



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

Wednesday 2nd April 2025 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

R. Schofield (Chairman), G. Chenery, P. Einchcomb, R. Fang, L. Holt, A. Hope, 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
26th March 2025

AGENDA

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| 1. | APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable. |
| 2. | DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest. |
| 3. | QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public. |
| 4. | CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council. |
| 5. | HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda. |
| 6. | MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record the main minutes and confidential minutes of the Council meeting held on 5 th March 2025 (<i>copies attached</i>). To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: <ul style="list-style-type: none">• Development Control 24th February, 10th and 24th March 2025 (if available)• Establishment 12th March 2025• RLA 19th March 2025 |

| Part 1 – ITEMS FOR DECISION | |
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| 7. | <p>FINANCIAL MONITORING REPORT</p> <p>a) To receive the bank reconciliation and list of payments for February 2025 (<i>copies attached</i>).</p> <p>b) To receive a statement from Councillor Stanton that the bank reconciliation and list of payments for February 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 February 2025.</p> <p>b) To accept the statement from Councillor Stanton that the bank reconciliation and list of payments for February 2025 have been verified and signed.</p> |
| 8. | <p>REQUEST TO PURCHASE COUNCIL LAND</p> <p>A resident has requested that the Council consider selling a small piece of amenity land at Ancells Farm (see attached).</p> <p>RECOMMENDATION</p> <p>To consider the request to sell Council land.</p> |
| 9. | <p>LOAN FOR UPDATING PLAYGROUND EQUIPMENT</p> <p>The 2025/26 budget includes provision to obtain a £600,000 loan to fund the updating of playground equipment at The Views and Edenbrook. The proposed allocation of the loan is as follows:</p> <ul style="list-style-type: none"> • £250,000 – Skate Park • £200,000 – Both Edenbrook playgrounds • £150,000 – The Views playground <p>In addition to the loan, the Council currently has:</p> <ul style="list-style-type: none"> • £81,160 set aside in an Earmarked Reserve (EMR) for Edenbrook • £67,517 set aside in an EMR for Play Equipment <p>Loan Application Requirements</p> <p>To proceed with borrowing, the Council must pass a formal resolution at a Full Council meeting, with all Members present. The resolution must be clearly recorded in the minutes, as a copy will be submitted as part of the loan application. The resolution should also state whether there is an intention to increase the precept, and if so, by how much.</p> <p>Supporting documentation will be required as part of the application, including:</p> <ul style="list-style-type: none"> • A budget summary demonstrating the Council’s usual income and expenditure, any existing loan commitments, and a provision to cover at least the first six months of repayments. • Evidence of loan affordability, including how repayments will be funded. • A business case or report, which must be publicly available on the Council’s website, detailing the necessity of the loan and its intended use. • Consultation with the public, with supporting evidence confirming engagement. <p>To conduct an effective public consultation, the Council must first finalise fully costed proposals. This requires agreeing which projects will proceed (which may be all three), setting the budget for each individual project, and obtaining quotes or tenders.</p> <p>RECOMMENDATION</p> <p>Establish a working group to put together proposals and establish estimates to select projects within overall financial availability including reserves and loan.</p> |

10. BUILDING REVALUATIONS

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.

RECOMMENDATION

To consider revaluing all Council owned or managed buildings for insurance purposes.

11. NEONATAL CARE LEAVE POLICY

The Employment Rights Bill introduces 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.

A draft Neonatal Care Leave Procedure has been prepared to incorporate these legislative changes.

RECOMMENDATION

To review the draft Neonatal Care Leave Policy and provide any comments or suggested amendments

12. COMMUNITY GOVERNANCE REVIEW

Background

Hart District Council is undertaking a **Community Governance Review** of all existing parishes from **Monday 17 March to Friday 16 May**. This review provides an opportunity to assess and make changes to governance arrangements for town and parish councils.

Scope of the Review

The review will consider:

- Creating, merging, altering, or abolishing parishes
- Naming and styling of parishes, including the creation of town councils
- Electoral arrangements, including the number of councillors and parish warding
- Grouping or de-grouping parishes under common councils

- Other governance arrangements, such as parish meetings

Key Considerations

Hart District Council must ensure that governance arrangements:

- Reflect community identity and interests
- Are effective and convenient
- Consider community cohesion, population size, and parish boundaries

Purpose of the Review

This review is required every 10-15 years and last took place in 2012. It aims to enhance local democracy, improve community engagement, and ensure fair representation across the district.

Process

Hart District Council, through its Electoral Services Team, will oversee the review, conduct a full consultation, and draft recommendations for approval. The process includes public notices, social media updates, and direct engagement with stakeholders, including parish councils, councillors, MPs, and neighbouring authorities.

RECOMMENDATION

To review the scope and implications of the Community Governance Review and consider submitting representations regarding Fleet’s governance arrangements.

13. REVIEW OF FINANCIAL REGULATIONS

New legislation coming into force in February 2025 necessitates a review of Fleet Town Council’s Financial Regulations 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.

RECOMMENDATION

To review and approve the proposed amendments to Fleet Town Councils Financial Regulations.

14. HARLINGTON UPDATE

To receive an update from the Chairman on the:

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

RECOMMENDATION

To note the update from the Chairman.

Part 2 – ITEMS TO NOTE

15. CONTRACT FINDER

From 24 February 2025, local authority contracts estimated at over £30,000 (including VAT) must be published on Find-Tender rather than Contracts Finder when using an open invitation process.

Key Points

- Posting on Contracts Finder will no longer be legally compliant after this date.
- This does not apply where councils directly invite specific firms rather than issuing an open invitation.
- Existing contract invitations posted before 24 February remain valid on Contracts Finder and do not need to be moved.
- Once these contracts are completed, Contracts Finder may be retired.

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| 16. | <p>COUNCILLOR RESIGNATION Members were informed of Cllr Declan James resignation as Town Councillor on 4 March 2025.</p> <p>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.</p> |
| 17. | <p>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.</p> |
| 18. | <p>ANNOUNCEMENTS To receive and note announcements from the Executive Officer or any Member by permission of the Chair.</p> |
| 19. | <p>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.</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. <p>There are no confidential matters for consideration.</p> |



FLEET TOWN COUNCIL

MINUTES OF COUNCIL MEETING

held on

Wednesday 5th March 2025 at 7pm

* Councillor Schofield (Chairman)

* Councillor Einchcomb (Vice Chairman)

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| * Councillor Chenery | 0 Councillor Robinson |
| 0 Councillor Fang | * Councillor Stanton |
| * Councillor Holt | * Councillor Taylor |
| 0 Councillor Hope | * Councillor Tilley |
| * Councillor May | 0 Councillor Wildsmith |
| 0 Councillor Neves | 0 Councillor Willcocks |
| * Councillor Oliver | * 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 Adrian Collett – HCC
Mike Bye – Chair of Friends of Oakley Park
David Millen - 22nd Odiham Fleet Scouts

FC MARCH 2025 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

FC MARCH 2025 ITEM 2 DECLARATIONS OF INTEREST

Councillors Tilley and Stanton declared another registerable interests in Agenda Items 9 & 11 on the grounds that they are organisers of the events.

FC MARCH 2025 ITEM 3 QUESTIONS FROM THE PUBLIC

There were no questions from members of the public.

FC MARCH 2025 ITEM 4 CHAIRMAN'S ANNOUNCEMENTS

Simple report this month, time spent primarily on helping finalise the Ground Maintenance Contract, preparing for the ARM and meeting Thames Water on site at Ancells Farm to inspect the sink hole.

Original meeting was scheduled for 25th February, but Thames had rescheduled for 26th. Thames arrived mob handed two bowser lorries, two service vans and the CCTV camera unit. No tanker lorry to pump down the sewer as previously agreed.

Attempted flushing the sewer but to no avail, the CCTV camera submerged and no imaging was possible.

In desperation the Area Engineer poured a significant quantity of tracer dye into the sinkhole and put the camera into the next downstream manhole, the sewage effluent turned green indicating a direct connection between the sinkhole and the sewer.

Thames said they had instigated a 72-hour notice which meant they should return to site, and it was their intention to plug the sewer and pump over the questionable area so a camera could be inserted into a dry sewer.

Subsequently advised a Thames representative had been on site on the 27th without notice. This week Thames civil engineering contractor Cappagh appeared on site and started excavating the sink hole, without notice!

It is their intention to excavate in two stages down to the sewer (5-6m) and physically repair the sewer. The problem is the extent of the excavation will undermine a TPOd oak tree.

Cappagh excavated adjacent to the footpath down to a depth of 1 m, secured the site and left until Hart's tree Officer could inspect the tree. This is arranged for 10 am Thursday 6 March 2025.

A point of interest is Thame's asset plan does not record the pumped sewer connection entering the manhole adjacent to the sinkhole. Thames interpretation is that this is a private sewer serving the area of the Community Centre, shops and flats. This may be cause for concern.

FC MARCH 2025 ITEM 5

HCC/HDC ANNOUNCEMENTS

The following reports were received from Hampshire County Council.

Cllr Adrian Collett (HCC)

- Ancells Farm Sinkhole –Highways were due to come Monday but have put works on hold whilst TW complete their works.
- Ancell Road / Cove Road junction – have received reports that junction is slippery. A SCRIM test has been requested but it is likely the road will be resurfaced as it is a quicker solution.
- Cove Road Speed Limit – consultation to reduce the 50 miles per hour speed limit to 40 miles per hour on Cove Road, Fleet between its roundabout junction with A3013 Minley Road and a point 59 meters west of its roundabout junction with B3014 Fleet Road. Consultation closes 21 March 2025.
- Centaur House and One Fleet, Ancells Road – Revised plans propose the creation of multiple smaller commercial units instead of the previously intended residential conversion. The developers have requested FTC's assistance in organising public consultation meetings.
- Ancell Farm School Bus Service – A temporary solution for the current school year has been brokered but a local solution is still required from September 2025 onwards. County Officers have offered their help in identifying possible solutions.

Cllr Woods asked if the speed limit review was impacted by the new care home. Cllr Collett responded that it had more to do with the crossing at the other end of the road.

Cllr Collett left the meeting at the end of his report.

Cllr Steve Forster (HCC)

- Road Works
 - Kings Road / Fleet Road Light Sequencing – an engineer has been out to reprogramme the light sequence which should resolve the issue. The issue of cars jumping red lights at this junction has been reported to the Police with a request that they monitor.
 - Church Road – pothole repairs completed.
 - Hitches Lane – work on the crossing scheduled proceeding quickly. Other planned works likely to be delayed due to delays in completing legal agreements.
 - Elvetham Heath roundabouts – extensive works planned for half term to minimise disruptions. TW works have been re-engineered to reduce impact on roads. However, this will mean the felling of trees.
 - Leawood Road – works done to a poor standard which has been raised with contractor. Due to other works planned on the road, will address at a later stage.
- Secondary School Placements – 97% of applications got their first choice – this is one of the highest rates in the country. There is an appeals process for anyone not happy with their placement.
- Fleet Road – there is a blitz on delivery drivers parking illegally on Fleet Road.
- Devolution – Initial proposals are due to the government on 21 March 2025. Several meetings are scheduled. All councils involved in the process are engaging constructively at this stage. HCC has asked for more information from Government on the role of Town & Parish Councils in the process.

Cllr Alan Oliver (HDC)

- Confirmed that Hampshire councils are working together. HDC have not made any decisions in Cabinet.
- The HDC CEO is taking semi-retirement after 40 years of public service. He will be working 3 days a week and will focus on the local government reorganisation.
- A balanced budget has been approved for HDC which includes a 5% uplift. There are financial challenges ahead.
- HDC are proceeding in updating the Local Plan, which can be transferred to the new authority. This new plan will take 30 months to complete and will impact Neighbourhood Plans. Town & Parish Councils will be consulted with as HDC need to find sites for 11,000 homes.

Cllr Forster added that the CEO of Rushmoor District Council is also leaving and there will be an interim CEO until the new authority is in place. He also said that the current proposed merger of Rushmoor, Basingstoke & Deane and Hart fell short of the Governments required 500,000 population and that is likely to cause issues as the Government is not concerned about 'place' (meaning at least one district council in Hampshire may need to be segmented to achieve population requirements).

FC MARCH 2025 ITEM 6

MINUTES OF PREVIOUS MEETINGS

Councillor Chenery requested an amendment to the minutes of the Town Council meeting held on 5th February 2025 to reflect he was in attendance. With that amendment agreed, the minutes were approved and signed by the Chairman.

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

- Development Control 10th February 2025
- Policy and Finance 19th February 2025

FC MARCH 2025 ITEM 7 FINANCIAL MONITORING REPORT

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

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

FC MARCH 2025 ITEM 8 FIXED ASSET DISPOSALS

Financial Regulation 14.2 requires that the disposal of any asset over £250 be approved by Full Council.

Fleet Town Council recently upgraded all staff computer equipment, rendering the old devices obsolete. Members requested that the computer equipment be offered to Fleet Lions who wipe the equipment and donate to people in need.

RESOLVED

Members approved the disposal of the obsolete computer equipment.

FC MARCH 2025 ITEM 9 FLEET VICTORY IN EUROPE 80 YEAR CELEBRATION EVENT

David Millen, 22nd Odiham Fleet Scouts, addressed the meeting regarding this item.

In 1945, the nation celebrated Victory in Europe with street parties, dancing, and community gatherings. To commemorate this historic occasion, a family-friendly community event is proposed to take place in Gurkha Square on Thursday, 8th May 2025.

The organisers will be seeking contributions from Fleet Lions and Fleet BID towards the estimated £1,000 cost. However, should full funding not be secured, they have requested that the Council consider underwriting the event. Additionally, they are seeking approval for the event to be covered under the Council's insurance policy.

RESOLVED

Members expressed their support for the organisation and delivery of the VE80 Celebration Event and resolved to underwrite the event and provide insurance cover. In the event that the Council is required to fulfil its underwriting commitment, the necessary funds will be allocated from the 2025/26 Community Support Grants budget.

FC MARCH 2025 ITEM 10**BASINGSTOKE CANAL**

Cllrs Woods, Einchcomb, and Schofield, along with the Executive Officer, attended the inaugural Basingstoke Canal Annual Meeting on 19 February 2025.

Fleet Town Council currently contributes £18,309 per annum toward the upkeep of the Basingstoke Canal, though this funding is provided without a formal agreement. At the meeting, Basingstoke Canal Strategic Manager James Taylor outlined plans to introduce Service Level Agreements (SLAs) with riparian partners. These agreements would define the roles, responsibilities, and financial commitments of each partner within the partnership.

Members acknowledged the value of the Basingstoke Canal as an important community amenity.

RESOLVED

Members resolved not to enter into a formal Service Level Agreement, thereby maintaining flexibility in determining the level of financial support provided. It was further resolved to keep the financial contribution under review and to reassess the Council's contribution as part of the 2026/27 budget-setting process.

FC MARCH 2025 ITEM 11**CPR TRAINING**

Recent media coverage has strongly encouraged the public to undertake CPR training. Given ongoing discussions about defibrillators in the area, including those on the high street, it was proposed that FTC, in collaboration with St John Ambulance (SJA), facilitate CPR training sessions at The Harlington. This initiative aligns with FTC's commitment to public health, demonstrated through its involvement in the Covid vaccination programme, and would further establish The Harlington as a key community hub.

David Millen advised that the training would cost approximately £20 per hour for the instructor for groups of 12–20 participants. A schedule of one-hour sessions is required, with the Executive Officer tasked with identifying suitable time slots based on the availability of the Function Room. It was suggested that participants be charged £5 to encourage attendance and that sessions be cancelled if fewer than five people sign up. Promotion of the training was proposed through council social media channels and local GP surgeries.

RESOLVED

Members agreed in principle to the proposal but requested a more detailed plan be brought back to the committee for further consideration.

David Millen left the meeting at the conclusion of this item.

FC MARCH 2025 ITEM 12**HARLINGTON UPDATE**

Members received an update from the Chairman on the following matters relating to The Harlington.

Harlington Lease

The lease has been signed by Fleet Town Council and sealed by Hart District Council. While two minor issues with registration have been identified, agreed solutions are in place to resolve them.

