



Notice is hereby given of

THE POLICY AND FINANCE COMMITTEE MEETING

on

Wednesday 16th October 2024 at 7pm at The Harlington

All Committee members are summoned to attend.

To Councillors:

P. Einchcomb, R. Fang, L. Holt, S. Neves, R. Richmond, R. Robinson, B. Schofield, D. Taylor, S. Tilley and G. Woods

Rita Tong, Executive Officer
9th October 2024

AGENDA

1.	APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
2.	DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	MINUTES OF PREVIOUS MEETING To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 24 th July 2024 (<i>copy attached</i>).
Part 1 – ITEMS FOR DECISION	
5.	GRANT APPLICATIONS To consider and agree the following applications for grant funding (<i>copy attached</i>): 1. Eclipse Allstars Cheerleading - £1,000 to go towards the cost of the entry fee for the Youth Summit 2025 in Florida, USA. 2. Citizens Advice Hart - £2,000 to provide advice to residents on Fleet in a number of areas such as Benefits & Tax Credits, Housing and Debt. 3. Girlguiding South West England – no amount specified but need to raise £2,700 for guide to go on a Girlguide international event in Gambia in 2025.

	RECOMMENDATIONS To consider the grant requests.
6.	QUARTERLY FINANCIAL MONITORING REPORT To consider and agree the quarterly report for the periods ending 30 June 2024 and 30 September 2024. A) Reports for 2024/25 as at 30 June 2024: - Q1 Income & Expenditure Account - Q1 Budget Monitoring Report - Balance sheet as at 30 June 2024 - List of Purchase Ledger Payments B) Reports for 2024/25 as at 30 June 2024: - Q2 Income & Expenditure Account - Q2 Budget Monitoring Report - Balance sheet as at 30 September 2024 - List of Purchase Ledger Payments - List of Debtors - Harlington Performance Totals RECOMMENDATIONS To receive and accept the Quarterly Report and accounts for the periods ending 30 June 2024 and 30 September 2024.
7.	INVESTMENT REPORT To consider the quarterly investment report for the period ending 30th September 2024 (<i>copy attached</i>). RECOMMENDATION To note the balances held in the Fleet Town Council Accounts.
8.	IMPACT OF MARTYN'S LAW ON COUNCIL EVENTS To consider a report from the Executive Officer on the potential impact of Martyn's Law on Council events (<i>copy attached</i>). RECOMMENDATION To consider the report and determine what, if any, funds to allocate in the 2025/26 budget for compliance.
9.	NEW POLICY – SEXUAL HARASSMENT Following a change to the law made by the Worker Protection (Amendment of Equality Act 2010) Act, which will have effect from 26 October 2024, the Council needs to have a Sexual Harassment Policy. The Act introduces a new legal duty on employers to take reasonable steps to prevent sexual harassment of their workers (the 'preventative duty'). Previously there was no proactive legal obligation on employers to take steps to prevent sexual harassment at work. Employees cannot claim to an employment tribunal if the preventative duty is breached, but they can complain to the equality and human rights commission (EHRC) which has the power to take enforcement action against the employer. No allegations of sexual harassment are needed to raise this complaint. Enforcement includes: - Investigating the employer - Issuing an unlawful notice if the employer is, or has been, the subject of an investigation, confirming that they have found an employer has breached the Equality Act and requiring the employer to prepare an action plan setting out how it will remedy any continuing breach of the law and prevent future breaches.

	• Entering into a formal, legally binding agreement with an employer to prevent future unlawful acts. • Asking the court for an injunction to restrain an employer from committing an unlawful act. • A breach in the preventative duty could result in enforcement action by the Equality & Human Rights Commission (EHRC) and if a claim for sexual harassment is brought, the Employment Tribunal could increase compensation by up to 25%. Accordingly, the following has been provided for Members to review: a) Draft Sexual Harassment Policy. b) Draft Sexual Harassment Procedures. RECOMMENDATIONS To approve the proposed Sexual Harassment Policy and Sexual Harassment Procedures.
10.	2025/26 DRAFT BUDGET To consider the first draft of the 2025/26 budget (<i>copy attached</i>). RECOMMENDATIONS Members are to consider the first draft of the 2025/26 budget and provide guidance for the budget setting process.
Part 2 – ITEMS TO NOTE	
11.	ANNOUNCEMENTS To receive and note announcements from the Executive Officer or any Member by permission of the Chair.
12.	DATE AND TIME OF NEXT MEETING The next meeting of the Policy and Finance Committee is scheduled for Wednesday 19th February 2025 at 7pm in the Harlington.
Part 3 – CONFIDENTIAL ITEMS	
	Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting. The following types of business will be treated as confidential: a. Engagement, terms of service, conduct and dismissal of employees b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts c. Receipt of professional legal advice and preparation of cases in legal proceedings d. The early stages of any dispute e. Matters of a commercial nature There are no confidential matters for consideration.



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Wednesday 24th July 2024 at 7pm
at The Harlington**

* Councillor Holt (Chairman)

* Councillor Woods (Vice Chairman)

* Councillor Einchcomb
0 Councillor Fang
L Councillor Richmond
0 Councillor Robinson

0 Councillor Schofield
* Councillor Taylor
* Councillor Tilley

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

Also in attendance:

Rita Tong – Executive Officer

PF JULY 2024 ITEM 1

APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

PF JULY 2024 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

PF JULY 2024 ITEM 3

QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

PF JULY 2024 ITEM 4

MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Wednesday 15th May 2024 were approved and signed by the Chairman.

PF JULY 2024 ITEM 5

QUARTERLY FINANCIAL MONITORING REPORT

Members considered the quarterly Harlington Monthly Performance Totals for the quarter ending 30 June 2024.

