



Notice is hereby given of

THE ANNUAL MEETING OF THE FLEET TOWN COUNCIL

Wednesday 7th May 2025 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

R. Schofield (Outgoing Chairman), G. Chenery, P. Einchcomb, R. Fang, L. Holt, A. Hope, 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
30th April 2025

AGENDA

1.	ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE To receive nominations for and to elect a Chairman of the Fleet Town Council for the local government year 2025/26. The new Chairman will sign the Declaration of Acceptance for the office of Chairman of Fleet Town Council for 2025/26.
2.	ELECTION OF VICE CHAIRMAN To receive nominations for and to elect a vice-chairman of the Fleet Town Council for the local government year 2025/26.
3.	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.
4.	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.
5.	QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes) To receive questions and statements from members of the public.
6.	CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council.
7.	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.
8.	MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record the main and confidential minutes of the Council Meeting held on 2 nd April 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: Development Control - 14 th April 2025 & 28 th April 2025																		
Part 1 – ITEMS FOR DECISION																			
9.	COUNCILLOR CO-OPTION TO FILL A CASUAL VACANCY To consider the applications received for co-option to fill one casual vacancy and to agree the appointment (<i>copies attached</i>). RECOMMENDATION To approve co-opting a Council Member to fill the one vacancy, if all qualification requirements have been met.																		
10.	NOMINATIONS TO COMMITTEES AND WORKING GROUPS 2025/26 To consider and agree the allocation of members to Committees and Working Groups (<i>copy attached</i>): a) Membership of Committees 2025/26. b) Membership of Working Groups 2025/26. The attached paper shows the preferences of members for service on Committees and Working Groups in 2025/26. RECOMMENDATIONS a) To approve the proposed Membership of Committees 2025/26. b) To approve the proposed Membership of Working Groups 2025/26.																		
11.	APPOINTMENTS TO EXTERNAL BODIES To consider the allocation of members to represent Fleet Town Council on External Bodies. A paper is attached which shows the preference of members to represent FTC on External Bodies in 2025/26 (<i>copy attached</i>). RECOMMENDATION To approve the proposed representation of FTC on External Bodies for 2025/2026.																		
12.	POLICY ADOPTION To consider and agree the following policies and documents for the 2025/26 Council year: <table><tr><th>Document Title</th><th>Review date / Version</th><th>Web Address</th></tr><tr><td>Standing Orders</td><td>March 2025</td><td>Attached for the information of Members. (Members to note proposed changes in Red)</td></tr><tr><td>Financial Regulations</td><td>April 2025</td><td>https://www.fleet-tc.gov.uk/wp-content/uploads/2025/04/Financial-Regulations-April-2025.pdf</td></tr><tr><td>Treasury & Investment Policy</td><td>November 2024</td><td>https://www.fleet-tc.gov.uk/wp-content/uploads/2025/01/Treasury-Investment-Policy-November-2024.pdf</td></tr><tr><td>Risk Management Strategy</td><td>February 2024</td><td>https://www.fleet-tc.gov.uk/wp-content/uploads/2024/12/Risk-Management-Policy-Approved-Feb-2024.pdf</td></tr><tr><td>Health & Safety Policy</td><td>May 2023</td><td>Attached for the information of Members. (Members to note proposed changes in Red)</td></tr></table>	Document Title	Review date / Version	Web Address	Standing Orders	March 2025	Attached for the information of Members. (Members to note proposed changes in Red)	Financial Regulations	April 2025	https://www.fleet-tc.gov.uk/wp-content/uploads/2025/04/Financial-Regulations-April-2025.pdf	Treasury & Investment Policy	November 2024	https://www.fleet-tc.gov.uk/wp-content/uploads/2025/01/Treasury-Investment-Policy-November-2024.pdf	Risk Management Strategy	February 2024	https://www.fleet-tc.gov.uk/wp-content/uploads/2024/12/Risk-Management-Policy-Approved-Feb-2024.pdf	Health & Safety Policy	May 2023	Attached for the information of Members. (Members to note proposed changes in Red)
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	<p>RECOMMENDATIONS</p> <p>a) To approve the proposed amendments to Standing Orders and the Health & Safety Policy.</p> <p>b) To resolve to agree to adopt the above documents for the 2025/26 Council year.</p>												
13.	<p>MEETING SCHEDULE FOR THE COUNCIL 2025/26</p> <p>To consider and agree the Council's meeting schedule for 2025/26 (<i>copy attached</i>).</p> <p>RECOMMENDATION</p> <p>To approve the proposed schedule of meetings for the Council 2025/26.</p>												
14.	<p>MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES</p> <p>To consider and agree the Council's annual subscription to other bodies:</p> <p>a) Hampshire Association of Local Councils (HALC) and National Association of Local Councils (NALC) membership and affiliation fees - HALC £1,100 and NALC £1,556.</p> <p>b) Institute of Cemeteries and Crematoria Management (ICCM) Corporate Membership fee - £105.</p> <p>c) Society of Local Council Clerks membership of the Executive Officer - £480.</p> <p>RECOMMENDATIONS</p> <p>To approve / note the payment of the following fees for 2025/2026.</p> <table><tr><td>a) HALC</td><td>-</td><td>£1,100</td></tr><tr><td>b) NALC</td><td>-</td><td>£1,556</td></tr><tr><td>c) ICCM</td><td>-</td><td>£105</td></tr><tr><td>d) SLCC</td><td>-</td><td>£480</td></tr></table>	a) HALC	-	£1,100	b) NALC	-	£1,556	c) ICCM	-	£105	d) SLCC	-	£480
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15.	<p>COUNCIL LEGAL AGREEMENTS</p> <p>To consider and agree whether the criteria has been met for a rent waiver to be applied to the Council legal agreements listed below.</p> <p>At the meeting of the Council on 6th July 2016, the following resolution was passed in relation to FTC leases:</p> <p><i>'To waive the rent set out in the Particulars to the lease so long as the Tenant shall act in the spirit of the lease and occupy the premises fully in accordance with the terms of the lease. The Tenant's performance against this waiver shall be reviewed by the Council annually. Failure to comply with the said terms shall result in the reinstatement of the full rent as set out in the Particulars'.</i></p> <p>The leases concerned are:</p> <ul style="list-style-type: none">• Fleet Cricket Club in Calthorpe Park – annual rent £4,140• 1st Crookham Scouts in Basingbourne Park – annual rent £500• 22nd and 26th Odiham Scouts in Calthorpe Park – annual rent £500• Lions Community Store in Basingbourne Park – annual rent £500• Fleet Phoenix Office in The Point – annual rent £1,200 <p>RECOMMENDATION</p> <p>To approve the rent waivers for the listed legal agreements.</p>												
16.	<p>FINANCIAL MONITORING REPORT</p> <p>a) To receive the bank reconciliation and list of payments for March 2025 (<i>copies attached</i>).</p> <p>b) To receive a statement from Councillor Stanton that the bank reconciliation and list of payments for March 2025 have been verified and signed off against the original bank statement.</p> <p>RECOMMENDATIONS</p> <p>a) To receive and accept the bank reconciliation and list of payments for March 2025.</p> <p>b) To accept the statement from Councillor Stanton that the bank reconciliation and list of payments for February March have been verified and signed.</p>												

17.	<p>EVENT APPLICATION FOR CALTHORPE PARK To receive and consider an Event Application form from John Searle Funfair & Classic Car Club for the use of Calthorpe Park for a car show to be held on Sunday 6 July 2025 after the Carnival.</p> <p>RECOMMENDATION To consider the Event Application for a car show at Calthorpe Park on 6 July 2025.</p>
18.	<p>EVENT APPLICATION FOR THE VIEWS AS PART OF VE DAY CELEBRATIONS To receive and consider an Event Application form from the David Millen for the use of The Views as part of the VE Day Celebrations on Thursday 8th May.</p> <p>RECOMMENDATION To consider the Event Application for use of The Views for VE Day celebrations on 8th May.</p>
19.	<p>CEMETERY UNREGISTERED LAND When the cemetery was transferred to Fleet Town Council in 2009/10, it was discovered that a portion of the land had not been registered with HM Land Registry. Hart District Council has been unable to locate the original title deeds, and therefore the land must now be registered as a first registration. Given that Fleet Town Council has maintained the land for the past 15 years, Hart District Council has advised that it would be most appropriate for Fleet Town Council to undertake the registration, with Hart District Council providing support for the application as required.</p> <p>Registering this land will protect the Council's ownership rights, guard against potential adverse possession claims, and provide clarity for future land management and development—particularly in relation to any planned cemetery extension.</p> <p>RECOMMENDATION To authorise the Executive Officer to engage solicitors to register the currently unregistered portion of the cemetery land.</p>
Part 2 – ITEMS TO NOTE	
20.	<p>STATEMENT OF COUNCILLOR ATTENDANCE 2024/25 To receive and note a statement of the attendance of Councillors at ordinary meetings of Full Council during 2024/25 (<i>copy attached</i>).</p>
21.	<p>ANNOUNCEMENTS To receive and note announcements from the Executive Officer or any Member by permission of the Chair.</p>
22.	<p>DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 4th June 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> <ul 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

23.	<p>HARLINGTON DEVELOPMENT To receive and approve the Schedule of Payments for the Design Architects for RIBA Stages 1-6.</p> <p>RECOMMENDATIONS To approve the Schedule of Payments for the Design Architects.</p>
24.	<p>COMMUNITY TRANSPORT CONTRACT To consider the report on the proposed Community Transport contract.</p> <p>RECOMMENDATIONS</p> <ul style="list-style-type: none"> a) Note the outcome of the tender and the revised service levels for Fleet Connect. b) Note the inclusion of future-proofing measures within the contract to mitigate the impact of any local government reorganisation. c) Determine whether the Council wishes to continue funding this service at the levels indicated. d) If the answer to c) above is yes, determine whether the Council wishes to reinstate annual contributions to the Vehicle Replacement Reserve to ensure future funding adequacy.



FLEET TOWN COUNCIL

MINUTES OF COUNCIL MEETING

held on
Wednesday 2nd April 2025 at 7pm

* Councillor Schofield (Chairman)

* Councillor Einchcomb (Vice Chairman)

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

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

Also in attendance:

Rita Tong – Executive Officer
Councillor Steve Forster – HCC
Councillor Stephen Parker – HCC
Mike Bye – Chair of Friends of Oakley Park
Mr & Mrs Willis - Residents

FC APRIL 2025 ITEM 1

APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

FC APRIL 2025 ITEM 2

DECLARATIONS OF INTEREST

Councillors Tilley and Stanton declared other registerable interests in Agenda Item 17 on the grounds that they are organisers of the event.

FC APRIL 2025 ITEM 3

QUESTIONS FROM THE PUBLIC

There were no questions from members of the public.

FC APRIL 2025 ITEM 4

CHAIRMAN'S ANNOUNCEMENTS

Has been regularly visiting the Ancells Farm sinkhole to monitor progress. Observed that there is recent leakage into the bottom of excavation. Has now been barred from site under Thames Water Authority's Health & Safety reasons.

Has received an email from Adrian Collett advising of his resignation as a County Councillor. Would like to invite Mr Collett to a future meeting to formally thank him for his 45 years of public service.

FC APRIL 2025 ITEM 5

HCC/HDC ANNOUNCEMENTS

The following reports were received from Hampshire County Council.

Cllr Stephen Parker (HCC)

- Adrian Collett – His retirement had been planned for some time; however, he would be greatly missed.
- Lead Local Flood Authority – Responsible for identifying sources of flooding and seeking resolutions in collaboration with Thames Water and the Environment Agency.

Cllr Oliver enquired whether this work was connected to the recent Flood Mary project. Cllr Parker confirmed that it was.

Cllr Steve Forster (HCC)

- Road Works
 - Hitches Lane – work on the crossing is largely completed (due to be fully completed by the end of next week). Resurfacing works will then take place. They are scheduled to last a week and take place at night to minimise traffic congestion.
- Hartland Village
 - School - the site for the school has almost finished its preparation phase. Actual building not due to be completed until September 2027.
 - Sales – the rate of sales is significantly slower than planned.
- Adrian Collett – gave exemplary service and leaves a great legacy. There are currently two candidates for his replacement.

Cllrs Parker and Forster left the meeting at the conclusion of this item.

FC APRIL 2025 ITEM 6

MINUTES OF PREVIOUS MEETINGS

The minutes of the Town Council meeting held on 5 March 2025 were approved and signed by the Chairman.

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

- | | |
|-----------------------|---|
| • Development Control | 24 th February, 10 th and 24 th March 2025 |
| • Establishment | 12 th March 2025 |
| • RLA | 19 th March 2025 |

As the Planning Committee meeting of 24 March 2025 was not quorate, Members reviewed the proposed observations and agreed they should be submitted on the Council's behalf.

FC APRIL 2025 ITEM 7

FINANCIAL MONITORING REPORT

Members noted receipt of the bank reconciliation and a list of payments for February 2025.

Councillor Stanton confirmed that the bank reconciliation and list of payments for February 2025 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 February 2025.
- 2) To accept the statement from Councillor Stanton that the bank reconciliation and list of payments for February 2025 have been verified and signed off.

FC APRIL 2025 ITEM 8

REQUEST TO PURCHASE COUNCIL LAND

A resident requested that the Council consider selling a small piece of amenity land at Ancells Farm and addressed Members in support of this request.

Members acknowledged the challenges posed by the exceptionally long waiting lists for the limited allotment sites available to Fleet residents and understood the reasoning behind the request.

However, Members noted the Council's duty to protect and safeguard public land. They expressed concern that granting such a request would set a precedent, making it difficult to refuse similar requests in the future.

RESOLVED

The request to sell Council land was not approved.

FC APRIL 2025 ITEM 9

LOAN FOR UPDATING PLAYGROUND EQUIPMENT

The 2025/26 budget includes provision for a £600,000 loan to fund updates to playground equipment at The Views and Edenbrook. Additional earmarked reserves are available for these projects.

To proceed with the loan, the Council must pass a formal resolution at a Full Council meeting, with all Members present. Supporting documentation, including financial details, a business case, and evidence of public consultation, will be required as part of the application.

A public consultation will be conducted once fully costed project proposals have been finalised.

Members requested that the Executive Officer confirm whether all Members have to be present, as historically there are few meetings that reach this standard and the normal rule for any resolution is by simple majority.

RESOLVED

Members agreed to use the Parks & Open Spaces Working Group to put together proposals and establish estimates to select projects within overall financial availability including reserves and loan.