Upon attempting to use the allocated parking spaces included in the lease, Officers discovered that amendments to the Off-Street Parking Order are required. The Chairman, General Manager, and Executive Officer are scheduled to meet with Hart District Council officers next week to address this matter.

There has been no progress on the Hampshire County Council (HCC) / Hart District Council (HDC) / Fleet Town Council (FTC) sublease.

Business Plan

As previously reported, the principal consultant engaged to develop the business plan for The Harlington passed away unexpectedly. Her business partner has requested a hiatus to assess which elements of the contract, if any, can still be fulfilled. In the meantime, alternative options for assistance in developing the business plan are being explored.

Land Swap

The mapping issues affecting the lease registration also impact the land swap. Additionally, two small areas of land (referred to as 'the sausages') need to be transferred from Hart District Council to Fleet Town Council to resolve further mapping discrepancies.

Architects

The draft contract has been issued to the appointed architects. Efforts are currently underway to schedule a preliminary meeting to initiate the project.

RESOLVED

To ensure the project progresses without unnecessary delays, Members agreed to the following delegated authorities:

- Full Council approval is required to determine the final design option for the project.
- All other project-related matters are delegated to the Harlington Working Group.
- The Harlington Working Group may establish an Executive Group, consisting of the Executive Officer and three members of the Harlington Working Group. These members must be available at short notice and during normal business hours to address urgent matters.
- Any decisions made by the Executive Group must be reported to the Harlington Working Group at its next scheduled meeting.
- The Harlington Working Group will schedule monthly meetings to oversee the project.

FC MARCH 2025 ITEM 13

ANNUAL RESIDENTS' MEETING

Members noted that MP Alex Brewer was unable to attend the Annual Residents Meeting due to parliamentary commitments. Members further noted the agenda for the Annual Residents' Meeting on 11th March 2025.

FC MARCH 2025 ITEM 14

ANNOUNCEMENTS

Members received and noted the following announcements:

- The Environment Agency held an engagement event at Calthorpe Park last Friday where they offered free surveys for residents located in documented flood areas.
- 3 March 2025 several Councillors received a presentation on a Digital Town Hub app. Members generally positive about presentation and would like the Council to investigate this further.
 - The Council’s representatives on the BID would explore the BID’s interest.
- Scouts group planted 22 tree whips over the weekend in two locations at Ancells Farm. Ten of the 22 trees were later uprooted, with some replanted in different locations by an unknown person(s).
- Cllr Richmond attended an event recently at Fleet Town Football Club where there was a lot of positivity about the Town Council.
- Fleet Town Council’s new website is scheduled to go live on Thursday 6 March 2025.
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FC MARCH 2025 ITEM 15

DATE AND TIME OF NEXT MEETING

The next meeting of the Council is scheduled to be held on Wednesday 2nd April 2025 at 7pm in The Harlington.

The meeting closed at 9:23pm.

Signed.....
Chairman

Date.....



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 24th February 2025
at 7pm in the Function Room, The Harlington

Present:

Cllr Holt
Cllr Chenery
Cllr Schofield

Absent: Cllr James

Officers: Charlotte Benham

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| 1 | <p>Apologies</p> <p>Apologies received from Cllr Robinson and Hope</p> |
| 2 | <p>Declarations of interest to any item on the agenda</p> <p>None declared</p> |
| 3 | <p>Public Session</p> <p>None present</p> |
| 4 | <p>Approval of the Minutes</p> <p>The minutes of the development and control advisory group meeting held on Monday 10th February were accepted as a correct record of the meeting.</p> |
| 5 | <p>25/00200/HOU 67 Velmead Road, Fleet, Hampshire, GU52 7LS <u>Erection of a single storey rear extension following demolition of existing conservatory, alterations to fenestration to ground floor front and side, cladding to entrance, blocking up of old vehicular access and creation of new vehicular</u> Comments required by 27 February</p> <ul style="list-style-type: none"> • Significant rear extension has little impact on neighbouring properties. • Proposal includes relocating the vehicular and pedestrian access to the centre of the property by removing part of an established tree line. • This will provide a more open view of the property from the road and the intention is to render over the existing finished facing brickwork. The colour of the render is not declared, but the general character of the area is brick finish so it would likely be out of keeping. |

- The new entrance and turning area inside the hedge requires Cell Web to protect the tree root zone which raises the general ground level approximately 100mm if installed to the manufacturers standard.
- It is essential that there is an adequate turning area to the front of the property to allow vehicles to enter and exit the site in a forward direction. Velmead Road is a busy and dangerous road because of on road parking for school access.

NO OBJECTION in principle subject to tree root protection measures and adequate turning space as above. Suggest brick finish rather than render would be more in keeping.

25/00215/FUL

176 Fleet Road, Fleet, Hampshire, GU51 4DE

[Erection of first floor front, side and rear extensions, change of use of part of ground floor and whole of first floor to residential and creation of a second floor to provide 9 flats \(3 x 1 bed and 6 x 2 bed\) and alterations to shopfront and fenestration](#)

Comments required by 27 February

- The major grounds for refusal of this development have been removed by the Planning Inspector's decision that only refused the development on the grounds of not securing SPA provisions.
- Hart refused to allocate SANG land on the basis that the development was not policy compliant. The Inspector stated the development met all Planning Policy provisions and therefore Hart's ability to refuse allocating SANG land has been removed.
- The inspector has acknowledged that there is inadequate on-site parking 9 places off SPD requirement of 21 places. The Inspector's report states:

The proposed on-site parking provision would be below that set out in the SPD3. Parking restrictions would prevent on street parking on many streets nearby. However, the SPD aims to encourage a shift away from car use and the standards are said to be a guide, allowing some flexibility including where there is access to alternative modes of transport.

The Inspector therefore gives weight to "a shift away from car use" but no weight to the parking provisions as they are stated to be only "a guide". As a precedent this totally undermines the value of the SPD in establishing onsite parking requirements.

Residents allegedly already parking in private carpark for business next door so this would be made worse.

- Under SPD 4.11 one of the bike spaces provided per flat should be to front of property and each flat should have space for a non standard cargo bike. This has not been met.
- These flats are minimum gross internal area. Two of the 2 bed flats have a living dining space of 19.6m², smaller than the 1 bedroom units.
- Majority of the windows are on the side elevations which are effectively overshadowed by the adjacent buildings so will receive limited natural light – poor design.
- Access to the upper floors is by staircase alone.
- Hart Local Plan Policy NBE 9 Design - paragraphs i) and j) call for energy efficiency and the incorporation of low carbon energy technologies and then states:

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| | <p><i>Development proposals should demonstrate compliance with the above criteria through a Planning Statement or a Design and Access Statement submitted alongside the planning application.</i></p> <p>There is no such statement within the application documentation.</p> <p>OBJECTION Inadequate parking and cycle provision and poor design due to lack of natural light</p> <p>24/02487/FUL 20 Westover Road, Fleet GU51 3DG <u>Demolition of existing bungalow and erection of a 5 bedroom dwelling and associated parking and access</u> Comment required by 10 March</p> <ul style="list-style-type: none"> • Fleet Neighbourhood Plan Policy 11 does not apply as this property already has a staircase i.e. chalet bungalow. • This is a 5 bedroom house requiring 6 cycle spaces minimum, 1 space to be close to the front door and one space able to accommodate a cargo bike (SPD 4.11) • The guide to on-site car parking is 3 allocated and 1 unallocated. This can be accommodated on site but only in breach of Neighbourhood Plan Policy 15, Residential Gardens, where 50% soft landscaping should be retained. • The parking spaces should be 2.5 x 5.0m, the old standard 2.4 x 4.8m is referenced. • Note there is no reference to Fleet Neighbourhood Plan in the Design Document • The significant side elevation facing No.18 will have an over bearing impact and take light off part of the rear garden adjacent to the rear of the neighbouring property. • There is no evidence of a 10% gain in biodiversity. All new development should include swift boxes. • The proposed redwood timber panelling to the front elevation of the property is not characteristic of the area, although there is not a consistent style on the immediate area. <p>OBJECTION</p> |
| 6 | <p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>19th March</p> |
| 7 | <p>Date of Next Development Control Committee Meeting</p> <p>10th March</p> |

Meeting closed: 7.45pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 10th March 2025
at 7pm in the Function Room, The Harlington

Present:

Cllr Holt
Cllr Chenery
Cllr Schofield

Officers: Charlotte Benham

| | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Apologies Apologies received from Cllr Robinson and Cllr Hope |
| 2 | Declarations of interest to any item on the agenda Cllr Schofield - 25/00179/HOU |
| 3 | Public Session None present |
| 4 | Approval of the Minutes The minutes of the development and control advisory group meeting held on Monday 24 th February were accepted as a correct record of the meeting. |
| 5 | 25/00030/HOU 35 The Lea, Fleet, Hampshire, GU51 5AX <u>Erection of a two storey rear extension and single storey side extension and detached double garage following demolition of existing structures</u> Comments required by 11 March <ul style="list-style-type: none">• The upstairs rear extension extends 2.0m beyond the rear elevation of the neighbouring building and is shown to fall outside 45° from the centre of the neighbour's window, but the downstairs extension extends 3.0m beyond the face of the neighbouring property which will infringe the 45° rule and take light off the back of the adjacent property.• The plan shows improvements to the garage at the rear of the property which abuts Fleet Town Council land and there is no formal access over the Council land. If the new garage is extended for other uses than parking then there is not an issue but if |

vehicular access is proposed this is not acceptable. Land planned for cemetery extensions which is much needed and running low on burial plots.

- There is no increase in the number of bedrooms and there is no recent use of the garage so parking is assumed to the front of the property – the plan indicates hard standing for 3 vehicles.

NO OBJECTION to property changes but OBJECTION to garage as no vehicle access

25/00179/HOU

Bassett ,Springfield Lane,Fleet, Hampshire, GU51 4AH

[Erection of a single storey rear extension, porch extension, first floor side extension, dormer extension and removal of existing out building and chimneys](#)

Comments required by 12 March

- Property located in NFCA Character Area 2
- Para 9.2 of the Management Proposals – Recommendations: that the District Council encourage property owners to retain architectural features of their buildings and will refuse planning applications that are considered to be either too large or badly designed.
- The development proposal blends well with the host building. The only potential issue is that hung tiles are to be removed and replaced with horizontal boarding, which is primarily to the new dormer end.
- There is reported presence of bats and an EA licence will be required before work can start.
- The current garage will only be classed as a single parking space but adequate parking exists on site.
- No tree or bushes will be removed as a consequence of development.

NO OBJECTION in principle but suggest that hung tiles would be more in keeping than boarding – if tiles are to be removed by hand due to bats could they be reused or replaced?

25/00309/HOU

6A Castle Street,Fleet, GU52 7ST

[Erection of a single storey rear conservatory](#)

Comments required by 17 March

NO OBJECTION

25/00276/HOU

23 Dukes Mead,Fleet,Hampshire, GU51 4HA

[Installation of air source heat pump](#)

Comments required by 17 March

- The Environmental Health Officer's report states: *"For the air source heat pump, the predicted noise level will be above the permitted development noise level at the nearest receptor, and the absolute level of sound is predicted to be low."*
- Concerned the attached manual noise calculation determines that the noise level fails permitted development levels but the Officer has no objection

OBJECTION – EH Officer should look at again

25/00239/HOU

132 Kings Road, Fleet, Hampshire GU51 3DU

Erection of a single storey rear extension following demolition of existing lean to, shower room, wc and garage, conversion of loft to habitable accommodation to include alterations to the height and pitch of the roof and insertion of roof lights to both sides, blocking up of one window and insertion of one window to ground floor side and insertion of a door and window to ground floor other side

Comments required by 20 March

Below are abstracts from 24/02284/LDC

b) Would any part of the proposed dormer extension exceed the highest part of the existing roof? No

c) Would any part of the dwellinghouse, as a result of the works, extend beyond the plane of any existing roof slope which forms the principal elevation of the dwellinghouse and front a highway? No. d) Would the cubic content of the roof space be increased by more than 50 cubic metres as a result of the development? No.

Volume Increase: • Volume added by proposed rear dormer: Approx 4.81 m³ (the limit is 50m³ for a semi-detached and detached property)

Are there any windows proposed in the wall or roof slope forming a side elevation, if so would the opening windows measure above 1.70 metres above the floor level and be obscure glazed? No

- The current proposal is stated to be permitted development because of the LDC secured under the earlier application, BUT the design has changed.
- No first floor plan was submitted but stated to be only 4.81m³ without a change in the ridge height and accessed by a spiral staircase, not available for living accommodation. The new plan lifts the ridge height 1.45m
- This proposal is now not permitted development, the roof is being raised and the roof space is being significantly increased beyond the declared 4.81 m³.
- The roof angle is being changed from the original and 6 roof lights *windows” are being added to the side elevations.
- Although two bedrooms are being retained at the ground level, two large bedrooms are being added at the first floor accessed by a standard staircase.
- The existing property has no staircase so is defined as a bungalow – the proposed development breaches Fleet Neighbourhood Plan Policy 11.
- The proposed development does not meet the criteria approved for the issue of the LDC.
- The design package indicates a significant two fan Air Source Heat Pump with no specification details provided and no evidence of the impact of the noise on adjacent neighbours. Need a noise assessment done.
- As a guide Hart’s SPD required three bedrooms to provide 3 on-site parking spaces, which can be accommodated, but would breach FNP Policy 15 because of the loss of soft landscaping.
- It is not apparent that adequate cycle storage is provided

| | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> App 24/02284/LDC permitted development dormer was not for accommodation - permitted development authorisation does not mean this application should be approved <p>OBJECTION</p> |
| 6 | <p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>19th March</p> |
| 7 | <p>Date of Next Development Control Committee Meeting</p> <p>24th March</p> |

Meeting closed: 8.05pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 24th March 2025
at 7pm in the Function Room, The Harlington

Present:

Cllr Holt
Cllr Schofield

Absent: 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 10 th March were accepted as a correct record of the meeting. |
| 5 | 25/00102/HOU 34 Tavistock Road, Fleet, Hampshire, GU51 4EJ <u>Conversion of garage to habitable accommodation to include the replacement of the garage door with two windows, single and two storey rear and side extension, rear patio and facade alteration</u> Comments required by 25 March 2025 <ul style="list-style-type: none">• Significant increase in bulk and mass of building but the separation of the building is increased by the neighbour's garage so no detrimental impact on neighbours in terms of a loss of light.• Front elevation is maintained in terms of local character but the rear elevation is totally out of keeping with the architectural style of the host building, although as a rear elevation it is not readily visible |

- This is a 5/6 bedroom house so needs a minimum of 4 parking spaces - the location plan indicates a limited front garden so where will the parking be accommodated? Local on-street parking is limited. No details of a cycle store.

OBJECTION on grounds of inadequate parking and lack of cycle storage.
Breach of FNP Policy 15 and HDC SPD

25/00075/HOU

99 Albert Street, Fleet, Hampshire, GU51 3RN

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

Comments required by 25 March 2025

- Appropriate design to extend an old, possibly Victorian semi into a 3 potentially 4 bedroom family house.
- Main issue is there is only 2 parking spaces on site and Albert Street is a busy road with limited parking.
- Cycle provision must be provided under Hart's SPD— a minimum of 3 cycle spaces, one space close to front door and one space for a cargo bike.

No objection to design of extension but OBJECTION on grounds of inadequate on-site parking.