RESOLVED

Members noted a consistent decline in attendance at the monthly Comedy Club events. They questioned whether this trend was due to competition from other local acts and if it indicated that the current act might have exhausted its appeal.

Members requested detailed information on the social media campaigns promoting The Harlington, both in general and for specific acts prior to their performances.

PF JULY 2024 ITEM 6

INVESTMENT REPORT

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

Account	Funds
HSBC Current Bank Account	£819,240.41
HSBC Savings Account	£302,086.69
Nationwide Business Instant Saver	£836,936.63
CCLA Public Sector Deposit Fund	£2,200,000.00
TOTAL	£4,158,263.70

RESOLVED

- Members reviewed and noted the balances held in the Fleet Town Council Accounts.
- Members authorised Officers to transfer funds exceeding £400,000 from the HSBC current account into the Nationwide short-term investment with the highest available interest rate. If that was not possible, the funds were to be invested in the CCLA deposit fund.
- Members further authorised Officers to invest the matured Nationwide investment in the CCLA deposit fund.

PF JULY 2024 ITEM 7

GRANT APPLICATION

Members considered the grant from Fleet Phoenix for £1,200 for the office and storeroom rent of The Point Youth Centre based in Harlington Way, Fleet, for the 2024/25 financial year.

RESOLVED

Members acknowledged that it is customary for grant applicants to attend the meeting where their application is considered. However, Fleet Phoenix had recently presented to the Council about their services.

Members requested that Fleet Phoenix send the Council a copy of their latest financial accounts.

Members resolved to approve the rent waiver for the 2024/25 financial year.

PF JULY 2024 ITEM 8

POLICY REVIEW – AGENDAS AND MINUTES

Members reviewed the proposed Agendas and Minutes Policy and requested the following amendments:

- Removal of 'except for Establishment Committee' in second paragraph.
- Removal of 'as this can lead to illegal decisions'.

- Addition of 'The agenda will be published one week before the meeting is held, but not less than three working days (which excludes the day of the meeting)'.
- Addition of 'Also refer to Media Procedures'.

RESOLVED

Members approved the amended Agendas and Minutes Policy.

PF JULY 2024 ITEM 9

POLICY REVIEW- CO-OPTION

Members reviewed the Co-Option Policy and noted the section on eligibility needed to be updated to reflect the criteria since leaving the European Union.

RESOLVED

Members approved the transition from a Policy to a Procedure. Members also approved the amended Co-Option Procedure.

PF JULY 2024 ITEM 10

POLICY REVIEW – ELECTRICITY ON THE VIEWS

Members reviewed the amended Electricity on The Views Policy.

RESOLVED

Members approved the transition from a Policy to a Procedure. Members also approved the amended Electricity on The Views Procedure

PF JULY 2024 ITEM 11

POLICY REVIEW – GIFTS AND HOSPITALITY

Members reviewed the proposed Gifts and Hospitality Policy and requested the following amendments:

- Under Basic Principles, reword the first point to: All officers, Councillors and those working on behalf of the Council.
- Addition of 'All gifts should be reported and recorded'.

RESOLVED

Members approved the Gifts and Hospitality Policy.

PF JULY 2024 ITEM 12

POLICY REVIEW – MEDIA

Members reviewed the proposed Media Policy and requested the following amendments:

- Point 1: add 'Freedom of Information' before publication scheme and change Town Clerk's office to Council Office.
- Point 7: Change 'they will clarify this' to 'this must be made clear'.
- Point 9: Change 'certain' to 'confidential information or information prohibited by law'. Add in word 'personal' before views.

RESOLVED

To approve the amended Media Policy.

PF JULY 2024 ITEM 13

2025/26 BUDGET PREPARATION

Members considered the report from the Executive Officer detailing issues that need to be considered when setting the 2025/26 budget.

Members made the following comments:

- The impact of the Harlington Development on income and costs would be dealt with by the Harlington Working Group.
- Adjustments to staffing costs would be made referencing the CPI rate on 1 September 2024 and any information given by the new Labour government on minimum wage rates.
- Councillors Woods and Schofield would ask Hart District Council if they would be prepared to contribute towards to pension liability of staff TUPE'd over from them.
- In the absence of a Playground strategy, the Executive Officer should use a £1 million loan from the Public Works Loan Board in developing the budget.
- The staff allocation model needs to be reviewed.
- A marketing plan for Ancells Community Centre needs to be developed and should include market analysis of hall hire rates in the locale.

RESOLVED

Members considered the Budget Preparation report and proposed a Budget Working Group meeting on Monday 4 November 2024 at 7.00pm.

PF JULY 2024 ITEM 14

ANNOUNCEMENTS

There were no announcements.

PF JULY 2024 ITEM 15

DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 16th October 2024 at 7.00pm in the Harlington.

There being no further business the meeting closed at 9:20pm.

Signed: **Date:**

Chairman

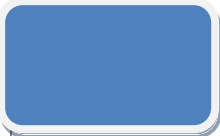
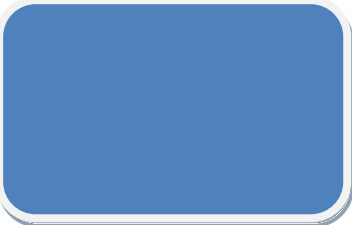
FLEET TOWN COUNCIL - RECORD OF GRANTS AWARDED 2024/25