FC APRIL 2025 ITEM 10**BUILDING REVALUATIONS**

Members noted that a key responsibility of the Council is to ensure that buildings under its management have adequate insurance cover for fire, flood, and other insured perils. The 'sum insured' reflects the worst-case scenario of total devastation and must be accurately assessed to avoid under- or over- insurance.

Importance of Regular Valuations

- The Royal Institution of Chartered Surveyors (RICS) recommends a revaluation every three years to ensure accuracy.
- Failure to conduct regular valuations may result in buildings being over-insured (leading to inflated premiums) or under-insured (leading to reduced claim settlements).
- In the event of a claim, insurers will request evidence of a valuation within the last three years. If unavailable, they may conduct their own valuation at the Council's expense.
- Non-compliance with lease agreements can lead to legal disputes, potential refunds of overcharged premiums, and challenges in enforcing service charge payments.

The last insurance revaluations for all buildings other than The Harlington were done by Capita Symonds in December 2010. The Harlington was revalued in November 2023.

RESOLVED

Members agreed to revalue all Council owned or managed buildings for insurance purposes. Members further agreed that this would be funded from the 2024/25 surplus.

FC APRIL 2025 ITEM 11**NEONATAL CARE LEAVE POLICY**

Members noted that the Employment Rights Bill introduced new statutory rights for Neonatal Care Leave and Pay, coming into effect on 6th April 2025. This legislation grants parents of babies requiring neonatal care within the first 28 days of birth the right to take up to 12 weeks of leave, in addition to existing maternity or paternity leave.

Key Implications for Employers

- Employees will be entitled to paid neonatal care leave from their first day of employment.
- Eligible parents will qualify for Statutory Neonatal Care Pay (SNCP).
- No notice requirement will be imposed on employees taking this leave.
- Failure to comply with the new statutory rights could result in tribunal claims.
- Employers must update their HR policies and documentation to ensure compliance.

RESOLVED

- a) Members approved the draft Neonatal Care Leave Policy.
- b) Cllrs Stanton, Holt and Schofield along with the Executive Officer are to review the detailed procedure and bring it back to the next suitable Committee meeting.

FC APRIL 2025 ITEM 12**COMMUNITY GOVERNANCE REVIEW**

Hart District Council is conducting a Community Governance Review of all existing parishes from 17 March to 16 May. The review will assess governance arrangements, including parish structures, electoral arrangements, and naming conventions, to ensure they reflect community identity and are effective.

This statutory review, last conducted in 2012, aims to enhance local democracy and representation. Hart District Council will oversee the process, including consultation and stakeholder engagement, before drafting recommendations for approval.

Members discussed the need for a minimum number of electors per councillor (suggested at 1,000), which could require some smaller councils to merge.

RESOLVED

Members agreed that individual responses to the consultation would be preferable, and that the consultation should be actively promoted to residents via the Council's social media channels to encourage public engagement.

FC APRIL 2025 ITEM 13**REVIEW OF FINANCIAL REGULATIONS**

Members noted that due to new legislation coming into force in February 2025, a review of Fleet Town Council's Financial Regulations was required to ensure compliance. The Procurement Act 2023 and The Procurement Regulation 2024 have now replaced the Public Contracts Regulations 2015, requiring updates to the Council's financial procedures.

RESOLVED

Members reviewed and approved the proposed amendments to Fleet Town Council's Financial Regulations.

FC APRIL 2025 ITEM 14**HARLINGTON UPDATE**

Members received an update from the Chairman on the:

- Harlington Lease
- Land Swap
- Business Plan
- HCC/HDC/FTC sub-lease
- Harlington renovation project.

Members noted that The Harlington Working Group would need to convene to determine responses to some of the questions posed by the design architects and requested that the Executive Officer circulate some options for meeting dates and times.

RESOLVED

To note the update from the Chairman.

FC APRIL 2025 ITEM 15**CONTRACT FINDER**

From 24 February 2025, local authority contracts exceeding £30,000 (including VAT) must be published on Find-Tender instead of Contracts Finder when using an open invitation process.

Posting on Contracts Finder after this date will no longer be legally compliant. This change does not apply to contracts where councils directly invite specific firms. Existing contract invitations posted before 24 February remain valid, and Contracts Finder may be retired once these contracts are completed.

FC APRIL 2025 ITEM 16**COUNCILLOR RESIGNATION**

Members were informed of Cllr Declan James resignation as Town Councillor on 4 March 2025.

The vacancy notice was published on 4 March and ran for 14 days (excluding bank holidays). Hart District Council confirmed they did not receive a request to hold an election to fill the vacancy. Consequently, the vacancy can be filled by co-option which is currently being advertised.

FC APRIL 2025 ITEM 17**VE80 EVENT**

Hart District Council has confirmed that Gurkha Square Car Park may be used for the VE80 commemoration event. Cllrs Stanton and Tilley are working alongside David Millen to organise the event.

Fleet Lions would like to unveil their memorial benches as part of this event.

FC APRIL 2025 ITEM 18**ANNOUNCEMENTS**

There were no announcements.

FC APRIL 2025 ITEM 19**DATE AND TIME OF NEXT MEETING**

The next meeting of the Council is scheduled to be held on Wednesday 7th May 2025 (Annual Town Council) at 7pm in The Harlington.

The meeting closed at 8:35pm.

Signed.....
Chairman

Date:.....



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 14th April 2025
at 6pm in the Function Room, The Harlington

Present:

Cllr Holt
Cllr Schofield
Cllr Chenery

Officers: Charlotte Benham

1	Apologies Apologies received from Cllr Robinson and Cllr Hope
2	Declarations of interest to any item on the agenda None declared
3	Public Session None present
4	Approval of the Minutes The minutes of the development and control advisory group meeting held on Monday 25 th March were accepted as a correct record of the meeting.
5	<p>25/00451/HOU 15 Courtmoor Avenue, Fleet, Hampshire, GU52 7UE Erection of a single storey timber outbuilding (Eden design) Comments required by 8 April</p> <ul style="list-style-type: none">• No particular issue with the proposed outbuilding but the outbuilding and the surrounding decking impact the root Zone of a TPO'd tree.• Screw piled foundations recommended for the building and posts specified for the deck which need to be hand installed over an area of nearly 50m².• Work will require close supervision by a qualified arborist. <p>NO OBJECTION in principle subject to condition that tree protection measures by monitored by a qualified arborist</p>

25/00468/HOU

16A Fir Close, Fleet, Hampshire, GU51 3YU

[Extension of dormer window to the front and insertion of a rooflight to the rear](#)

Comments required by 8 April

- Front elevation is in fact a side elevation.
- Additional side window is to a bathroom - with obscure glass it will not create additional overlooking

NO OBJECTION

25/00366/HOU

33 Greenways, Fleet, Hampshire, GU52 7XG

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

Comments required by 8 April

NO OBJECTION

25/00447/HOU

Beeches, Waverley Avenue, Fleet, Hampshire, GU51 4NW

[Erection of a carport extension to existing garage and installation of piers and gates](#)

Comments required by 14 April

- Note on carport states "render over brickwork to match treatment to house" Does this mean the house is to be rendered, but it is not part of this application?
- Part of the NFCA character Area 8
The NFCA Character Appraisal and Management Proposals at para 7.2 states "The need to preserve and protect existing front boundaries and ensure new works do not detract from the sylvan character of the conservation area".
The proposed rendered pillars and significant timber gates detract from the sylvan character of the area.

OBJECTION to rendering – if finishes are brick it would be more acceptable

25/00371/FUL

335-337 Hart House, Fleet Road, Fleet, Hampshire, GU51 3BU

[Erection of a rear glazed pergola extension](#)

Comments required by 14 April

- This is a significant rear extension purported to not increase the number of covers, but to increase the ambiance of the dining experience.
- The biggest issue is light and noise affecting properties to the rear of the site. The restaurant is advancing a minimum of 5m towards the rear neighbours without any nuisance statement.
- Interesting that the nearest car park, Gurkha Square, is not mentioned in the parking statement which again states that there will be no increase in the number of customers.

Holding OBJECTION until a nuisance report in regards to neighbours at rear submitted

25/00206/HOU

37 Dinorben Close, Fleet, Hampshire, GU52 7SL

[Erection of a single storey garden outbuilding](#)

Comments required by 15 April

- No legend on the tree plan – assume green is the canopy and black to RPA?
- The arboricultural report makes no issue of the existing concrete slab (laid in 2023) being laid directly on the ground in the tree root zone. This would appear to go against best practice and the opinion of the Tree Officer should be sought.
- It is a large structure at 3.5 x 6.5m, but there appears to be no means of draining the roof.
- The area around the structure is stated to be bonded gravel – does this have any impact on the tree root zone?
- From the neighbour's statement this appears to be a retrospective application.

Holding OBJECTION until reviewed by HDC tree officer

25/00412/HOU

Grayling, Reading Road North, Fleet, Hampshire, GU51 4HR

[Erection of a part single storey part two storey rear extension following demolition of existing utility room, first floor side extension, a porch to front and a porch to side, alterations to roof and fenestration, rendering and tiled hung fascia](#)

Comments required by 15 April

- This is another modernisation of a traditional NFCA property in contradiction to the issues raised in Para 9.2 - maintaining the existing buildings and their boundaries in the NFCA character Appraisal and Management Proposals Approved Document
 - The need to prevent unsympathetic changes to the existing houses, such as oversized extensions or changes to the elevations and details
 - The need to preserve and protect existing front boundaries
 - The protection of front gardens including resistance to the creation of parking areas
- There are traditional houses that have white render, but not in the style of the proposed property and not with slate grey tiles.
- Increased parking area contrary to para 9.2 and illustrated parking does not comply with SPD as it shows three in a row. Ample space on site, but only by significantly increasing the parking area.

OBJECTION as out of keeping – if rendering removed from proposals would be more acceptable

25/00544/FUL

The Oatsheaf, 2 Crookham Road, Fleet, GU51 5DR

[Erection of a stretched tent structure over the external area to the rear](#)

Comments required by 18 April

- This is effectively a large tent to the rear of the Oatsheaf and has no impact on neighbours.
- The Design statement contains errors but the intent is to provide covered seating

NO OBJECTION

25/00532/HOU

63 Wood Lane, Fleet, Hampshire, GU51 3ED

[Erection of a single storey rear extension following demolition of existing conservatory, part single storey part two storey part first floor side extension, alterations to front door, windows to first floor rear, door and window to ground floor side and window to first floor side and insertion of a window to first floor side](#)

Comments required by 18 April

- Extensions blend well with the host building and no impact on the street scene.
- Issues are parking – location P1 is impractical and the existing garage is not a parking space, which means all parking will be to the front of the property. A 4 bedroom house requires at least 3 parking spaces which does not look practical.
- No statement on cycle provision.
- Rear extension intrudes into the 45° line of sight of the neighbouring property.
- Parking would require completely covering the front garden in breach of Fleet Neighbourhood Plan Policy 15, Residential Gardens.
- Limited on-site parking and lack of cycle storage does not comply with Hart's SPD

OBJECTION

25/00478/OUT

Hartland Park

[Hybrid planning application \(part full, part outline\) for a residential-led mixed use redevelopment, comprising:](#)

1. Outline planning application (all matters reserved for approval) for the erection of up to 1,157 dwellings with associated on and off-site SANG mitigation public open space and landscaping; car and cycle parking; demolition of existing buildings; drainage; site clearance, remediation and earthworks; utilities infrastructure; off-site highway works; and all other ancillary and enabling works.

2. Full details provided for the erection of a phase comprising 201 dwellings with associated access; public open space and landscaping; car and cycle parking

Comments required by 21 April

- Squeezing another 300 houses on the site bringing the total to 1800
- Phase 3 is currently being built with phase 8 predicted for 2040 – building works for the next 15 years! This equates to around 100 houses built per year – the target for Hart is 750 so where will the other 650 go?
- Adding more homes will worsen traffic problems
- No on-site facilities
- Limited transport options
- School to be built but will it be big enough to accommodate extra houses?
- Support Natural England's comments
- Density out of character for area

OBJECTION

25/00458/FUL

11 Fairmile, Fleet, Hampshire, GU52 7UT

[Joint application for 11 and 13 Fairmile - Erection of a two storey rear extension, conversion of loft into habitable accommodation with rear dormer and single storey side extension to garage](#)

Comments required by 21 April

- Now come forward as a single planning application.
- Ridge height to be increased by 600mm to give headroom to third floor.
- Front elevation and street scene is acceptable, but the rear elevation is very top heavy and two bedroom windows will overlook neighbouring gardens.
- Increasing to 4 bedrooms requires a minimum of 3 spaces on site which can potentially be accommodated but cannot be 3 in a row.

NO OBJECTION in principle but concerns over parking and loss of privacy to neighbouring gardens

25/00542/HOU

13 Frere Avenue, Fleet, Hampshire, GU51 5AW

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

Comments required by 22 April

NO OBJECTION

25/00566/LDC

Derriford House, Pinewood Hill, Fleet, Hampshire, GU51 3AW

[Certificate of lawfulness application to confirm that planning permission 22/01226/FUL has been lawfully implemented for Erection of a two and a half storey extension to provide 15 additional bedrooms and the erection of a single storey extension to provide communal lounge, office, kitchen facilities, three enlarged bedrooms and other ancillary facilities including change of use of part of the garden of the neighbouring properties of Tudorbury and Carisbrooke and the removal of a garden shed from Tudorbury](#)

Comments required by 22 April

The misleading part of the title is "lawfully implemented." The argument is having moved a fence to isolate part of the garden of Tudorbury, they have changed the use of land and therefore the start of planning implementation and therefore secures the remainder of the planning application in perpetuity.

