>copies attached</i>). To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: <ul style="list-style-type: none">• Development Control 13th and 27th January 2025 (if available)

Part 1 – ITEMS FOR DECISION

7. FINANCIAL MONITORING REPORT

- a) To receive the bank reconciliation and list of payments for December 2024 (*copies attached*).
- b) To receive a statement from Councillor Stanton that the bank reconciliation and list of payments for December 2024 have been verified and signed off against the original bank statement.

RECOMMENDATIONS

- a) To receive and accept the bank reconciliation and list of payments for December 2024.
- b) To accept the statement from Councillor Stanton that the bank reconciliation and list of payments for December 2024 have been verified and signed.

8. CREDIT CARDS

The Council's [credit card policy](#) has set an overall limit of £6,000 and a maximum of 5 card holders.

In accordance with this policy, the Executive Officer requests approval to amend the credit card allocations as follows:

Officer	Current Limit	Proposed Limit
Executive Officer	Nil	£1,500
Harlington General Manager	£2,000	£1,500
Senior Duty Manager	£1,500	£1,000
Facilities & Open Spaces Manager	£1,500	£1,000
Project & Committee Officer	£1,000	£1,000
Total	£6,000	£6,000

RECOMMENDATIONS

To consider the allocation of credit cards and limits for each Officer.

9. GRANT APPLICATION

To consider application for grant funding from Cllr Willcocks on behalf of Ancells Farm parents for up to £3,925 to cover the cost of running a school bus to the end of the 2024/25 school year (application attached).

RECOMMENDATIONS

To consider the grant request.

10. STANDARDS AND CONDUCT CONSULTATION

The government is seeking views on proposals to introduce measures to strengthen the standards and conduct regime for local authorities in England. The proposals being consulted upon include:

- The introduction of a mandatory minimum code of conduct for local authorities in England
- A requirement that all principal authorities convene formal standards committees to make decisions on code of conduct breaches, and publish the outcomes of all formal investigations
- The introduction of the power for all local authorities (including combined authorities) to suspend councillors or mayors found in serious breach of their code of conduct and, as appropriate, interim suspension for the most serious and complex cases that may involve police investigations
- A new category of disqualification for gross misconduct and those subject to a sanction of suspension more than once in a 5-year period
- A role for a national body to deal with appeals

SLCC will be making a response to this consultation by the deadline of 26 February 2025. Clerks and their councils are encouraged to make their own response to the consultation too.

RECOMMENDATION

- a) To consider whether the Council make a formal response to the Standards and Conduct consultation.
- b) If Members do determine they wish to make a response, to agree the mechanism for doing so.

11. INTERNAL AUDITOR REPORT

Members to consider the report from the Council's Internal Auditor, Mulberry Local Authority Services Ltd, on an interim internal audit conducted on 10 January 2025 for the 2024/25 financial year (report attached for the information of Members).

Audit Point	Audit Findings	Proposed Council Response
I. BANK AND CASH	It is clear the council has a robust system in place to complete these key internal control checks, however I recommend the council amends its Financial Regulations to include reference to the bank reconciliation process and suggest using the NALC model Financial Regulation 2.6 as a basis for this, which states 'At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.	<p>Agreed.</p> <p><i>Proposed wording to be incorporated in the Financial Regulations:</i></p> <p><i>Every month a member who is not a signatory to the bank account shall verify the bank reconciliations for all accounts. The member shall sign and date the reconciliations and the bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by Full Council.</i></p>

RECOMMENDATIONS

- 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.

12. GROUNDS MAINTENANCE CONTRACT

The Facilities and Open Spaces Manager (FOSM), in collaboration with the Parks & Open Spaces Working Group, is in the process of rewriting the grounds maintenance contract to facilitate a tendering exercise. While it was initially planned to complete the tendering process in time for the new contract to commence at the start of the financial year, the Working Group has taken the opportunity to conduct a comprehensive review of the contract's structure. This has extended the time required to finalise the tender documentation. As a result, the original timeline may no longer be achievable, and the FOSM is seeking approval to extend the existing contract by up to three months.

	<p>RECOMMENDATION To consider the FOSM request to extend the existing grounds maintenance contract by three months.</p>
Part 2 – ITEMS TO NOTE	
13.	<p>ANNOUNCEMENTS To receive and note announcements from the Executive Officer or any Member by permission of the Chair.</p>
14.	<p>DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 5th March 2025 at 7pm in the Harlington.</p>
Part 3 – CONFIDENTIAL ITEMS	
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ol style="list-style-type: none"> a. Engagement, terms of service, conduct and dismissal of employees. b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts. c. Receipt of professional legal advice and preparation of cases in legal proceedings. d. The early stages of any dispute. e. Matters of a commercial nature.
15.	<p>GROUNDS MAINTENANCE TENDER To receive an update on tendering the grounds maintenance contract.</p> <p>RECOMMENDATION To delegate the finalisation of the tender documentation to the Parks and Open Spaces Working Group.</p>
16.	<p>HARLINGTON UPDATE To receive an update from the Chairman on the:</p> <ul style="list-style-type: none"> • Harlington Lease • Air Source Heat Pump project • Business Plan • HCC/HDC/FTC sub-lease <p>RECOMMENDATION To note the update from the Chairman.</p>



FLEET TOWN COUNCIL

MINUTES OF COUNCIL MEETING

held on

Wednesday 8th January 2025 at 7pm

* Councillor Schofield (Chairman)

* Councillor Einchcomb (Vice Chairman)

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

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

Also in attendance:

Rita Tong – Executive Officer
Councillor Steve Forster – HCC
Councillor Adrian Collett – HCC
Councillor Stephen Parker - HCC
Mike Bye – Chair of Friends of Oakley Park
Paul Collins – Healing Hubs
Residents of Ancell Farms

FC JANUARY 2025 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

FC JANUARY 2025 ITEM 2 DECLARATIONS OF INTEREST

Councillor Willcocks declared a pecuniary interest in Agenda Item 9 on the grounds he has children who use the bus service.

Councillor Woods declared an other registerable interest in Agenda Item 10 on the grounds he is personal friends with the donors of the funds and Agenda Item 9 on the grounds of being a trustee of HVA who offer Mental Health Counselling.

FC JANUARY 2025 ITEM 3 QUESTIONS FROM THE PUBLIC

Three members of the public spoke in support of the Agenda Item 9 grant application for running costs of a school bus in Ancells farm. The following questions were asked:

Q: Can FTC support parents of Ancells Farm by helping fund school transport?

A: This will be debated at Agenda Item 9.

Q: Is there a Mechanism whereby parents who want to give money towards the bus service can do so?

A: No, there is not a mechanism in place via FTC.

Q: How can we find out how many people are affected in order to see if a private solution could be arranged? What are the actual costs and funding gap?

A: FTC do not have access to this information.

Q: How are the additional 27 cars impacting local residents to the school and emergency services?

A: FTC do not have access to this information.

FC JANUARY 2025 ITEM 4

CHAIRMAN'S ANNOUNCEMENTS

After wishing everyone a Happy New Year, Cllr Schofield reported his attendance during the period as follows:

- 10th December together with EO and FM met with numerous representatives of Thames Water at Ancells Farm. Inspected the critical sewer/drain area including inserting a remote CCTV camera which produced inconclusive results as the camera was rapidly submerged. Thame Water agreed to return with more equipment including pumps and tankers. The EO has followed up with Thames Water today as no communication has been received since the meeting in December.
- 17th December held an informal precontract meeting with BFF our architectural consultants with specific regard to the contract budget. The discussions were positive, and we now await the formal signing of the lease to initiate the renovation contract.
- 18th December, together with the EO, attended a Teams meeting with HDC's consultants working on the detailed design of the Air Source Heat Pump for the Harlington. The contract appears to be growing like topsy! The AHP and ancillary equipment is now occupying two buildings or a single two storey building, and an additional power supply is envisaged coming from a new sub-station on HDC's office car park. There has been no further contact since the meeting.
- 31st December carried out inspection of stream and associated structures at Oakley Park.
- 2nd January 2025 Teams Meeting with EO, Harlington Manager and Hilary Keenlyside to discuss details of a Business Plan for the future of the Harlington.
- Have attended a number of internal meetings regarding the new Ground Maintenance Contract.
- No formal meetings on the Harlington lease but lease agreed in principle subject to clarification of one clause, the demise plan is agreed, and the land transfer plan is agreed. We still have not seen the final version of the HCC/HDC/FTC underlease.