Updated: 15.05.24

Recipient of Grant	Code	Purpose of the Grant	Requested £	Awarded £	Date of Award	Company / Charity Reg. No.	Approval Committee	Date Paid	Comments
GRANT - FLEET PHOENIX	4241/110	Budget: £11,656. Available Balance: budget committed							
Fleet Phoenix		Annual running costs of The Point and office	£11,656	£11,656		1144057	Council	Pending	Awarded as part of budget approval
Total awarded			£11,656						
GRANT - SASHA'S PROJECT	4242/110	Budget: £7,540. Available Balance: budget committed							
Sasha's Project		Hire of The Point as a crisis centre 2 nights per week	£7,540	£7,540		1195793	Council	Pending	Awarded as part of budget approval
Total awarded			£7,540						
COMMUNITY SUPPORT	4538/110	Budget: £1,500. Available Balance: £1,500							
Total awarded			£0						
FLEET CONNECT	4800/110	Budget: £13,153. Available Balance: £0							
Hampshire County Council		Fleet Connect 23/24 service run by RVS	£13,153	£13,153	03/01/2024		Council	24/07/2024	
Total awarded			£13,153						
BASINGSTOKE CANAL	4810/110	Budget: £15,600. Available Balance: £0							
Hampshire County Council		Basingstoke Canal Society annual partner contribution	£15,600	£15,600	03/01/2024		Council	Pending	
Total awarded			£15,600						
COMMUNITY GRANTS	4855/110	Budget: £3,700. Available Balance: £3,200							
The Vine Church		Recreational equipment for youth club in Church Crookham serving Fleet residents	£1,000	£500	15/05/2024	281779	P&F	23/05/2024	
Eclipse Allstars Cheerleading		Cost of entry fee for the Youth Summitt 2025 in Florida, USA	£1,000				P&F		On 9/10/24 agenda
Citizens Advice Hart		To provide advice to residents of Fleet in areas such Benefits and Housing	£2,000				P&F		On 9/10/24 agenda
Girguiding South West		No amount specified but need to raise £2700 for guide to go on girlguide international event in Gambia 2025	?				P&F		On 9/10/24 agenda
Total awarded			£500						
RENT WAIVERS & OTHER COMMUNITY PAYMENTS									
Fleet Cricket Club		Annual rent - Calthorpe Park		£4,140	08/05/2024		Council		
1st Crookham Scouts		Annual rent - Basingbourne Park		£500	08/05/2024	302270	Council		
Girl Guides		Annual rent - Basingbourne Park		Peppercorn					
22nd and 26th Odiham Scouts		Annual rent - Calthorpe Park		£500	08/05/2024	306101 / 810148	Council		
Lions Community Store		Annual rent - Basingbourne Park		£500	05/06/2024	1177181			Annual rent waived for 24/25
Friends of Oakley Park		Insurance repayment		TBC					Subject to request from group
Friends of Basingbourne Park		Insurance repayment		TBC					Subject to request from group
Fleet Phoenix		Office/Store Room	£1,200	£1,200	24/07/2024		P&F	Waived	Agreed to waive
Total			£5,640						

Application for Grant Form

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

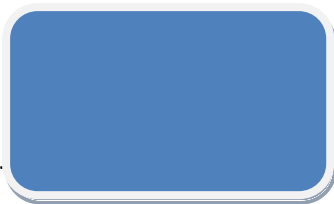
1.	Name of Organisation Address Bank Account details for payment Account Sort Code	Eclipse Allstars Cheerleading The Wavell School Lynchford Rd, Farnborough GU14 6BH ECLIPSE ALLSTARS 
2.	Name, Address and Status of Contact & position E-mail address	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	No Charity Number:
5.	Date of establishment of Organisation	27th November 2019

6.	Details of purpose of Grant (please use additional sheet to include details)	Eclipse Allstars - a local competitive, non Profit Community interest, cheerleading organisation. The programme has grown from only a handful of athletes to currently 170 athletes ranging from 3-20 years old. We are a successful team with many of our squads winning national and international competitions in their age groups. Our athletes are from all walks of life including youths with learning difficulties and special educational needs. We do not just help our athletes become 'cheerleaders' but we help improve children's quality of life by influencing them with life skills, a sense of belonging in their community and most importantly, in this day and age, an opportunity to make new friendships and connections that isn't screen based. The group successfully earned a bid to Youth Summit 2025, taking place in Florida USA on the 24th and 25th April 2025! This prestigious, invite only, competition promises to deliver an exceptional Summit experience, with a special emphasis on providing high-caliber competition to young athletes. This will allow a group of 18 athletes ages 7-11, to attend the biggest competition in the world for their age category. Due to Eclipse being a non profit organisation, we heavily rely on the support the community, who generously help us to be able to send the athletes to America for this amazing, once in a lifetime, opportunity. The Funding will be used towards the cost of the entry Fees for the competition (Total being £6840)					
7.	Amount applied for	£1000					
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	18 Children in total. 36 Parents. 2 Coaches 3 Children and 6 Parents from fleet GU51 2TH GU51 3LP GU51 1AH					
9.	Projected income and expenditure of project/event	Total required: Licensing £1100 Entry Fees £6840 Gym Hire- £900 This will come from the grant application and local Company Sponsors from the community in and around fleet & Farnborough					
10.	Details of any other grants applied for this project/event/ activity and status	Body	Amount	Date applied	Approved	Refuse	Pendin
		None					
11.	If your Grant application to Fleet Town Council is not successful how will the event/ project still go ahead? If so	Unsure, there is a possibility that it wont if we can not raise the funds					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	None					

13.	How will you publically acknowledge Fleet Town Council's contribution?	Social media platforms (instagram currently 5169 followers and Facebook 1.4K followers) and in our team online notice board which contains 170 families. We can also propose to print your logo on the teams training wear for the trip
-----	--	--

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

Signed.....



Date...13/08.2024.....