Holding OBJECTION - refer back to Hart's legal team as to whether this argument is legally sound

25/00597/HOU

Yoden, Reading Road North, Fleet, Hampshire, GU51 4HR

[Erection of single and two storey front, side and rear extensions to existing dwelling including associated alterations and remodelling of the exterior and alterations to windows and doors](#)

Comments required by 24 April

- This is a significant increase in the mass and bulk of the host building and a significant change in character including extensive additional parking and turning areas,

	<p>generally in contradiction to the issues raised in Para 9.2, Maintaining the existing buildings and their boundaries in the NFCA character Appraisal and Management Proposals Approved Document :</p> <ul style="list-style-type: none"> - The need to prevent unsympathetic changes to the existing houses, such as oversize extensions or changes to the elevations and details - The need to preserve and protect existing front boundaries - The protection of front gardens including resistance to the creation of parking areas • The overall extent of the development is disguised by not showing the single storey rear extension except for the sedum roof and roof light. There is a significant increase in impermeable area and there are no details of how the surface water will be dealt with. • There is an increase in bedrooms from 4 to 5 which increases the on-site parking provision, which can be accommodated, but only by converting much of the front garden to some form of hardstanding which breaches Fleet Neighbourhood Plan Policy 15. • Does it increase biodiversity? • The driveway and parking area, the increased house footprint and rear patio occupy a significant proportion of the overall plot. <p>OBJECTION - breaches NFCA management proposals and Neighbourhood Plan Policy 15</p>
6	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>17th April</p>
7	<p>Date of Next Development Control Committee Meeting</p> <p>28th April</p>

Meeting closed: 7pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 28th April 2025
at 7pm in the Function Room, The Harlington

Present:

Cllr Schofield
Cllr Chenery

Officers: Charlotte Benham

1	Apologies Apologies received from Cllr Robinson, Cllr Hope and Cllr Holt
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 April were accepted as a correct record of the meeting.
5	<p>25/00652/HOU 19 Nursery Close, Fleet, Hampshire, GU51 3JE <u>Conversion of loft into habitable accommodation involving partial hip to gables with dormer extension to the rear roof and two roof lights to the front roof slope</u> Comments required by 30 April</p> <ul style="list-style-type: none">• Breaches Fleet Neighbourhood Plan Policy 11, Safeguarding Bungalows – safeguarding building stock for people of limited mobility including people with disabilities and older residents, specifically states at paragraph 1 “...a bungalow is a house which has only one level and no stairs.” The current property is a traditional 1960 bungalow with no stairs.• The proposal is to introduce a staircase and provide two bedrooms and a shower room in the extended roof space.

- Paragraph 3 of Policy 11 states proposals that result in the loss of homes specially suited to occupation by older people and or people with limited mobility will not be supported.
- Additionally the garden of this and adjoining properties are very small and two neighbours have complained of a loss of privacy due to overlooking.

OBJECTION

25/00383/FUL

42 Reading Road South, Fleet, Hampshire, GU51 3QP

[Change of use to Use Class B2 and Sui Generis \(Garage and MOT Centre\) and associated single storey rear extension and external alterations](#)

Comments required by 30 April

- Support the Environmental Health Officers report concerning noise impact on nearby neighbours and the proposed restricted hours of operation.
- There is a statement on environmental removal of waste, but assume general waste removal company will require a refuse lorry to access the rear of the building which can produce a nuisance through flashing lights and reversing beepers.
- Increased traffic on road that's already very busy during rush hour

OBJECTION subject to inclusion of condition on hours of work proposed by EH Officer

25/00676/HOU

51 Pondtail Road, Fleet, Hampshire, GU51 3JF

[Erection of a part single part two storey rear extension, front porch and insertion of window first floor side](#)

Comments required by 1 May

- Modification to the house looks acceptable and has no impact on the street scene.
- Only issue is on-site parking as three to four bedrooms requires a minimum of three parking spaces. Garage is not part of the parking arrangement so three cars to the front of the property which can potentially be accommodated, but only by making the whole front garden hard standing which then breaches Fleet Neighbourhood Plan Policy 15, Residential Gardens.
- Consideration should be given to "grasscrete" or similar paving that allows more space for grass to grow and reduces the solid impact of pavers, would make application more acceptable

Conflicts Fleet Neighbourhood Plan Policy 15, Residential Gardens, however Council raised NO OBJECTION to this individual proposal subject to imposition of a suitably worded condition which secures bio diversity mitigation measures and sustainable drainage within the remaining garden on application site

25/00185/FUL

1-12 ,New Barn Close, Fleet, Hampshire, GU51 5HU

[Replacement of the existing communal windows and doors](#)

Comments required by 5 May

	<p>NO OBJECTION</p> <p>25/00548/HOU 82 Greenways, Fleet, Hampshire, GU52 7XD <u>Conversion of loft to habitable accommodation to include alterations to roof, erection of a dormer window to rear, insertion of two rooflights to front and insertion of a window to first floor side, erection of an open porch, outbuilding and 1.8m high timber fencing to side boundary, demolition of single storey side extension, alterations to fenestration and rendering</u> Comments required by 8 May</p> <p>Conversion of a 2 bedroom bungalow (house with no stairs) to a three bedroom house with two bedrooms and a bathroom at the first floor. Breaches Fleet Neighbourhood Plan Policy 11</p> <p>OBJECTION</p>
	<p>An application has been received from Cafe Amici of 182 Fleet Road, Fleet for permission to place 6 tables and 13 chairs on the highway (pavement) outside the above premises from 09:00 to 15:00 daily (Mon-Fri), 09:00-15:30 on Saturday (closed on Sundays). Reply to Hart's email with any comments by 28th April</p> <p>Plan only shows 4 tables and 8 chairs on highway outside store, where are rest going, in the alleyway? 6 seems excessive to go on the pavement in front of the café as pavement should primarily be for pedestrians</p>
6	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>21st May</p>
7	<p>Date of Next Development Control Committee Meeting</p> <p>12th May</p>

Meeting closed: 7.35pm

Signed:.....

Date:



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 Paul Morton FRSA, FLPI
Home Address	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Home Telephone	
Mobile Telephone	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Email Address	
Which Ward are you applying for?	Pondtail

About You

Please provide the Council with some background information about yourself.

I've lived in Fleet since 2013 and am proud to call it home. I live here with my wife and two children and run a leadership and coaching business from my home office. I also serve as CEO of a high-tech learning platform firm and chair the board of a data-led HR analytics company. Previously I have led large digital learning company – my mother is a teacher – education is very important to me, regardless of age!

In the local community, I'm an active member of Fleet Baptist Church where I contribute to music, children's and men's ministry teams. I've also been "Father Christmas" at Fleet Infant School and Velmead Junior School for the past six years — the highlight of my year that has kept me close to local families and schools and reminds me each year how special this town is.

Professionally, I've led teams across ten countries and managed complex projects in both corporate and charitable settings. I believe strongly in collaboration, in listening well, and in balancing fresh ideas with shared goals. I enjoy working as part of a team and have experience building consensus and seeing projects through to delivery.

Reasons for applying

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

Fleet has been good to my family, and I'd like to give back. I have a strong sense of responsibility and care for our town's character and future — from protecting its green spaces to supporting residents and local organisations.

I believe I bring a useful blend of strategic thinking, community involvement, and a willingness to learn and share.

I'm comfortable working across different perspectives, can contribute clearly in meetings, and value good relationships built on trust and shared purpose.

I'm also very willing to undertake any necessary induction or training to contribute effectively.

This is a community I care deeply about, and I would be honoured to serve as a councillor for Pondtail Ward.

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 | <input checked="checked" type="checkbox"/> |
| 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 | <input checked="checked" type="checkbox"/> |
| c) My principal or only place of work during those twelve months has been in the parish; or | <input checked="checked" type="checkbox"/> |
| d) I have during the whole of twelve months resided within 4.8 km of The Parish of Fleet | <input checked="checked" type="checkbox"/> |

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, PAUL WILLIAM MORTON hereby confirm that I am eligible for the vacancy of Fleet Town Councillor on this form is a true and accurate record.

Signature: Date: 31 MARCH 2025

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 Kumar Subrahmanya Kuntikanamata
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	
Which Ward are you applying for?	Podtail ward

About You

Please provide the Council with some background information about yourself.

I have worked as a Councillor For Fleet Town Council from Central ward For 8 months from Sept 2021 to March 2022. (I was Co-opted)
Then we moved out of UK. Now that I am Back and wants to continue my Role as a Fleet town Councillor to serve local Community.

I am a Business Director and having Degree in pharmacy and Masters Degree in Business Administration

Reasons for applying

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

I have worked as a Fleet town councillor for 8 months during Covid. Since I moved out of the country for job purpose I ~~had~~ ^{now I have come back} did not contest for Election. Now I want gain more Experience and want to serve local community which is passion for me. Helping elderly, students, young people is my ~~passion~~ ^{passion} interest and as a councillor I can do all these activities.

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, Kumar Subrahmanya Kunkuramath 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.....

04/04/2025

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. 	

FTC COMMITTEE MEMBERSHIP 2024/2025		
RECREATION, LEISURE & AMENITIES	ESTABLISHMENT	PLANNING / DEVELOPMENT CONTROL
Cllr Chenery Cllr Einchcomb Cllr Fang Cllr Holt Cllr May Cllr Oliver Cllr Schofield Cllr Stanton Cllr Taylor Cllr Tilley Cllr Wildsmith Cllr Willcocks Cllr Woods	Cllr Einchcomb Cllr Holt Cllr May Cllr Robinson Cllr Schofield Cllr Wildsmith Cllr Woods Cllr Tilley	Cllr Chenery Cllr Holt Cllr Hope Cllr Robinson Cllr Schofield
	POLICY & FINANCE	
	Cllr Einchcomb Cllr Fang Cllr Holt Cllr Neves Cllr Richmond Cllr Robinson	Cllr Schofield Cllr Stanton Cllr Taylor Cllr Tilley Cllr Woods
FTC WORKING GROUP MEMBERSHIP 2024/2025		
CLIMATE CHANGE	LEASES	COMMUNITY EMERGENCY PLAN
Cllr Fang Cllr Oliver Cllr Schofield Cllr Stanton Cllr Tilley Cllr Willcocks Cllr Woods	Cllr Holt Cllr Oliver Cllr Richmond Cllr Robinson Cllr Schofield Cllr Tilley Cllr Woods	Cllr Hope Cllr May Cllr Schofield Cllr Wildsmith Cllr Willcocks
RISK MANAGEMENT	THE HARLINGTON / CIVIC QUARTER	PARKS & OPEN SPACES
Cllr Holt Cllr Richmond Cllr Robinson Cllr Schofield	Cllr Chenery Cllr Einchcomb Cllr Fang Cllr Holt Cllr Oliver Cllr Richmond Cllr Schofield Cllr Stanton Cllr Taylor Cllr Tilley Cllr Wildsmith Cllr Willcocks Cllr Woods	Cllr Einchcomb Cllr Fang Cllr May Cllr Schofield Cllr Stanton Cllr Tilley Cllr Willcocks Cllr Woods
HDC COUNTRYSIDE ENGAGEMENT		
Cllr Einchcomb Cllr May Cllr Taylor Cllr Tilley Cllr Willcocks		

Strikethrough= Councillors that wish to leave the group/committee

Yellow = Councillors that wish to be added to the group/committee

Bold – confirmed by email

FTC External Bodies Membership 2024/2025	
Here for Hart	Cllr Woods Cllr Holt (<i>Reserve</i>)
Business Improvement District (BID)	Cllr Schofield (<i>Levy Payer's Board Director</i>) Cllr Fang (<i>FTC Representative</i>) Cllr Richmond Cllr May (<i>reserve</i>)
Fleet Cricket Club	Cllr Oliver (<i>Lead</i>) Cllr Woods (<i>Deputy</i>)
Fleet Football Club FTFC- in new lease no longer have mgt representation	Cllr Woods (<i>Lead</i>) Cllr Richmond (<i>Deputy</i>)
Fleet Connect and Community Transport	Cllr Schofield Cllr Wildsmith Cllr Woods
Fleet Phoenix (observer)	Cllr Fang (<i>Lead</i>) Cllr Chenery (<i>Deputy</i>) Cllr May (<i>reserve</i>)
Fleet Pond Society	Cllr May (<i>Lead</i>) Cllr Willcocks (<i>Deputy</i>) Cllr Taylor
Flood Forum	Cllr May Cllr Schofield
Hart Community Safety (QPM)	Cllr Woods Cllr May (<i>reserve</i>)
Hart District Association of Parish and Town Councils (HDAPTC)	Cllr Einchcomb (<i>Lead</i>) Cllr Schofield (<i>Ex Officio</i>) Cllr Tilley (<i>reserve</i>)
Hart Voluntary Action (HVA)	Cllr Oliver (<i>Lead</i>) Cllr Schofield (<i>reserve</i>) Cllr Woods

Strikethrough = Councillors that wish to leave the body

Green = Body no longer present

Yellow = Councillors that are available for that body

12. REVIEW OF STANDING ORDERS

FTC Standing Order	NALC Standing Order	Comments
34.a.iii The work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually	18.a.iii The work of the independent Internal Auditor in accordance with proper practices and the receipt of regular reports from the Internal Auditor, which shall be required at least annually	Recommend changing to NALC's wording. The requirement for internal auditors to be independent is within the JPAG best practice for internal audit (4.6). JPAG guidance has the weight of law.
34.a.v Whether contracts with an estimated value below £25,000 excluding VAT due to special circumstances are exempt from a tendering process or procurement exercise.	18.a.v Whether contracts with an estimated value below £60,000 excluding VAT due to special circumstances are exempt from a tendering process or procurement exercise.	Recommend changing to NALC's wording as complies with new procurement rules.
34.d.iii the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate	No longer has this clause	Recommend deletion as per NALC as complies with new procurement rules.
34. f A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £214,904 for a public service or supply contract or in excess of £5,372,609 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder and Find A Tender websites.	18.e Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules.	Recommend changing to NALC's wording as more succinct and means the Standing Orders will not need to change when thresholds are amended and it complies with the new procurement rules.

Fleet Town Council

Standing Orders May 2025

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1. Meetings of Full Council and Committees

- a **Meetings do take place in the Harlington which is licensed for the supply of alcohol as this is the most practical venue to hold Council meetings. Alcohol however is not served in the part of the building when the meeting is taking place.**
- b **When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. This will be subject to the paragraphs below and will ordinarily occur during the time set aside for public participation at the beginning of the meeting.
- e The period of time [which is at the Chair's discretion] OR [which is designated for public participation in accordance with standing order 1(d) above] shall not exceed 15 minutes unless the Chair wishes to use their discretion.
- f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and must hand a written copy of the question to the Executive Officer immediately before the meeting at the latest. The length of the question must not exceed 65 words. The total time for public participation shall not exceed 15 minutes.
- g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The question will be included in the minutes.
- h In accordance with standing order 1(g) above. Questions will be answered in one of the following ways:
 - When an answer can be given immediately, the answer will be included in the first draft of the minutes.
 - When an answer requires research to be taken over a period of up to 4 weeks, the answer, as soon it is available, will be added to the draft minutes displayed on the Council website and will be included in the minutes adopted by the next following Council meeting.
 - When an answer still cannot be answered by this Council meeting then an update will be included at item 3 on the next and every subsequent agenda, until an answer can be provided and will then be included in the next available set of minutes.
- i A summary record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j Any person speaking at a meeting shall address their comments to the Chair.
- k Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
- l A copy of the above Public Participation rules shall be placed in the public seating area at the Council meeting.