FC JANUARY 2025 ITEM 5

HCC/HDC ANNOUNCEMENTS

The following reports were received from Hampshire County Council.

Cllr Steve Forster (HCC)

- Road Works

- Crookham Road resurfacing works are currently underway and should be completed within two days.
- Fleet Road / Kings Road pavement works have commenced and are scheduled to take 13 weeks to complete. Avondale may be used as a compound during this period.
- Utilities works have been timed to coincide with Crookham Road works to minimise disruptions.
- Planning – the Hartland Village school application should be considered within the next six weeks.
- Ancell Farm School Bus Service
 - There will be a meeting on 9 January 2025 between HCC Councillors and residents to discuss this issue.
 - There is great sympathy for residents but HCC are constrained by their budget.
 - The bus provision became a discretionary provision in 1999.
 - HCC are unable to release commercially sensitive information which is why some information (ie around specific costs of the bus service) has not been provided, but what information can be provided has been and in a timely manner.
- Devolution (White Paper)
 - Implications of the White paper are being discussed by HCC on 9 January 2025.
 - Hampshire currently has three Unitaries – Isle of Wight, Portsmouth and Southampton. It is not yet known whether they will extend their boundaries or what new unitaries may be established.
 - What is certain is that under the Government’s proposal, Hampshire County Council will not exist in the future.

Councillor Willcocks asked for an update on Hitches Lane. Councillor Forster responded that HCC intended to proceed with the crossing with works scheduled to start mid-February. There was currently some discussion around whether it could be a raised crossing as it is on a main bus route.

Cllr Adrian Collett (HCC)

- Devolution - The meeting referred to by Cllr Forster is a special meeting where Devolution is the only item on the agenda. Members need to consider whether they wish to press to become part of a Unitary, whether to defer local elections and discuss the local government review.
- Ancells Farm Sinkhole - Had an update from the Thames Water CEO who advised no date had yet been set for the tanker / camera process. The CEO indicated he would give a further update by Friday 17 January 2025.
- HCC Staff – all staff members were offered the opportunity to resign. There were 800 applications, of which 350 were accepted. Their employment will end before the start of the new financial year.
- SEN Provision – HCC want to bring more in-house SEN provision rather than outsource to external providers.
- Grit Bins – anyone can use grit bins for footpaths and roads (not driveways). Highways concentrates on main roads so do not always have time to do smaller roads. If the grit bins are low or empty, please contact Highways and they will arrange for them to be topped up.
- Ancell Farm School Bus Service
 - Still working with parents, officers and HCC Councillors to attempt to find a long term solution.

Cllr Stephen Parker (HCC)

- Wished everyone a Happy New Year.

The following report was received from Hart District Council.

Cllr Oliver (HDC)

- NPPF
 - HDC have taken the decision to start a new Local Plan.
 - There was no meaningful response to HDC's NPPF consultation comments, but the housing provision has been increased from 720 to 750 homes per annum.
 - New government housing numbers will require HDC to build between 11-12,000 additional homes over the Plan period.
- Devolution – not much can be done in any other area until this issue is addressed.

Cllr Wildsmith (HDC)

- Devolution – the intent is to leave HDC residents in the best position HDC can. What that will look like is still being worked through.

FC JANUARY 2025 ITEM 6

MINUTES OF PREVIOUS MEETINGS

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

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

- Development Control 25th November & 17th December 2024
- RLA 11th December 2024

FC JANUARY 2025 ITEM 7

FINANCIAL MONITORING REPORT

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

Due to the absence of Councillor Robinson, Members accepted his email statement confirming that the bank reconciliation and list of payments for November 2024 have been verified and signed off against the original bank statement.

RESOLVED

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

FC JANUARY 2025 ITEM 8

BANK MANDATE

In accordance with Financial Regulation 5.1 the Responsible Finance Officer reviewed current banking arrangements and requested Members to authorise that Cllr James be added to the HSBC bank mandate to approve transactions on those accounts.

RESOLVED

Members authorised Cllr James as an approved signatory on the HSBC bank accounts.

FC JANUARY 2025 ITEM 9**GRANT APPLICATION**

Members considered the following applications for grant funding:

- The Healing Hubs Charity for £1,288 grant aid in kind to cover the cost of using the two meeting rooms in The Harlington for 2 hours a week for 46 weeks.
- Cllr Wildsmith on behalf of Ancells Farm parents for £10,082.50 to cover the cost of running a school bus for one term.

RESOLVED

- 1) Members approved grant aid in kind equivalent to three months hire charges for two meeting rooms to Healing Hubs. At the end of the three-month trial, Healing Hubs will be requested to provide an update on their service.
- 2) Although very sympathetic to the reasons for the Ancell School Bus Service grant application, Members did not approve this application.

FC JANUARY 2025 ITEM 10**TREE FUND DONATION**

A donation of £822 was received in April 2024 from Fleet in Bloom to fund the planting of two trees in The Views, with any remaining funds to be allocated toward purchasing wildflowers for Ancells Farm. Fleet in Bloom has specified their preference for two particular tree species: Prunus Shirotae 'Mount Fuji' and Ginkgo biloba. Quotes for the supply, planting, staking, and installation of watering tubes have been obtained, with the lowest quote totalling £1,200. This results in a funding shortfall of £378.

RESOLVED

- a) Members approved the location identified by the FOSM for planting the trees specified by Fleet in Bloom.
- b) Members determined that if the shortfall of £378 could be funded within existing budgets, both trees should be bought and planted. Alternatively, if sufficient budget is not identified, only one of the two trees should be purchased and the balance of funds used to purchase wildflowers for Ancells Farm.

FC JANUARY 2025 ITEM 11**ANNOUNCEMENTS**

Members received and noted the following announcements:

- The Executive Officer has completed her probation period and been confirmed in post.
- In consultation with the Chairman of Fleet Town Council, the Executive Officer brought forward the replacement of IT equipment budgeted for 2025/26.
- Due to the national phasing out of analog phones, Fleet Town Council is scheduled to move to digital VOIP based phones on 26 January 2025.
- The new website for Fleet Town Council has been handed over to Officers who are working to populate the site with required documentation.

FC JANUARY 2025 ITEM 12**BASINGSTOKE CANAL**

Members acknowledged the new arrangements for managing the Basingstoke Canal and reiterated their objection to the lack of meaningful decision-making power, despite being a

significant financial contributor. They also noted that the BCA will hold an annual meeting for stakeholders on the morning of 19 February 2025.

Additionally, members requested that inquiries be made regarding the increase in Fleet Town Council's financial contribution.

FC JANUARY 2025 ITEM 13 GURKHA SQUARE CARPARK LEASE

Members noted that the lease agreement to hold a market on Gurkha Square has now been finalised, and the signing process has officially commenced.

FC JANUARY 2025 ITEM 14 DATE AND TIME OF NEXT MEETING

The next meeting of the Council is scheduled to be held on Wednesday 5th February 2025 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 JANUARY 2025 ITEM 15 BAD DEBT WRITE OFFS

In accordance with Financial Regulation 9.3, invoices AF2206 £121.18, AF2068 £50.94, AF2120 £59.42 and AF2087 £26.00 have been found to be irrecoverable and the Executive Officer requests Council authorisation to write them off as bad debts.

RESOLVED

Members authorised the Executive Officer to write off £257.54 of bad debts.

FC JANUARY 2025 ITEM 16 HARLINGTON UPDATE

To receive an update from the Chairman on the:

- Contract with the Design Architects
- Air Source Heat Pump project
- Business Plan.

RESOLVED

Members noted the update from the Chairman.

The meeting closed at 9.47pm.

Signed.....
Chairman

Date.....