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

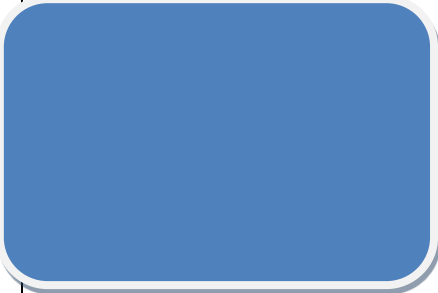
	YES	T.C. USE CHECKED
Last Financial Years Accounts	YES	
Constitution	YES	
Copy of most recent Bank Statement for all accounts	YES	
Safeguarding Policy	YES	

Office Use

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

Application for Grant Form

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

1.	Name of Organisation Address Bank Account details for payment Account Sort Code	Citizens Advice – Hart District Ltd Civic Offices Harlington Way Fleet GU51 4AE 
2.	Name, Address and Status of Contact & position E-mail address	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes Charity Number: 1113777
5.	Date of establishment of Organisation	April 2006
6.	Details of purpose of Grant (please use additional sheet to include details)	At Citizens Advice Hart, we help people overcome their problems by providing free, impartial, independent and confidential advice. This can be accessed by telephone, email and face-to-face with our recent development of webchat improving accessibility even further. Our service is provided predominantly by volunteers with a limited team of paid staff in supervisory or specialist roles. We give people the knowledge and confidence they need to find their way forward - whoever they are, and whatever their problem. This includes a wide range of subjects, including housing, benefits, employment, debt and money, health, immigration, consumer, family and relationships. At Citizens Advice Hart, our greatest demands are for help with benefits, debt and housing. We have helped many gain the benefits they are entitled to

		and help to support their families. We recognise many of our clients are in desperate situations. They may be fleeing domestic violence, are homeless, or families without food or money to pay for heating. We can issue fuel and food vouchers and provide vital emergency and crisis support. One client recently stated in our client experience survey that CA Hart is 'as vital as the NHS'. Of note was that we dealt with 122 issues of homelessness in 23/24, 917 drop-in clients (those who come to us without an appointment), 32 safeguarding issues and that foodbank related issues were up 52% from last year. This grant will help us remain open to drop ins and to those needing urgent help. We campaign on big issues when they need to be heard. This includes research and campaigns, which is done locally and feeding into the national campaigns, to improve systems for the wider community, including those who do not contact Citizens Advice directly. We have raised issues around benefits, employment, housing and more. We champion equality and challenge discrimination and harassment. In addition to providing our essential service via phone and email we offer face to face Outreach appointments. Caroline, our outreach adviser, currently offers face to face advice at 9 outreach locations within the Hart District, including two outreach sessions both based in Fleet Library at Sing Along and Baby Bounce. We continue to deliver our highly successful Advice First Aid (AFA) project, providing Citizens Advice Hart training to volunteers and frontline workers in other local partner organisations to become Advice First Aiders. This free training gives these individuals and groups the skills they need to triage for advice, deliver initial guidance and refer into Citizens Advice when needed. Our AFA offering has been recognised by National Citizens Advice and we are now helping other local offices to establish their own AFA courses. We have trained the following Fleet organisations to become AFA partners and would love to be able to offer AFA training to more Fleet organisations: • Calls and Visits • Christians Together in Fleet & Church Crookham • Communicare • Fleet Baptist Pre-School • Fleet Lions • Fleet Library • Fleet Town Council • Hart Foodbank • Minding The Garden
7.	Amount applied for	£ 2,000

8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	In the 2023/24 period, over 2% of Fleet’s population used our services, which makes up 31% of our client base. Our data also shows that the top three issues for Fleet residents are Benefits & Tax Credits, Housing and Debt in 2023/24. The complexity of the issues faced by Fleet is also high; on average clients in Fleet presented to us with 4.4 issues each, higher than our overall client base at 3.4 issues per client. This complexity means that clients are taking longer to help and often are seen by several members of our team. We have a reporting team that analyses the data from our clients to ensure that the outcomes from our service are accurately reported and analysed. This helps us to make sure that the most vulnerable in our communities are receiving the help they need in the most accessible and inclusive way possible. In our own outcomes research, 85% of our clients said that we had helped them to find a way forward and 75% said that their problem was now resolved. As well as that the data also revealed that 87% of people felt less stressed, depressed or anxious as a result of the help they received from us and 65% of people felt their physical health had improved. However, we place equal weight on the qualitative comments that our clients make, recent feedback has included: “Totally satisfied and extremely happy and grateful for the help that I am receiving along with the continued support in relation to my needs. My advisor was absolutely amazing took all the stress and worry away from me which will definitely have a massive positive impact on my life and well-being I am so grateful. Thank you to everyone who was involved for the Citizens Advice Bureau I really appreciate all your help and support you guys are amazing.” “The advice and time was invaluable to me. The lady who helped me understood my needs and eased my mind and in turn improved my state of mind. It was a huge weight lifted off my shoulders. This service is a lifeline, and I am eternally grateful. You are all angels to help people like me. Thank you from the bottom of my heart”
9.	Projected income and expenditure of project/event	N/A
10.	Details of any other grants applied for this project/event/activity and status	Last year, along with Fleet Town Council, we received funding from the following Town and Parish Councils: • Church Crookham Parish Council - £2,000 • Crondall Parish Council - £250 • Crookham Village Parish Council - £250 • Elvetham Heath Parish Council - £2,000

		• Eversley Parish Council - £750 • Ewshot Parish Council - £200 • Hook Parish Council - £2,000 • Odiham Parish Council - £1,500 • Winchfield Parish Council - £250 • Yateley Town Council - £5,000
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so, how?	We are partially funded through a discretionary grant received from Hart District Council. The grant has remained static for 16 years – the grant accounts for approx. 50% of our forecast expenditure in 24-25. This grant is secured only on a year-by-year basis; therefore, we have no long-term funding commitment. Other fundraising for our service comes through grants that we apply for on an ongoing basis as well as the invaluable support of our Town and Parish Councils.
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	£1,000 in October 2023.
13.	How will you publically acknowledge Fleet Town Council's contribution?	We will publically acknowledge Fleet Town Council in our newsletter and Impact report if we are fortunate enough to receive a contribution to our work.