- m** Subject to standing order 1(n), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- n** A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- o** In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- p** Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair may in their absence be done by, to or before the Vice-Chair (if any).
- q** The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- r** Subject to model standing order 1 (t) below and the meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- s** The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (*See also standing orders 2 (h) and (i) below.*)
- t** Voting on any question, with the exception of Councillor co-option, shall be by a show of hands.

Voting by Secret Ballot is permitted for the co-option of a Councillor.

At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- u** The minutes of a meeting shall record the names of councillors present and absent also the names of officers and visiting Councillors as well as the number of members of the public.
- v** The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.
- w** An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (*See also standing order 9 below.*)
- x** No business may be transacted at a meeting unless at least one third of the whole number of members of the Council / Committee are present and in no case shall the quorum of a meeting be less than 3.
- y** If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- z** Meetings shall not exceed a period of 3 hours.
- aa** The Chair’s decision as to the application of Standing Orders at meetings shall be final.
- bb** A Councillor’s failure to observe Standing Orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with Standing Order 12b.

- cc A Councillor or non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

2. Annual Council Meetings

See also standing order 1 above

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e The election of the Chair and Vice-Chair of the Council shall be the first business completed at the annual meeting of the Council.**
- f The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g The Vice-Chair of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair of the Council at the Annual Meeting of the Council, the order of business shall be as follows.**
 - i. In an election year, delivery by Councillors of their declarations of acceptance of office.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.**
 - iii. Receipt of nominations to existing committees.**
 - iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.**
 - v. Review and adoption of appropriate standing orders (including Review of delegation arrangements and terms of reference to committees, sub-committees, employees and other local authorities) and financial regulations in line with the requirement at SO 33b.**
 - vi. Review of representation on or work with external bodies and arrangements for reporting back.**
 - vii. Review of inventory of land and assets including buildings and office equipment.**
 - viii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.**

- ix. Review of the Council's and/or employees' memberships of other bodies.
- x. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3. Extraordinary Meetings

See also standing order 1 above

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.**
- c The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the Chair of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

4. Preparation for Council Meetings

- a Agenda items are not to be debated if there is no supporting report or it is circulated less than three days prior to the meeting.
- b Chairs should ensure that only items for which briefing papers have been circulated prior to the meeting are on the agenda.
- c No financial approvals shall be given unless all relevant financial information is circulated at least three days prior to the meeting.
- d Chairs are to assume that all briefing papers have been read.
- e Members are responsible for reading all background papers prior to the meeting.

5. Motions Requiring Written Notice

- a In accordance with standing order 7(b)(iii), below no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 5(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c If the Proper Officer considers the wording of a motion received in accordance with standing order 5(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e Having consulted the Chair or councillors pursuant to standing order 5(d) above, the decision of

- the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- i All Submitted Motions must have a supporting report as per Standing Order 5a.

6. Motions not Requiring Written Notice

- a Motions in respect of the following matters may be moved without written notice.
 - i. To appoint a person to preside at a meeting.
 - ii. To approve the absences of Councillors.
 - iii. To approve the accuracy of the minutes of the previous meeting.
 - iv. To correct an inaccuracy in the minutes of the previous meeting.
 - v. To dispose of business, if any, remaining from the last meeting.
 - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
 - vii. To proceed to the next business on the agenda.
 - viii. To close or adjourn debate.
 - ix. To refer by formal delegation a matter to a committee or an employee.
 - x. To appoint a committee, sub-committee or working group or any councillors (including substitutes) thereto.
 - xi. To receive nominations to a committee sub-committee or working group.
 - xii. To dissolve a committee, sub-committee or working group.
 - xiii. To note the minutes of a meeting of a committee sub-committee or working group.
 - xiv. To consider a report and/or recommendations made by a committee or a sub-committee or a Working Group or an employee.
 - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 - xvi. To authorise legal deeds signed by two councillors and witnessed.
(*See standing orders 16 (a) and (b) below.*)
 - xvii. To authorise the payment of monies up to £250.
 - xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - xix. To extend the time limit for speeches.
 - xx. To exclude the press and public for all or part of a meeting.
 - xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - xxii. To give the consent of the Council if such consent is required by standing orders.
 - xxiii. To suspend any standing order except those which are mandatory by law.**
 - xxiv. To adjourn the meeting.
 - xxv. To appoint representatives to outside bodies and to make arrangements for those

- representatives to report back the activities of outside bodies.
- xxvi. To answer questions from councillors.
- xxvii. To give dispensations to Councillors where appropriate (see 9)

7. Proper Officer

- a The Executive Officer shall be the Council's Proper Officer. The Executive Officer or other person duly authorised to so act during the Proper Officer's absence is appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer or other duly authorised person appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
 - i. **Give notice to councillors confirming the time, date, venue and the agenda for a meeting by electronic delivery at least 3 clear days before a meeting provided any such email contains the electronic signature and title of the Proper Officer.**
 - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - iii. Subject to standing orders 5a)–(e) above, include in the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it.
 - iv. **Convene a meeting of full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office, in accordance with standing order 7(b)i] and 7(b)ii] above.**
 - v. **Make available for inspection the minutes of meetings.**
 - vi. **Receive and retain copies of byelaws made by other local authorities.**
 - vii. **Receive and retain declarations of acceptance of office from councillors.**
 - viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
 - ix. Keep proper records required before and after meetings.
 - x. Process all requests made under the Freedom of Information Act 2000 and Data Protection legislation, in accordance with and subject to the Council's procedures relating to the same.
 - xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
 - xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form subject to the requirement of data protection, freedom of information legislation and other legitimate requirements (e.g. The Statute of Limitations Act 1980).
 - xiii. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
 - xiv. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

8. Rules of Debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair's direction for reasons of expedience.

- b Subject to standing orders 5(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to standing order 7(b)(iii) above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chair, be reduced to writing and handed to the Chair who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.
- g A proposed and not carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to Standing Order 5(h) above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
- j Pursuant to standing order 5(h) above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.
- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o Subject to standing orders 8 (m) and (n) above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.
- p During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the Chair and his decision shall be final.
- r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- s Subject to standing order 8(o) above, when a Councillor's motion is under debate no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;

- iv. to put the motion to a vote;
 - v. to ask a person to be silent or for him to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. To suspend any standing order, except those which are mandatory.
- t In respect of standing order 8 (s)(iv) above, the Chair shall first be satisfied that the motion has been sufficiently debated before being put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

9. Code of Conduct (England)

See also standing orders 1(v)–(w) above

All Councillors shall observe the code of conduct adopted by the Council.

- a All Councillors shall undertake training in the code of conduct within 6 months of the delivery of their Declaration of Acceptance of Office.
- b It is a criminal offence for a member to participate and vote at a meeting on a matter which he / she is deemed to have a disclosable pecuniary interest. If a member is unsure as to whether they hold a disclosable pecuniary interest in a matter they should first seek advice from the Executive Officer well in advance of the meeting. If they feel they have a disclosable pecuniary interest then the Council will have to approve a dispensation prior to participating in the item at the meeting. Details of the dispensation will be recorded in the minutes.
- c Where a member has a disclosable pecuniary interest in a matter he / she will leave the room whilst the matter is being discussed unless they have been given a dispensation as per 9(b).

10. Questions

- a A Councillor may seek an answer to a question concerning any business of the Council provided 5 clear days' notice of the question has been given to the Proper Officer.
- b Every question shall be put and answered without discussion.

11. Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 6(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chair of this meeting does not believe that the minutes of the meeting of the [Full Council OR [] Committee] held on [date] in respect of [item] were a correct record but his view was not upheld by the majority of the [Full Council OR [] Committee] and the minutes are confirmed as an accurate record of the proceedings."

- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

12. Disorderly Conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chair, there has been a breach of standing order 12(a) above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 12(b) above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

13. Rescission of Previous Resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least two-thirds of the members of the Council, or committee or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 13(a) above has been disposed of, no similar motion may be moved within a further 6 months.

14. Voting on Appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

15. Expenditure

- a **Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.**
- b **The Council's financial regulations shall be reviewed once a year.**
- c **The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

16. Execution of Legal Deeds

See also standing order 6(a)(xvi) above

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b **In accordance with a resolution made under standing order 16(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

17. Committees

See also standing order 1 above

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. may permit committees to determine the dates of their meetings;
 - iii. shall appoint and determine the term of office of Councillor or non-Councillor members of such a committee (unless it is a committee which regulates and controls the finances of the Council);
 - iv. may in accordance with standing orders, dissolve a committee at any time.

18. Sub Committees

See also standing order 1 above

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

19. Working Groups

See also standing order 1 above

- a The Council or committees may appoint Working Groups comprised of a number of Councillors and non-councillors.
- b Working Groups and any sub-Working Group may consist wholly of persons who are non-councillors.
- c Officers will not generally be required to attend Working Groups unless deemed necessary.
- d Working Groups only have power to investigate and report, unless otherwise delegated.

20. Accounts and Financial Statements

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's Financial Regulations, which shall be reviewed at least annually.
- b The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 31 March, 30 June, 30 September and 31 January in each year a statement summarising the Council's receipts and payments for each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal

approval before 30 June.

21. Estimates / Precepts

- a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than the 30th September.

22. Canvassing of and Recommendations by Councillors

- a Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

23. Inspection of Documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

24. Unauthorised Activities

- a Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. Confidential Business

- a Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A Councillor in breach of the provisions of standing order 25(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

26. General Power of Competence

- a The General Power of Competence (GPC) allows eligible local Councils "the power to do anything that individuals generally may do" as long as they don't break other laws. This is the power of "first resort".

Eligibility criteria

Two thirds of the Council must be elected (even if the election was not contested). For Fleet Town Council this is 12 members.

The Executive Officer must hold the CiLCA qualification, including the GPC qualification, or be prepared to acquire the qualification within one year.

- b The Council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the Council to confirm that it still meets the criteria (if it does). (i.e. a 'relevant' annual meeting is the annual meeting of the Council after the ordinary election that normally take place every four years).

27. Matters Affecting Council Employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR the establishment committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chair, in their absence, the Vice-Chair of any absence occasioned by illness or urgency and that person shall report such absence to the Council at its next meeting if the absence is for more than 5 days.
- c The Chair of the Council and the Chair of Establishment Committee shall in accordance with the Councils Appraisals system conduct a review of the performance and/or appraisal of the Executive Officer and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by Policy and Finance Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chair or in their absence, the Vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Establishment Committee
- e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by the Executive Officer relates to the Chair or Vice-Chair of the Finance and Policy committee, this shall be communicated to another member of the Finance and Policy committee, which shall be reported back and progressed by resolution of the council.
- f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 27(g) and (h) above if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 27(g) and (h) above shall be provided only to the Executive Officer and/or the Chair of the Council OR the Chair of the Policy and Finance committee.

28. Responsibilities to Provide Information

See also standing order 29

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

29. Management of Information

See also standing order 30

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

30. Responsibilities Under Data Protection Legislation

(Below is not an exclusive list).

See also standing order 29.

- a The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- b The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e The Council shall maintain a written record of its processing activities.**

31. Freedom of Information Act 2000

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.**
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chair of the Finance and Policy committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information**

requests set out under Standing Order 7(b)(x) above.

32. Relations with the Press / Media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

33. Liaison with District and County Councillors

- a An invitation to attend a meeting of the Council shall be sent electronically, together with the agenda, to the Councillors of the District or County Council representing its electoral wards.
- b Unless the Council otherwise orders, a copy of each letter sent to the District or County Council shall be sent electronically to the District or County Councillor representing its electoral ward.
- c District and County Councillors may participate in Council meetings at the discretion of the Chair.

34. Financial Matters

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the **independent** Internal Auditor **in accordance with proper practices** and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
 - v. whether contracts with an estimated value below **£60,000** excluding VAT due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 including VAT but less than the relevant thresholds in standing order 34(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the

Proper Officer;

- v. tenders shall be opened by the Proper Officer or other duly appointed person in the presence of at least one councillor after the deadline for submission of tenders has passed;
- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules.**
- g. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Executive Officer / RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

35. Allegations of Breaches of the Code of Conduct

- a. All allegations of breaches of the Code of Conduct will be forwarded to the Monitoring Officer to investigate and deal with the complaint.

36. Variation, Revocation and Suspension of Standing Orders

- a. Any or every part of the standing orders, except those which are **mandatory by law**, which are highlighted in bold, may be suspended by resolution of at least two-thirds of the councillors at a meeting in relation to any specific item of business.
- b. A motion to permanently add to or to vary or to revoke one or more of the Council's Standing Orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

37. Standing Orders to be Given to Councillors

- a. The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of his declaration of acceptance of office.

38. Delegation and Terms of Reference to the Planning Committee

- a To consider and respond to all applications for planning permission and planning appeals referred to Town Council by Local Planning Authorities;
- b To consider all matters relating to Listed Building Consents, Buildings of Special Architectural Interest, Historic Buildings and the Conservation Areas;
- c To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission;
- d To consider and comment on all planning matters relating to the Town of Fleet and advise the District and Town Council as necessary;
- e To comment upon and monitor Tree Applications, Tree Preservation Orders and to seek approval for further TPOs if deemed necessary;
- f To commit to engage with residents and developers for pre-application consultation;
- g To actively promote the needs of the Town for s106 contributions;
- h To consider and comment on all planning policy matters relating to the town of Fleet and provide recommendations for report to the Town Council;
- i To respond to all relevant consultation documents relating to planning policy and associated matters;
- j Facilitate the development of a Neighbourhood Plan for approval by the whole council and review at least every five years.

39. Delegation and Terms of Reference to Policy and Finance Committee

- a To regulate, manage and control the finance and resources of the Town Council, including the recommendation to Town Council of the annual budgets and precept within the Council's Financial Regulations;
- b To review the expenditure on capital schemes and all budgets set by the Council;
- c To review the asset register and make recommendations to Council for amending the register;
- d To provide guidance to Committees and Council on overall levels of income and expenditure, and the financial implication of its policies;
- e To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and any other information;
- f To ensure the preservation of probity and good financial and other practices within the Council;
- g To consider and take appropriate action on all reports arising from both internal and external auditors;
- h On the recommendation of the Risk Working Group, to take steps to identify and update key risks facing the Council, and to recommend to council appropriate measures to avoid, reduce or control those risks or their consequences including the provision of insurance cover;
- i To review quarterly performance against budget and take any necessary action;
- j To consider and where appropriate, authorise any requests for supplementary expenditure from spending committees, providing it falls within the overall approved Council budget and excluding General Reserves which must be authorised by Council;
- k To manage the central administration budget;
- l To agree grants to organisations making a contribution to the local community in accordance with Grants Policy;

- m To keep the Council's policies and procedures under review in accordance with the Councils Policy timetable and adopt all new policies as and when required.