25/00338/HOU

35 Crookham Road, Fleet GU51 5DT

[Erection of a timber orangery to replace existing conservatory](#)

Comments required by 27 March 2025

Located within the Basingstoke Canal Conservation Area but no impact.
NO OBJECTION

25/00393/HOU

16 Galloway Close, Fleet GU51 2TJ

[Erection of a detached outbuilding for home office](#)

Comments required by 28 March

NO OBJECTION

25/00386/HOU

2 Haywood Drive, Fleet, Hampshire, GU52 7RZ

[Erection of a garage and garden room](#)

Comments required by 28 March

- This appears to be an independent annex, larger than the footprint of host building.
- Under Hart's SPD a single garage is not counted as a parking space and although a double garage door is shown, the internal space is divided such that the parking area does not comply with Hart's standard.
- The two existing parking spaces are shown as 2.4 x 4.8m
- The extent of the proposed "garden room" will have an impact on No.4 Haywood Drive as it will take sun permanently off a significant area of garden.
- See HDC Planning letter of June 24 related to application 19/01210/HOU.
- The proposed plan does not meet previous requirements.

| | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> • Current use of building/personal circumstances are not a planning issue and should not affect any decisions – planning permission establishes potential future as well as current occupation of the building. • Overdevelopment of the site, negative impact on the street scene, inadequate on site parking, negative impact on immediate neighbour. <p>OBJECTION</p> <p>25/00241/HOU 16 Fairmile, Fleet, Hampshire, GU52 7UR Erection of part two storey, part single storey rear extension following demolition of existing conservatory and alterations to fenestration of side of existing house to insert two new windows Comments required by 2 April</p> <ul style="list-style-type: none"> • Significant rear extension, stepped to minimise the impact on neighbouring property. • Main benefit is to add a bathroom to the first floor and increase the size of the bedrooms – there is no increase in the number of designated bedrooms, but shower room retained at ground floor either to future proof the property or to allow the lounge to be used as a fourth bedroom. • Side access to property is only 2.679m wide. A standard parking space is now 2.5m with 0.5m addition for parking adjacent to a wall so parking is inadequate. • Parking three in a row only counts for two spaces and a single garage does not count as a parking space - parking plan that meets requirements needs submitting. • Parking to front garden would breach Fleet Neighbourhood Plan Policy 15, Residential Front Gardens, as a loss of soft landscaped area and environmental consequences. <p>NO OBJECTION in principle but note concerns about parking and breach of Fleet Neighbourhood Plan Policy 15.</p> <p>25/00582/PREM Application for a NEW PREMISE LICENCE Caleb's Coffee, 10 The Hart Centre, Fleet Road, Fleet, Hampshire, GU51 3LA Any comments required by 4 April</p> <p>NO OBJECTION to unit being used but question the opening hours in regards to shopping centre opening hours, parking and public access in the late evening.</p> |
| 6 | <p>Noted:</p> <p>Hart Planning Meeting Dates 17th April</p> |
| 7 | <p>Date of Next Development Control Committee Meeting 14th April</p> |

Meeting closed: 8.10pm

Signed:.....

Date:



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

held on

Wednesday 12th March 2025 at 7pm

* Councillor Woods (Chairman)

* Councillor Einchcomb (Vice Chairman)

* Councillor Holt

0 Councillor May

0 Councillor Robinson

* Councillor Schofield

* Councillor Tilley

Councillor Wildsmith

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

Also in attendance:

Rita Tong – Executive Officer

EST MARCH 2025 ITEM 1

APOLOGIES

Members received and accepted the apologies as noted above.

EST MARCH 2025 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

EST MARCH 2025 ITEM 3

QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

EST MARCH 2025 ITEM 4

MINUTES OF PREVIOUS MEETING

The minutes of the Establishment Committee meeting held on 13th November 2024 were approved and signed by the Chairman.

EST MARCH 2025 ITEM 5

DISCIPLINARY PROCEDURE

Members reviewed the draft Disciplinary Policy, the draft Disciplinary Procedures and the amended Standing Orders.

RESOLVED

Members approved the draft Disciplinary Policy, the draft Disciplinary Procedures and the amended Standing Orders.

EST MARCH 2025 ITEM 6

TRAINING UPDATE

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

EST MARCH 2025 ITEM 7

STAFFING UPDATES

Members noted staffing updates since the previous Establishment Committee meeting.

EST MARCH 2025 ITEM 8

DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 9th July 2025 at 7pm in The Harlington (Music Room).

Part 3 CONFIDENTIAL ITEMS

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

RESOLVED

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

EST MARCH 2025 ITEM 9

STAFF SALARY RECOMMENDATIONS FOR 2025/26

Members received a report from the Executive Officer containing recommendations for staff salary increases to take effect from 1 April 2025.

Members noted that the National Living Wage increases from £11.44 per hour to £12.21 per hour with effect from 1st April 2025. The National Living Wage rate for over 21s is applied to all casual staff positions at the Council, regardless of age.

Members requested that in future offer letters and contracts include a statement regarding their first salary review.

RESOLVED

Members agreed the recommendations for staff salary increases to take effect from 1 April 2025.

EST MARCH 2025 ITEM 10

STAFF ASSISTANCE

Members received a report on what a Council could do to help a staff member requiring assistance.

RESOLVED

Members agreed the steps the Executive Officer should take regarding this matter.

The meeting closed at 8.37pm.

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

Chairman



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 19th March 2025 at 7pm

* Councillor Einchcomb (Chairman)

* Councillor Woods (Vice Chairman)

* Councillor Chenery

Councillor Fang

* Councillor Holt

L Councillor May

0 Councillor Oliver

* Councillor Schofield

* Councillor Stanton

* Councillor Taylor

0 Councillor Tilley

Councillor Wildsmith

Councillor Willcocks

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

Also in attendance:

Rita Tong – Executive Officer

Facilities and Open Spaces Manager

General Manager of The Harlington

Cemetery Clerk

Friends of Basingbourne Park representative

Friends of Oakley Park representative

Caleb's Coffee representative

RLA MARCH 2025 ITEM 1

APOLOGIES

Members received and accepted the apologies as noted above.

RLA MARCH 2025 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

RLA MARCH 2025 ITEM 3

QUESTIONS FROM THE PUBLIC

The Friends of Basingbourne Park representative enquired about the timeframe for the repair of the climbing frame.

The Facilities and Open Spaces Manager confirmed that the necessary parts have been ordered; however, a timeframe for the repair cannot be provided until the parts are received.

The Friends of Basingbourne Park representative asked when the path would be resurfaced.

The Facilities and Open Spaces Manager stated that quotes for the works have not yet been obtained, so a timeframe for the resurfacing could not be provided at this stage.

RLA MARCH 2025 ITEM 4**MINUTES OF PREVIOUS MEETING**

Members received and approved as a correct record the minutes of the Recreation, Leisure and Amenities Committee meeting held on 18th September 2024.

RLA MARCH 2025 ITEM 5**THE CEMETERY CLERK'S REPORT**

Members received an update from the Cemetery Clerk. In addition to the written report, the Cemetery Clerk advised that several pathways had been damaged and required repair. It was also reported that a pallet of metal wiring delivered to the cemetery had been stolen.

The Cemetery Clerk further estimated that approximately 30 plots remain available at the cemetery.

RESOLVED

- a) Members noted the report and requested that the Cemetery Clerk take action to remove the moles causing damage to the cemetery.
- b) Members resolved to stop accepting applications for pre-purchased graves, except where pre-purchased plots could be allocated from the anticipated extension area.

RLA MARCH 2025 ITEM 6**THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT**

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

RESOLVED

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

The General Manager of The Harlington left the meeting at 8.09pm.

RLA MARCH 2025 ITEM 7**CEMETERY EXTENSION**

To receive a report from the Executive Officer on a proposal to extend Fleet Cemetery

RESOLVED

- a) That the Committee notes the need for a cemetery extension and supports the principle of further development.
- b) That officers are authorised to commission relevant professionals to develop a layout plan and cost estimates.
- c) That a further report be brought to the Committee once additional details, including funding, costs, and design proposals, are available.

The Cemetery Clerk left the meeting at 8.24pm.

RLA MARCH 2025 ITEM 8**MEMORIAL BENCH REQUEST**

Members received and considered an application to install a bench at Calthorpe Park.

RESOLVED

Members approved the request to install a bench at Calthorpe Park but did not approve the proposed inscription as it was not in accordance with the Council's policy.

RLA MARCH 2025 ITEM 9**CALEBS CAFÉ**

Members noted actions taken to date to alleviate the flooding issues of Calthorpe Park Pavilion aka, Calebs Coffee Shop aka, Bean at the Park. They then discussed further possible solutions before agreeing to install a single hollow concrete block wall.

Members noted that Calebs Café provided a valuable community amenity that they would not like to see lost to Fleet residents.

Cllr Holt expressed the view that the budget for Recreation, Leisure and Amenities was inadequate as demonstrated by the number of items raised in this agenda that could not be accommodated within the budget set for maintenance for 2025/26.

RESOLVED

- a) To install a single hollow concrete block wall at a cost of £850+VAT to alleviate flooding at Calebs Café. Costs to come out of the Calthorpe Park maintenance budget.
- b) To set the rent for Calebs Café at £4,000 from 1 April 2025.

The Caleb's Coffee representative left the meeting at 7.42pm.

RLA MARCH 2025 ITEM 10**INSTALLATION OF SUSPENDED CEILING IN BASINGBOURNE PAVILION**

Members noted that the ceiling in the male toilets at Basingbourne Pavilion requires repair due to water damage and general deterioration.

Members discussed the options of plastering the ceiling or installing a suspended ceiling using a grid system with ceiling tiles.

Members also noted that the estimated cost of repairs exceeds the allocated maintenance budget for 2025/26.

RESOLVED

Members agreed that if an insurance claim would cover the majority of the cost, the works could proceed. If an insurance claim cannot be made, the matter will be brought back to this Committee for further discussion.

RLA MARCH 2025 ITEM 11**INSTALLATION OF EXTERNAL CCTV AT BASINGBOURNE PAVILION**

Members noted that to enhance security and deter criminal and antisocial behaviour, it was proposed to install external CCTV cameras covering the pavilion, play parks, car park, and youth shelter. These areas have been subject to vandalism, fly-tipping, drug-related activity, fires, and harassment of park users.

The installation of CCTV would enable Fleet Town Council to support enforcement actions against illegal dumping and address antisocial behaviour in collaboration with local authorities and schools. The cameras would be positioned similarly to existing deployments at Calthorpe Park, ensuring they do not intrude on residential properties. Footage will be stored locally on a DVR system.

RESOLVED

Members approved the installation of up to three external CCTV cameras at Basingbourne Pavilion at an approximate cost of £300, to be funded from Building Maintenance 320-4170

RLA MARCH 2025 ITEM 12**SENSORY HERB GARDEN AT BASINGBOURNE PARK**

Members noted that the Spaces for Nature group sought approval to install a sensory herb garden at Basingbourne Park. The proposed design consists of a small checkerboard-style herb garden with alternating planting spaces and paving slabs, allowing children to walk among the herbs. Materials and plants would be sourced through community donations, the Cycle of the Seed initiative, and/or Fleet Town Council's climate change funding.

Whilst Members agreed in principle to the installation of a sensory herb garden, they requested additional information regarding responsibility for ongoing maintenance and the proposed location of the garden.

RESOLVED

- a) Members requested that the Spaces for Nature group liaise with the Friends of Basingbourne Park to determine the best location for the sensory garden and clarify who would be responsible for ongoing maintenance.
- b) Members delegated the final decision to the Chair of the Recreation, Leisure & Amenities Committee and the Executive Officer.

RLA MARCH 2025 ITEM 13**REPLACEMENT OF CARPET TILES AT ANCELLS FARM COMMUNITY CENTRE**

Members noted that the existing carpet tiles at Ancells Farm Community Centre are worn and in need of replacement, posing a health and safety risk.

Members requested further quotes, including options to replace the existing carpet tiles with industrial carpet or linoleum vinyl.

RESOLVED

Members approved the replacement of the worn carpet tiles at a cost of no more than £2,500, to be funded from the Building Maintenance budget.

RLA MARCH 2025 ITEM 14**GROUNDS MAINTENANCE CONTRACT**

Members received an update from the FOSM on the Grounds Maintenance tender and noted the following key dates:

- 7 April – Bidders Day
- 8 & 9 April – Tour of sites
- 16 May – tenders due

RESOLVED

Members noted the update from the FOSM.

RLA MARCH 2025 ITEM 15**ANNOUNCEMENTS**

The following announcement was made:

- The new booking system, Hallmaster, will go live on 25 March. We have taken our first booking through the system which helped identify glitches which have now been resolved.

RLA MARCH 2025 ITEM 16**ANCELLS FARM STORAGE AND EQUIPMENT**

At the request of Cllr Woods, £260 was spent on tools and equipment to enable the 6th Fleet Scout Group to carry out minor garden maintenance at Ancells Farm Park. The cost was covered using unspent Friends Of funds

RLA MARCH 2025 ITEM 17**FLEET PHOENIX SUMMER PROJECT**

An Event Application form from Fleet Phoenix for the use of The Views for their summer project to be held on Thursday evenings between 24 July 2025 and 28 August 2025.

RLA MARCH 2025 ITEM 18**FUTURE EVENTS**

Members noted future events taking place on Council property, as detailed on the table below.

| | | |
|--------------------|------------------------------|------------------------------|
| Easter Egg Hunt | 12 th April 2025 | Basingbourne Park |
| Easter Egg Hunt | 19 th April 2025 | Oakley Park |
| VE Day | 8 th May 2025 | War Memorial, Gurkha Square |
| Farnham Brass Band | 29 th June 2025 | Oakley Park |
| Fleet Carnival | 5 th July 2025 | Calthorpe Park & High Street |
| Summer Fair | 19 th July 2025 | Oakley Park |
| Lions Beerfest | 2 nd August 2025 | The Harlington |
| Music on The Views | 30 th August 2025 | The Views |

Members noted the absence of Circus and requested that the FOSM follow up on whether an event application had been received.

RLA MARCH 2025 ITEM 19**DATE AND TIME OF NEXT MEETING**

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 18th June 2025, 7pm at The Harlington.

The meeting closed at 9:19pm.

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

Chairman

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as at 28 February 2025

| Account | Funds | Interest Rate | Comment |
|-------------------------------------------------------------------------------------------|----------------------|-----------------------|---------------------------------------------------------------------------------------------------|
| HSBC Current Bank Account, Account No: 61539272 | £169,012.92 | | |
| HSBC Savings Account, Account No: 91620886 | £809,254.59 | 1.85% Per annum | Interest paid into HSBC Savings account each month. |
| Nationwide Building Society, Business Instant Saver, Account No: 900041402 | £407,520.74 | 3.05% | Interest paid into Nationwide current account. Business 35 Day Saver, interest paid monthly |
| CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001 | £3,024,735.00 | 4.2% Per annum | Interest paid into HSBC current account, monthly. |
| TOTAL | £4,410.523.25 | | |

Please note:

Interest received on 28 February 25 into Nationwide account:
Nationwide

£951.26

Interest received on 4 March 25 into HSBC Current account:
CCLA

£10,595.63

Interest received on 21 February 25 into HSBC Savings account:
HSBC Savings

£1,274.40

Recommendation

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

Bank Current/Deposit Account

Payments made between 01/02/2025 and 28/02/2025

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|------------------------|--------------------------------|------------|-------------------|------------------|-------------|-----|--------|------------------|--------------------------------|
| 07/02/2025 | Total Energies | dd777 | 59.02 | 59.02 | | 500 | | | gas 30/11-31/12/24 |
| 07/02/2025 | Total Energies | dd778 | 3,831.76 | 3,831.76 | | 500 | | | gas 30/11-31/12/24 |
| 07/02/2025 | Total Energies | dd779 | 304.41 | 304.41 | | 500 | | | gas 30/11-31/12/24 |
| 11/02/2025 | BACS P/L Pymnt Page 2601 | BACS Pymnt | 72,202.54 | 72,202.54 | | 500 | | | BACS P/L Pymnt Page 2601 |
| 11/02/2025 | Booker Limited | dd780 | 187.10 | 187.10 | | 500 | | | Purchase Ledger DDR Payment |
| 12/02/2025 | HSBC | dd781 | 86.68 | 86.68 | | 500 | | | bank charges 1/12- 31/12/24 |
| 12/02/2025 | HSBC | dd782 | 63.41 | 63.41 | | 500 | | | bank charges 1/12- 31/12/24 |
| 14/02/2025 | Fleet Town Council | DD | 4,123.87 | | | 516 | | 4,123.87 | Pension feb 25 |
| 14/02/2025 | Payment Sense Ltd | dd783 | 200.77 | 200.77 | | 500 | | | card charges 1/1- 31/1/25 |
| 14/02/2025 | Payment Sense Ltd | dd784 | 26.72 | 26.72 | | 500 | | | card charges 1/1- 31/1/25 |
| 17/02/2025 | NPower - Direct Debits | dd785 | 29.02 | 29.02 | | 500 | | | elec 1/12-31/12/24 |
| 17/02/2025 | NPower - Direct Debits | dd786 | 36.13 | 36.13 | | 500 | | | elec 1/12-31/12/24 |
| 17/02/2025 | Xero (UK) Ltd | dd787 | 0.96 | 0.96 | | 500 | | | xero accounts 13/2- 12/3 |
| 17/02/2025 | NPower - Direct Debits | dd788 | 189.34 | 189.34 | | 500 | | | elec 1/12-31/12/24 |
| 17/02/2025 | NPower - Direct Debits | dd789 | 196.13 | 196.13 | | 500 | | | elec 1/12-31/12/24 |
| 17/02/2025 | HSBC | DD790 | 3,519.80 | 3,519.80 | | 500 | | | Credit Card Jan 25 |
| 17/02/2025 | Castle Water Limited | dd791 | 81.55 | 81.55 | | 500 | | | water 1/1-31/1/25 |
| 17/02/2025 | Castle Water Limited | dd792 | 856.56 | 856.56 | | 500 | | | water 1/1-31/1/25 |
| 17/02/2025 | NPower - Direct Debits | dd793 | 46.43 | 46.43 | | 500 | | | elec 1/12-31/12/24 |
| 18/02/2025 | Global Payments - Direct Debit | dd794 | 881.85 | 881.85 | | 500 | | | card charges 1/1- 31/1/25 |
| 19/02/2025 | Castle Water Limited | dd795 | 30.91 | 30.91 | | 500 | | | water 1/1-31/1/25 |
| 20/02/2025 | Central Computer Management Lt | dd796 | 86.40 | 86.40 | | 500 | | | payroll jan 25 |
| 20/02/2025 | Fleet Town Council | DDR | 31,068.99 | | | 516 | | 133.36 | Payroll Feb 25 |
| | | | | | | 520 | | 30,935.63 | Payroll Feb 25 |
| 21/02/2025 | Croner Group Ltd | dd797 | 408.98 | 408.98 | | 500 | | | HR and H&S Feb 25 |
| 21/02/2025 | Payment Sense Ltd | dd798 | 113.94 | 113.94 | | 500 | | | card charges 1/1- 31/1/25 |
| 21/02/2025 | Payment Sense Ltd | dd799 | 17.88 | 17.88 | | 500 | | | card charges 1/1- 31/1/25 |
| 21/02/2025 | Fleet Town Council | DDR | 10,257.84 | | | 515 | | 10,257.84 | Inland Rev Feb 25 |
| 25/02/2025 | BOC Ltd | dd800 | 217.70 | 217.70 | | 500 | | | bar gas |
| 25/02/2025 | Booker Limited | dd801 | 230.40 | 230.40 | | 500 | | | bar supplies |
| 27/02/2025 | Castle Water Limited | dd802 | 175.44 | 175.44 | | 500 | | | water 1/1-31/1/25 |
| 28/02/2025 | Vodafone Limited | dd803 | 42.41 | 42.41 | | 500 | | | mobiles 18/12-17/1 |
| Total Payments: | | | 129,574.94 | 84,124.24 | 0.00 | | | 45,450.70 | |

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

| Invoice Date | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT | Invoice Total | A/C | Centre | Amount | Analysis Description |
|--------------|----------------|--------|---------------------|-------------------|-----------|--------|---------------|------|--------|----------|--------------------------------|
| 11/02/2025 | EXP | | BENCRANE | BENC | 166.74 | 0.00 | 166.74 | 4041 | 301 | 66.74 | sept 24 |
| | | | | | | | | 4041 | 301 | 39.92 | oct 24 |
| | | | | | | | | 4041 | 301 | 31.05 | nov 24 |
| | | | | | | | | 4041 | 301 | 29.03 | dec 24 |
| 28/02/2025 | 3081988020 | | BOC | BOC | 161.70 | 32.34 | 194.04 | 4700 | 201 | 161.70 | GAS delivery |
| 28/01/2025 | 0182610 | | BOOKER | BOOKER | 83.95 | 16.79 | 100.74 | 4700 | 201 | 83.95 | bar supplies |
| 29/01/2025 | 0288140 | | BOOKER | BOOKER | 71.97 | 14.39 | 86.36 | 4700 | 201 | 71.97 | bar supplies |
| 13/02/2025 | 0366188 | | BOOKER | BOOKER | 192.00 | 38.40 | 230.40 | 4700 | 201 | 178.02 | bar supplies |
| | | | | | | | | 4152 | 204 | 13.98 | bar supplies |
| 03/02/2025 | 10005320080 | | CASTLE WATER DD | CASTLEWADD | 73.43 | 8.12 | 81.55 | 4115 | 205 | 73.43 | water 1/1-31/1/25 |
| 03/02/2025 | 10005327368 | | CASTLE WATER DD | CASTLEWADD | 770.27 | 86.29 | 856.56 | 4115 | 204 | 770.27 | water 1/1-31/1/25 |
| 05/02/2025 | 10005415953 | | CASTLE WATER DD | CASTLEWADD | 28.21 | 2.70 | 30.91 | 4115 | 208 | 28.21 | water 1/1-31/1/25 |
| 06/02/2025 | 10005451304 | | CASTLE WATER DD | CASTLEWADD | 19.17 | 0.00 | 19.17 | 4115 | 350 | 19.17 | water 1/1-31/1/25 |
| 13/02/2025 | 10005571911 | | CASTLE WATER DD | CASTLEWADD | 157.80 | 17.64 | 175.44 | 4115 | 320 | 157.80 | water 1/1-31/1/25 |
| 24/02/2025 | 10005609029 | | CASTLE WATER DD | CASTLEWADD | 290.55 | 32.46 | 323.01 | 4115 | 310 | 290.55 | water 1/1-31/1/25 |
| 01/02/2025 | Z001645 | | CBS | CBS | 742.67 | 148.53 | 891.20 | 4170 | 204 | 742.67 | maint contract |
| 25/02/2025 | Z001716 | | CBS | CBS | 248.00 | 49.60 | 297.60 | 4170 | 204 | 248.00 | repair heating fault |
| 28/02/2025 | 64300 | | CENTRAL COM LIVEPAY | CCMLPAY | 72.00 | 14.40 | 86.40 | 4550 | 101 | 72.00 | payroll feb 25 |
| 28/02/2025 | P762295 | | CHAMBERS | CHAMBERS | 73.14 | 14.63 | 87.77 | 4155 | 350 | 73.14 | waste/recycling feb 25 |
| 28/02/2025 | P762296 | | CHAMBERS | CHAMBERS | 225.40 | 45.08 | 270.48 | 4155 | 204 | 168.60 | waste/recycling feb 25 |
| | | | | | | | | 4156 | 204 | 56.80 | waste/recycling feb 25 |
| 28/02/2025 | P762297 | | CHAMBERS | CHAMBERS | 49.17 | 9.83 | 59.00 | 4155 | 205 | 49.17 | waste/recycling feb 25 |
| 04/02/2025 | 453 | | CHRIS TRIMBY AUDIO | CHRISTRIMB | 150.00 | 0.00 | 150.00 | 535 | 0 | 150.00 | audio eng adult panto |
| 01/02/2025 | INV-D-06309 | | CLOUDY IT | CLOUDYIT | 672.62 | 134.52 | 807.14 | 4484 | 101 | 378.20 | IT support 7/1-8/2/25 |
| | | | | | | | | 4440 | 101 | 294.42 | Teams Calling Plan 7/1-28/2/25 |
| 28/02/2025 | INV0101384 | | THE COLUMBARIA | COLUMBARIA | 189.00 | 37.80 | 226.80 | 4935 | 350 | 189.00 | posy on a spiral |
| 28/01/2025 | 908041814 | | MOLSON COORS | COORS | 1,577.68 | 315.54 | 1,893.22 | 4700 | 201 | 1,577.68 | bar supplies |
| 04/02/2025 | 908051181 | | MOLSON COORS | COORS | 1,174.91 | 234.98 | 1,409.89 | 4700 | 201 | 1,174.91 | bar supplies |

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 11

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 |
|--------------|----------------|--------|---------------------|-------------------|-----------|----------|---------------|------|--------|-----------|------------------------------|
| 18/02/2025 | 908071243 | | MOLSON COORS | COORS | 1,397.79 | 279.56 | 1,677.35 | 4700 | 201 | 1,397.79 | bar supplies |
| 25/02/2025 | 908081005 | | MOLSON COORS | COORS | 3,252.68 | 650.53 | 3,903.21 | 4700 | 201 | 3,252.68 | bar supplies |
| 19/02/2025 | C000983701 | | CRONER | CRONER | 344.01 | 64.97 | 408.98 | 4551 | 101 | 189.21 | HR and H&S Feb 25 |
| | | | | | | | | 4187 | 101 | 154.80 | HR and H&S Feb 25 |
| 08/02/2025 | 2025-01 | | DAMIAN BUTLER | DAMIAN BUT | 2,250.00 | 0.00 | 2,250.00 | 553 | 0 | 2,250.00 | pop gods |
| 28/02/2025 | INV-05266 | POINT | DTM CONTRACTORS LTD | DTM CONTR | 298.10 | 59.62 | 357.72 | 4170 | 204 | 298.10 | gnrl repairs |
| 27/02/2025 | P01139 | | EASI-LEAFLETS | EASI-LEAF | 776.72 | 0.00 | 776.72 | 4430 | 101 | 776.72 | spring newsletter delivery |
| 17/02/2025 | FEBEXP25 | | PAUL EINCHCOMB | EINCHCOMB | 18.30 | 0.00 | 18.30 | 4537 | 105 | 18.30 | feb expense |
| 08/02/2025 | 25/03 | | FLEETJAZZ | FLTJAZ | 347.82 | 0.00 | 347.82 | 574 | 0 | 347.82 | nov expenditure |
| 11/02/2025 | 25/04 | | FLEETJAZZ | FLTJAZ | 846.49 | 0.00 | 846.49 | 575 | 0 | 711.60 | dec profit share |
| | | | | | | | | 576 | 0 | 134.89 | dec profit share |
| 25/02/2025 | 6837 | | FREE TRADE AGENCY | FREETRADEA | 3,911.48 | 782.30 | 4,693.78 | 554 | 0 | 3,911.48 | hayseed dixie |
| 25/02/2025 | 6837CORRECTION | | FREE TRADE AGENCY | FREETRADEA | 3,911.48 | 1,082.59 | 4,994.07 | 554 | 0 | 3,911.48 | correciton 6837 |
| 25/02/2025 | 6837CR | | FREE TRADE AGENCY | FREETRADEA | -3,911.48 | -782.30 | -4,693.78 | 554 | 0 | -3,911.48 | Correction 6837 |
| 08/02/2025 | 42 | | GC LIGHTING | GC LIGHTNG | 165.00 | 0.00 | 165.00 | 553 | 0 | 165.00 | ligthing operator |
| 31/01/2025 | 31JAN25 | | GLOBAL PAYMENTS DD | GLOBALDD | 881.85 | 0.00 | 881.85 | 4422 | 201 | 881.85 | card charges 1/1-31/1/25 |
| 28/02/2025 | 50404026 | | GLOBAL PAYMENTS DD | GLOBALDD | 36.60 | 7.32 | 43.92 | 4422 | 201 | 36.60 | card charges 1/2-28/2/25 |
| 11/02/2025 | 30414 | | GREENHOUSE G LTD | GREENHOUSE | 1,750.00 | 0.00 | 1,750.00 | 4430 | 101 | 1,750.00 | newsletter |
| 11/02/2025 | INV-7092 | | HALC | HALC | 98.00 | 19.60 | 117.60 | 4530 | 105 | 98.00 | cllr knowledge & core skills |
| 25/02/2025 | INV-7114 | | HALC | HALC | 48.00 | 9.60 | 57.60 | 4030 | 101 | 48.00 | year end accts update |
| 04/02/2025 | HM-8144 | | HALLMASTER | HALLMASTER | 605.50 | 121.10 | 726.60 | 4481 | 101 | 605.50 | Multi venue bookings 4/2/25 |
| 10/02/2025 | 4000012030 | | HDC | HDC | 54.00 | 10.80 | 64.80 | 4752 | 201 | 54.00 | hire of annexe car park |
| 19/02/2025 | INV-45848 | | HOGS BACK | HOGSBACK | 206.31 | 41.26 | 247.57 | 4700 | 201 | 206.31 | bar supplies |
| 26/02/2025 | INV-46101 | | HOGS BACK | HOGSBACK | 312.32 | 62.46 | 374.78 | 4700 | 201 | 312.32 | bar supplies |
| 20/02/2025 | 541892271 | | HOWDEN | HOWDEN | 4,130.00 | 0.00 | 4,130.00 | 4130 | 155 | 4,130.00 | insruance motv |
| 20/02/2025 | 541892271CORRE | | HOWDEN | HOWDEN | 1,039.40 | 0.00 | 1,039.40 | 4130 | 155 | 1,039.40 | 541892271 correction |
| 20/02/2025 | 541892271CR | | HOWDEN | HOWDEN | -4,130.00 | 0.00 | -4,130.00 | 4130 | 155 | -4,130.00 | Correction 541892271 |
| 07/02/2025 | 7FEB25 | | HSBC | HSBC | 61.89 | 0.00 | 61.89 | 4420 | 101 | 61.89 | bank charges 8/1-7/2/25 |
| 09/02/2025 | CCARDJAN25 | | HSBC | HSBC | 2,992.26 | 527.54 | 3,519.80 | 4400 | 101 | 21.74 | CC/CB/JAN25/STATIONERY |

Purchase Ledger for Month No 11

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 |
|--------------|----------------|--------|-------------------|-------------------|-----------|-----|---------------|------|--------|---------|-------------------------------|
| | | | | | | | | 4400 | 101 | 1.80 | CC/CB/JAN25/MILK |
| | | | | | | | | 4400 | 101 | 19.40 | CC/CB/JAN25/NAME BADGES |
| | | | | | | | | 4400 | 204 | 64.65 | CC/CB/JAN25/NAME BADGES |
| | | | | | | | | 4400 | 204 | 184.02 | CC/AR/JAN25/WRISTBANDS |
| | | | | | | | | 4185 | 101 | 4.24 | CC/CB/JAN25/COMP EQUIP |
| | | | | | | | | 4185 | 101 | 49.84 | CC/CB/JAN25/HEADSETS |
| | | | | | | | | 4185 | 204 | 13.29 | CC/CB/JAN25/DRESSING ROOM |
| | | | | | | | | 4185 | 204 | 34.14 | CC/CB/JAN25/DRESSING ROOM |
| | | | | | | | | 4185 | 204 | 19.91 | CC/CB/JAN25/DRESSING ROOM |
| | | | | | | | | 4185 | 101 | -24.92 | CC/CB/JAN25/HEADSET RETURN |
| | | | | | | | | 4185 | 204 | 124.29 | CC/BC/JAN25/RADIATORS |
| | | | | | | | | 4445 | 101 | 6.00 | CC/CB/JAN25/SIM CARD |
| | | | | | | | | 4445 | 101 | 6.00 | CC/CB/JAN25/SIM CARD |
| | | | | | | | | 4445 | 101 | 6.00 | CC/CB/JAN25/SIM CARD |
| | | | | | | | | 4295 | 150 | 582.00 | CC/CB/JAN25/SERCO BINS |
| | | | | | | | | 4700 | 201 | 2.90 | CC/RM/JAN25/MILK |
| | | | | | | | | 4700 | 201 | 10.00 | CC/RM/JAN25/RUM |
| | | | | | | | | 4700 | 201 | 2.70 | CC/RM/JAN25/MILK AND LEMONS |
| | | | | | | | | 4432 | 155 | 496.69 | CC/RM/JAN25/MOTV PRINTING |
| | | | | | | | | 4170 | 204 | 13.49 | CC/AR/JAN25/GROUND LOOP |
| | | | | | | | | 4170 | 204 | 5.41 | CC/AR/JAN25/SCREWS |
| | | | | | | | | 4170 | 204 | 34.18 | CC/AR/JAN25/BULBS |
| | | | | | | | | 4170 | 204 | 38.35 | CC/AR/JAN25/SCREWS |
| | | | | | | | | 4170 | 204 | 25.09 | CC/BC/JAN25/LIGHTING FITTING |
| | | | | | | | | 4182 | 201 | 19.88 | CC/AR/JAN25/DANCE FLOOR TAPE |
| | | | | | | | | 4182 | 201 | 40.15 | CC/AR/JAN25/LIGHTING GEL |
| | | | | | | | | 4433 | 201 | 234.81 | CC/AR/JAN25/PRINT |
| | | | | | | | | 4433 | 201 | -220.54 | CC/AR/JAN25/CREDIT HELLOPRINT |
| | | | | | | | | 4433 | 201 | 21.91 | CC/AR/JAN25/FACEBOOK AD |