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

Signed.....
Date.....



.....
.....

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

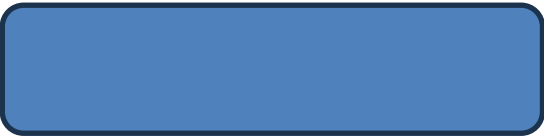
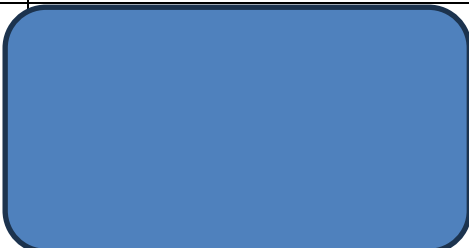
	YES	T.C. USE CHECKED
Last Financial Years Accounts	Y	
Constitution	Y	
Copy of most recent Bank Statement for all accounts	Y	
Safeguarding Policy	Y	

Office Use

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

Application for Grant Form

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

1.	Name of Organisation Address Bank Account details for payment Account / Sort Code	Girlguiding South West England St Ann's Manor 6-8 St Ann Street Salisbury Wiltshire SP1 2DN 
2.	Name, Address and Status of Contact & position E-mail address	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes, Charity Number: 305951 (GB-CHC-305951)
5.	Date of establishment of Organisation	1971
6.	Details of purpose of Grant (please use additional sheet to include details)	Skye (who lives in Fleet, Hampshire), has been selected from across the Southwest of England as a representative on an International Gambia 2025 trip, which is organized by Girl Guiding South West (SWE) and Venture Force. Skye has been in Guiding for almost ten years and recently achieved her Girl Guiding Gold award. 18 months ago she attended a local girl guiding selection day for an international trip. Unfortunately she wasn't successful, however determined to try again she applied this spring. This time she was delighted to be selected and put forward to the SWE selection weekend. Skye has dyslexia, visual stress and anxiety, so has additional support with her school work which she can find quite challenging. Overcoming her difficulties she was absolutely delighted to be selected out of 70 girls for a SWE Girlguiding & Venture Force international trip to Gambia in August 2025. She looks forward to the huge opportunities for personal development and cultural experience, along with the challenges associated with being away from home for two weeks next summer on an international trip. Whilst in Gambia, she will volunteer on local community and conservation projects, embedded within their culture.
7.	Amount applied for	As much as possible please, but any contribution would be welcome.
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	Skye will be the primary benefit of this fantastic opportunity. As highlighted above she is Dyslexic and also has visual stress and anxiety. This has meant that school life to date has been very challenging and Skye's self-confidence has been severely affected. Just getting through the selection phases has been a huge learning opportunity for Skye, demonstrating the strength of her character to not give up. Travelling with a team of guides to a 3rd world country and having to overcome her fears and support others will be a life changing opportunity for her. It is massively out of her comfort zone and we will take the year to prepare her for the trip & how to manage through challenging situations.

		Who else will benefit, and in what way? Skye will be completing 2 main projects whilst in Gambia. The first is a multiple day local community project in Gunjar. This has yet to be confirmed but similar trips in the past have included building shelters, school buildings etc. Skye will spend time living in the community and supporting local children and learning about the local culture. The second project Skye will participate in is an eco-project focusing on turtle conservation. Skye will be working with a team of locals and girl guides to support this project.					
9.	Projected income and expenditure of project/event	No income expected from the project. The cost of Skye's part of the trip is £2700 plus equipment. We are not aware of the entire project cost.					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		- Fleet Lions - Girl Guiding - Hart Rotary Club - HiWCF	All speculative applications	All 6/10/2024	n/a	n/a	All still pending
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	Yes, through fundraising and family contributions					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	n/a					
13.	How will you publicly acknowledge Fleet Town Council's contribution?	Skye plans to present to the guiding community on her experiences following the Gambia 25 trip and will include a summary of thanks to any organisations who contributed to the funding.					

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

Signed.....

Date.....

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

	YES	T.C. USE CHECKED
Last Financial Years Accounts	Find that Charity GB-CHC-305951 The Guide Association South-West England Includes: - Statement of Financial Activities - Balance sheet	
Constitution	See accompanying document	
Copy of most recent Bank Statement for all accounts	Please contact Mary Selby if these are required	
Safeguarding Policy	Safeguarding Team - Girlguiding South West England Main Site and Safeguarding Referral.docx (live.com)	

Office Use

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

Fleet Town Council 2024/2025**Income and Expenditure Account for Year Ended 31 March 2024**

31 March 2023		31 March 2024
	Operating Income	
106,168	Central Administration	20,154
846,115	Precept	451,618
5,957	Events, Town Centre and Climat	14,500
412,017	Harlington Development	219,811
516,298	Harlington - Events	55,437
24,669	Building	2,078
28,991	Ancells Community Centre	9,638
16,504	Ancells Farm Park and Pavilion	66
9,517	Open Spaces	822
23,605	Calthorpe Park	5,890
3,924	Oakley Park	0
1,501	Basingbourne Park	4,690
1,887	The Views	1,491
110,524	Cemetery	6,547
0	Lengthsman Scheme	3,300
2,107,676	Total Income	796,043
	Running Costs	
222,159	Central Administration	81,801
3,233	Civic and Democratic	(305)
60,043	Grants	500
13,500	Projects	(8,700)
53,562	Events, Town Centre and Climat	9,398
16,282	Harlington Development	2,621
487,285	Harlington - Events	92,931
265,506	Building	78,048
58,993	Ancells Community Centre	13,586
58,149	Ancells Farm Park and Pavilion	13,287
39,252	Open Spaces	10,992
64,301	Calthorpe Park	21,116
32,843	Oakley Park	8,196
39,459	Basingbourne Park	5,251
12,949	The Views	3,414
4,113	Edenbrook	934
47,168	Cemetery	8,095
1,478,799	Total Expenditure	341,165
	General Fund Analysis	
380,837	Opening Balance	441,727
2,107,676	Plus : Income for Year	796,043
2,488,513		1,237,770
1,478,799	Less : Expenditure for Year	341,165
1,009,714		896,605
567,987	Transfers TO / FROM Reserves	62,325
441,727	Closing Balance	834,280

6. **QUARTERLY FINANCIAL MONITORING REPORT FOR Q1 TO 31 JUNE 2024**

Members to consider a budget monitoring report to 31 June 2024 against budget (detailed report attached for the information of Members).