40. Delegation and Terms of Reference to Recreation Leisure and Amenities Committee

- a Oversee the management and improvement of the Council's recreational facilities;
- b To oversee the management of Fleet Cemetery;
- c Agree and monitor contracts for the maintenance of the Council's facilities;
- d Recommend fees for the use of the Council's facilities;
- e Oversee the maintenance of recreation grounds (Including children's play areas), recreational and amenity areas;
- f Review regular inspection of recreation ground equipment by an outside agency;
- g To consult with interest groups and Fleet residents about matters within the committee's remit;
- h To approve first time event applications.

41. Delegation to the Establishment Committee

- a To set the level of staff resources together with matters relating to terms and conditions of employment, and level of salary within budgetary limits and guidelines;
- b To ensure the Council complies with all legislative requirements relating to the employment of staff:
 - i. To advertise, interview and negotiate acceptable terms and conditions and
 - ii. make recommendations to employ the Senior Officer positions including Executive Officer and Senior Line Managers. For the sake of clarity all other positions shall be appointed by the Executive Officer or the Harlington General Manager as appropriate in accordance with the staffing resources, terms and conditions and salary levels determined by the Policy and Finance Committee and within budgetary provision;
- c All members of the Establishment Committee must be members of the Town Council;
 - i. The maximum number of this committee shall be 8, including ex-officio members, so that there remains a pool of other councillors from whom 3 can be selected for any employment appeal hearing;
- d To hear and resolve Grievance and Disciplinary hearing appeals;
- e To agree annual bonuses in line with Council policy and contracts of employment;
- f To recommend annual pay reviews to be incorporated into annual budgets;
- g To develop policies related to the employment of staff.

42. Delegation to a Disciplinary Panel

- a Comprising three members of the Establishment Committee, to hear and resolve Disciplinary matters which may include sanctions up to dismissal of staff.

43. Delegation to an Appeals Panel

- a Comprising three members of the Establishment Committee not involved in the Disciplinary Panel, to hear and resolve appeals regarding Disciplinary Panel decisions.

44. Delegation to the Executive Officer

- a To act as the Councils Proper Officer wherever referred to;
- b Power to spend all Council Budgets, and to delegate these to appropriate staff, within the limitations of the Council's Financial Regulations;
- c Responsibility to manage all those employees who undertake Town Council functions and to oversee the management of The Harlington;
- d Responsibility for the day to day management of The Councils facilities, finances and assets;
- e Overall responsibility for Health and Safety of the Council's facilities including The Harlington and Ancells Farm Community Centre;
- f To make appropriate Grant Applications to support the Councils Capital programme and service delivery;
- g To appoint all employees who carry out the Town Council function save for Senior Line Managers;
- h To deal with all Freedom of information Act requests in accordance with Legislation and Council Policy;
- i Grant permission for event applications in line with Council Policy where it is a repeat application or a minor event;
- j Power to grant block dispensations as per item 9 Code of Conduct.

45. Delegation to The Harlington and Ancells Farm Community Centre General Manager

- a Responsibility to appoint and manage employees who carry out The Harlington and Ancells Farm Community Centre (as opposed to the Town Council) function;
- b Day to day responsibility for the management and implementation for the Health and Safety of The Harlington and Ancells Farm Community Centre Facilities.

46. Councillor Training

- a All new Town Councillors shall undertake training provided by the Hampshire Association of Local Councils, or a similar body, appropriate to their role as a new Councillor within 6 months of signing the Declaration of Acceptance of Office.



Health and Safety Policy

Full Council Approved: 7 May 2025
Due for next Review: 13 May 2026

Fleet Town Council shall, as far as reasonably practicable, ensure the health, safety and welfare of its employees, and anyone affected by the Council's undertakings in accordance with the Health and Safety at Work Act 1974 and all other relevant legislation and guidance.

The Council will work towards continual improvement and will strive to apply best health and safety practice in all of its activities.

It is the responsibility of all employees, councillors and contractors working on behalf of the Council to work in ways that promote a healthy and safe working environment. Successful health and safety management requires active support at all levels.

The Executive Officer holds overall responsibility for the implementation of this policy.

Successful health and safety management will be achieved by:

- Involving Councillors, the Executive Officer, Employees and Contractors together with users of the Council's facilities.
- Making responsibilities clear to everyone.
- Promoting safe behaviour, health and wellbeing.
- Monitoring performance and working towards improvement.

In particular, the Council will provide the following:

- Assessments of significant and foreseeable risks and suitable measures to control those risks.
- Safe systems of work where hazards have been identified.
- Arrangements for the safe storage, handling and use of articles and substances.
- A commitment to the provision of relevant information, instruction, and training in respect of health and safety matters.
- Appropriate personal protective equipment relevant to potential health and safety concerns.
- Safe and appropriately maintained equipment and machinery.
- Facilities for employee consultation on all health and safety matters.
- Safe buildings and working environments.

In addition to these commitments, the Council will ensure that adequate resources and training are available to implement this policy and that competent health and safety advice is available to all employees. A Health & Safety Officer with ultimate responsibility will be appointed, with additional Officers allocated health and safety responsibilities as appropriate, as described in the Council's organisational arrangements.



Health and Safety Policy Organisational Arrangements

Introduction

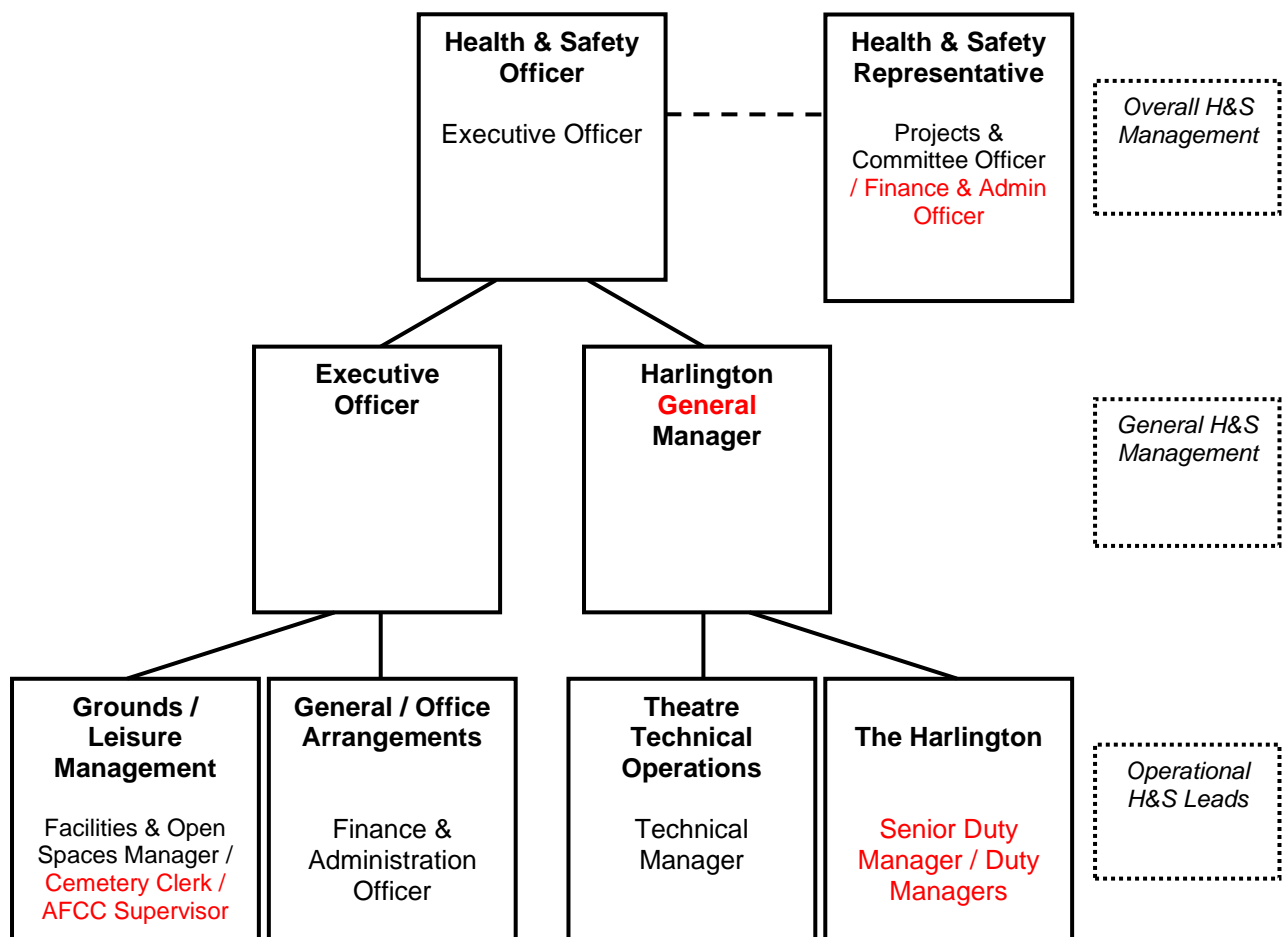
In order to comply with the obligations placed upon Fleet Town Council by current Legislation, Standards and Approved Codes of Practice, these organisational arrangements have been developed in order to effectively implement the Council's General Health & Safety Policy Statement.

The policy statement and organisational arrangements reinforces Fleet Town Council's commitment to health & safety by:

- Stating fully its intentions with regard to the health, safety and welfare of employees, guests, visitors, contractors and anyone else who might reasonably be expected to be affected by activities under the control of Fleet Town Council
- Clearly defining and allocating responsibilities to persons employed by Fleet Town Council with regard to health & safety.

Council Structure

The following organogram illustrates the structure for health & safety management within Fleet Town Council, with key responsibilities described later in this document:



Health & Safety Officer

Overall responsibility for ensuring that the objectives of the Health & Safety Policy are understood and achieved lies with the Health & Safety Officer.

With ultimate responsibility for health & safety matters at Fleet Town Council, the Health & Safety Officer will:

- Ensure adequate resources, both financial and operational, are available in order to meet the objectives of this policy and all statutory obligations.
- Make arrangements for the review of all health & safety documentation, including this policy, at least annually.
- Ensure that a safe working environment, without risks to health & safety, are maintained within all premises owned, occupied or operated by Fleet Town Council.
- Ensure that the appropriate insurance cover, which embraces both statutory requirements and business needs, is being met and maintained.
- Ensure that an appropriate level of competent health and safety advice is made available to Fleet Town Council.
- Provide overall direction and management of Fleet Town Council's health & safety arrangements.
- Utilise the services of a specialist health and safety consultant to audit the Council's health and safety at least once annually.

Health & Safety Representative

Answering directly to the Health & Safety Officer, they will assist with the implementation and monitoring of this policy by:

- Providing administrative and operational assistance to the Health & Safety Officer
- Assisting in the day-to-day monitoring and management of the Council's arrangements, as directed by the Health & Safety Officer.
- Be the nominated point of contact for health and safety matters in the absence of the Health & Safety Officer.

General Health & Safety Managers

With general responsibility for managing the Council's activities, the General Health & Safety Managers will support the Health & Safety Officer in implementing the Council's health and safety arrangements by:

- Ensuring that the objectives of the Health & Safety Policy are fully understood and observed by all employees within their departments/teams (including agency or temporary staff) and contractors.
- Putting in place arrangements to ensure that workplace risk assessments are carried out and recorded/signed off using the corporate template, and all other statutory requirements are met, as directed by the Health & Safety Officer.
- Continually monitor the effectiveness of the Health & Safety Policy and procedures, and take appropriate action if found to be deficient, drawing any deficiency to the attention of the Health & Safety Officer and to the Policy and Finance Committee as required.
- Ensure all aspects of the Health & Safety Policy, risk assessments and safe systems of work are implemented.
- Ensure that all employees (including casual, agency or temporary staff) are provided with health & safety information, instruction and training that is appropriate to their roles, and is recorded using the corporate templates, as directed by the Health & Safety Officer.

Operational Health & Safety Leads

With day-to-day responsibility for managing the Council's activities at a team/operational level, the Operational Health & Safety Leads will support the General Health & Safety Managers in implementing the Council's health & safety arrangements and objectives by:

- Carrying out workplace risk assessments and performing other statutory functions for their operational areas, as directed by the appropriate General Health & Safety Manager.
- Ensure all aspects of the Health & Safety Policy, risk assessments and safe systems of work are implemented and observed.
- Ensure that all employees (including agency or temporary staff) are adequately trained or supervised for their roles.
- To report any health and safety concerns to their Line Manager immediately.

The Operational Health & Safety Leads are responsible for the following functions:

Grounds/Leisure	General/Office	The Harlington	Theatre Operations
Skate park	DSE arrangements	Bars & Café	Theatre operations
Ancells Farm Comm. Centre	Office equipment and general safety	Building safety arrangements	Associated contractors
Grounds maintenance	General contractor management	Tenants and building users	
Woodlands and watercourses		Associated contractors	
Parks		Performance/events	
Outside event management		Auditorium	
Pavilions		The Point	
Playgrounds		RVS	
Cemetery			
Associated contractors			

Employees

All employees have an obligation to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. They are required to:

- Comply with all practices, policies, procedures and matters relating to health and safety.
- Not interfere with health and safety arrangements or endanger themselves or others.
- To follow all instruction and training provided.
- To report any health and safety concerns to their Line Manager/Duty Manager immediately.



Fleet Town Council Meetings Timetable 2025/2026

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



29th April 2025

**Fleet Cricket Club – Annual Report for Rent Waiver Consideration
Submission for Annual Council Meeting – May 2025**

Dear Members of the Council,

We appreciate the opportunity to submit this report as part of your consideration to waive our annual rental cost of £4,140.

Fleet Cricket Club continues to grow and flourish, playing a vital role in the local community by offering inclusive, year-round opportunities for health, sport, and connection across all ages.