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 13th January 2025
at 7pm in the Function Room, The Harlington

Present:

Cllr Holt
Cllr Hope
Cllr May
Cllr Chenery

Absent: Cllr James

Officers: Charlotte Benham

1	Apologies Cllrs Robinson, Schofield
2	Declarations of interest to any item on the agenda None declared
3	Public Session None present
4	Approval of the Minutes The minutes of the development and control advisory group meeting held on Tuesday 17 th December were accepted as a correct record of the meeting.
5	24/02074/HOU 14 Albany Road Fleet Hampshire GU51 3LY Erection of a part first floor and two storey side extension and alterations to fenestration. Comments required by 3 December <ul style="list-style-type: none">• No issue with proposed extension• Increase from 4 to 5 beds suggests increased occupancy - currently stated to have 5 parking spaces which completely occupy the front garden, so already lost any soft landscaping so Fleet Neighbourhood Plan Policy already breached

NO OBJECTION but concern additional bedroom may require additional parking

24/02412/HOU

21 Avondale Road Fleet Hampshire GU51 3BH

[Erection of a single storey rear and side extension with roof lights](#)

Comments required by 3 December

Single storey extension to the rear. No increase in the number of beds.

NO OBJECTION

24/02403/HOU

24 Swaledale Gardens Fleet GU51 2TE

[Erection of a two storey side extension.](#)

Comments required by 3 December

- Does not look as if 4 cars can be accommodated – not an actual parking plan as no dimensions and no spaces marked out. Need a proper plan submitting
- Whole area is currently blocked paving so no loss of soft landscaping

NO OBJECTION in principle subject to confirmation of adequate parking via a proper parking plan

24/02426/GPDBUC

Cygnus House 1 Waterfront Business Park Fleet

[Removal of the existing roof and construction of 2 no. floors to facilitate the creation of 14 no. apartments \(10 no. 2 bed units and 4 no. 1 bed units\), the erection of a cycle store and a refuse store and the creation of an additional parking space](#)

Comments required by 3 December

This is a permitted development application so cannot object but does not look aesthetic from drawings

24/02428/GPDBUH

101 Reading Road South Fleet Hampshire GU52 7TE

[Creation of a first floor](#)

Comments required by 3 December

- Another example of the impact of permitted development.
- The addition of a floor must be over the original footprint and effectively cut the roof off and raise it by one floor. The materials must also match the original.
- It does not produce attractive architecture.
- There are strict limitations to permitted development and they have done a fairly thorough job in assessing the development against the PD rules.
- An early test case by Hart also challenged permitted development and its impact on local character which would apply in this situation. The resulting development would be generally out of character by its mass, height and design.

NO OBJECTION as permitted development but does breach neighbourhood plan Policy 11, although note there are downstairs bedrooms and bathroom

24/02392/HOU

12 Little Copse, Fleet, GU52 7UQ

[Erection of a single storey front and rear extensions with new front porch following demolition of existing garage, conversion of loft into habitable accommodation with rear box dormer and pitched roof dormers. Widening of dropped kerb](#)

Comments required by 9 January

- This is at least a 4, potentially 5 bedroom property so on-site parking is an issue based upon HDC SPD requirements.
- There are at least 3 bedrooms retained at ground floor level and only a very large bedroom added at the first floor – a breach on Neighbourhood Plan Policy 11, loss of a bungalow, but note downstairs living also retained.
- The front elevation is not out of keeping with the street scene but the rear elevation with an expanse of glass, including a sliding door represents a large Juliet Balcony which will allow overlooking and a loss of privacy to the immediate neighbouring gardens.

OBJECTION

24/02424/HOU

158 Clarence Road, Fleet, GU51 3XR

[Erection of a single storey front extension](#)

Comments required by 9 January

- This is a strange extension as it removes all natural light entering the front of the building (loss of a window/no windows)
- The proposed elevations appear to be labelled the wrong way round – 156 will see the front door and 160 will see the extended blind wall.
- Unattractive addition to the front elevation

NO OBJECTION in principle

24/02425/GPDMIX

Clinton Cards, 168A Fleet Road, Fleet, GU51 4BE

[Application to determine if prior approval is required for a proposed change of use from commercial, business and service \(Use Class E\), or betting office or pay day loan shop to a mixed use including Use Class E at ground floor and Use Class C3 at first floor comprising 1no. one bedroom flat and 1no. two bedroom flat](#)

Comments required by 10 January

- Upstairs conversion to flats does not appear to pose a problem.
- There is adequate parking to the rear of the property, but space needs to be allowed for commercial use of the ground floor.

NO OBJECTION subject to space being allowed for ground floor commercial use

24/02483/HOU

1 Longdown, Fleet, Hampshire GU52 7UY

[Erection of a single storey side extension and two storey rear extension](#)

	<p>Comments required by 13 January</p> <ul style="list-style-type: none"> • This is a 4 bed, potentially 5 bedroom property. • Development does not appear to cause any harm, but would require 4 on-site parking spaces. Could be accommodated with a little difficulty but front garden appears to be hard standing already so already breaches neighbourhood plan. <p>NO OBJECTION in principle subject to a dimensioned parking plan to check there is adequate parking</p> <p>24/02508/GPDHSE 68 Alton Road, Fleet, GU51 3HW Application for prior approval for the erection of a single storey rear extension Comments required by 21 January</p> <p>On the basis that No.70 already extends beyond No.68 there appears to be no issues so NO OBJECTION</p>
6	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>18th December</p>
7	<p>Date of Next Development Control Committee Meeting</p> <p>27th January</p>

Meeting closed: 8.00pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 27th January 2025
at 7pm in the Function Room, The Harlington

Present:

Cllr Holt
Cllr Hope
Cllr Chenery
Cllr Schofield

Absent: Cllr James

Officers: Charlotte Benham

1	<p>Apologies</p> <p>Apologies received from Cllr Robinson</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared</p>
3	<p>Public Session</p> <p>None present</p>
4	<p>Approval of the Minutes</p> <p>The minutes of the development and control advisory group meeting held on Monday 13th January were accepted as a correct record of the meeting.</p>
5	<p>24/02492/GPDBUC NTT House 2 Waterfront Business Park Fleet GU51 3QT</p> <p><u>The removal of the existing roof, and the construction of 2 no. floors, one in facing brickwork to match existing and one in lightweight zinc to the front elevation and two floors of lightweight zinc to the rear. The creation of 24 no. apartments, 19 no. 2 bed units and 5 no. 1 bed units. The erection of 4 external cycle stores to the south of the building 1 no. additional parking space to the car park</u></p> <p>Comments required by 29 January</p> <ul style="list-style-type: none"> As set out by HCC Highways, the proposed development of 66 apartments has inadequate parking compared with Hart's SPD. The projected traffic movements are

greater for the proposed residential development than for the previous commercial use

- With the progressive erosion of local employment and loss of employment space residents are forced to commute. Unless the workplace is on or accessible from the train line, then the use of a car is inevitable.
- The general area on the business park is yellow lines so if there is inadequate onsite parking there is no alternative nearby
- HCC promote that the impact of increased traffic flow is resolved through a cash payment. Without an absolute commitment that the works will be implemented in time for occupation of the development a cash contribution will not resolve any problems.
- Where is the evidence that 64 apartments helps resolve the projected housing shortage. The Local Plan Policy requires a mix of dwellings of which only 35% is for 1 and 2 bedroom units. Apart from Hartland Village there is a lack of development of small family homes – 2 beds with a small garden or 3/4 bedroom units.
- There should be evidence from a housing survey of the demand for further 1 and 2 bedroom apartments before approval is given
- The raising of two floors will have a significant impact on the local character, primarily because of the development's proximity to the Fleet Pond Nature reserves - this will have significant negative impact on views from many areas of the pond. Hart have successfully appealed against permitted development rights to raise a floor due to impact on local character.
- Additionally, the top floor balconies will give unprecedented views over the nature reserve.