Cost Centre	YTD Actual	Full Year Forecast	Budget	Projected Variance
	£	£	£	£
Central Administration	- 61,647	- 187,745	- 187,745	-
Civic & Democratic	305	- 20,130	- 20,130	-
Grants	- 500	- 53,149	- 53,149	-
Precept	451,618	903,236	903,236	-
Projects	8,700	- 38,000	- 38,000	-
Events, Town Centre & Climate Change	5,102	- 51,700	- 51,700	-
Harlington Development	217,190	-	-	-
Harlington Events	- 37,494	- 18,993	- 18,993	-
Building	- 75,970	- 288,824	- 288,824	-
Ancells Community Centre	- 3,948	- 29,219	- 29,219	-
Ancells Farm Park & Pavilion	- 13,221	- 50,590	- 50,590	-
Open Spaces	- 10,170	- 49,571	- 49,571	-
Calthorpe Park	- 15,226	- 62,720	- 62,720	-
Oakley Park	- 8,196	- 34,950	- 34,950	-
Basingbourne Park	- 561	- 34,900	- 34,900	-
The Views	- 1,923	- 19,930	- 19,930	-
Edenbrook	- 934	- 65,530	- 65,530	-
Cemetery	- 1,548	33,185	33,185	-
Lengthsman Scheme	3,300	-	-	-
Net Income Over Expenditure	454,877	- 69,530	- 69,530	-

At this early stage in the financial year, there is nothing of concern to report.

Reserves

	Balance b/f	Deficit / Surplus	Transfer from	Transfer to	Transfers Between	Balance c/f
	1 April 2024	from Revenue A/c	Revenue A/c	Revenue A/c	Reserves	31 March 2025
	£	£	£	£	£	£
Movement in Reserves						
General Reserve	378,402	454,879				833,281
Earmarked Reserves						
Pension Obligation	40,000		10,000			50,000
Cemetery Memorial Testing	4,750		1,325			6,075
CP Tennis Sinking Fund	58,563		7,000			65,563
S106 Sensory Garden	10,981					10,981
Badgers Cemetery Works	7,000					7,000
Play Equipment	29,517		38,000			67,517
Elections	6,250		5,000			11,250
Edenbrook Commuted Sum	81,160					81,160
Harlington Development Fund	2,821,231					2,821,231
Music on The Views			1,000			1,000
Sub Total Earmarked Reserves	3,059,452	-	62,325	-	-	3,121,777
Total Reserves	3,437,854	454,879	62,325	-	-	3,955,058

All transfers to reserves in the budget have been made barring the Harlington Development Fund. This will be transferred at year end once costs for work done on the project have been finalised.

An error identified by the Finance & Administration Manager regarding the accounting for Music on the Views in the 2023/24 accounts has been corrected. It related to a timing difference between when an invoice was raised and when it was paid. The correction is in effect a move from General Reserves to an Earmarked Reserve for the event.

RECOMMENDATION

- That the contents of the report are noted.

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
101	Debtors Control	13,480
120	Vat Control	13,679
150	Stock - Bar	8,254
200	Bank Current/Deposit Account	767,652
210	Petty Cash - FTC	11
211	DNU CCLA Pub Sector Deposit FD	2,200,000
212	HSBC Savings Account	302,087
216	DNU Nationwide deposit account	824,735
220	Cash Floats	2,000
251	Petty Cash - Harlington	120
	Total Current Assets	4,132,018
	<u>Current Liabilities</u>	
500	Creditors Control	47,372
503	Christmas Festivities Town Cen	4,576
504	Christmas Day Lunch	4,481
515	Paye/NI Due	20,627
516	Pension Due	4,684
520	Wages Control Account	36,257
533	Music on the Views Aug 24	4,368
534	Floyd Effect May 25	1,003
535	Sleeping Beauty Jan 25	45
536	Fleet Jazz July 24	252
537	Benidorm Tom Sept 24	183
538	Time of our lives Sept 24	583
539	Cheesy Bingo Oct 24	963
541	Kast off Kinks Nov 24	200
542	Buble meets Sinatra Nov 24	250
543	Comedy Sept 24	75
546	Chichester Uni show Jun 24	(105)
548	T-Rextasy Feb 25	83
564	Barrioque Apr 25	(1,750)
768	The Jam'd Apr 24	(387)
769	John Lydon May 24	2,627
772	Neil Diamond Sept 23	651
784	The Jam'd April 24	1,930
800	Fleet Film 8th Jan 24	12
805	Fleet Film 25th Mar 24	6
810	90s Rewind Jun 24	3,776
811	80s Rewind Nov 24	8,347
818	Shaun Ryder Nov 24	1,850
822	Fleet Jazz Mar 24	(8)
823	Nine Below Zero Dr Feelgood De	1,175
824	Fleet Film 8th April 24	6
825	Fleet Film 22nd April 24	12
826	Fleet Film 13th May 24	6
831	ABBA Fever Apr 24	2,982
832	Johnny Cash May 24	(640)
833	REM by Stripe May 24	527
834	Cheesy Bingo Jun 24	701
835	Purple Zepplin Jun 24	2,928
836	Money For Nothing Jun 24	1,525
837	Maet Live Jun 24	1,936