Summary of Activities

Fleet Cricket Club offers a diverse and inclusive programme:

- **Senior Cricket**
We field **three senior sides** in the **Thames Valley Cricket League**, providing competitive cricket opportunities for serious players. Our **Sunday team** has also returned, focusing on enjoyment, accessibility, and community spirit.
- **Women's Cricket**
2025 marks the debut of our Ladies team, a fantastic addition promoting equality and inclusion, and providing a welcoming space for women and girls to engage with cricket.
- **Junior Cricket**
Our junior section is thriving, with teams in the **U9, U11, U13, U15, and U17** categories playing across Hampshire and Surrey leagues.
Each of our U9, U11, and U13 categories now runs **three teams**, and we've added a second **U17 team** — a sign of our success in retaining young players and fostering a love for the game from the grassroots up.

Membership Growth

We've experienced outstanding growth in membership, from **350 in 2023 to over 520 in 2025** — a 49% increase, primarily due to our expanding youth programme. This reflects the growing demand for healthy, outdoor, and team-based activity in our community — something Fleet Cricket Club is proud to lead.

Community Impact

- **Walking Cricket for Older Adults**

In partnership with **Hart Borough Council**, we launched the district's **first Walking Cricket programme**, aimed at **older residents who remain passionate about the game but have limited mobility**. This initiative has received outstanding feedback for its focus on fitness, social engagement, and inclusion.

- **Calthorpe Park School Partnership**

We've opened our grounds to **Calthorpe Park School**, enabling them to host matches for visiting schools. Their **U13 team experienced great success** last year — a direct result of being able to access quality facilities.

- **Year-Round Venue for the Community**

In the off-season (Sept–May), the club operates as a **venue for local groups and events**, helping generate essential revenue and keep the facility in use. Highlights include:

- The popular **Fleet Cricket Club Comedy Nights**
- Regular use by **local church groups and community organisations** during the winter months

Volunteer Commitment & Facility Standards

The club is run **100% by volunteers**, whose time and passion keep everything from coaching to maintenance running smoothly. Maintaining our grounds — particularly the square — is **exceptionally costly**, but our efforts have been recognised with our wicket being ranked in the **top three across the Thames Valley League**.

In addition to regular upkeep, **last year required major investment** into essential infrastructure, including:

- Replacement of our **water tanks**
- Installation of a **new alarm system**
- Upgrades to **ventilation, fire, and security lighting**

These were unavoidable expenses needed to ensure a safe and functioning environment for our members and the wider community.

Financial Challenges

Unfortunately, we have also experienced a significant financial setback with the **loss of our main sponsor, Elvetham Hotel**, which supported us for many years. This unexpected loss places additional pressure on the club's finances at a time when we are already stretched by essential maintenance costs and have spent over the last year in excess of £10,000.

Testimonials

"Fleet Cricket Club has provided my son with not only cricketing skills, but lifelong friendships, discipline, and confidence."

— Parent of a U13 player

"As someone returning to sport after injury, the Sunday team gave me the chance to enjoy the game again without pressure."

— Senior Sunday team player

Why the Rent Waiver Matters

Waiving our rental cost would have a **significant and immediate impact**, enabling us to:

- Keep cricket **affordable and accessible**, particularly for families and young people
- Sustain and expand **community programmes** like Women's and Walking Cricket
- Invest in **coaching, safeguarding, and equipment** for our growing membership
- Continue to offer our venue for **community use throughout the year**
- Offset the financial strain from **facility upgrades** and the **loss of key sponsorship**

Above all, this support would allow us to keep growing the **love of cricket in Fleet** and maintain a **high-quality, inclusive, and welcoming environment** for all who visit or play.

Thank you for your time and consideration. We are proud of our contribution to the local community and welcome any opportunity to provide further information or attend the meeting if needed.

Yours faithfully,

Fleet Cricket Club

26 MAR 2025



Fleet Phoenix
The Point Youth Centre
Harlington Way
Fleet
Hampshire
GU51 4BP
01252 812 308
www.fleetphoenix.co.uk
25th March 2025

Dear Fleet Town Council,

Fleet Phoenix would like Fleet Town Council to consider supporting us again this year with a grant to cover our rent due to you for the period April 2025 to March 2026. This would be for our £1200 payment for the office and storeroom rent.

As with so many other organisations we continue to struggle to make ends meet with expenses that we are unable to apply for grants and funding for i.e. Rent, Insurance, office expenses, Health & Safety, staff training, licenses etc. Anything that is not face-to-face work. These expenses are essential for us to ensure we remain compliant & safe for young people & staff, and we can't open without them.

Fleet on paper is still considered a wealthy area (but we all know that this is not the case) and we continue to be told by national funders that we need to look locally for funding for these types of expenses.

For your information.

Fleet Phoenix client split at present is as follows for the last 12 months:

Town	Number of Clients
Aldershot	36
Basingstoke	31
Blackwater	27
Camberley	12
Church Crookham	478
Crookham Village	21
Elvetham Heath	73
Farnborough	86
Farnham	21
Fleet	529
Frimley	2
Hartley Wintney	28
Hook	238

Odiham	26
Other (further afield)	43
Unknown	202
Yateley	25

Other Parish councils are now supporting and contributing to our services, including Hook, Church Crookham, Crookham Village, Elvetham Heath and Hampshire County Council are supporting our troubled families' work and sessional activities, and Hart District Council have also been incredibly supportive with our targeted projects.

We have this year been pushing for support from further afield in the district and are waiting to hear from Hartney Whitney and Odiham Parish Council.

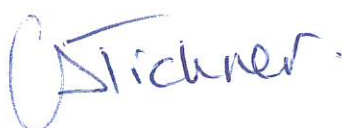
We continue to be genuinely grateful to Fleet Town Council to the support they offer us.

If you have any queries or comments, please do not hesitate to contact me.

If you want to attend a Council meeting to discuss this or present to the Council please just tell me when and where.

I look forward to hearing from you.

Kind regards,



Charlotte Tickner
Managing Director
Fleet Phoenix

Purchase Ledger for Month No 12				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
18/03/2025	SI-1561	04942	3SFIRE LTD	3SFIRE	500.00	100.00	600.00	4187	205	500.00	fire risk assessment mar 25
18/03/2025	SI-1562		3SFIRE LTD	3SFIRE	475.00	95.00	570.00	4187	208	475.00	fire risk assessment mar 25
18/03/2025	SI-1563		3SFIRE LTD	3SFIRE	475.00	95.00	570.00	4187	315	475.00	fire risk assessment mar 25
24/03/2025	SI-1564		3SFIRE LTD	3SFIRE	475.00	95.00	570.00	4187	320	475.00	fire risk assessment mar 25
24/03/2025	SI-1565		3SFIRE LTD	3SFIRE	475.00	95.00	570.00	4187	310	475.00	fire risk assessment mar 25
24/03/2025	SI-1567		3SFIRE LTD	3SFIRE	900.00	180.00	1,080.00	4187	204	900.00	fire risk assessment mar 25
26/03/2025	MAR25		ALEX ROBINS	ALEXROBINS	325.87	10.70	336.57	4752	201	9.17	AR Expense Cake
								4752	201	1.12	AR Expense Sugar
								4752	201	3.12	AR Expense Coffee
								4752	201	1.65	AR Expense Card
								4720	201	47.48	AR Expense Band Rider
								4720	201	32.93	AR Expense Band Rider
								4041	204	230.40	AR Expense festival
05/03/2025	MAREXP	04956	ALANOLIV	ALOLIV	167.33	33.46	200.79	4537	105	167.33	March Expense
05/03/2025	238732037		ANDERTONS MUSIC	ANDERTONS	1,545.83	309.17	1,855.00	4185	201	1,545.83	Digital double mixer
24/03/2025	FEB25		BENCRANE	BENC	35.78	0.00	35.78	4041	301	35.78	feb 25 expense
24/03/2025	JAN25		BENCRANE	BENC	68.49	0.00	68.49	4041	301	68.49	jan 25 expense
31/03/2025	MAR2025	4943	BENCRANE	BENC	62.87	0.00	62.87	4041	301	62.87	march expense
26/03/2025	BFF1641/FD/RM		BFF	BFF	22,406.00	4,481.20	26,887.20	4559	160	22,406.00	Refurb Services
31/03/2025	3082374785		BOC	BOC	159.55	31.91	191.46	4700	201	159.55	gas delivery
26/02/2025	0186379		BOOKER	BOOKER	83.93	16.79	100.72	4700	201	83.93	bar supplies
12/03/2025	0188378		BOOKER	BOOKER	74.97	14.99	89.96	4700	201	74.97	bar supplies
24/02/2025	0290317		BOOKER	BOOKER	340.42	68.08	408.50	4700	201	161.50	bar supplies
								4710	201	178.92	bar supplies
11/03/2025	0291419	0367936	BOOKER	BOOKER	84.52	16.90	101.42	4700	201	84.52	bar supplies
20/03/2025	0367936		BOOKER	BOOKER	205.90	41.18	247.08	4700	201	86.93	bar supplies
								4710	201	118.97	bar supplies
03/03/2025	10005668024		CASTLE WATER DD	CASTLEWADD	518.00	61.48	579.48	4115	205	518.00	water 1/2-28/2/25

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/03/2025	10005680306		CASTLE WATER DD	CASTLEWADD	379.42	40.29	419.71	4115	204	379.42	water 1/2-28/2/25
04/03/2025	10005705955		CASTLE WATER DD	CASTLEWADD	26.64	0.00	26.64	4115	350	26.64	water 1/2-28/2/25
05/03/2025	10005765798		CASTLE WATER DD	CASTLEWADD	14.58	1.13	15.71	4115	208	14.58	water 1/2-28/2/25
12/03/2025	10005867776		CASTLE WATER DD	CASTLEWADD	-177.02	-23.37	-200.39	4115	310	-177.02	water 1/2-28/2/25
01/01/2025	Z001536		CBS	CBS	742.67	148.53	891.20	4170	204	742.67	maint contract jan 25
01/03/2025	Z001739		CBS	CBS	742.67	148.53	891.20	4170	204	742.67	maint March 25
19/03/2025	Z001762	04945	CBS	CBS	671.16	134.23	805.39	4187	204	671.16	pat testing
17/03/2025	Z001768	04960	CBS	CBS	438.11	87.62	525.73	4170	204	438.11	ftc boiler
17/03/2025	Z001769	04949	CBS	CBS	2,838.99	567.80	3,406.79	4170	204	2,838.99	gnrl heating repairs
31/03/2025	64591		CENTRAL COM LIVEPAY	CCMLPAY	72.00	14.40	86.40	4550	101	72.00	payroll march 25
31/03/2025	P767778		CHAMBERS	CHAMBERS	125.96	25.19	151.15	4155	350	125.96	wastre/recycling mar 25
31/03/2025	P767779		CHAMBERS	CHAMBERS	239.45	47.89	287.34	4155	204	182.65	waste/recycling mar 25
								4156	204	56.80	waste/recycling mar 25
31/03/2025	P767780		CHAMBERS	CHAMBERS	28.10	5.62	33.72	4155	205	28.10	waste/recycling mar 25
03/03/2025	455		CHRIS TRIMBY AUDIO	CHRISTRIMB	150.00	0.00	150.00	567	0	150.00	audio eng 15/2
03/03/2025	456		CHRIS TRIMBY AUDIO	CHRISTRIMB	150.00	0.00	150.00	613	0	150.00	audio eng 26/2
03/03/2025	457		CHRIS TRIMBY AUDIO	CHRISTRIMB	150.00	0.00	150.00	557	0	150.00	audio eng 26/2
28/03/2025	34588	04968	CLOCKING SYSTEMS LTD	CLOCKING	780.00	156.00	936.00	4187	101	780.00	clocking in systems and softwa
01/03/2025	INV-D-06660		CLOUDY IT	CLOUDYIT	574.55	114.91	689.46	4484	101	378.20	IT Support
								4440	101	196.35	Phones
26/03/2025	38794		COLOURWAYS	COLOUR	206.30	41.26	247.56	4745	204	206.30	embroidered clothes
19/03/2025	INV0101733		THE COLUMBARIA	COLUMBARIA	139.00	27.80	166.80	4935	350	139.00	posy on a spiral
07/03/2025	08MAR25		COMEDY COMPANY	COMEDYCOMP	1,000.00	200.00	1,200.00	568	0	1,000.00	comedy mar 25
07/03/2025	15FEB25		COMEDY COMPANY	COMEDYCOMP	1,000.00	200.00	1,200.00	567	0	1,000.00	comedy feb 25
04/03/2025	908090935		MOLSON COORS	COORS	1,445.55	289.11	1,734.66	4700	201	1,445.55	bar supplies
11/03/2025	908101415		MOLSON COORS	COORS	1,229.45	245.89	1,475.34	4700	201	1,229.45	bar supplies
18/03/2025	908111682		MOLSON COORS	COORS	1,004.47	200.90	1,205.37	4700	201	1,004.47	bar supplies
25/03/2025	908121560		MOLSON COORS	COORS	777.58	155.52	933.10	4700	201	777.58	bar supplies
31/03/2025	908131448		MOLSON COORS	COORS	506.14	101.23	607.37	4700	201	506.14	bar supplies