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

| Invoice Date | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT | Invoice Total | A/C | Centre | Amount | Analysis Description |
|--------------|----------------|--------|----------------------|-------------------|-----------|----------|---------------|------|--------|-----------|--------------------------------|
| | | | | | | | | 4481 | 204 | 9.99 | CC/AR/JAN25/SPOTIFY |
| | | | | | | | | 4752 | 201 | 3.38 | CC/AR/JAN25/KITCHEN SUPPLIES |
| | | | | | | | | 4720 | 201 | 583.33 | CC/AR/JAN25/HAYSEED HOTEL |
| | | | | | | | | 4030 | 204 | 50.01 | CC/AR/JAN25/TRAINING |
| | | | | | | | | 4030 | 204 | 359.00 | CC/AR/JAN25/TRAINING |
| | | | | | | | | 4486 | 101 | -291.17 | CC/BC/JAN25/ADOBE REFUND |
| | | | | | | | | 4486 | 101 | 3.30 | CC/BC/JAN25/MICROSOFT |
| | | | | | | | | 4486 | 101 | 93.10 | CC/BC/JAN25/MICROSOFT |
| | | | | | | | | 4486 | 101 | 343.90 | CC/BC/JAN25/MICROSOFT |
| 20/02/2025 | INV-01400 | | INFINITY | INFINITY | 155.00 | 31.00 | 186.00 | 4230 | 310 | 155.00 | replace rope |
| 27/02/2025 | 55568CR | | INSANITY TALENT | INSANITY | -1,650.00 | 0.00 | -1,650.00 | 608 | 0 | -1,650.00 | credit for deposit as vatable |
| 27/02/2025 | 58476 | | INSANITY TALENT | INSANITY | 3,300.00 | 660.00 | 3,960.00 | 608 | 0 | 3,300.00 | replace 55568 - balance |
| 10/02/2025 | 12 | | JOOLS WARREN | JOOLS | 250.00 | 0.00 | 250.00 | 553 | 0 | 250.00 | sound eng 8/2 |
| 25/02/2025 | 13 | | JOOLS WARREN | JOOLS | 150.00 | 0.00 | 150.00 | 554 | 0 | 150.00 | soudn eng 21/2 |
| 05/02/2025 | 50197 | | KBO LOCK AND SAFE | KBOLOCK | 533.54 | 106.71 | 640.25 | 4170 | 205 | 533.54 | emer door lock repair |
| 21/02/2025 | KTHD017 | | KIT TRIGG | KITTRIGG | 100.00 | 0.00 | 100.00 | 554 | 0 | 100.00 | hayseed disxie |
| 23/02/2025 | 306041 | | LAWMANS UK | LAWMANS UK | 934.34 | 186.87 | 1,121.21 | 4295 | 150 | 934.34 | xmas festival 24 |
| 05/02/2025 | 130780 | | LONDON CATERING | LONDONCAT | 171.96 | 34.39 | 206.35 | 4152 | 204 | 171.96 | cleaning supplies |
| 10/02/2025 | 01251646 | | MINTNETWORK | MINTNETWOR | 105.93 | 21.19 | 127.12 | 4440 | 101 | 105.93 | phones jan 25 |
| 28/02/2025 | CVP.173034.1 | | MORR CO | MORRCO | 1,068.67 | 213.73 | 1,282.40 | 4559 | 160 | 1,068.67 | development costs |
| 03/02/2025 | INV-0848 | | MULBERRY LOCAL AUTHO | MULBERRY | 15.00 | 3.00 | 18.00 | 4030 | 101 | 15.00 | Training - Rita - conf minutes |
| 18/02/2025 | 18804 | | NIGEL JEFFRIES | NIGELJEFFR | 225.00 | 45.00 | 270.00 | 4202 | 301 | 225.00 | repair bench |
| 18/02/2025 | 18805 | 4946 | NIGEL JEFFRIES | NIGELJEFFR | 150.00 | 30.00 | 180.00 | 4250 | 310 | 150.00 | cut down tree |
| 20/02/2025 | 18810 | 4944 | NIGEL JEFFRIES | NIGELJEFFR | 754.00 | 150.80 | 904.80 | 4202 | 325 | 754.00 | tree planting |
| 28/02/2025 | 18821 | 4926 | NIGEL JEFFRIES | NIGELJEFFR | 380.00 | 76.00 | 456.00 | 4202 | 310 | 380.00 | insp cover replacement |
| 28/02/2025 | 18886 | | NIGEL JEFFRIES | NIGELJEFFR | 13,825.90 | 2,765.18 | 16,591.08 | 4200 | 208 | 2,325.76 | grnds maint feb 25 |
| | | | | | | | | 4200 | 301 | 1,472.10 | grnds maint feb 25 |
| | | | | | | | | 4200 | 310 | 3,955.58 | grnds maint feb 25 |
| | | | | | | | | 4200 | 315 | 2,108.56 | grnds maint feb 25 |

Purchase Ledger for Month No 11

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 |
|--------------|----------------|--------|-------------------|-------------------|-----------|--------|---------------|------|--------|----------|--------------------------|
| | | | | | | | | 4200 | 320 | 1,793.10 | grnds maint feb 25 |
| | | | | | | | | 4200 | 325 | 742.96 | grnds maint feb 25 |
| | | | | | | | | 4200 | 350 | 1,113.75 | grnds maint feb 25 |
| | | | | | | | | 4200 | 330 | 314.09 | grnds maint feb 25 |
| 16/02/2025 | IN12550796 | | NPOWER | NPOWER | 4,715.96 | 943.19 | 5,659.15 | 4122 | 204 | 4,715.96 | elec 1/1-31/1/25 |
| 16/02/2025 | IN12586006 | | NPOWER DD | NPOWERDD | 224.17 | 11.21 | 235.38 | 4122 | 310 | 224.17 | elec 1/1-31/1/25 |
| 16/02/2025 | IN12586008 | | NPOWER DD | NPOWERDD | 25.32 | 1.26 | 26.58 | 4122 | 315 | 25.32 | elec 1/1-31/1/25 |
| 16/02/2025 | IN12586011 | | NPOWER DD | NPOWERDD | 30.68 | 1.53 | 32.21 | 4122 | 320 | 30.68 | elec 1/1-31/1/25 |
| 16/02/2025 | IN12586042 | | NPOWER DD | NPOWERDD | 45.44 | 2.27 | 47.71 | 4122 | 208 | 45.44 | elec 1/1-31/1/25 |
| 16/02/2025 | IN12586043 | | NPOWER DD | NPOWERDD | 202.66 | 10.13 | 212.79 | 4122 | 205 | 202.66 | elec 1/1-31/1/25 |
| 06/02/2025 | 3851 | | NPTREEMANAGE | NPTREE | 450.00 | 90.00 | 540.00 | 4250 | 208 | 270.00 | complete decay detection |
| | | | | | | | | 4250 | 320 | 180.00 | complete decay detection |
| 13/02/2025 | 3864 | | NPTREEMANAGE | NPTREE | 2,580.00 | 516.00 | 3,096.00 | 4250 | 320 | 2,580.00 | priority 2 tree work |
| 28/02/2025 | 28FEB25 | | PAYMENTSSENSE | PAYMENTSSEN | 271.53 | 0.00 | 271.53 | 4420 | 101 | 271.53 | card charges 1/2-28/2/25 |
| 31/01/2025 | 31JAN2025 | | PAYMENTSSENSE | PAYMENTSSEN | 227.49 | 0.00 | 227.49 | 4422 | 201 | 227.49 | card charges 1/1-31/1/25 |
| 07/02/2025 | 6056026 | | PAYMENTSSENSE | PAYMENTSSEN | 14.90 | 2.98 | 17.88 | 4422 | 201 | 14.90 | card charges 1/1-31/1/25 |
| 07/02/2025 | 6056027 | | PAYMENTSSENSE | PAYMENTSSEN | 94.95 | 18.99 | 113.94 | 4422 | 201 | 94.95 | card charges 1/1-31/1/25 |
| 28/02/2025 | 002093 | | CHCLEANING | PRIMA | 2,247.70 | 449.54 | 2,697.24 | 4150 | 204 | 2,247.70 | cleaning 1/2-28/2/25 |
| 28/02/2025 | 002094 | | CHCLEANING | PRIMA | 661.00 | 132.20 | 793.20 | 4150 | 205 | 661.00 | cleaning 1/2-28/2/25 |
| 28/02/2025 | 002095 | | CHCLEANING | PRIMA | 404.00 | 80.80 | 484.80 | 4150 | 204 | 404.00 | cleaning 1/2-28/2/25 |
| 28/02/2025 | 002096 | | CHCLEANING | PRIMA | 121.00 | 24.20 | 145.20 | 4150 | 315 | 121.00 | cleaning 1/2-28/2/25 |
| 28/02/2025 | 002097 | | CHCLEANING | PRIMA | 61.00 | 12.20 | 73.20 | 4150 | 310 | 61.00 | cleaning 1/2-28/2/25 |
| 28/02/2025 | 002098 | | CHCLEANING | PRIMA | 121.00 | 24.20 | 145.20 | 4150 | 320 | 121.00 | cleaning 1/2-28/2/25 |
| 28/02/2025 | 002099 | | CHCLEANING | PRIMA | 135.00 | 27.00 | 162.00 | 4150 | 208 | 135.00 | cleaning 1/2-28/2/25 |
| 04/01/2025 | 04/01/25 | | PRINCESTONES | PRINCESTON | 95.00 | 0.00 | 95.00 | 4936 | 350 | 95.00 | ashes interment |
| 18/02/2025 | 18225 | | PRINCESTONES | PRINCESTON | 95.00 | 0.00 | 95.00 | 4936 | 350 | 95.00 | ashes |
| 11/02/2025 | FEBEXP | | SARAH MOORE | SARAHMOORE | 13.53 | 2.00 | 15.53 | 4400 | 101 | 9.99 | usb c charging cable |
| | | | | | | | | 4400 | 101 | 1.99 | staff card |
| | | | | | | | | 4400 | 101 | 1.55 | milk |

Purchase Ledger for Month No 11

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 |
|--------------|----------------|--------|--------------------|-------------------|-----------|----------|---------------|------|--------|----------|------------------------------|
| 17/02/2025 | TRI/8055 | | SD CONSULTANCY | SD CONSULT | 350.00 | 0.00 | 350.00 | 4295 | 150 | 350.00 | safety officer xmas festival |
| 01/02/2025 | INV-18368 | | SG POS | SGPOS | 70.00 | 14.00 | 84.00 | 4728 | 201 | 70.00 | web services feb 25 |
| 23/02/2025 | FEBEXP25 | | SIAN TAYLOR | SIAN | 108.84 | 13.52 | 122.36 | 4041 | 350 | 33.75 | mileage |
| | | | | | | | | 4400 | 350 | 18.42 | plot list book |
| | | | | | | | | 4400 | 350 | 38.98 | plot list book |
| | | | | | | | | 4203 | 350 | 17.69 | fixing |
| 13/02/2025 | QL206655-1 | | SLCC | SLCC | 120.00 | 24.00 | 144.00 | 4030 | 101 | 120.00 | filca course |
| 04/02/2025 | 05326 | | SWEENEY ENTERTAINM | SWEENEY | 3,500.00 | 700.00 | 4,200.00 | 548 | 0 | 3,500.00 | t rextasy |
| 28/02/2025 | 25020087 | | TICKETSOLVE | TICKETSOLV | 1,146.94 | 0.00 | 1,146.94 | 4490 | 201 | 1,146.94 | ticket sale costs feb 25 |
| 11/02/2025 | 367831733/25 | | TOTAL ENERGIES DD | TOTENGDD | 385.46 | 77.09 | 462.55 | 4120 | 205 | 385.46 | gas 31/12-31/1/25 |
| 11/02/2025 | 367831810/25 | | TOTAL ENERGIES DD | TOTENGDD | 2,821.57 | 564.31 | 3,385.88 | 4120 | 204 | 2,821.57 | gas 31/12-31/1/25 |
| 11/02/2025 | 367831865/25 | | TOTAL ENERGIES DD | TOTENGDD | 55.50 | 2.77 | 58.27 | 4120 | 208 | 55.50 | gas 31/12-31/1/25 |
| 20/02/2025 | OPI745287 | | VIMTO | VIMTO | 538.07 | 107.62 | 645.69 | 4700 | 201 | 538.07 | bar supplies |
| 16/02/2025 | 446188-013 | | VIRGIN MEDIA | VIRGIN | 181.83 | 36.37 | 218.20 | 4487 | 204 | 181.83 | broadband 16/2-15/3/25 |
| 21/01/2025 | 4680 | 04930 | VITAPLAY | VITAPLAY | 7,593.55 | 1,518.71 | 9,112.26 | 4230 | 208 | 620.00 | playground repairs |
| | | | | | | | | 4230 | 320 | 4,945.55 | playground repairs |
| | | | | | | | | 4230 | 310 | 1,585.00 | playground repairs |
| | | | | | | | | 4230 | 315 | 443.00 | playground repairs |
| 14/02/2025 | 4700 | 04930 | VITAPLAY | VITAPLAY | 2,040.95 | 408.19 | 2,449.14 | 4230 | 320 | 313.50 | playground repairs |
| | | | | | | | | 4230 | 310 | 1,066.65 | playground repairs |
| | | | | | | | | 4230 | 315 | 286.30 | playground repairs |
| | | | | | | | | 4230 | 325 | 374.50 | playground repairs |
| 18/01/2025 | B5-680347773 | | VODAFONE | VODAFONE | 35.34 | 7.07 | 42.41 | 4445 | 204 | 11.78 | mobiles 18/12-17/1 |
| | | | | | | | | 4445 | 301 | 11.78 | mobiles 18/12-17/1 |
| | | | | | | | | 4445 | 101 | 11.78 | mobiles 18/12-17/1 |
| 18/02/2025 | B5-683873864 | | VODAFONE | VODAFONE | 35.34 | 7.07 | 42.41 | 4445 | 204 | 11.78 | mobiles 18/1-17/2 |
| | | | | | | | | 4445 | 301 | 11.78 | mobiles 18/1-17/2 |
| | | | | | | | | 4445 | 101 | 11.78 | mobiles 18/1-17/2 |
| 28/02/2025 | INV-32649 | | X-NET | X-NET | 120.00 | 24.00 | 144.00 | 4435 | 101 | 120.00 | website hosting 24/5-23/8/24 |

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

| Invoice Date | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT | Invoice Total | A/C | Centre | Amount | Analysis Description |
|-----------------------|----------------|--------|-------------------|-------------------|------------------|------------------|------------------|------|--------|------------------|-------------------------------|
| 28/02/2025 | INV-32846 | | X-NET | X-NET | 120.00 | 24.00 | 144.00 | 4435 | 101 | 120.00 | website hosting 24/8-23/11/24 |
| 28/02/2025 | INV-33047 | | X-NET | X-NET | 120.00 | 24.00 | 144.00 | 4435 | 101 | 120.00 | website hosting 24/11-23/2/25 |
| 13/02/2025 | INV-22650723 | | XERO | XERO | 0.80 | 0.16 | 0.96 | 4481 | 101 | 0.80 | xero accounts 13/2-12/3 |
| TOTAL INVOICES | | | | | 81,535.76 | 14,417.44 | 95,953.20 | | | 81,535.76 | |

Rita Tong
Fleet Town Council,
The Harlington,
236 Fleet Road,
Fleet, GU51 4BY

9th March 2025

Re: Purchase of land to the rear of 1 Colbred Corner

Dear Ms Tong,

I am writing to enquire if Fleet Town Council would consider selling a small piece of land to the rear of my house in Colbred Corner, Ancells Farm to extend my garden by a small amount.

The land in question is part the Public Amenity land running though Ancells Farm from Ancells Road to Farm Drive – show outlined in red on the Land Registry plane attached as Exhibit 2.