OBJECTION

25/00044/GPDHSE

1 Winchcombe Close Fleet Hampshire GU51 3RQ

[Application for prior approval for erection of a single storey rear extension following demolition of the existing conservatory](#)

Comments required by 31 January

- This is seeking prior approval to a permitted development rights development
- Rear extension can be 8m long, 4m high and no more than 3 to eaves if within 2m of boundary
- Although there will be some additional shading to the adjacent property it would not appear to be extensive, and the developer has contained the extension within the rules

NO OBJECTION

25/00042/HOU

9 Tavistock Road Fleet Hampshire GU51 4EH

[Erection of a two storey side extension following removal of existing garages, new first floor roof to raise existing ridge, single storey rear extension and front porch.](#)

Comments required by 31 January

- This is a major increase in bulk and mass. It is a significant change in visual character, generally not in keeping with the Tavistock estate.
- The ground floor area to the right of the entrance is readily convertible into a separate annex with the potential for a living room a kitchen, bedroom and bathroom.
- The overall development would be 6 bedrooms, but under Hart's SPD this requires only 4 on-site parking spaces which can be accommodated.
- The development would appear to be in breach of Fleet Neighbourhood :Plan Policy 10:
 - 10.1 the development does not complement and is not integrated with neighbouring properties
 - 10.2 the design does not reflect or reinforce local distinctiveness
 - 10.3 the height of the new building is not in keeping with the neighbouring properties
 - 10.4 an established building line has not been respected and encroaches onto the open front garden
- Because of the extension, there are proposed works that affect an established oak tree which is stated to be protected by near neighbours

OBJECTION

24/02306/HOU

56 Basingbourne Road Fleet Hampshire GU52 6TH

Erection of a single storey rear extension and two storey side extension following demolition of existing utility, detached garage and open porch, blocking up of door and window to ground floor side, insertion of door to ground floor other side and creation of a first floor

Comments required by 4 February

- This is the conversion of a typical 1960/70's bungalow into a potentially 4 bedroom house, contrary to Fleet Neighbourhood Plan Policy 11, Safeguarding building stock for people of limited mobility including people with disabilities and older residents.
- The upstairs is shown as two bedrooms and an office but the office has access to the en-suite, making it a possible fourth bedroom.
- The retention of one bedroom downstairs does not save the development from breaching Policy 11 as any future sale of the property would be as a typical family home, separating living and sleeping accommodation across two floors.
- Two rear Juliet balconies would allow some overlooking of the neighbouring garden, so a loss of privacy.

OBJECTION

24/02456/HOU

11 Nursery Close Fleet Hampshire GU51 3JE

Erection of a two storey side extension and single storey rear extension.

Comments required by 4 February

- Increase from 3 to 4 bedrooms, requires 3 parking spaces on-site which is shown to be accommodated by the conversion of the front garden to parking – this would require a drop kerb the complete width of the property

	<ul style="list-style-type: none"> • This would breach Fleet Neighbourhood Plan policy 15 - Residential Gardens, where 50% of the front garden should be retained as soft landscape. • Design does not impact the street scene <p>NO OBJECTION in principle but note that it does breach the Neighbourhood Plan</p> <p>25/00064/HOU Candlewick Cottage ,Avenue Road,Fleet, Hampshire, GU51 4NG <u>Demolition of detached garage, erection of a porch and single storey side and rear extensions, raised patio, alterations to the roof of the dormer to the rear and alterations to fenestration</u> Comments required by 6 February</p> <ul style="list-style-type: none"> • Significant increase in hard standing due to increase roof area and raised patio. Needs a drainage plan preferably utilising SUDS. • Proposed garage is not a garage so all parking would be to front of property, as present and no change to the front boundary and access point • Rear elevation does not support the concept of a cottage, but it is a rear elevation so won't be seen <p>NO OBJECTION in principle subject to an adequate drainage plan</p> <p>25/00057/GPDCOM Kings House,7 Kings Road,Fleet, GU51 3DJ <u>Application for prior approval for change of use of the property from offices (Use Class E) to 4 x self-contained flats (Use class C3)</u> Comments required by 6 February</p> <ul style="list-style-type: none"> • Because the current toilets are to be converted into toilet/shower rooms the min space standard is reduced to 37 m² and these flats are to the minimum standard • Planning statement mentions London Borough of Enfield – that has nothing to do with Fleet which is a District Council and not a Borough <p>As it is permitted development there are very limited grounds to object,</p>
6	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>19th February</p>
7	<p>Date of Next Development Control Committee Meeting</p> <p>10th February</p>

Meeting closed: 8.00pm

Signed:.....

Date:

Purchase Ledger for Month No 9

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
18/12/2024	84018299		BASINGDEAN	BASINGDEAN	70.00	0.00	70.00	4481	204	70.00	annl fee licensing premises
31/12/2024	3081164615		BOC	BOC	60.83	12.17	73.00	4700	201	60.83	gas delivery
19/11/2024	0173261		BOOKER	BOOKER	218.47	37.30	255.77	4700	201	67.51	bar supplies
								4710	201	118.97	bar supplies
								4535	105	31.99	bar supplies
05/12/2024	0175240		BOOKER	BOOKER	469.87	93.97	563.84	4710	201	120.97	bar supplies
								4700	201	322.20	bar supplies
								4761	201	26.70	bar supplies
05/12/2024	0175243		BOOKER	BOOKER	53.40	10.68	64.08	4761	201	53.40	bar supplies
29/11/2024	0284048		BOOKER	BOOKER	105.11	21.02	126.13	4700	201	71.13	bar supplies
								4152	204	33.98	bar supplies
23/12/2024	0286644		BOOKER	BOOKER	138.90	9.04	147.94	4657	150	138.90	xmas and bar supplies
23/12/2024	0286645		BOOKER	BOOKER	201.19	28.23	229.42	4761	201	60.75	xmas and bar supplies
								4763	201	52.43	xmas and bar supplies
								4710	201	27.96	xmas and bar supplies
								4657	150	60.05	xmas and bar supplies
17/12/2024	0363750		BOOKER	BOOKER	108.47	10.70	119.17	4700	201	108.47	bar supplies
24/12/2024	0423179		BOOKER	BOOKER	226.37	45.27	271.64	4710	201	121.96	bar supplies
								4700	201	51.82	bar supplies
								4761	201	35.60	bar supplies
								4152	204	16.99	bar supplies
31/12/2024	DECXMAS1		CAPTURED MOMENT	CAPTUREDMO	32.50	0.00	32.50	4655	150	32.50	elec for xmas lights
02/12/2024	10004483819		CASTLE WATER DD	CASTLEWADD	746.55	83.64	830.19	4115	204	746.55	water 1/11-30/11/24
03/12/2024	10004518615		CASTLE WATER DD	CASTLEWADD	69.89	7.73	77.62	4115	205	69.89	water 1/11-30/11/2024
04/12/2024	10004569252		CASTLE WATER DD	CASTLEWADD	18.65	0.00	18.65	4115	350	18.65	water 1/11-30/11/2024
04/12/2024	10004582060		CASTLE WATER DD	CASTLEWADD	24.67	2.30	26.97	4115	208	24.67	water 1/11-30/11/2024
14/12/2024	10004787621		CASTLE WATER DD	CASTLEWADD	18.33	0.97	19.30	4115	320	18.33	water 1/11-30/11/24
01/12/2024	Z001459		CBS	CBS	742.67	148.53	891.20	4170	204	742.67	maint contract