Purchase Ledger for Month No 12

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
19/03/2025	C000992939		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	HR and H&S Mar 25
								4187	101	154.80	HR and H&S Mar 25
10/03/2025	INV-05271		DTM CONTRACTORS LTD	DTM CONTR	108.29	21.66	129.95	4170	204	108.29	repair mens toilet
20/03/2025	INV-05277		DTM CONTRACTORS LTD	DTM CONTR	190.53	38.11	228.64	4170	204	190.53	replace led panel
11/03/2025	ELOE HAR 07		ELO ENCOUNTER	ELO	3,043.96	0.00	3,043.96	555	0	3,043.96	elo
24/03/2025	25/05		FLEETJAZZ	FLTJAZ	1,520.00	0.00	1,520.00	578	0	800.00	march and april concert
								579	0	720.00	march and april concert
25/03/2025	25/06		FLEETJAZZ	FLTJAZ	621.51	0.00	621.51	577	0	621.51	feb concert
29/03/2025	SI-111		FOX JAMES	FOXJAMES	2,890.32	0.00	2,890.32	563	0	2,890.32	gold to rio performance
13/03/2025	0088		GAVINF	GAVINF	1,500.00	0.00	1,500.00	558	0	1,500.00	g2r
07/03/2025	43		GC LIGHTING	GC LIGHTNG	120.00	0.00	120.00	558	0	120.00	guns 2 roses lighting
22/03/2025	44		GC LIGHTING	GC LIGHTNG	165.00	0.00	165.00	561	0	165.00	quo lighting
28/03/2025	45		GC LIGHTING	GC LIGHTNG	120.00	0.00	120.00	562	0	120.00	lighting eng 28/3
31/03/2025	50405423		GLOBAL PAYMENTS DD	GLOBALDD	34.77	6.95	41.72	4422	201	34.77	card charges 1/3-31/3/25
28/02/2025	FEB25		GLOBAL PAYMENTS DD	GLOBALDD	604.51	0.00	604.51	4422	201	604.51	card charges 1/2-28/2/25
04/03/2025	10093		GOING LIVE ENTERTAIN	GOINGLIVE	2,435.95	0.00	2,435.95	556	0	2,435.95	cheesy bingo 28/2
24/03/2025	58315425		HCC	HCC	71.33	14.27	85.60	4400	101	71.33	stationery
20/03/2025	3611940732		HCC	HCC	14,037.50	0.00	14,037.50	4995	101	14,037.50	School transport 24/25 - spr25
13/03/2025	790008286 25		HDC	HDC	37.50	0.00	37.50	4110	204	37.50	bid levy 1/4-31/3
13/03/2025	790008299 25		HDC	HDC	51.00	0.00	51.00	4110	204	51.00	bid levy 1/4-31/3
13/03/2025	790008833 25		HDC	HDC	431.25	0.00	431.25	4110	204	431.25	BID levy 1/4-31/3
12/03/2025	INV-46535		HOGS BACK	HOGSBACK	220.16	44.03	264.19	4700	201	220.16	bar supplies
26/03/2025	INV-46976		HOGS BACK	HOGSBACK	206.31	41.26	247.57	4700	201	206.31	bar supplies
07/03/2025	7MAR25		HSBC	HSBC	72.70	0.00	72.70	4420	101	72.70	bank charges 8/2 - 7/3
09/03/2025	CCARDFEB25		HSBC	HSBC	2,117.47	220.91	2,338.38	4185	101	29.80	CC/CB/FEB25/HEADSET
								4185	204	-34.14	CC/CB/FEB25/REFUND
								4185	301	32.46	CC/BC/FEB25/SOIL BAGS
								4185	205	13.81	CC/BC/FEB25/ANCELLS BIN GATE
								4185	204	96.64	CC/BC/FEB25/KEYBOARD

Purchase Ledger for Month No 12

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
								4185	301	64.99	CC/BC/FEB25/MULTITOOL
								4185	301	5.22	CC/BC/FEB25/MULTITOOL BLADE
								4030	101	125.00	CC/CB/FEB25/IOSH
								4030	101	300.00	CC/CB/FEB25/ASBESTOS
								4445	101	6.00	CC/CB/FEB25/SIM CARD
								4445	101	6.00	CC/CB/FEB25/SIM CARD
								4445	101	6.00	CC/CB/FEB25/SIM CARD
								4535	105	60.96	CC/CB/FEB25/ANNL MEETING
								4535	105	75.36	CC/CB/FEB25/ANNL MEETING
								4230	310	307.61	CC/CB/FEB25/TENNIS NETS
								4745	201	56.00	CC/RM/FEB25/WORK TROUSERS
								4700	201	4.40	CC/RM/FEB25/MILK
								4700	201	7.72	CC/RM/FEB25/BAR SNACKS
								4700	201	1.55	CC/RM/FEB25/MILK
								4700	201	4.50	CC/RM/FEB25/BAR SNACKS
								4700	201	2.50	CC/RM/FEB25/LEMONS
								4700	201	2.90	CC/RM/FEB25/MILK
								4700	201	13.33	CC/AR/FEB25/BAR DRINKS
								4763	201	99.90	CC/RM/FEB25/BAR SNACKS
								4152	204	13.19	CC/RM/FEB25/IRONING BOARD
								4481	204	9.99	CC/AR/FEB25/SPOTIFY
								4720	201	45.75	CC/AR/FEB25/BAND CATERING
								4720	201	2.49	CC/AR/FEB25/BAND CATERING
								4720	201	16.99	CC/AR/FEB25/BAND CATERING
								4290	155	63.01	CC/AR/FEB25/FACEBOOK AD
								4170	204	9.90	CC/BC/FEB25/ADHESIVE
								4220	208	34.41	CC/BC/FEB25/GARDENING SCOUTS
								4220	208	72.67	CC/BC/FEB25/GARDENING SCOUTS
								4220	208	15.86	CC/BC/FEB25/GARDENING SCOUTS

Purchase Ledger for Month No 12				Order by Supplier A/c							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			
								A/C	Centre	Amount	Analysis Description
								4220	208	20.16	CC/BC/FEB25/GARDENING SCOUTS
								4220	208	25.87	CC/BC/FEB25/GARDENING SCOUTS
								4220	208	58.37	CC/BC/FEB25/GARDENING SCOUTS
								4486	101	93.10	CC/BC/FEB25/MICROSOFT
								4486	101	3.30	CC/BC/FEB25/MICROSOFT
								4486	101	343.90	CC/BC/FEB25/MICROSOFT
10/03/2025	14		JOOLS WARREN	JOOLS	150.00	0.00	150.00	558	0	150.00	sound eng guns 2 roses
15/03/2025	15		JOOLS WARREN	JOOLS	150.00	0.00	150.00	559	0	150.00	sound eng 14/3
05/03/2025	306082		LAWMANS UK	LAWMANS UK	948.00	189.60	1,137.60	554	0	237.00	Security
								556	0	237.00	Security
								557	0	474.00	Security
18/03/2025	306322		LAWMANS UK	LAWMANS UK	237.00	47.40	284.40	560	0	237.00	security 15/3
12/03/2025	132817		LONDON CATERING	LONDONCAT	142.60	28.52	171.12	4152	204	142.60	cleaning supplies
31/03/2025	M030425		MJ STOCKTAKING	MJSTOCKTAK	185.00	0.00	185.00	4715	201	185.00	Year end stock take
27/03/2025	CVP.173034. 1		MORR CO	MORRCO	1,008.50	201.70	1,210.20	4559	160	1,008.50	completion statement
05/03/2025	PPA-260225		NEIL O'BRIEN	NEILOBRIEN	1,500.74	0.00	1,500.74	613	0	1,500.74	PP Arnold
31/03/2025	18997		NIGEL JEFFRIES	NIGELJEFFR	13,825.90	2,765.18	16,591.08	4200	208	2,325.76	grnds maint march 25
								4200	301	1,472.10	grnds maint march 25
								4200	310	3,955.58	grnds maint march 25
								4200	315	2,108.56	grnds maint march 25
								4200	320	1,793.10	grnds maint march 25
								4200	325	742.96	grnds maint march 25
								4200	350	1,113.75	grnds maint march 25
								4200	330	314.09	grnds maint march 25
31/03/2025	19017	4962	NIGEL JEFFRIES	NIGELJEFFR	3,300.00	660.00	3,960.00	4202	475	3,300.00	fleet sign cleaning
31/03/2025	19018	4961	NIGEL JEFFRIES	NIGELJEFFR	660.00	132.00	792.00	4202	325	660.00	ginkgo tree supply/plant
31/03/2025	19019		NIGEL JEFFRIES	NIGELJEFFR	385.00	77.00	462.00	4202	208	385.00	supply/install wooden teeth
16/03/2025	IN12753471		NPOWER	NPOWER	4,246.83	849.37	5,096.20	4122	204	4,246.83	elec 1/2-28/2/25
16/03/2025	IN12789167		NPOWER DD	NPOWERDD	225.83	11.29	237.12	4122	310	225.83	elec 1/2-28/2/25

Purchase Ledger for Month No 12

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
16/03/2025	IN12789169		NPOWER DD	NPOWERDD	48.82	2.44	51.26	4122	315	48.82	elec 1/2-28/2/25
16/03/2025	IN12789172		NPOWER DD	NPOWERDD	28.85	1.44	30.29	4122	320	28.85	elec 1/2-28/2/25
16/03/2025	IN12789203		NPOWER DD	NPOWERDD	40.41	2.02	42.43	4122	208	40.41	elec 1/2-28/2/25
14/03/2025	3897		NPTREEMANAGE	NPTREE	1,735.00	347.00	2,082.00	4250	208	1,735.00	priority 2 tree work
19/03/2025	3901		NPTREEMANAGE	NPTREE	315.00	63.00	378.00	4250	301	315.00	priority 2 tree work
16/03/2025	3904	4950	NPTREEMANAGE	NPTREE	440.00	88.00	528.00	4250	208	440.00	tree maint
25/03/2025	3905	4951	NPTREEMANAGE	NPTREE	1,100.00	220.00	1,320.00	4250	350	1,100.00	fell one tree
07/03/2025	6085091		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	card charges 1/2-28/2/25
07/03/2025	6085092		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	card charges 1/2-28/2/25
31/03/2025	MAR25		PAYMENTSSENSE	PAYMENTSSEN	400.78	0.00	400.78	4422	201	400.78	card charges 1/1-31/3/25
05/03/2025	31902	04955	PLAY MUSIC TODAY	PMT	1,031.67	206.33	1,238.00	4185	201	1,031.67	Electrovoice Powered Speaker
14/03/2025	14325		THE POGUE TRADERS	POGUE	2,000.00	0.00	2,000.00	559	0	2,000.00	pogue traders
27/03/2025	SIN2992153		PPL PRS	PPLPRS	4,829.21	965.84	5,795.05	4740	201	4,829.21	music licence
27/03/2025	SIN2992154		PPL PRS	PPLPRS	2,215.33	443.07	2,658.40	4740	205	2,215.33	music lience
31/03/2025	0002018		CHCLEANING	PRIMA	2,679.95	535.99	3,215.94	4150	204	2,679.95	cleaning 1/1-31/3/25
31/03/2025	002019		CHCLEANING	PRIMA	661.00	132.20	793.20	4150	205	661.00	cleaning 1/1-31/3/25
31/03/2025	002110		CHCLEANING	PRIMA	404.00	80.80	484.80	4150	204	404.00	cleaning 1/1-31/3/25
31/03/2025	002111		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	315	121.00	cleaning 1/1-31/3/25
31/03/2025	002112		CHCLEANING	PRIMA	61.00	12.20	73.20	4150	310	61.00	cleaning 1/1-31/3/25
31/03/2025	002113		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	320	121.00	cleaning 1/1-31/3/25
31/03/2025	002114		CHCLEANING	PRIMA	135.00	27.00	162.00	4150	208	135.00	cleaning 1/1-31/3/25
17/03/2025	17325		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	ashes interment
20/03/2025	20032025		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	ashes interment
24/03/2025	37		QUO CONNTECTION	QUOCONNECT	1,500.00	0.00	1,500.00	561	0	1,500.00	live music fee
13/03/2025	MAREXP		RITA TONG	RITATONG	33.78	0.63	34.41	4041	101	4.75	teabgas
								4041	101	1.55	milk
								4041	101	1.55	milk
								4041	101	17.76	mileage for training year end
								4559	160	5.00	stat dec re harlington

Purchase Ledger for Month No 12				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
								4152	204	3.17	cleaning products
01/03/2025	INV-18388		SG POS	SGPOS	70.00	14.00	84.00	4728	204	70.00	web services mar 25
31/03/2025	MAR 25		SIAN TAYLOR	SIAN	67.50	0.00	67.50	4041	350	67.50	march 25 expense
31/03/2025	25030076		TICKETSOLVE	TICKETSOLV	853.00	0.00	853.00	4490	201	853.00	ticket sales cost mar 25
12/03/2025	370905771/25		TOTAL ENERGIES DD	TOTENGDD	3,057.48	611.50	3,668.98	4120	204	3,057.48	gas 31/1-28/2/25
12/03/2025	370905793/25		TOTAL ENERGIES DD	TOTENGDD	339.39	67.88	407.27	4120	205	339.39	gas 31/1-28/2/25
12/03/2025	370905804/25		TOTAL ENERGIES DD	TOTENGDD	50.70	2.53	53.23	4120	208	50.70	gas 31/1-28/2/25
28/03/2025	85848		UK POS	UKPOS	460.80	92.16	552.96	4185	204	460.80	banner for barrier system
06/03/2025	100537879	04958	UK POS	UKPOS	2,028.76	405.75	2,434.51	4185	204	2,028.76	cafe barriers
16/03/2025	446188-014		VIRGIN MEDIA	VIRGIN	181.83	36.37	218.20	4487	204	181.83	broadband mar 25
18/03/2025	B5-687359227		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	mobile 18/3-17/4/25
								4445	301	11.78	mobile 18/3-17/4/25
								4445	101	11.78	mobile 18/3-17/4/25
13/03/2025	INV-23050425		XERO	XERO	0.80	0.16	0.96	4481	101	0.80	subs 13/3-12/4/25
TOTAL INVOICES					129,891.95	18,526.31	148,418.26			129,891.95	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/03/2025	HSBC	dd803	61.89	61.89		500			bank charges 8/1-7/2/25
03/03/2025	BACS P/L Pymnt Page 2615	BACS Pymnt	40,015.72	40,015.72		500			BACS P/L Pymnt Page 2615
03/03/2025	Global Payments - Direct Debit	dd804	63.97	63.97		500			card charges 1/1-31/1/25
05/03/2025	Fleet Town Council	BACS	1,000.00			4855	110	1,000.00	Fleet Spurs Grant
05/03/2025	Fleet Town Council	BACS	500.00			4855	110	500.00	Calls and Visit Grant
10/03/2025	Castle Water Limited	dd805	323.01	323.01		500			water 1/1-31/1/25
11/03/2025	Booker Limited	dd806	509.22	509.22		500			Purchase Ledger DDR Payment
11/03/2025	Total Energies	dd807	58.27	58.27		500			gas 31/12-31/1/25
11/03/2025	Total Energies	dd808	3,385.88	3,385.88		500			gas 31/12-31/1/25
11/03/2025	Total Energies	dd809	462.55	462.55		500			gas 31/12-31/1/25
13/03/2025	BACS P/L Pymnt Page 2624	BACS Pymnt	56,444.91	56,444.91		500			BACS P/L Pymnt Page 2624
14/03/2025	Fleet Town Council	DD	3,996.23			516		3,996.23	L&G Pension Mar 25
14/03/2025	Payment Sense Ltd	dd811	243.88	243.88		500			card charges 1/2-28/2/25
14/03/2025	Payment Sense Ltd	dd812	27.65	27.65		500			card charges 1/2-28/2/25
14/03/2025	HSBC	dd813	177.70	177.70		500			Purchase Ledger DDR Payment
17/03/2025	Xero (UK) Ltd	dd814	0.96	0.96		500			Purchase Ledger DDR Payment
17/03/2025	HSBC	dd815	2,338.38	2,338.38		500			credit card feb 25
17/03/2025	Castle Water Limited	dd816	579.48	579.48		500			water 1/2-28/2/25
17/03/2025	Castle Water Limited	dd817	419.71	419.71		500			water 1/2-28/2/25
18/03/2025	NPower - Direct Debits	dd818	26.58	26.58		500			elec 1/1-31/1/25
18/03/2025	NPower - Direct Debits	dd819	32.21	32.21		500			elec 1/1-31/1/25
18/03/2025	NPower - Direct Debits	dd820	212.79	212.79		500			elec 1/1-31/1/25
18/03/2025	Global Payments - Direct Debit	dd821	604.51	604.51		500			card charges 1/2-28/2/25
18/03/2025	NPower - Direct Debits	dd822	235.38	235.38		500			elec 1/1-31/1/25
18/03/2025	NPower - Direct Debits	dd823	47.71	47.71		500			elec 1/1-31/1/25
19/03/2025	Fleet Town Council	BACS	27.20			4995	101	27.20	SGoldring - Wipers
19/03/2025	Castle Water Limited	dd824	15.71	15.71		500			water 1/2-28/2/25
20/03/2025	Central Computer Management Lt	dd825	86.40	86.40		500			payroll feb 25
20/03/2025	Fleet Town Council	DDR	31,062.20			516		133.36	Payroll Mar 25
						520		30,928.84	Payroll Mar 25
21/03/2025	BACS P/L Pymnt Page 2633	BACS Pymnt	21,130.55	21,130.55		500			BACS P/L Pymnt Page 2633
21/03/2025	Croner Group Ltd	dd825	408.98	408.98		500			HR and H&S Mar 25
21/03/2025	Payment Sense Ltd	dd826	113.94	113.94		500			card charges 1/2-
Subtotal Carried Forward:			164,613.57	128,027.94	0.00			36,585.63	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									28/2/25
21/03/2025	Payment Sense Ltd	dd827	17.88	17.88		500			card charges 1/2-28/2/25
21/03/2025	Fleet Town Council	DDR	9,989.23			515		9,989.23	Inland Rev Mar 25
25/03/2025	BOC Ltd	dd825	194.04	194.04		500			GAS delivery
25/03/2025	Booker Limited	dd826	438.46	438.46		500			Purchase Ledger DDR Payment
28/03/2025	Vodafone Limited	dd827	42.41	42.41		500			mobile 18/3-17/4/25
29/03/2025	HSBC	dd828	72.70	72.70		500			bank charges 8/2 - 7/3
31/03/2025	Global Payments - Direct Debit	dd829	43.92	43.92		500			card charges 1/2-28/2/25
Total Payments:			175,412.21	128,837.35	0.00			46,574.86	