An enlargement of the area in question is ringed in yellow at exhibit 1.

As you will see, my garden narrows considerably towards the back, due the the position of the house on the corner of Colbred Corner and Shetland Way. I would like to extend the back perimeter by up to 2m. The back perimeter of the garden of the garden is approximately 5m wide.

I do not believe that this extension would cause any loss of amenity in the area proposed, as immediately behind my garden 4 or 5 meters away are 2 large protected Oak Trees, so the land between these and my fence is unusable. Approximately 6 metres behind my fence is a significant dip in the ground, approximately 4m by 2m upto 25cm deep making it unsuitable to walk on.

As you will see from the plan my garden is at the widest point on the amenity land, . having widened by 5m over 4 house widths.

I have attached photos of the rear of my garden at Exhibit 3.

My request would not impact the amenity of the land, nor impose unduly on the usable space available. I will be happy to pay a fair market rate for garden land, money I am sure could help the council in these financially difficult times.

Please give this your serious consideration, I am contactable on the number above should you wish to discuss.

Thank you & regards



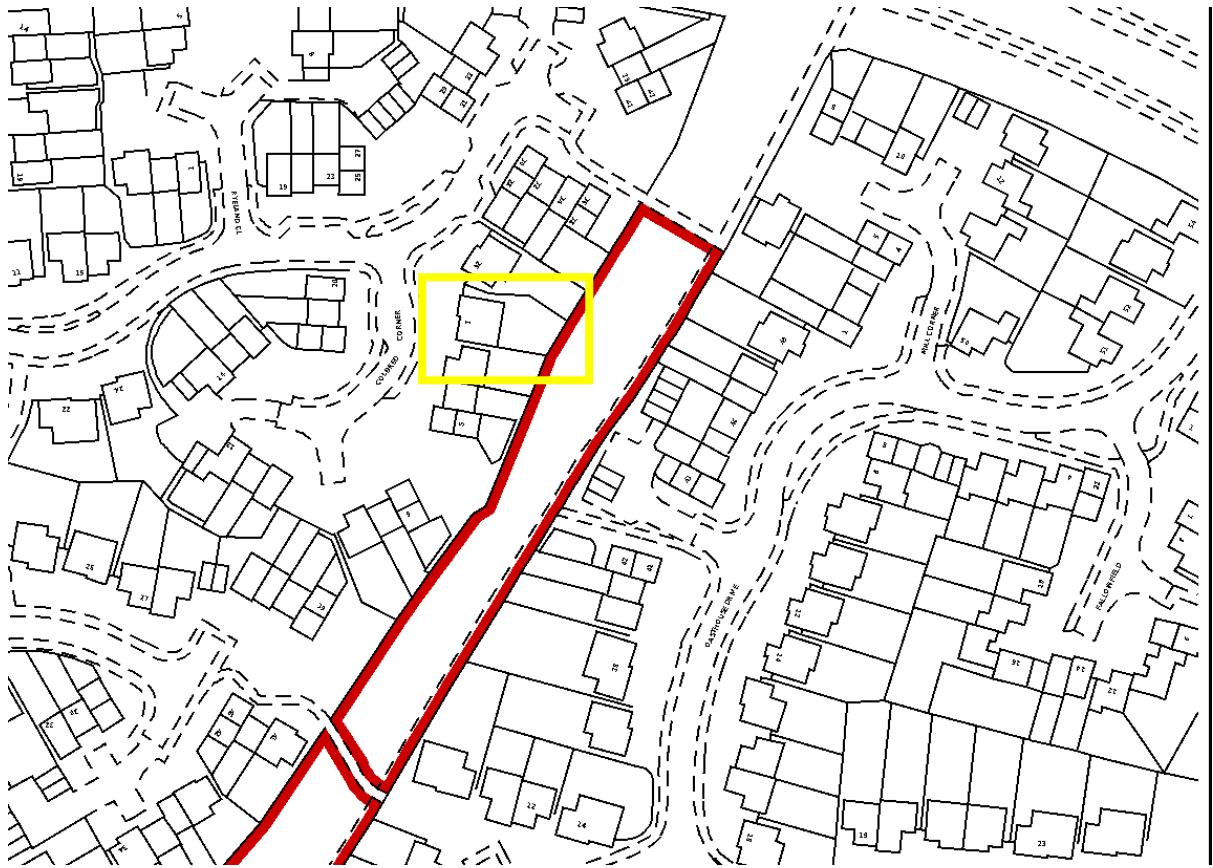


Exhibit 1

HM Land Registry
Official copy of
title plan

Title number **HP736112**
Ordnance Survey map reference **SU8155NE**
Scale **1:2500**
Administrative area **Hampshire : Hart**



© Crown Copyright. Produced by HM Land Registry.
Reproduction in whole or in part is prohibited without the prior written permission of Ordnance Survey Licence Number AC0000851063.
The land tinted green is not included in this title.

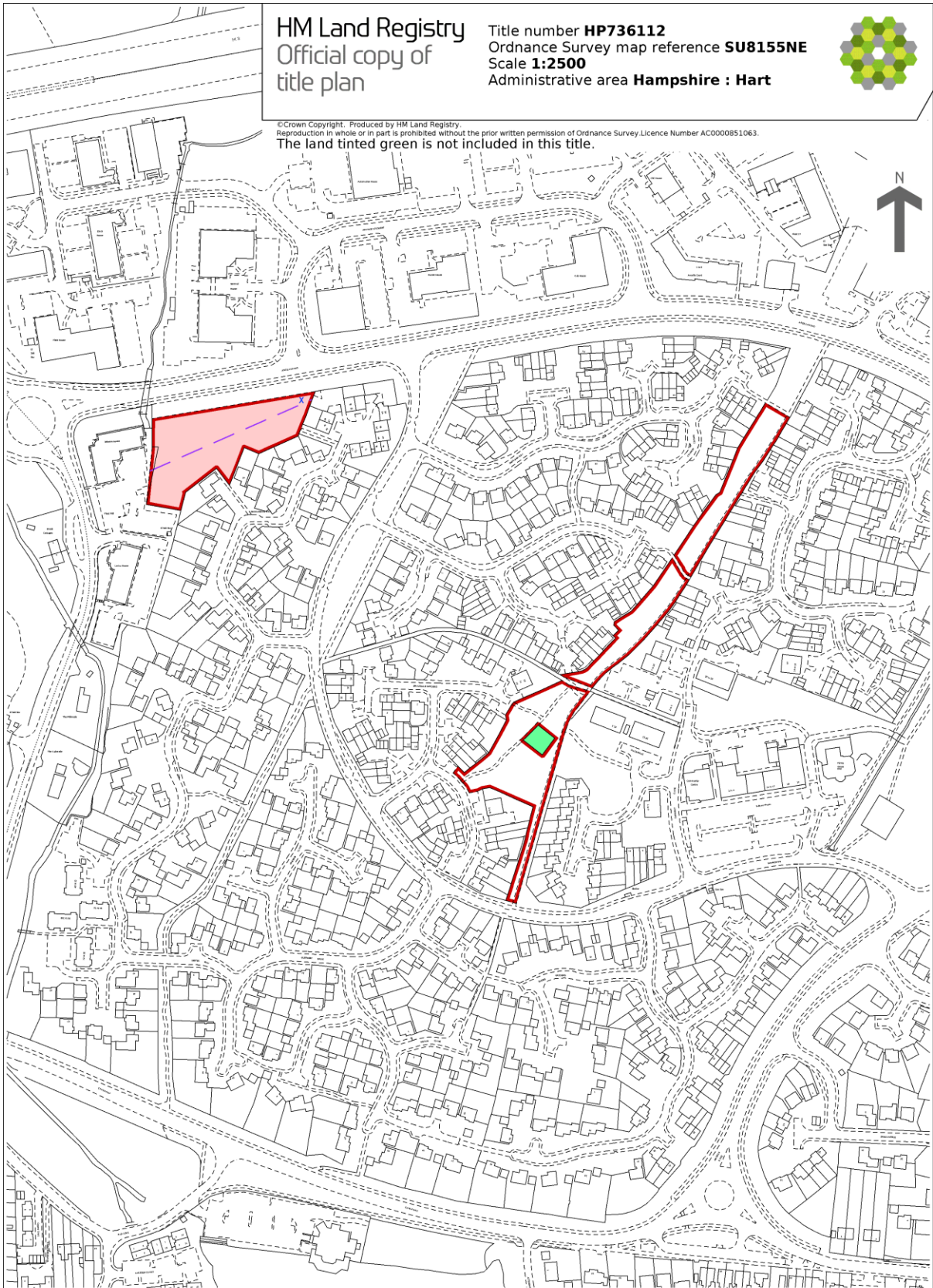


Exhibit 2

Exhibit 3







United Kingdom
Debt Management
Office

PWLB lending facility

T 020 7862 6610
E pwlb@dmo.gov.uk
www.dmo.gov.uk

LOANS TO PARISH, TOWN AND COMMUNITY COUNCILS

1. Powers to Lend

The PWLB lending facility is operated by the UK Debt Management Office (DMO) on behalf of HM Treasury and provides loans to local authorities, and other specified bodies, from the National Loans Fund, operating within a policy framework set by HM Treasury. This borrowing is mainly for capital projects. HM Treasury are responsible for the lending policy and for setting interest rates for PWLB loans. The day to day lending activities including advancing new PWLB loans and collecting repayments are delegated to the DMO. The DMO's responsibilities are for timely administration of the function within the set framework.

2. Purposes for which loans may be made

Loans may be made to finance capital payments for which a council has a formal borrowing approval. A council may also apply for a loan to replace short-term borrowings (including a bank overdraft) or revenue balances used temporarily for the purpose stated in the approval.

3. Borrowing Approval

HM Treasury will only lend once a borrowing approval has been obtained. The letters are issued by the Ministry of Housing, Communities and Local Government - formerly DLUHC, or, in the case of Welsh councils, the Welsh Government (WG). Borrowing approvals state, amongst other things, the purpose of a loan, the amount and the maximum period over which it can be taken.

The related borrowing may only be undertaken within the terms and time limit of the approval. It is not obligatory for the approval to be taken up in a single loan, and separate applications may be made in respect of a scheme where, for example, the expenditure is spread over several months, provided that the loans are covered by a valid approval.

The initial approach for a borrowing approval should be made to the local County Association of Local Councils. In the case of Welsh councils, the approach is direct to the Welsh Government.

4. Security for Loans

Under the provisions of the Public Works Loan Acts of 1965 and 1967, loans from HM Treasury are secured by an automatic charge on the revenues of the council and not on the council's property.

5. Applications for Loans

Applications should be made by the Responsible Finance Officer (RFO) on Form **LC1**, copies of which may be obtained from the UK Debt Management Office (DMO) website. The completed form should be accompanied by the following documentation:

- i. Scanned copy of a blank cancelled cheque or an original bank statement (bearing the details of the bank account to which the advance is to be made)
- ii. Completed direct debit mandate
- iii. The DMO are advised of all valid borrowing approval letters directly from DLUHC or the Welsh Government so a copy of the letter is **not** required

The application should be sent to the DMO via email at least **two weeks** before a loan is required. In completing form LC1 the RFO will be required to supply the following details. Non-receipt of information will result in a delay to the advance.

- Full name of the authority (including County)
- Purpose of loan
- Sum required (must be expressed in whole pounds)
- Type of loan required
- Half-yearly interest payment days (for fixed rate loans)
- Payment frequency (for variable rate loans)
- Method of repayment
- Period of repayment
- Preferred date of advance (optional)
- The contact email address provided on the LC1 form should relate to the office holder and the council

On receiving an application, the DMO will review and notify the RFO via email when all checks are completed. The notification will provide the Clerk with the PWLB electronic template, please note the following timetable to agree the final terms of the loan including the rate of interest and the date for the advance.

| Clerk emails application form to agree terms (i.e. agreement date) | Day of advance of loan (i.e. advance date) |
|--------------------------------------------------------------------|--------------------------------------------|
| Monday | The following Monday (T+5) |
| Tuesday | The following Tuesday (T+5) |
| Wednesday | The following Wednesday (T+5) |
| Thursday | The following Thursday (T+5) |
| Friday | The following Friday (T+5) |

Where a bank holiday intervenes the timetable moves by the appropriate number of days.

Following the loan agreement, a confirmation letter outlining the terms agreed will be emailed to the authority by close of business on the agreement day.

6. Types of Loan

There are two types of loans available from the PWLB lending facility:

- (a) Fixed rate loans, on which the rate of interest is fixed for the life of the loan, and
- (b) Variable rate loans, on which the rate of interest is variable at one, three or six monthly intervals. Once chosen, the roll-over period remains unchanged for the life of the loan.

7. Method of Repayment

There are two repayment methods open to Parish, Town and Community Councils:

Annuity: half yearly payments where each payment is of a constant amount inclusive of principal and interest (available on fixed rate loans only)

Equal Instalments of Principal (EIP): half yearly payments where each payment consists of a constant instalment of principal plus a diminishing amount of interest, calculated on the balance of principal then outstanding

The minimum repayment period on either method is two years.

The PWLB lending facility also offers Maturity loans at fixed or variable interest rates. The applicant will need to demonstrate how the principal repayment will be met at the end of the term during the borrowing approval process.

8. Interest Rates

The PWLB's interest rates are determined by HM Treasury in accordance with section 5 of the National Loans Act 1968. In practice, rates are set by the DMO on HM Treasury's behalf in accordance with agreed procedures and methodologies which are described in a **DMO Technical Note**.

In the case of fixed rate loans, a precise rate of interest is prescribed. In the case of variable rate loans, the rate is fixed by reference to a formula. The rate of interest charged on a fixed rate loan or the formula for a variable rate loan will be that agreed by telephone two working days before the date of advance.

Fixed interest rates are set twice daily by 9:30am and 12:30pm with a separate rate calculated in 6 monthly bands for periods up to 50 years. Once a loan has been agreed, the rate of interest is fixed for the duration of the loan. Payments are at regular half-yearly intervals (e.g. 1 April and 1 October) but the borrower may choose the half-yearly days so long as the first date is no later than six months from the date of advance. Scheduled interest payments are calculated by applying half of the annual interest rate to the balance of the loan outstanding at the start of the half-year. If the date a loan is issued does not fall on one of the half-yearly days, the borrower pays an amount for the broken period from the date the loan is issued to the date of the first half-yearly payment.

Variable interest rates are set daily with separate rates for 1, 3 and 6 monthly roll-over periods, which are applicable to both EIP and Maturity loans. Borrowers choose the roll-over period of the loan at the time it is agreed. Interest payments are calculated by reference to the balance outstanding since the last loan payment and the number of days in the roll-over period.

Further information on interest rates, including a **Technical Note** on their calculation can be found on the DMO website, www.dmo.gov.uk.

9. Loan Repayment Periods

A council may choose the repayment period within the following limits, subject to the maximum repayment period specified in the borrowing approval.

| | | Minimum period (years) | Maximum period (years) |
|---------------------|----------------|---------------------------|---------------------------|
| Fixed rate loans | Maturity | 1 | 50 |
| | Annuity or EIP | 2 | 50 |
| Variable rate loans | Maturity | 1 | 10 |
| | EIP | 2 | 10 |

Although the borrowing approval will state the maximum period for the borrowing, a lesser period may be chosen, as generally a council should not borrow for longer than necessary.

10. Fees

Under the Public Works Loans (Fees) Regulations 1991, as amended, the fees payable by councils in respect of advances from PWLB lending facility are:

| | |
|---------------------|----------------------------------------|
| Fixed rate loans | 35p for every £1,000 or part of £1,000 |
| Variable rate loans | 45p for every £1,000 or part of £1,000 |

The minimum fee payable is £25.

11. Advance of Loans

A loan when authorised will be transmitted electronically to the council's receiving bank account. The sum to be transmitted will be the amount of the loan less the fee. Interest will be charged from the date of advance.

12. Scheduled Repayment of Loans

Scheduled repayments due from parish, town and community councils are collected by direct debit. A **direct debit instruction** must be provided with the **LC1** application form.

A council should ensure that its paying bank account has, on a scheduled repayment day, sufficient funds for the due amount. Repayment notices are issued via email approximately 28 calendar days prior to each loan repayment. When a repayment date falls on a non-working day, the relevant payment will be made on the next working day. Repayment notices are not invoices and scheduled repayments are due under the terms of the loan agreement irrespective.