Purchase Ledger for Month No 9

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/12/2024	63726		CENTRAL COM LIVEPAY	CCMLPAY	69.60	13.92	83.52	4550	101	69.60	payroll dec 24
31/12/2024	P752104		CHAMBERS	CHAMBERS	237.64	47.53	285.17	4155	204	180.84	recycling/waste dec 24
								4156	204	56.80	recycling/waste dec 24
31/12/2024	P752105		CHAMBERS	CHAMBERS	42.91	8.58	51.49	4155	205	42.91	recycling/waste dec 24
31/12/2024	P752106		CHAMBERS	CHAMBERS	122.54	24.51	147.05	4155	350	122.54	recycling/waste Dec 24
17/12/2024	10747177		CHUBB FIRE	CHUBB	128.74	25.75	154.49	4187	205	128.74	fire alarm contract
17/12/2024	10747194		CHUBB FIRE	CHUBB	158.97	31.79	190.76	4187	205	158.97	emergency light contract
01/12/2024	INV-D-05674		CLOUDY IT	CLOUDYIT	378.20	75.64	453.84	4484	101	378.20	it support Dec 24
09/12/2024	INV-D-05897		CLOUDY IT	CLOUDYIT	11,912.00	2,382.40	14,294.40	4185	120	11,912.00	laptops, docking stations
17/12/2024	INV-D-05911		CLOUDY IT	CLOUDYIT	85.00	17.00	102.00	4484	101	85.00	kg laptop setup
11/12/2024	INV0100173		THE COLUMBARIA	COLUMBARIA	342.00	68.40	410.40	4935	350	342.00	sanctum 2000 tablet
19/11/2024	907948357		MOLSON COORS	COORS	2,113.99	422.80	2,536.79	4700	201	2,113.99	bar supplies
03/12/2024	907968470		MOLSON COORS	COORS	1,060.91	212.18	1,273.09	4700	201	1,060.91	bar supplies
10/12/2024	907979390		MOLSON COORS	COORS	775.59	155.12	930.71	4700	201	775.59	bar supplies
23/12/2024	908001571		MOLSON COORS	COORS	1,161.71	232.34	1,394.05	4700	201	1,161.71	bar supplies
19/12/2024	C000950581		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	hr and h&s dec 24
								4187	101	154.80	hr and h&s dec 24
03/12/2024	EXP		DAVID MILLEN	DAVID MILL	6.66	1.33	7.99	4295	150	6.66	xmas bin bags
09/12/2024	071224		DAVID JULL	DAVIDJULL	400.00	0.00	400.00	565	0	400.00	xmas comedy 7/12
04/12/2024	INV-05233		DTM CONTRACTORS LTD	DTM CONTR	98.80	19.76	118.56	4170	204	98.80	repair toilet
22/12/2024	1195		EXTRA MILE	EXTRAMILE	1,890.00	0.00	1,890.00	4433	201	1,890.00	delivery whats on guide
09/12/2024	FOBPINS24		FREINDSOFBASING	FREINDS	125.00	0.00	125.00	4220	320	125.00	refund fobp insurance 24
31/12/2024	50401190		GLOBAL PAYMENTS DD	GLOBALDD	93.21	18.64	111.85	4422	201	93.21	card charges 1/12-31/12/24
29/11/2024	NOV24		GLOBAL PAYMENTS DD	GLOBALDD	1,403.89	0.00	1,403.89	4422	201	1,403.89	card charges 1/11-29/11/24
31/12/2024	DECXMAS2		HAIR STUDIO FLEET	HAIRSTUDIO	42.50	0.00	42.50	4655	150	42.50	elec xmas lights
02/12/2024	58306458		HCC	HCC	50.45	10.09	60.54	4400	101	50.45	stationery
16/12/2024	3650007432		HCC	HCC	18,309.00	0.00	18,309.00	4810	110	18,309.00	basing canal contri 24/25
02/12/2024	EXP2		HEATHER SLOANE	HEATHERSLO	17.99	0.00	17.99	4295	150	17.99	xmas reimbursement
07/12/2024	7DEC24		HSBC	HSBC	116.85	0.00	116.85	4420	101	116.85	bank charges

Purchase Ledger for Month No 9

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
23/12/2024	12133599		HSBC	HSBC	90.76	0.00	90.76	4420	101	90.76	bank charges 1/11-30/11/24
23/12/2024	12161323		HSBC	HSBC	13.30	0.00	13.30	4420	101	13.30	bank charges 1/11-30/11/24
09/12/2024	C/CARD		HSBC	HSBC	3,373.48	244.40	3,617.88	4660	150	9.00	CC/CB/NOV24/XMAS SUPPLIES
								4660	150	25.39	CC/CB/NOV24/REMEMBRANCE DAY
								4400	101	12.49	CC/CB/NOV24/STATIONERY
								4400	204	19.98	CC/CB/NOV24/STATIONERY
								4400	204	24.99	CC/CB/NOV24/STORAGE
								4400	204	35.33	CC/AR/NOV24/TICKET ENVELOPES
								4400	101	9.15	CC/BC/NOV24/HOOKS
								4400	101	4.58	CC/BC/NOV24/HOOKS
								4445	101	6.00	CC/CB/NOV24/SIM CARD
								4445	101	6.00	CC/CB/NOV24/SIM CARD
								4445	101	6.00	CC/CB/NOV24/SIM CARD
								4481	101	11.99	CC/CB/NOV24/XMAS SPOTIFY
								4481	204	9.99	CC/AR/NOV24/SPOTIFY
								4481	204	29.96	CC/AR/NOV24/ANNUAL DOMAIN FEE
								4657	150	119.82	CC/CB/NOV24/XMAS GIFTS
								4657	150	162.17	CC/CB/NOV24/XMAS GIFTS
								4657	150	49.10	CC/CB/NOV24/XMAS GIFTS
								4657	150	21.44	CC/CB/NOV24/XMAS SUPPLIES
								4657	150	27.50	CC/CB/NOV24/XMAS SUPPLIES
								4657	150	36.95	CC/CB/NOV24/XMAS SUPPLIES
								4657	150	42.15	CC/CB/NOV24/XMAS SUPPLIES
								4657	150	339.43	CC/CB/NOV24/XMAS SUPPLIES
								4455	204	4.79	CC/AR/NOV24/POSTAGE
								4011	204	51.04	CC/AR/NOV24/JOB ADVERT
								4700	201	17.49	CC/AR/NOV24/MERCH
								4700	201	2.90	CC/RM/NOV24/MILK
								4700	201	2.70	CC/RM/NOV24/MILK

Purchase Ledger for Month No 9

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
								4700	201	4.20	CC/RM/NOV24/LEMONS/LIME
								4700	201	3.20	CC/RM/NOV24/LEMONS/LIME
								4763	201	59.79	CC/RM/NOV24/BAR SNACKS
								4763	201	146.79	CC/RM/NOV24/BAR SNACKS
								4761	201	299.43	CC/RM/NOV24/BAR SNACKS
								4761	201	199.49	CC/RM/NOV24/BAR SUPPLIES
								4480	101	45.49	CC/BC/NOV24/POSTAGE
								4480	101	11.99	CC/BC/NOV24/IT EQUIPMENT
								4480	101	17.87	CC/BC/NOV24/IT EQUIPMENT
								4480	101	13.35	CC/BC/NOV24/IT EQUIPMENT
								4170	204	4.06	CC/BC/NOV24/GLOVES
								4170	204	10.98	CC/BC/NOV24/DRAIN UNBLOCKER
								4170	204	3.08	CC/BC/NOV24/TRUNKING
								4170	204	5.76	CC/BC/NOV24/GLUE
								4655	150	1.99	CC/BC/NOV24/FAKE SNOW
								4655	101	36.56	CC/BC/NOV24/EXTENTION LEAD
								4655	101	32.49	CC/BC/NOV24/EXTENTION LEAD
								4655	101	1,000.00	CC/BC/NOV24/INFLATABLE HIRE
								4185	204	41.43	CC/BC/NOV24/RADITOR
								4486	101	3.30	CC/BC/NOV24/MICROSOFT
								4486	101	343.90	CC/BC/NOV24/MICROSOFT
17/12/2024	DECEXP		JANET STANTON	JANET	28.15	0.00	28.15	4295	150	28.15	expense dec 24
15/10/2024	MISC		JOOLS WARREN	JOOLS	1.00	0.00	1.00	848	0	1.00	to clear overpayment
31/12/2024	DECXMAS3		KMP SOLUTIONS	KMPSOLUTIO	32.50	0.00	32.50	4655	150	32.50	elec xmas lights
01/12/2024	303904		LAWMANS UK	LAWMANS UK	474.00	94.80	568.80	811	0	474.00	security 29/11
02/12/2024	303905		LAWMANS UK	LAWMANS UK	474.00	94.80	568.80	811	0	474.00	security 30/11
10/12/2024	304089		LAWMANS UK	LAWMANS UK	474.00	94.80	568.80	551	0	474.00	security mainly madness
10/12/2024	304090		LAWMANS UK	LAWMANS UK	355.50	71.10	426.60	565	0	355.50	security comedy
04/12/2024	127460		LONDON CATERING	LONDONCAT	256.45	51.29	307.74	4152	204	256.45	cleaning supplies