Event Application Form

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

Name of event car show	
Event location calthorpe Park	
Event date Sunday 6th July	

Section 1 – Organiser Details

Name of organisation	john searle funfair's & classic car club		
Name of applicant ⁽¹⁾	marisa wall & Sandra wheeler ⁾ Over 18 years		
Position <i>(if applicable)</i>	funfair organiser, classic car club organiser		
Contract Address	<div></div>		
		Post Code:	
Is the above address to be used for invoices? YES/NO – if NO please provide details on a separate sheet			
Personal Contact Details	Home	<div></div>	
	Work		
	Mobile		
	Email Address		
Event Public Tel. Enquiry	N/A		
Event Web Site Address	N/A john searle funfairs. facebook page		

Section 2 – Event Details

classic car show at calthorpe Park to be held on the Sunday after the carnival the 6th of July 2025

for many years there was a classic car show at the views then at calthorpe Park, But the last few years this has died

so we would like to revive it a free event for the people of fleet and I hope we get support from Fleet town Council

Please indicate the type of Event

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

(1) Name of Charity

Charity Registration Number

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

If NO please give details:

Hi

we would charge the cars £5 to attend

then we would give the money made on the day to the fleet lions

hopefully if they would support us in marshalling

Timings

Date/time to enter site for preparation 6th July from 8am

Date/time to vacate the site after the Event 6th July latest the cars would be cleared is 6 pm

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

Charges

Is the Event free? YES ☒ NO

If NO what are the approximate admission price?

Adults ☒

Children (include any age ranged) ☒

Concessions

Will programmes be available? YES ☒ NO ☒

If YES, what is the proposed price?

Approximate number of people expected to attend?

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

we would expect 500 to 800


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

	Fireworks/pyrotechnics	Live Music ⁽¹⁾
	Carnival procession ⁽¹⁾	Live Entertainment ⁽¹⁾
	Fairground equipment	 Lost children point
	Aircraft	Barrier/Fencing
	Parachutists	Marquees
	Balloon launch	Portable generator ⁽²⁾
	Hot Air Balloons	Power supply
	Horses/donkeys/other animals	Toilets
	Motorcycles	Alcohol ⁽³⁾
	Other motor vehicles	Food/drink concessions
	Coconut shy	On site communications 
	Inflatables (e.g bouncy castle)	Market stalls
	Portable staging	Re-enactment groups
	P.A. System	Living history or other
	Stewarding/Security	 Other

NOTES:

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

CAR PARKING

Will vehicles require access to the venue? YES  NO

If yes, when and for how long?

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

If you have ticked yes above, please provide more details on the day between 8am to 6pm

<input type="checkbox"/>	Will you require Car Park space for Event Staff	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
<input type="checkbox"/>	And/or the general public	<input type="checkbox"/>	YES		NO

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

yes we would need parking for staff roughly 10 cars
sorry its in red im trying to fill the form from my iphone
im not sure why it's gone red

Facilities

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

we will talk to carnival committee and see
if we can sort something with them
because carnival toilets are always there till monday
morning

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

we will have guy picking the litter throughout the day

Notes:

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

UTILITIES

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

Electricity Water

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

Bad Weather Plan

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

Will the event be; Cancelled Postponed Continue ☒

Please give details if Cancelled or Postponed:

obviously, the weather will be considered if the Met office puts out a Weather warning then the event would be cancelled

But for normal rainfall, the event would still go ahead

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

if the metal office issue a weather warning, then the event will definitely be cancelled

Section 3 - Insurance

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

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

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

Section 4 – Emergency Services

Please supply details of the first aid cover to be provided

me and my daughter are first aid you would have to advise us on what you expect. We have taken first aid courses, but we will take that advice from you.

SECTION 5 – BOND

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

Name of person / organisation supplying the bond /cheque

Name marisa wall

Address

Tel No

Email Address

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

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

Keys - £10 each

Padlocks - £65 Each

Locks - £45 each

SECTION 6 – ADDITIONAL REQUIREMENTS

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

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

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

Signed:

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

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

Tel: 01252 625246







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

I have enclosed, where necessary, the following:-

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

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

(* these documents are required for all applications)

Documentation	YES	NO	Evidence of Insurance	YES	NO
Site Plan/Route Plan *			Insurance for event organiser *		
Risk Assessment *			Individual participants		
Stewards Briefing Pack			Addition Information if required		

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

Additional

Any additional information:



Main Events User Agreement

Conditions of Use

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

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

•The Council reserves the right to cancel an event in the absence of the applicant’s wet weather plan.

Name (Authorised Signatory from Organisa6on)	
Signature	
Date	
Event and Date	
Organisa6on Name	

Event Application Form

Name of event VE80 Children's Activities	
Event location The Views	
Event date Thu 8 May 2025	

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

Section 1 – Organiser Details

Name of organisation	VE80 Celebration Event		
Name of applicant⁽¹⁾	David Millen	⁽¹⁾ Over 18 years	
Position <i>(if applicable)</i>	Lead organiser		
Contract Address	<div></div> <div>Post Code: <div></div></div>		
Is the above address to be used for invoices? YES – if NO please provide details on a separate sheet			
Personal Contact Details	Home		
	Work		
	Mobile	<div></div>	
	Email Address		
Event Public Tel. Enquiry No.			
Event Web Site Address			

Section 2 – Event Details

Description of Proposed Event

Children's activities suitable for outdoors that cannot take place in Gurkha Square due to the need for space and/or safety distance

Tomahawk throwing

Skittles

Firelighting

Others tbc

Please indicate the type of Event

Charity Event⁽¹⁾

☐

Fund Raising

☐

Non-commercial

☐

Community Event

☒

Commercial

☐

⁽¹⁾ Name of Charity

Charity Registration Number

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

If NO please give details:

The scouts and explorer units that run these activities will make a small charge for each and will retain the proceeds within their unit to help fund adventurous activities by those scout groups and units

Timings

Date/time to enter site for preparation Thu 8 May at around 1200 hours

Date/time to vacate the site after the Event Thu 8 May at around 1900 hours

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

Charges

Is the Event free? YES ☐ NO ☐ The VE80 Event in Gurkha Square is free to enter. Activities in the square may incur a small charge. The activities on The Views are certain to be at a charge of about £3 for tomahawk throwing, £2 for firelighting and £1 for skittles. If leaders decide to charge less, or nothing, that is their decision. They will have to discuss with me if they wanted to charge more.

If NO what are the approximate admission price?

Adults

Children (include any age ranged)

Concessions

Will programmes be available? YES ☐ NO ☐

If YES, what is the proposed price?

Approximate number of people expected to attend?

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

We anticipate that around 300 people will come to G Sq after school. There is insufficient activity in G Sq to entertain, amuse, inform and educate this number of people, particularly children.

This is why we need additional activities on The Views to entertain and inform over the course of the afternoon and early evening.

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

Fireworks/pyrotechnics	<input type="checkbox"/> Live Music ⁽¹⁾	<input type="checkbox"/>
Carnival procession ⁽¹⁾	<input type="checkbox"/> Live Entertainment ⁽¹⁾	<input type="checkbox"/>
Fairground equipment	<input type="checkbox"/> Lost children point	<input type="checkbox"/>
Aircraft	<input type="checkbox"/> Barrier/Fencing	<input checked="" type="checkbox"/>
Parachutists	<input type="checkbox"/> Marquees	<input type="checkbox"/>
Balloon launch	<input type="checkbox"/> Portable generator ⁽²⁾	<input type="checkbox"/>
Hot Air Balloons	<input type="checkbox"/> Power supply	<input type="checkbox"/>
Horses/donkeys/other animals	<input type="checkbox"/> Toilets	<input type="checkbox"/>
Motorcycles	<input type="checkbox"/> Alcohol ⁽³⁾	<input type="checkbox"/>
Other motor vehicles	<input type="checkbox"/> Food/drink concessions	<input type="checkbox"/>
Coconut shy	<input type="checkbox"/> On site communications	<input type="checkbox"/>
Inflatables (e.g bouncy castle)	<input type="checkbox"/> Market stalls	<input type="checkbox"/>

Portable staging	<input type="checkbox"/>	Re-enactment groups	<input type="checkbox"/>
P.A. System	<input type="checkbox"/>	Living history or other	<input type="checkbox"/>
Stewarding/Security	<input checked="" type="checkbox"/>	Other	<input checked="" type="checkbox"/>

NOTES:

- (a) Please supply as much information as possible on all the items above
 (b) Following submission of this application, no additional items may be included without the express consent of the appropriate department.
⁽¹⁾A Temporary Event Notice (TEN) may be required if the Event involves, music, dancing, singing or similar.

Tomahawk throwing is not on the list above but it is hugely popular. It was offered to YP at the Jubilee in 2022 and the Coronation celebrations in 2023 without incident

Firelighting was also offered in 2022 and 2023 in Calthorpe Park and was delivered safely, without incident and without injury.

CAR PARKING

Will vehicles require access to the venue? YES ☐ NO ☒

If yes, when and for how long?

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

If you have ticked yes above, please provide more details

Will you require Car Park space for Event Staff	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
And/or the general public	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>

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

Facilities

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

N/A

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

Scouts will be conducting a litter pick throughout the afternoon. Their litter patrol pattern will include The Views

Notes:

1. The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each. In the event that the organiser fails to do this then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.

2. It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any on-site skip/litter bins or any bins in the vicinity of the site, etc for disposal.
3. Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.

UTILITIES

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

Electricity ☐ Water ☐

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

Neither

Bad Weather Plan

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

Will the event be; Cancelled ☒ Postponed ☐ Continue ☐

Please give details if Cancelled or Postponed:

We will watch the weather forecast from a week before the event. If possible we will give notice of cancellation.

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

Section 3 - Insurance

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

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

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

As all these activities will be delivered by scouts it is appropriate that Scouts insurance covers them. The policy document accompanies this application

Section 4 – Emergency Services

Please supply details of the first aid cover to be provided

Scout leaders will have first aid kits with them

St John Ambulance is providing First Aid cover for the whole event

SECTION 5 – BOND

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

Name of person / organisation supplying the bond /cheque

Name David Millen

Address As above

Tel No

Email Address

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

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

Keys - £10 each

Padlocks - £65 Each

Locks - £45 each

SECTION 6 – ADDITIONAL REQUIREMENTS

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

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

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

Signed:

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

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

I have enclosed, where necessary, the following:-

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

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

(* these documents are required for all applications)

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

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

Overall event RA has been provided. Individual activity RA will be provided by 1 May. They will be updated by the activity lead

Stewards Briefing Packs are being written now. They will be provided by 1 May. Stewards will patrol G Sq and also The Views

Additional

Any additional information:

Scout leaders delivering tomahawk throwing and firelighting would welcome a visit to Th Views with Ben Crane so that the activities can be appropriately sighted and the appropriate safety zone around each can be agreed and ideally marked out

Main Events User Agreement

Conditions of Use

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

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

Name (Authorised Signatory from Organisation)	
Signature	
Date	
Event and Date	
Organisation Name	



STATEMENT OF COUNCILLOR ATTENDANCE

AT

ORDINARY FULL COUNCIL MEETINGS MAY 2024 – APRIL 2025

11 meetings held

Councillor Name	No. of attendances	Apologies presented	Absences
Cllr Chenery	7	1	3
Cllr Einchcomb	10	1	
Cllr Fang	5	4	2
Cllr Holt	11		
Cllr Hope	4	3	4
Cllr May	7	4	
Cllr Neves (joined June 2024)	6	3	
Cllr Oliver	9	2	
Cllr Richmond	9	2	
Cllr Robinson	5	6	
Cllr Schofield	11		
Cllr Stanton (joined November 2024)	5		
Cllr Taylor	11		
Cllr Tilley	9	2	
Cllr Wildsmith	5	6	
Cllr Willcocks	7	3	1
Cllr Woods	10	1	