Further information on payment by direct debit is available from the DMO website <https://www.dmo.gov.uk/responsibilities/local-authority-lending/paying-by-direct-debit/>

Repayments made directly to the DMO by cheque (or otherwise) will not be accepted.

HM Treasury reserves the right to charge interest on late payments, details of the terms applied are available in the current Operational Circular, the same terms apply to delayed premature repayments.

<https://www.dmo.gov.uk/responsibilities/local-authority-lending/lending-arrangements/>.

13. Premature (early) Repayments

Minor authorities should not borrow for longer than necessary. Repayment amounts are calculated on the assumption that the loan will run to maturity and normally a loan is repayable only by the regular payments due under the agreed terms. The DMO on behalf of HM Treasury cannot renegotiate a loan and, while it will usually accept a premature repayment in whole or in part, in all instances the terms will not favour the borrower over the National Loans Fund. Breakage costs are charged equivalent to the net present value of the outstanding amount of the loan, in line with standard actuarial practice. This means a premium will be payable when the interest rate on the loan to be repaid is higher than the current 'premature repayment' rate for a loan repayable by the same method as, and over the same period as that remaining on, the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the equivalent 'premature repayment' rate, a discount will be allowed. Please note that early repayments will not be accepted for loans that have been in existence for less than one year or fixed rate loans that have less than one year to maturity. Premature repayment terms and guidance regarding the calculations applied are available on the DMO website.

<https://www.dmo.gov.uk/responsibilities/local-authority-lending/technical-notes/>

14. Refinancing

The DMO on behalf of HM Treasury will allow a minor authority to replace a fixed rate loan with another fixed rate loan, subject to the authority gaining a borrowing approval letter for the new borrowing. Similarly, borrowers are permitted to replace a fixed rate loan with a variable rate loan or *vice versa*. However, in all cases the terms for accepting early repayment will apply, so that, again, **the terms will not favour the borrower** over the National Loans Fund. Accordingly, the cost of paying off a high-rated loan will tend to offset the financial advantage of a lower rate on the replacement loan, which loan will be subject to the fee for a new advance.

15. Premature (early) Repayments: Procedure

The DMO on behalf of HM Treasury has discretion to accept a premature repayment:

- in whole, which means 'paying off', or redeeming, the loan in full; or
- in part ('paying down'), which reduces the debt while leaving an outstanding amount of principal remaining to be serviced.

On request, the DMO can provide an indication of the cost of paying off a debt at the rates in force on the day. Generally, however, it is for local authorities to take their own advice, including any necessary financial and legal advice.

Repayment in full ('paying off')

For reasons of timing, remittances for paying off a loan will normally be accepted only by bank transfer. Should a council wish to pay off a loan, the clerk or responsible financial officer would need to email the DMO to make a formal request to repay. The PWLB lending facility follows a timetable of two working days. Accordingly, the request would need to be made two working days before the intended settlement date. On making the agreement the DMO will confirm the settlement costs. This will entail calculating a premium/discount on the outstanding balance of principal according to the appropriate rate in the

'premature repayment' set of rates prevailing at the time of the agreement. Interest accruing from the previous scheduled repayment date will be included in the settlement sum as necessary. Once the DMO

has quoted the amount required to pay off the debt, the council should arrange for payment to reach the PWLB lending facility bank account on the agreed date:

Sort Code **60-70-80**

Account No. **10013288**

Account Name **PUBLIC WORKS LOAN**

The DMO on behalf of HM Treasury will provide confirmation of the agreement. All confirmations will be sent via email to an authorised dealer.

Partial repayment ('paying down')

It is open to an authority to make a partial early repayment ('pay down'). The payment will be applied to the outstanding balance net of any premium or discount and accrued interest, and the authority notified once the funds are received of the effect on its outstanding balance of principal and future scheduled repayments. Please note that early repayments will not be accepted for loans that have been in existence for less than one year or fixed rate loans that have less than one year to maturity

16. Further Information

Enquiries should be made to the contact points shown in the heading to this note. The DMO's website has a dedicated page on lending to [parish councils and drainage boards](#) which provides the following information:

- Links to related websites (e.g. Ministry of Housing, Communities and Local Government or the Welsh Government)
- Calculator for indicative interest rates and loan charges for new advances
- Application forms



Hampshire ALC Key Topic Note – Borrowing for Capital Expenditure

Parish and Town councils may borrow funds for capital expenditure, as per the [Local Government Act 2003, sch. 1 para 2.](#)

However, in order to borrow, in the majority of cases the council must first apply to the Secretary of State for Levelling Up, Housing and Communities for approval - [Local Government Act 2003, s.16.](#)

Parish meetings wishing to borrow funds must make an application, under the [Local Government Act 1972 s.109](#), to the principal authority to make an order to confer on the meeting the powers of a parish council to borrow, as per the [Local Government Act 2003, sch. 1 para 2.](#)

Applying for Borrowing Approval

The council will need to resolve to borrow at a full council meeting, with all members of the council present. The resolution needs to be clearly recorded within the minutes of the meeting as a copy of these will be submitted as part of the application. The resolution should also include whether there is an intention to increase the precept or not and, if so, by how much.

Councils apply using an application form, provided by their local county association, such as Hampshire Association of Local Councils, who check the application in the first instance to ensure it meets the criteria, before submitting to the Department for Levelling Up, Housing and Communities (formerly the Ministry of Housing, Communities and Local Government (MHCLG)). Any of those that don't meet the criteria are returned to the applicant.

In addition to the application form, the council will need to provide supporting documents including evidence to show how they intend to make the repayments. They will need to provide a budget summary that includes the council's usual income and expenditure as well as any other loans the council may already be paying back along with a budget allowance to cover at least the first 6 months of repayments for the proposed loan. For PWLB loans, the repayment costs can be worked out using the Debt Management Office's (DMO) repayment calculator found [here.](#)

As well as providing evidence of loan affordability, the council will need to provide a business case or a report to council, which must be made publicly available on the council's website. This should include the results of any consultation carried out confirming they have consulted with the public.

For a copy of the application form and supporting advice, please contact the Member Support Team at advice@hampshirealc.org.uk.

When approval isn't required

A council may borrow funds without approval when borrowing temporarily by way of a loan or overdraft if the funding is required quickly and funds are expected but not yet received by the council. This can happen when expenses are to be paid pending either a receipt of revenue, such as the precept or a pre-approved loan, but unapproved borrowing is not permissible pending receipt of a grant as grants are not considered as revenue - [Local Government Act 2003, sch.1 para 2 s. \(3\)](#)

Borrowing limits

In England, there is no national limit on the annual amount of borrowing available.

Change in circumstances

The council must inform Department of Levelling Up, Housing & Communities if the council decide after receiving approval that they no longer require a loan, or if they need to delay borrowing because of a delay to the project.

The lenders

Once approval has been granted the council may borrow from any willing lender. Typically, councils borrow from the [Public Works Loan Board](#) (PWLB) or from a bank, but may borrow from an individual or private sector organisation.

Another council may lend money, as can the principal authority, both of which can borrow for this purpose as per [Local Government Act 2003, sch.1 para 4](#). The loans may be made on mutually agreed terms.

Terms of loan

The council must repay the loan within the maximum period determined by the Secretary of State. Fixed rate loans are 50 years and variable rate loans are 10 years.

Essential Resources

[PWLB lending facility - Lending to Parish, Town and Community Councils](#) (Debt Management Office website)

JPAG Governance & Accountability in Local Councils – A Practitioners' Guide (available on the NALC website)

This document reflects our advice based on our understanding of the current legislation and guidance and our knowledge of the sector. It is not however intended to be formal legal advice.

For more complex issues we are able to obtain initial specialist advice on legal, employment, financial and planning matters as part of your membership fee. Please contact us to access this service.



Neonatal Care Leave Procedure

Full Council Approved: April 2025
Due for Next Review: April 2028

Introduction

Employees have a statutory right to neonatal care leave from day one of employment where they are responsible for a child receiving neonatal care, subject to eligibility requirements.

We recognise that this can be a difficult and worrying time, both physically and mentally. This policy explains your rights to time off, pay during time off and other support offered. Employees will not be subject to detriment for taking neonatal care leave.

Entitlement

You may take neonatal care leave if you have parental or other prescribed responsibility for a child who is receiving, or who has received, neonatal care. This will apply if you are:

- a) the child's parent, intended parent, or partner of the child's mother at the date of birth
- b) in cases of adoption, the child's adopter, prospective adopter, or the partner of either, at the date the child is placed.

You are entitled to take neonatal care leave where you are responsible for a child receiving neonatal care that lasts for at least 7 consecutive days and starts within 28 days beginning with the day after the child's birth.

You are entitled to take one week of neonatal care leave for each consecutive 7-day period that your child is receiving neonatal care, up to a maximum of 12 weeks

'Neonatal care' is defined in law as medical care that may be received in hospital, or out of hospital providing the child was originally an inpatient and the care is under the direction of a consultant. Neonatal care also covers children receiving palliative or end of life care.

We recognise that people other than those listed above in relation to whom the statutory right applies may want time off in these circumstances. Requests for time off in relation to these people should be made to your line manager but these will be considered separately to time off for statutory neonatal care leave.

Notice Requirements

You can take neonatal care leave during two periods:

- a) "tier 1 period" – starts from the day the child starts receiving neonatal care, ending with the 7th day after the child stops receiving neonatal care. Leave taken in this period can be taken in non-consecutive weeks.

- b) “tier 2 period” – any period which is outside of “tier 1” during which you are entitled to neonatal care leave. Leave taken in this period must be taken consecutively.

You must provide the following information when you notify us of your intention to take neonatal care leave:

- a) your name
- b) the child’s date of birth; and date of placement if adoption
- c) date(s) the child started receiving neonatal care
- d) date neonatal care ended if the child is no longer receiving it
- e) date you want the leave to begin
- f) number of weeks’ leave you want to take
- g) declaration that you are taking the leave to care for the child
- h) declaration that you meet the eligibility requirements.

If you wish to take neonatal care leave in the tier 1 period you must simply notify us verbally by contacting your Line Manager before you are due to start work on your first day of leave, unless it is not reasonably practicable to do so, in which case you must notify us as soon as it is reasonably practicable. In practice, this means that no advance notice is needed but you must let us know before you start work on that day, where reasonably practicable.

Where you have given notice in the tier 1 period of your intention to take neonatal care leave before the child has stopped receiving neonatal care, you must tell us the date that the neonatal care ends, as soon as is reasonably practicable after that date.

Where the child starts to receive neonatal care again after you have told us that neonatal care has ended, you must tell us the date that the neonatal care started again and the date when it ends, as soon as reasonably practicable after each date.

If you wish to take neonatal care leave in the tier 2 period you must give us the required notice in writing no later than 15 days before the first day of leave when taking a single week, or no later than 28 days before the first day of leave when taking two or more weeks.

If you change your mind about taking neonatal care leave, you can withdraw your notice by following the same notice periods that you are required to give to take leave.

Notwithstanding the above, we may agree to waive the notice requirements where appropriate depending on the circumstances.

Your neonatal care leave will start on the day specified when you give notice unless the leave is due to start on the same day as the notice is given, or you are at work on that day, then it will start the day after.

Taking Leave

You cannot take neonatal care leave before the day after the first 7-day uninterrupted period of neonatal care. Neonatal care leave can only be taken in minimum blocks of one week.

You must take the leave before the end of a period of 68 weeks beginning with the child’s date of birth or date of placement in cases of adoption.

If you accrue neonatal care leave after already starting another period of statutory family leave, such as maternity or paternity leave, then you can take the neonatal care leave after the end of the statutory family leave, providing it is within 68 weeks beginning on the child’s date of birth or placement.

Pay During Leave

You are entitled to statutory neonatal care pay during neonatal care leave if you:

- a) are eligible for statutory neonatal care leave
- b) have 26 weeks' continuous service by the relevant week
- c) earn at least the lower earnings limit on average calculated over the period of eight weeks ending with the relevant week
- d) are still in employment in the week before neonatal care starts.

Where you are entitled to another form of statutory family leave payment, such as statutory maternity pay, the relevant week is the same as the qualifying week for that payment. In all other cases, the relevant week is the week immediately before neonatal care starts.

If you are eligible, you are entitled to a maximum of 12 weeks' statutory neonatal care pay, paid at one week per every 7 uninterrupted days of care the child receives.

The weekly rate of statutory neonatal care pay is the lower of:

- a) the current statutory rate
- b) 90% of your normal weekly earnings.

If you are eligible for statutory neonatal care pay, you need to give us notice in writing of your intention to claim it alongside your notice of intention to take neonatal care leave.

Where you are claiming statutory neonatal care pay in the tier 1 period, you must provide notice before the end of 28 days after the first day of the pay week the notice refers to.

If you are claiming statutory neonatal care pay in the tier 2 period, you must provide notice no later than 15 days before the first day of the relevant pay week when taking a single week, or no later than 28 days before the first day of the first relevant pay week when taking two or more weeks.

The notice must include:

- a) your name
- b) the child's date of birth; and date of placement if adoption
- c) date(s) the child started receiving neonatal care
- d) date neonatal care ended if the child is no longer receiving it
- e) declaration that the week you are claiming pay for was taken to care for the child
- f) declaration that you meet the eligibility requirements.

Returning To Work

You have the right to return to work to the same job unless you return after a specific point at which you will have the right to return to a similar job on no less favourable terms if it is not practicable for you to return to the same job. Your manager will explain how this affects you based on your individual circumstances.

Employee Assistance Programme

We would like to remind you that you have access to a 24-hour telephone counselling service, and we would like to encourage you to use it if you feel you would like to talk to someone about your situation. The service can be accessed by calling 0800 032 7097.

As part of our Employee Assistance Programme, you also have access to an online wellbeing tool, Wisdom AI, which you can use to find fast answers to any wellbeing questions you have. You can access Wisdom AI at any time via the Health Assured portal.

The link in the menu bar will take you directly to the Wisdom AI homepage, where you can ask your question. More details of this service are available from your Line Manger.

Other Related Policies

For more information on time off in relation to children, please read our policies on adoption.

Use Of Neonatal Care Leave

Employees who take time off under this policy for reasons other than those for which the statutory right to neonatal care leave is intended may be subject to investigation and subsequent disciplinary proceedings.



Neonatal Care Leave Policy

Full Council Approved: April 2025
Due for Next Review: April 2028

Policy

Employees have a statutory right to neonatal care leave from day one of employment if they are responsible for a child receiving neonatal care, subject to eligibility requirements.

Also refer to:

- Neonatal Care Leave Procedure
- Adoption and Surrogacy Policy
- Adoption and Surrogacy Procedure

Introduction

Hart District Council is running the first stage of a Community Governance Review. We're inviting existing parish and town councils, resident groups, community associations, neighbourhood organisations and individuals to put forward suggestions for areas in the Hart district.

A Community Governance Review is a legal process that gives residents and organisations an opportunity to share their views on the most suitable ways of representing the people at a community level.

Hart district currently has 21 local councils with parish or town status.

- Blackwater and Hawley Town Council
- Bramshill Parish Council
- Church Crookham Parish Council
- Crondall Parish Council
- Crookham Village Parish Council
- Dogmersfield Parish Council
- Elvetham Heath Parish Council
- Eversley Parish Council
- Ewshot Parish Council
- Fleet Town Council
- Greywell Parish Council
- Hartley Wintney Parish Council
- Heckfield Parish Council
- Hook Parish Council
- Long Sutton Parish Council
- Mattingley Parish Council
- Odiham Parish Council
- Rotherwick Parish Council
- South Warnborough Parish Council
- Winchfield Parish Council

- Yateley Town Council.

There are no unparished areas. Please note that recommendations will not be made until the survey has closed and all feed back has been considered.

Category of Respondent

Which of the option best describes you?

- Community group or organisation
- Resident of Hart District Council
- Employee of Hart District Council
- Councillor of Hart District Council
- Town or Parish councillor
- Other

Existing Parishes

The Community Governance Review must make recommendations for each of the existing parishes under review including:

1. Whether those parishes should or should not be abolished
2. Whether the area of the existing parishes should be altered, such as being grouped together, possibly due to recent developments

Do you think that any existing parishes should be altered or abolished?