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
838	Starburst Summer Jul 24	3,842	
839	Retro Disco Party Jul 24	1,250	
840	Ratrace Jun 24	1,035	
841	Comedy Apr 24	428	
842	Comedy May 24	113	
843	Comedy Jun 24	1,382	
844	Fleet Jazz Apr 24	462	
845	Fleet Jazz May 24	1,238	
846	Fleet Jazz Jun 24	768	
847	Martin Fry ABC Jun 25	3,447	
848	CCR Sept 24	1,170	
849	Voodoo Room Oct 24	228	
850	Stewart Copeland Nov 24	7,488	
Total Current Liabilities		176,960	
Net Current Assets			3,955,057
Total Assets less Current Liabilities			3,955,057
<u>Represented by :-</u>			
300	Current Year Fund	454,879	
310	General Fund	378,402	
321	EMR - Pension Obligation	50,000	
329	EMR - Cemetery Mem Test 2024	6,075	
330	EMR - CP Tennis Sinking 2026	65,563	
332	EMR - S106 Sensory Garden 21	10,981	
340	EMR - Cemetery Works (Badgers)	7,000	
345	EMR - Play Equipment	67,517	
350	EMR - Elections 2026	11,250	
355	EMR - Edenbrook Commuted Sum	81,160	
360	Harlington Development Fund	2,821,231	
365	EMR - Music on the Views	1,000	
Total Equity			3,955,057

Bank Current/Deposit Account

List of Payments made between 01/04/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/04/2024	BT Payment Services Ltd	dd488	121.39		broadband 1/3-31/3/24
02/04/2024	Global Payments - Direct Debit	dd489	50.40		Bank charges 1/2-29/2/24
02/04/2024	Hart District Council - DD	dd490	205.80		Business rates 2024/25
02/04/2024	Hart District Council - DD	dd491	1,636.25		Business rates 2024/25
02/04/2024	Hart District Council - DD	dd492	114.13		Business rates 2024/25
12/04/2024	HSBC	dd493	13.52		bank charges 1/2-29/2/24
12/04/2024	HSBC	dd494	61.64		bank charges 1/2-29/2/24
15/04/2024	NPower - Direct Debits	dd495	49.26		Elec 1/2-29/2/24
15/04/2024	NPower - Direct Debits	dd496	31.15		Elec 1/2-29/2/24
15/04/2024	NPower - Direct Debits	dd497	165.31		Elec 1/2-29/2/24
15/04/2024	NPower - Direct Debits	dd498	155.70		Elec 1/2-29/2/24
15/04/2024	NPower - Direct Debits	dd501	38.37		Elec 1/2-29/2/24
15/04/2024	Payment Sense Ltd	dd499	265.22		card charges march 24
15/04/2024	Payment Sense Ltd	dd500	28.57		card charges march 24
15/04/2024	HSBC	dd518	1,854.51		Credit Card March 24
16/04/2024	BACS P/L Pymnt Page 2393	BACS Pymnt	1,878.42		BACS P/L Pymnt Page 2393
16/04/2024	BACS P/L Pymnt Page 2394	BACS Pymnt	1,860.19		BACS P/L Pymnt Page 2394
17/04/2024	Castle Water Limited	dd502	58.03		Water 1/3-31/3/24
17/04/2024	Global Payments - Direct Debit	dd503	533.91		bank charges march 24
17/04/2024	Fleet Town Council	DD	4,118.24		L&G Pension Apr 24
18/04/2024	Castle Water Limited	dd504	25.59		Water 1/3-31/3/24
19/04/2024	Payment Sense Ltd	dd506	17.88		card charges 1/4-30/4/24
19/04/2024	Payment Sense Ltd	dd505	113.94		card charges 1/4-30/4/24
19/04/2024	Central Computer Management Lt	dd507	69.60		Monthly payroll Mar 24
19/04/2024	Fleet Town Council	DDR	31,138.41		Payroll April 24
22/04/2024	Total Energies	dd508	97.58		Gas 31/1-29/2/24
22/04/2024	Fleet Town Council	DDR	9,774.37		Inland Rev Apr 24
23/04/2024	Croner Group Ltd	dd509	408.98		HR and H&S April 24
24/04/2024	Total Energies	dd510	4,731.57		Gas 31/1-29/2/24
24/04/2024	Total Energies	dd511	402.26		Gas 31/1-29/2/24
25/04/2024	BOC Ltd	dd512	63.89		gas
29/04/2024	HSBC	dd513	63.18		bank charges
29/04/2024	BACS P/L Pymnt Page 2400	BACS Pymnt	65,151.37		BACS P/L Pymnt Page 2400
30/04/2024	Global Payments - Direct Debit	dd514	36.00		bank charges 1/3-31/3/24
30/04/2024	BT Payment Services Ltd	dd515	130.63		Broadband 1/4-30/4/24
30/04/2024	Vodafone Limited	dd516	42.41		Purchase Ledger DDR Payment
30/04/2024	BACS P/L Pymnt Page 2412	BACS Pymnt	54,846.52		BACS P/L Pymnt Page 2412
01/05/2024	Hart District Council - DD	dd517	210.00		Business rates 2024/25
01/05/2024	Hart District Council - DD	dd518	1,634.00		Business rates 2024/25
01/05/2024	Hart District Council - DD	dd519	119.00		Business rates 2024/25
08/05/2024	Booker Limited	dd520	42.04		bar supplies
10/05/2024	Total Energies	dd521	60.49		gas 29/2-31/3/24
10/05/2024	Information Commissioner's Off	dd537	55.00		GDPR/Protection 2024/25
13/05/2024	HSBC	dd522	67.72		Bank charges 1/3-31/3/24
13/05/2024	HSBC	dd523	13.41		Bank charges 1/3-31/3/24
13/05/2024	Fleet Town Council	DD	4,214.62		Pension May 24
14/05/2024	Total Energies	dd524	1,837.04		gas 29/2-31/3/24