Purchase Ledger for Month No 9

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
11/12/2024	INV-0122		MAINLYMAD	MAIMAN	4,811.32	0.00	4,811.32	551	0	4,811.32	mainly madness 6 dec
26/09/2024	* 483725		MASON OWEN	MASON OWEN	9,121.60	1,824.32	10,945.92	4280	205	9,121.60	Property services 1/1-31/12/23
12/12/2024	11241646		MINTNETWORK	MINTNETWOR	109.53	21.91	131.44	4440	101	109.53	tel calls nov 24
18/12/2024	427495		MORR CO	MORRCO	2,018.00	403.60	2,421.60	4559	160	2,018.00	Prof Fees Harlington
17/12/2024	INV-0780		MULBERRY LOCAL AUTHO	MULBERRY	45.00	9.00	54.00	4030	101	45.00	training sm tendering
09/12/2024	73015		NEW FOREST ICE CREAM	NEW F ICEC	1,040.00	208.00	1,248.00	4762	201	1,040.00	bar supplies
01/12/2024	XMAS24		NICOLA SCARSINI	NICOLASCAR	725.00	0.00	725.00	4657	150	725.00	xmas day chef 2024
30/11/2024	18566		NIGEL JEFFRIES	NIGELJEFFR	30.00	6.00	36.00	4202	310	30.00	dispose damaged bins
17/12/2024	18590		NIGEL JEFFRIES	NIGELJEFFR	395.00	79.00	474.00	4230	310	395.00	park repairs
17/12/2024	18591		NIGEL JEFFRIES	NIGELJEFFR	130.00	26.00	156.00	4175	320	130.00	goal repairs
31/12/2024	18596		NIGEL JEFFRIES	NIGELJEFFR	110.00	22.00	132.00	4202	320	110.00	remove waste
16/12/2024	IN12091196		NPOWER	NPOWER	11.26	2.25	13.51	4122	310	11.26	elec 1/11-30/11/24
16/12/2024	IN12152267		NPOWER	NPOWER	4,512.83	902.57	5,415.40	4122	204	4,512.83	elec 1/11-30/11/24
16/12/2024	IN12196031		NPOWER DD	NPOWERDD	193.74	9.69	203.43	4122	310	193.74	elec 1/11-30/11/24
16/12/2024	IN12196032		NPOWER DD	NPOWERDD	37.09	1.85	38.94	4122	315	37.09	elec 1/11-30/11/24
16/12/2024	IN12196035		NPOWER DD	NPOWERDD	34.11	1.71	35.82	4122	320	34.11	elec 1/11-30/11/24
16/12/2024	IN12196065		NPOWER DD	NPOWERDD	44.39	2.22	46.61	4122	208	44.39	elec 1/11-30/11/24
16/12/2024	IN12196066		NPOWER DD	NPOWERDD	180.38	9.02	189.40	4122	205	180.38	elec 1/11-30/11/2024
03/12/2024	3782		NPTREEMANAGE	NPTREE	150.00	30.00	180.00	4250	350	150.00	priority 2 tree work
05/12/2024	3787		NPTREEMANAGE	NPTREE	1,572.00	314.40	1,886.40	4250	310	1,082.00	tree works from survey
								4250	301	490.00	tree works from survey
09/12/2024	3793	4927	NPTREEMANAGE	NPTREE	460.00	92.00	552.00	4250	350	460.00	fell tree
10/12/2024	3798		NPTREEMANAGE	NPTREE	190.00	38.00	228.00	4250	320	190.00	clear tree footpath
19/12/2024	3813		NPTREEMANAGE	NPTREE	1,250.00	250.00	1,500.00	4250	315	1,250.00	complete priority 2
30/12/2024	3815		NPTREEMANAGE	NPTREE	320.00	64.00	384.00	4250	320	320.00	clear tree
06/12/2024	5995512		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	card charges 1/12-31/12/24
06/12/2024	5995513		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	card charges 1/12-31/12/24

* Disputed invoice

Purchase Ledger for Month No 9

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/12/2024	002063		CHCLEANING	PRIMA	2,593.50	518.70	3,112.20	4150	204	2,593.50	cleaning 1/12-31/12/24
31/12/2024	002064		CHCLEANING	PRIMA	661.00	132.20	793.20	4150	205	661.00	cleaning 1/12-31/12/24
31/12/2024	002065		CHCLEANING	PRIMA	404.00	80.80	484.80	4150	204	404.00	cleaning 1/12-31/12/24
31/12/2024	002066		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	315	121.00	cleaning 1/12-31/12/24
31/12/2024	002067		CHCLEANING	PRIMA	61.00	12.20	73.20	4150	310	61.00	cleaning 1/12-31/12/24
31/12/2024	002068		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	320	121.00	cleaning 1/12-31/12/24
31/12/2024	002069		CHCLEANING	PRIMA	135.00	27.00	162.00	4150	208	135.00	cleaning 1/12-31/12/24
31/12/2024	518		PROD GG	PROD	175.00	35.00	210.00	770	0	175.00	engineer services led zep
19/12/2024	DEC24EXP		RITA TONG	RITATONG	74.02	13.18	87.20	4041	101	6.30	milk/tea
								4041	101	1.80	milk
								4152	204	0.92	cleaning products
								4559	160	65.00	riba contract
03/12/2024	DEC24		SARAH MCKIBBIN	SARAHMC	25.29	0.00	25.29	4745	204	25.29	uniform expense
11/12/2024	EXPNOV24		SARAH MOORE	SARAHMOORE	15.51	0.00	15.51	4041	101	15.51	office supplies, milk, cards
01/12/2024	INV-18327		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	web services dec 24
18/12/2024	DECEXP24		SIAN TAYLOR	SIAN	13.50	0.00	13.50	4041	350	13.50	dec expense
31/12/2024	24120071		TICKETSOLVE	TICKETSOLV	2,080.93	0.00	2,080.93	4490	201	2,080.93	ticket sales dec 24
12/12/2024	362810574/24		TOTAL ENERGIES DD	TOTENGDD	257.10	51.42	308.52	4120	205	257.10	gas 31/10-30/11/24
12/12/2024	362810585/24		TOTAL ENERGIES DD	TOTENGDD	1,905.94	381.19	2,287.13	4120	204	1,905.94	gas 31/10-30/11/24
12/12/2024	362810629/24		TOTAL ENERGIES DD	TOTENGDD	39.48	1.97	41.45	4120	208	39.48	gas 31/10-30/11/24
09/12/2024	OP/I736230		VIMTO	VIMTO	208.01	41.60	249.61	4700	201	208.01	bar supplies
11/12/2024	OP/I736633		VIMTO	VIMTO	291.27	58.26	349.53	4700	201	291.27	bar supplies
19/12/2024	446188-011		VIRGIN MEDIA	VIRGIN	181.83	36.37	218.20	4487	204	181.83	broadband dec 24
18/11/2024	B5-673269003		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	mobile 18/11-17/12/2024
								4445	301	11.78	mobile 18/11-17/12/2024
								4445	101	11.78	mobile 18/11-17/12/2024
18/12/2024	B5-676795411		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	mobile 18/12-17/1/25
								4445	301	11.78	mobile 18/12-17/1/25
								4445	101	11.78	mobile 18/12-17/1/25

Purchase Ledger for Month No 9

Order by Supplier A/c

Nominal Ledger Analysis

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Ref No</u>	<u>Supplier A/c Name</u>	<u>Supplier A/c Code</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>A/C</u>	<u>Centre</u>	<u>Amount</u>	<u>Analysis Description</u>
30/11/2024	INV-0831		WAYMEDIA	WAYMEDIA	2,895.06	579.01	3,474.07	818	0	2,895.06	shaun ryder
				TOTAL INVOICES	<u>90,368.39</u>	<u>11,380.44</u>	<u>101,748.83</u>			<u>90,368.39</u>	

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as at 31 December 2024

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£308,886.89		
HSBC Savings Account, Account No: 91620886	£806,644.25	1.97% Per annum	Interest paid into HSBC Savings account each month.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£405,519.02	3.05%	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	4.84% Per annum	Interest paid into HSBC current account, monthly.
TOTAL	£4,545,785.16		

Please note:

Interest received on 31 December 24 into Nationwide account:

Nationwide

£1,068.75

Interest received on 3 January 25 into HSBC Current account:

CCLA

£12,206.37

Interest received on 21 December 24 into HSBC Savings account:

HSBC Savings

£1,290.77

Recommendation

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

Bank Current/Deposit Account

Payments made between 01/12/2024 and 31/12/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/12/2024	Global Payments - Direct Debit	dd720	87.55	87.55		500			bank/card charges 1/10-31/10/2
02/12/2024	Hart District Council - DD	dd721	210.00	210.00		500			Business rates 2024/25
02/12/2024	Hart District Council - DD	dd722	1,634.00	1,634.00		500			Business rates 2024/25
02/12/2024	Hart District Council - DD	dd723	119.00	119.00		500			Business rates 2024/25
03/12/2024	Booker Limited	dd724	255.77	255.77		500			Purchase Ledger DDR Payment
11/12/2024	HSBC	dd725	85.08	85.08		500			bank charges 1/10-31/10/24
11/12/2024	HSBC	dd726	13.52	13.52		500			bank charges 1/10-31/10/24
12/12/2024	Total Energies	dd727	24.39	24.39		500			gas 30/9-31/10/24
12/12/2024	Total Energies	dd728	2,181.39	2,181.39		500			gas 30/9-31/10/24
12/12/2024	Total Energies	dd729	154.48	154.48		500			gas 30/9-31/10/24
13/12/2024	Fleet Town Council	DD	4,159.60			516		4,159.60	L&G Pension Dec 24
13/12/2024	Payment Sense Ltd	dd727	383.54	383.54		500			card charges 1/11-30/11/24
13/12/2024	Payment Sense Ltd	dd728	26.78	26.78		500			card charges 1/11-30/11/24
16/12/2024	BACS P/L Pymnt Page 2568	BACS Pymnt	25,726.77	25,726.77		500			BACS P/L Pymnt Page 2568
16/12/2024	NPower - Direct Debits	dd729	32.61	32.61		500			elec 1/10-31/10/24
16/12/2024	NPower - Direct Debits	dd730	37.36	37.36		500			elec 1/10-31/10/24
16/12/2024	NPower - Direct Debits	dd731	12.76	12.76		500			elec 1/10-31/10/24
16/12/2024	NPower - Direct Debits	dd732	192.45	192.45		500			elec 1/10-31/10/24
16/12/2024	HSBC	DD733	3,617.88	3,617.88		500			Credit card nov 24
16/12/2024	Castle Water Limited	dd734	1,158.05	1,158.05		500			water 1/11-30/11/24
16/12/2024	NPower - Direct Debits	dd735	47.13	47.13		500			elec 1/10-31/10/24
17/12/2024	Booker Limited	dd736	754.05	754.05		500			Purchase Ledger DDR Payment
17/12/2024	Global Payments - Direct Debit	dd737	1,403.89	1,403.89		500			card charges 1/11-29/11/24
17/12/2024	Castle Water Limited	dd738	77.62	77.62		500			water 1/11-30/11/2024
18/12/2024	Castle Water Limited	dd739	26.97	26.97		500			water 1/11-30/11/2024
20/12/2024	Payment Sense Ltd	dd740	113.94	113.94		500			card charges 1/12-31/12/24
20/12/2024	Payment Sense Ltd	dd741	17.88	17.88		500			card charges 1/12-31/12/24
20/12/2024	Fleet Town Council	DDR	31,974.91			516		133.36	Payroll Dec 24
						520		31,841.55	Payroll Dec 24
Subtotal Carried Forward:			74,529.37	38,394.86	0.00			36,134.51	

Bank Current/Deposit Account



Payments made between 01/12/2024 and 31/12/2024

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>
20/12/2024	Fleet Town Council	DDR	7,370.25			515		7,370.25	Inland Rev Dec 24
23/12/2024	Croner Group Ltd	dd742	408.98	408.98		500			hr and h&s dec 24
24/12/2024	Central Computer Management Lt	dd743	83.52	83.52		500			payroll nov 24
24/12/2024	BOC Ltd	dd744	194.04	194.04		500			gas
29/12/2024	HSBC	dd745	116.85	116.85		500			bank charges
30/12/2024	Global Payments - Direct Debit	dd746	136.51	136.51		500			card charges 1/11-30/11/24
30/12/2024	Castle Water Limited	dd747	19.30	19.30		500			water 1/11-30/11/24
31/12/2024	BACS P/L Pymnt Page 2577	BACS Pymnt	22,213.39	22,213.39		500			BACS P/L Pymnt Page 2577
31/12/2024	Vodafone Limited	dd748	42.41	42.41		500			mobile 18/11-17/12/2024
Total Payments:			105,114.62	61,609.86	0.00			43,504.76	

Application for Grant Form

Please note that grants cannot be given to individuals and are normally for a maximum of £1000 unless you can demonstrate benefit for a significant percentage of residents of Fleet (not including Elvetham Heath and Church Crookham who have their own Parish Councils).

1.	Name of Organisation Address Bank Account details for payment Account Sort Code	Ancells to Velmead School Bus Campaign c/o Ben Willcocks (as below) TBC
2.	Name, Address and Status of Contact & position E-mail address	Ben Willcocks 
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes/No Charity Number:
5.	Date of establishment of Organisation	8 th November 2024
6.	Details of purpose of Grant (please use additional sheet to include details)	<p>A community group has been set up to raise funds to maintain the bus service from Ancells Farm to Velmead School for the remainder of this academic year.</p> <p>The group has been set up to ensure that every child who lives on Ancells Farm is able to access transport to school at an affordable cost. The group aimed to crowdfund a large proportion of the cost from parents, and to seek grants from Town, District, and County Councils to cover the remainder.</p> <p>BACKGROUND</p> <p>Since the mid-1980s, home to school transport has been available for children living on the Ancells Farm estate in Fleet. Originally, this provision was put in place when developers reneged on a pledge to build a school as part of the Ancells development. For many years, a well-established system has been in place allowing parents of non-entitled children the opportunity to buy spare seats on the bus.</p> <p>Not only has this been important for working parents, it has saved tens of thousands of additional car journeys, reducing traffic around the already very congested school area, and removed the need for parents who are unable to</p>

		<p>drive to walk approximately 10 miles per day to school and back.</p> <p>Due to the need to cut costs, Hampshire County Council has indicated that it needs to remove the subsidy it has been paying to provide the service. However, Councillors have been working with parents to try to find a way to maintain the transport. Parents have organised themselves to attempt to raise the money to continue the bus service for all children wishing to use it for the remainder of academic year 2024/25, and while options are being considered for a long-term, sustainable solution.</p> <p>Parents have collectively raised £22,150 towards maintaining the bus service and are seeking grants to cover the remainder from Town, District, and County Councils. This application, alongside other pledges, would ensure that the service can continue to run until July 2025. Success would mean the removal of an enormous amount of stress on parents (particularly those on low wages or without transport), significantly reducing the number of car journeys made every day and knock-on environmental concerns, and allow headroom for parents and stakeholders to consider long-term options.</p> <p>The prospect of the bus being removed has been a source of enormous stress amongst parents who have had to make complicated plans at short notice to continue to get their child to school. Before this fundraising began, only a small handful of parents had been able to afford to send their child on the bus, whilst at the other end of the scale some parents without cars have been walking their child to school (over 10 miles per day) in freezing temperatures.</p> <p>One of the chief aims of our cause has been the removal of indirect discrimination, whereby only parents able to pay in the region of £2000 will be able to continue to access home to school transport from Ancells Farm. We have been adamant that all parents, regardless of their financial situation should have safe and reliable transport for children, particularly in freezing weather. There are parents within the group who are on low wages, do not have access to a car, or are shift workers and have been placed under huge stress by the prospect of having to completely alter their working week to be able to get their child to school. The crowdfunding model we have therefore set up allows all children, regardless of the financial situation of their parents, to access the bus.</p> <p>Councillors can be assured that no blame will be attributed to any organisation should our fundraising efforts fail, but there will be significant publicity of the role of the Town and County Council should it succeed.</p> <p>Securing the funding for this academic year will allow parents to work with HCC to look for viable, sustainable long-term solutions.</p>
7.	Amount applied for	Up to £3925
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	<p>Under the 'flat-rate' model previously in place, only 7 children were using the spare capacity on the 53-seater bus. Now that we have moved to the 'crowd-funding model', 36 non-entitled children are using the bus. This is a massive relief to the many parents who were having to change their shift patterns, working hours, or childcare arrangements. Critically, it means that parents without recourse to a car or a lift-share can access the bus at a fair cost.</p> <p>For the wider community, getting all the children back onto the bus will drastically reduce congestion around Velmead Road, and along the entire route, in the mornings and evenings. Successfully maintaining the bus service for all will save around 5000 car journeys this academic year and reduce CO2 emissions by approximately four tonnes. Cars that make the journey to school every day tend to be stationary for long periods of time, particularly along Velmead Road, where many children walk and are therefore exposed to exhaust emissions.</p>
9.	Projected income and expenditure of project/event	<p>Cost of service up until end of summer term 2025 - £28075 Amount pledged by parents - £22150 HCC Grants - £2000 Shortfall - £3925</p>

10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		HCC (Forster)	£1000	18/1/25	Yes		
		HCC (Collett)	£1000	18/1/25	Yes		
		Hart DC	TBC	18/1/25	TBC		
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	Unknown					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	None					
13.	How will you publically acknowledge Fleet Town Council's contribution?	Post acknowledging contribution on 'Fleet People' FB group (32k members), 'Fleet Parents' FB group (23k members), Ancells Farm FB group (1.5k members) and direct via WhatsApp to parents involved in the campaign.					