- Yes
- No
- Not sure/ don't know

If yes:

The name of the parish or parishes

Please provide further details of your proposal

You should consider how your proposal will:

- reflect the identities and interests of the community in that area
- be effective and convenient to the local community

Council size

Council size describes the number of councillors to be elected to the whole council. The Local Government Act 1972 confirms that each parish council must have at least five councillors, while there is no maximum number. There are no rules relating to the allocation of those councillors between parish wards but each parish ward, and each parish grouped under a common parish council, must have at least one parish councillor.

The National Association of Local Councils published guidelines (Circular 1126) suggests that the minimum number of councillors for any parish council should be seven with a maximum of 25.

The council size should be considered on its own merits, taking into account its population, geography and the pattern of communities.

Consideration should be given to the difficulty of attracting sufficient candidates to stand for election. In some parishes, this has led to repeated uncontested elections and/or a need to co-opt members in order to fill vacancies. A parish council's budget and planned, or actual, level of service provision may also be important factors in reaching conclusions on council size.

Should the number of councillors on an existing council be changed?

- Yes
- No
- Not sure/ don't know

If yes:

What is the name of the council?

How many councillors should there be?

Why are you proposing this number of councillors?

Do you have any further comments on stage 1 of the Community Governance Review?

Contact Details

What is your name?

We need your name to be able to get back in contact with you if we have any clarifications

What is your address?

We're asking for your address as you have to live in the district to be take part in the review.

Please enter your postcode Search Address

Address Name

Address Number

Address

Address 2

Town

County

Postcode

What is your email address?

If you would like us to contact you or clarify any points you've raised, please provide your email address



Terms of Reference

What is a Community Governance Review

A Community Governance Review is a review of the whole of the council's area to consider one or more of the following:

- creating, merging, altering or abolishing parishes
- the naming of parishes and the style of new parishes and the creation of town councils
- the electoral arrangements for parishes including (the ordinary year of election, the number of councillors to be elected to the council; and parish warding)
- grouping parishes under a common parish council or de-grouping parishes
- other types of local arrangements, including parish meetings

The Council is required to ensure that community governance within the area under review will be:

- reflective of the identities and interests of the community in that area and
- effective and convenient

In doing so the community governance review is required to take into account:

- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or parish

The aim of the review is to consider and bring about improved community engagement, better local democracy and efficient, more effective and convenient delivery of local services and ensure electors across the whole District will be treated equitably and fairly.

Why undertake this Community Governance Review

This review is taking place as government guidance advises that a review should be undertaken every 10-15 years, the last full review was in 2012. This ensures that all localities have an opportunity to express a view on community governance.

The Council believes that parish councils could play an important role in terms of community empowerment at the local level and wants to ensure that parish governance within the District is robust and representative.

Who will undertake the Review?

As the relevant principal authority, Hart District Council is responsible for conducting the review. The Electoral Services Team will oversee the Review and produce draft and final recommendations. The Council will need to take account of the views of local people and conduct a full consultation process. The Council will approve the final recommendations which will be implemented by the making of an appropriate order.

The Council will publicise the review by displaying a notice at the Civic Offices, placing articles on the Council's website, via social media and other appropriate routes. The

Council will also write to all existing parish and town councils, county and district councillors, MPs and neighbouring councils.

Scope of the Review and Factors to be Considered

The Review will consider any Community Governance Review requests received following publication of the Terms of Reference.

Timetable for the Review

A timetable for the review is attached in the appendix 1.

The present structure of Parish Councils/Town Councils and their electoral arrangements

The following information on Parish/Town Councils is detailed in Appendix B

- name of parish/town council
- number of electors as of January 2025
- current number of parish/town councillors
- ratio of current councillors to electorate

Representations

Before Hart District Council make any recommendations the council must consult local government electors for the area under review and any other person or body which appears to the council to have an interest in the review.

All representations received will be published and steps will be taken to notify consultees of the outcome of the Review.

Recommendations will be made following the initial consultation which will be published and consulted on before final recommendations are taken to Full Council.

How will the results be disseminated?

The Council will publish full details on the Council's website. This Review is deemed to have commenced on the date of this Notice and must be completed within twelve months.

Dated 17 03 2025

HART DISTRICT COUNCIL
Community Governance Review 2025
Programme and Timetable

| Stage | Date/Timeline | Timescale | Outline of Activity |
|--------------------------------------------|-------------------------|------------------|------------------------------------------------------------------------------------|
| Commencement | 17 March | | Publication of Notice and Terms of Reference |
| Initial consultation stage. | 17 March – 16 May | 9 weeks | Initial submissions invited consultation / representations |
| Consider submissions | 19 May – 13 June | 4 weeks | Consideration of submissions received – draft recommendations prepared |
| Draft recommendations published | 16 June | | Publish draft recommendations for further consultation |
| Consultation on draft recommendations | 16 June – 8 August | 8 weeks | Publish draft recommendations for further consultation |
| Proposed final recommendations drafted | 11 August – 5 September | 4 weeks | Consideration of submissions received – final recommendations prepared |
| Final recommendations submitted to Council | 25 September | | Council resolves to make a Reorganisation Order |
| Implementation | May 2026 | | Effective date of any changes to parish/town boundaries and electoral arrangements |

Current structure of Parish Councils/Town Councils and electoral arrangements

| Parish | Parish Ward | Electorate 2025 | No. of Cllrs | Electors per Cllr |
|---------------------|-----------------------------|-----------------|--------------|-------------------|
| Blackwater & Hawley | | 4312 | 8 | 539 |
| | <i>Blackwater</i> | 1235 | 3 | 412 |
| | <i>Hawley & Minley</i> | 3077 | 5 | 615 |
| Bramshill | | 86 | 5 | 17 |
| Church Crookham | | 7676 | 10 | 768 |
| | <i>Gally Hill</i> | 1749 | 2 | 875 |
| | <i>Church Crookham East</i> | 3684 | 5 | 737 |
| | <i>Queen Elizabeth</i> | 2243 | 3 | 748 |
| Crondall | | 1402 | 8 | 175 |
| Crookham Village | | 3431 | 8 | 429 |
| | <i>Crookham Village</i> | 953 | 2 | 477 |
| | <i>Zebon</i> | 2116 | 5 | 423 |
| | <i>Netherhouse</i> | 362 | 1 | 362 |
| Dogmersfield | | 258 | 5 | 52 |
| Elvetham Heath | | 3630 | 7 | 519 |
| | <i>Elvetham Heath East</i> | 1531 | 3 | 510 |
| | <i>Elvetham Heath West</i> | 2099 | 4 | 525 |
| Eversley | | 1319 | 8 | 165 |
| Ewshot | | 838 | 5 | 168 |
| Fleet | | 18687 | 18 | 1038 |
| | <i>Ancells</i> | 2091 | 2 | 1046 |
| | <i>Calthorpe</i> | 3254 | 3 | 1085 |
| | <i>Fleet Central</i> | 5362 | 5 | 1072 |
| | <i>Courtmoor</i> | 3689 | 4 | 922 |
| | <i>Pondtail</i> | 4291 | 4 | 1073 |
| Greywell | | 203 | 5 | 41 |
| Hartley Wintney | | 4593 | 12 | 383 |
| | <i>Hartley Wintney</i> | 4411 | 11 | 401 |
| | <i>Elvetham</i> | 182 | 1 | 182 |
| Heckfield | | 370 | 6 | 62 |
| Hook | | 7221 | 12 | 602 |
| Long Sutton | | 379 | 5 | 76 |
| Mattingley | | 479 | 6 | 80 |
| Odiham | | 3888 | 10 | 389 |
| | <i>Odiham</i> | 2233 | 6 | 372 |
| | <i>North Warnborough</i> | 1020 | 3 | 340 |
| | <i>RAF Station</i> | 635 | 1 | 635 |
| Rotherwick | | 426 | 7 | 61 |
| South Warnborough | | 485 | 5 | 97 |
| Winchfield | | 567 | 5 | 113 |

| | | | | |
|--------------|--------------------------------------|--------------|-----------|-------------|
| Yateley Town | | 15692 | 13 | 1207 |
| | <i>Darby Green & Potley Hill</i> | 2778 | 2 | 1389 |
| | <i>Frogmore</i> | 2225 | 2 | 1113 |
| | <i>Yateley Green</i> | 3518 | 3 | 1173 |
| | <i>Yateley Village</i> | 2903 | 2 | 1452 |
| | <i>Yateley North</i> | 1042 | 1 | 1042 |
| | <i>Tudor & Vigo</i> | 3226 | 3 | 1075 |



Fleet Town Council Financial Regulations October 2024

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

1. General

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

2. Annual Estimates (Budget)

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

3. Budgetary Control

3.1 Budget and Responsibilities

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

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

3.1.1 No expenditure may be incurred that will exceed the amount provided in the budget for that Committee's expenditure except in an emergency.

3.1.2 The RFO shall regularly provide the Policy and Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget and year end projections. These statements are to be prepared at least at the end of each financial quarter.

3.2 Financial Authorities

3.2.1 The Executive Officer is authorised to spend all budgeted items to deliver the smooth running of the Council.

3.2.2 The Harlington General Manager may spend, without further authorisation, any amount within budget that falls within the Harlington cost centres 200-205.

3.2.3 The Executive Officer and The Harlington General Manager are authorised to manage the items within a cost centre provided it does not exceed the net cost centre total.

3.2.4 The Executive Officer may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision subject to a limit of £2,000. The Executive Officer shall report the action to the Chair as soon as possible and the Council as soon as practicable thereafter.

3.2.5 The Executive Officer may arrange in consultation with the Chairman of the Council, to effect an emergency repair to an unlimited amount on any matter which carries a high risk to staff or members of the public, or a high risk in relation to loss of assets.

4. Accounting and Audit

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

4.2 The RFO shall complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Council, within the timescales required by the Accounts and Audit Regulations.

4.3 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practice. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for

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

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

5. Banking Arrangements

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by Full Council. They shall be regularly reviewed for efficiency.
- 5.2 The bank mandate agreed by the Council shall identify a minimum of four Councillors who will be authorised to approve transactions on those accounts.
- 5.3 Every month a member who is not a signatory to the bank account shall verify the bank reconciliations for all accounts. The member shall sign and date the reconciliations and the bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by Full Council.

6. Payment of Accounts

- 6.1 Payments shall be effected electronically or by cheque drawn on the Council's bankers. Electronic payments will be made by BACS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made.
- 6.2 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council before being certified by the RFO. The RFO shall take all steps to settle all invoices submitted, and which are in order, within 14 days of receipt.
- 6.3 Invoices will be scanned and sent via email to signatories of the bank together with the purchase ledger showing the list of payments to be made and the BACS payment schedule.
- 6.4 Two bank signatories will check the invoices against the purchase ledger report and BACS payment schedule; using the security device provided by the bank they will authorise the payment electronically or sign a raised cheque. An email should then be sent confirming the authorisation.

- 6.5 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) A cash float of up to £100 for the administrative office and up to £2,500 for the Harlington for the purpose of defraying operational and other expenses and floats. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council.
- 6.6 If thought appropriate by the Policy and Finance Committee, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made.
- 6.7 The Proper Officer and RFO shall have delegated authority to authorise fund transfers within the Council's banking arrangements up to the sum of £100,000, provided that a list of such transfers shall be submitted to the next appropriate meeting of Council or Policy & Finance committee, whichever is soonest.

7. Payment of Salaries

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by the Establishment Committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.

8. Loans and Investments

- 8.1 All loans and investments shall be negotiated and made in the name of the Council and shall be for a set period.
- 8.2 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.
- 8.3 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.4 The Council shall have an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which shall be reviewed by the Council at least annually.

9. Income

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 The appropriate Committee will review all fees and charges annually, following a report of the Executive Officer.

- 9.3 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.4 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.5 The origin of each receipt shall be entered on the paying-in slip.
- 9.6 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.7 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least quarterly.
- 9.8 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for Work, Goods and Services

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

11. Contracts

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external Auditor up to an estimated value of £500;
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) For contracts estimated to be over £30,000 including VAT, other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a), the council must

comply with any requirements of the Legislation regarding the publication of invitations and notices.

- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Such invitation to tender shall state the general nature of the intended contract and the Executive Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Executive Officer. Each tendering firm shall be supplied with a tender for that contract.
- (e) All returned tenders shall be opened at the same time on the prescribed date by the Executive Officer in the presence of at least one member of Council.
- (f) If less than three tenders are received for contracts above £25,000 excluding VAT the Council may accept the lowest tender or seek further tenders.
- (g) When it is to enter into a contract less than £25,000 in value excluding VAT for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Executive Officer shall obtain more than one quote if it is deemed necessary.
- (h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (i) For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

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

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

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

12. Payments Under Contracts for Buildings or Other Construction Works

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

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

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

13. Stores and Equipment

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

14. Assets, Properties and Estates

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

15. Insurance

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

16. Charities

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

17. Risk Management

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

18. Revision of Financial Regulations

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

13. REVIEW OF FINANCIAL REGULATIONS

| FTC Financial Regulation | NALC Financial Regulation | Comments |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>11.1 (b) Where it is intended to enter into a contract exceeding £30,000 including VAT in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer shall use www.contractsfinder.service.gov.uk and / or Find A Tender to advertise the tender.</p> | <p>5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.</p> | <p>Propose the following wording:</p> <p><i>For contracts estimated to be over £30,000 including VAT, other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a), the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.</i></p> |
| <p>11.1 (i) Where the value of a contract is likely to exceed £214,904 (or other threshold specified by the Office of Government Commerce from time to time the Council must consider whether the Public Contracts Regulations 2015 (“the Regulations”) and Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules. For construction works above £5,372,609 the Council shall comply with the relevant requirements of the Regulations and advertise the opportunity on Find A Tender and Contracts Finder.</p> | <p>5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.</p> | <p>Recommend changing to NALC’s wording as more succinct and means the Financial Regulations will not need to change when thresholds are amended.</p> |
| <p>11.2 Contracts must not be split into smaller lots to avoid compliance with these rules.</p> | <p>5.11 Contracts must not be split to avoid compliance with these rules.</p> | <p>Recommend changing to NALC’s wording as more succinct</p> |

Harlington Update Report to end of March 2025

1. Harlington Lease

- 1.1. The lease content has been agreed and signed.
- 1.2. The remaining issues of registration due to an inherent problem with the existing land registration plans have been resolved and registration with HMLR can now proceed..
- 1.3. The car parking issues have been resolved, and Officers and Members can use the land adjacent to Harlington Way with a new FTC Parking Permit.
- 1.4. The three parking spaces adjacent to Fleet Phoenix in the Victoria Road Car park need new public signage prior to exclusive use by FTC.

2. Land Swap

- 2.1. The land swap of the area of Harlington Way immediately adjacent to the Skate Park has been agreed and FTC's solicitors instructed to effect the registration of the land with the Land Registry.

3. Harlington Business Plan

- 3.1. Very tragically we have been notified that there has been another bereavement for the remaining director of the consultants and so they have not unreasonably requested termination of their contract.
- 3.2. BFF are assisting in finding a replacement consultant.

4. Harlington Sub-lease

- 4.1. This is the HCC library owned area at the front of the Harlington. No progress

5. Harlington Project

- 5.1. There have been two preliminary Meetings with BFF and their team of experts. The first an on-line introductory session just to meet member of the team and the second an on-site tour of the Harlington so all the disciplines could get a feel for the scope and scale of the issues to be addressed.
- 5.2. Issues addressed included the essential upgrades to meet current building regulations and environmentally improve the building
- 5.3. The development of a second performance space – is it a viable option?
 - 5.3.1. If not what are the options to maintain a community presence and retain staff during the main building closure?
- 5.4. Can the auditorium roof support insulation and PV panels?
- 5.5. What is the optimum viable seating number including a balcony using a mix of fixed and retractable seating?
- 5.6. Can all rooms be better sized to make them more functional and multi-functional?
- 5.7. Can the entrance be improved and provide some additional space?

5.8. The importance of storage - a key design factor

5.9. Emphasised to all members of the design team that previous studies were valuable data points but did not represent a blueprint for development.

5.9.1. The development of community space was just as important as the theatre element of the development.

5.10. BFF confirmed their programme and will advise a schedule of consultations which will include, councillors, staff, tenants and users.