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....[on original] BEN WILLCOCKS.....

Date.....23 JANUARY 2025.....

The following documents must be included with your application for it to be considered.

	YES	T.C. USE CHECKED
Last Financial Years Accounts		
Constitution		
Copy of most recent Bank Statement for all accounts		
Safeguarding Policy		

Office Use

	Officer	Date
Grant Application verified?		
Committee decision?		
Applicant notified?		
If approved funds released?		
Press Release and Photo?		
Self-evaluation form of Event sent?		



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

10 January 2025

Dear Rita

Re: Fleet Town Council
2nd Internal Audit for Financial Year Ended 31 March 2025 – Interim Audit report

Executive summary

Following completion of our second interim internal audit on 10 January 2025 we enclose our report for your kind attention and presentation to the council, which should be read in conjunction with the first interim report issued on 7 October 2024.

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 35 years' experience in the financial sector with the last 15 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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This is the first second audit conducted for the 2024/25 financial year. At the previous visit on 7 October 2024, the testing was focused on internal control objectives b, c, d and e, with a written report and findings provided to the council.

At this visit, the testing was focused on internal control objectives f, g h and i, with testing of the other internal control objectives to be conducted at the year-end internal audit.

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.

Interim Audit - Points carried forward from first audit

I note the first interim report was presented to council for review at the meeting held on 6 November 2024 (minute ref 12). I am pleased to see the council has carefully considered the recommendations, and the minutes of the meeting include an update with council comments on each recommendation as below:

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.	Agreed. This has now been done.
C. RISK MANAGEMENT AND INSURANCE	At the date of the interim audit, balances held by the council were circa £4 million, and the council may wish to consider increasing the fidelity guarantee cover to ensure that the maximum balance held at any point during the year is covered.	Fleet Town Council believes it has a strong system of internal control which would negate the necessity of increased insurance coverage but will review the matter on insurance renewal.
E. INCOME	<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>Agreed. Fleet Town Council will review its processes.</p> <p>Agreed. Fleet Town Council will review its processes.</p>

	The current conditions of hire (dated July 2021) state, <i>'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'</i> 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.	Agreed. Fleet Town Council will review its processes.
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A. BOOKS OF ACCOUNT

Internal audit requirement

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

Audit findings

Testing completed at the interim internal audit visit on 7 October 2024 and finding contained within first internal audit report.

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

Testing completed at the interim internal audit visit on 7 October 2024 and finding contained within first internal audit report.

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

Testing completed at the interim internal audit visit on 7 October 2024 and finding contained within first internal audit report.

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

Testing completed at the interim internal audit visit on 7 October 2024 and finding contained within first internal audit report.

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

Testing completed at the interim internal audit visit on 7 October 2024 and finding contained within first internal audit report.

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

Financial Regulation 6.5 states *'The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.*

a) A cash float of up to £100 for the administrative office and up to £2,500 for the Harlington for the purpose of defraying operational and other expenses and floats. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council.'

The office retains a small petty cash float, although this has reduced to just a few pounds and has largely been replaced using council cards and/or the ability for individuals to reclaim expenses if incurred.

I discussed the cash management of the Harlington with the General Manager and Senior Duty Manager. There are separate locked tins with cash floats for each area of the Harlington's business, which are locked in a safe when not in use. These are provided when needed for each shift by the Duty Manager's, and a record kept of balances at the end of each shift along with details of amounts taken.

Again, cash use has reduced with enhanced use of debit and credit cards at box office and bars, and regular visits to the post office are completed to ensure correct change levels are kept for use.

The cash records are kept electronically and accessible to the finance team for comparison to bank statements and the council's accounting software.

The processes and safeguards in place for the handling and management of cash are sensible and proportionate for this level of use and mitigate the risk of loss through error.

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

The December 2024 payroll summary lists 26 employees being paid, with a mixture of salaried staff and other on contracts based on an hourly rate, with their working hours each month varying with completed time sheets for each of these employees. I reviewed a sample of the time sheets for December and November and was able to confirm that the totals per the timesheets match the amounts paid to each employee.

Payroll is currently outsourced to a third party, although the council plans to bring this function in house from April 2025 and use the Sage software package to complete the salary calculations. A review of the payroll summaries for December and November show that salary deductions amounts for tax and national insurance and pension contributions appear to be calculated correctly. The submission to the payroll provider is signed by the Chair of Council to confirm the correct information.

There are no councillor allowances. Through discussion with the Executive Officer, she is aware of the rules relating to the payment of councillor allowances through payroll for eligible councillors.

H. ASSETS AND INVESTMENTS

Internal audit requirement

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

Audit findings

The council's adopted Financial Regulation 14.3 states '*The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.*'

The council has a fixed asset register in place, which is maintained within the Rialtas accounting software package. The register includes a description of each asset, assigns an asset code and records the original cost, current value and insurance values for each item.

This is an extensive list, which while not unusual for a council of this size, becomes cumbersome to maintain and complete the checks as per FR 14.3. I discussed with the Executive Officer the inclusion of a 'de minimis' limit, and she already planned to introduce this to minimise future addition of minor items. The retention of a separate inventory of items may be beneficial, but again practicality of maintaining and updating this needs to be considered against the actual benefit to the council of having such a list.

Assets are correctly listed at original net cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

A further check of the asset register will be conducted at the year-end interim audit, to confirm the figure matches that entered on the AGAR. For any items added during the year, a sample test against the invoice will be conducted to confirm new assets are added using the correct original net cost.

The council has no borrowing nor long-term investments and no testing is required against these elements.

I. BANK AND CASH

Internal audit requirement

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

Audit findings

The council's published Financial Regulations do not include any reference to the completion and verification of bank reconciliations. However, there is evidence of the bank accounts being reconciled monthly and independently verified by a councillor, with this activity recorded in the minutes of the subsequent meeting.

Bank reconciliations are completed monthly. I reviewed the bank reconciliations for September, October and November 2024 and was able to confirm the balances to the bank statements and found no errors. The reconciliations and accompanying bank statements have been signed, along with the list of reconciled entries and payment lists produced by the accounting software package.

It is clear the council has a robust system in place to complete these key internal control checks, however I recommend the council amends its Financial Regulations to include reference to the bank reconciliation process and suggest using the NALC model Financial Regulation 2.6 as a basis for this, which states 'At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.'

Due to the size of the council's budget, it does not benefit from the depositor protection scheme operated by the Financial Services Compensation Scheme (FSCS). The council holds a current and savings account with HSBC, and further accounts with Nationwide and within the Public Sector Deposit Fund of the CCLA, which mitigates the risk of holding all funds with one financial institution.

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

Testing completed at the interim internal audit visit on 7 October 2024 and finding contained within first internal audit report.

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 second 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	N/A
A	Appropriate accounting records have been properly kept throughout the financial year	Testing conducted at first internal audit		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	Testing conducted at first internal audit		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	Testing conducted at first internal audit		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Testing conducted at first internal audit		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	Testing conducted at first internal audit		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
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.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
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. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
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 <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	Testing conducted at first internal audit		
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

2nd Interim Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
I. BANK AND CASH	<p>It is clear the council has a robust system in place to complete these key internal control checks, however I recommend the council amends its Financial Regulations to include reference to the bank reconciliation process and suggest using the NALC model Financial Regulation 2.6 as a basis for this, which states <i>'At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.'</i></p>	