Bank Current/Deposit Account

List of Payments made between 01/04/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/05/2024	Total Energies	dd525	199.96		gas 29/2-31/3/24
15/05/2024	Payment Sense Ltd	dd535	154.01		Card charges 1/4-30/4/24
15/05/2024	Payment Sense Ltd	dd536	26.75		Card charges 1/4-30/4/24
16/05/2024	NPower - Direct Debits	dd526	47.66		elec 1/3-31/3/24
16/05/2024	NPower - Direct Debits	dd527	29.87		elec 1/3-31/3/24
16/05/2024	Castle Water Limited	dd528	95.68		water 1/4-30/4/24
16/05/2024	NPower - Direct Debits	dd529	127.43		elec 1/3-31/3/24
16/05/2024	NPower - Direct Debits	dd530	101.57		elec 1/3-31/3/24
16/05/2024	NPower - Direct Debits	dd531	34.91		elec 1/3-31/3/24
16/05/2024	HSBC	DD546	3,660.82		Credit Card May 24
17/05/2024	Castle Water Limited	dd532	20.23		water 1/4-30/4/24
17/05/2024	Global Payments - Direct Debit	dd533	425.20		bank charges 29/3-30/4/24
20/05/2024	Central Computer Management Lt	dd534	72.00		Payroll Apr 24
20/05/2024	Fleet Town Council	DD	31,891.23		Payroll May 24
22/05/2024	Croner Group Ltd	dd538	408.98		HR and H&S May 24
22/05/2024	Fleet Town Council	DDR	10,473.33		Inland Rev May 24
24/05/2024	Payment Sense Ltd	dd539	113.94		card charges 1/5-31/5/24
24/05/2024	Payment Sense Ltd	dd540	17.88		card charges 1/5-31/5/24
24/05/2024	BOC Ltd	dd541	68.68		gas
29/05/2024	HSBC	dd542	78.06		bank charges 8/4-7/5/24
29/05/2024	Fleet Town Council	BACS	4,186.91		VAT Return 1/1-31/3/24 Payment
30/05/2024	BT Payment Services Ltd	dd543	64.24		broadband cancellation charges
30/05/2024	Global Payments - Direct Debit	dd544	36.00		Card charges 1/4-30/4/24
30/05/2024	Vodafone Limited	dd545	42.41		mobile charge 18/5-17/6/24
03/06/2024	Hart District Council - DD	dd547	210.00		Business rates 2024/25
03/06/2024	Hart District Council - DD	dd548	1,634.00		Business rates 2024/25
03/06/2024	Hart District Council - DD	dd549	119.00		Business rates 2024/25
05/06/2024	BACS P/L Pymnt Page 2425	BACS Pymnt	60,400.45		BACS P/L Pymnt Page 2425
11/06/2024	HSBC	dd550	1,347.66		credit card jun 24
13/06/2024	Total Energies	dd551	73.10		gas 31/3-30/4/24
13/06/2024	Total Energies	dd552	2,872.20		gas 31/3-30/4/24
13/06/2024	Total Energies	dd553	197.36		gas 31/3-30/4/24
14/06/2024	HSBC	dd556	52.60		bank charges 1/4-30/4/24
14/06/2024	HSBC	dd557	13.19		bank charges 1/4-30/4/24
14/06/2024	Payment Sense Ltd	dd554	134.58		card charges 1/5-31/5/24
14/06/2024	Payment Sense Ltd	dd555	26.98		card charges 1/5-31/5/24
17/06/2024	NPower - Direct Debits	dd558	31.13		elec 1/4-30/4/24
17/06/2024	NPower - Direct Debits	dd559	27.45		elec 1/4-30/4/24
17/06/2024	NPower - Direct Debits	dd560	163.62		elec 1/4-30/4/24
17/06/2024	NPower - Direct Debits	dd563	47.68		elec 1/4-30/4/24
17/06/2024	Castle Water Limited	dd564	63.07		water 1/5-31/5/24
17/06/2024	NPower - Direct Debits	dd561	169.98		elec 1/4-30/4/24
18/06/2024	Castle Water Limited	dd565	24.14		water 1/5-31/5/24
18/06/2024	Global Payments - Direct Debit	dd567	520.56		card charges may 24
18/06/2024	Booker Limited	dd566	293.85		bar supplies
20/06/2024	Fleet Town Council	DD	3,559.33		Pension Jun 24
20/06/2024	Fleet Town Council	DDR	29,946.18		payroll jun 24

Bank Current/Deposit Account

List of Payments made between 01/04/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/06/2024	Croner Group Ltd	dd568	408.98		HR/H&S June 24
21/06/2024	Payment Sense Ltd	dd569	113.94		card cahrges 14/5-13/6/24
21/06/2024	Payment Sense Ltd	dd570	17.88		card charges 1/6-30/6/24
21/06/2024	Central Computer Management Lt	dd571	76.80		payroll may 24
21/06/2024	Fleet Town Council	DDR	10,676.29		Inland Rev Jun 24
24/06/2024	BACS P/L Pymnt Page 2439	BACS Pymnt	42,936.20		BACS P/L Pymnt Page 2439
25/06/2024	BOC Ltd	dd572	262.66		gas
28/06/2024	BACS P/L Pymnt Page 2446	BACS Pymnt	8,652.08		BACS P/L Pymnt Page 2446
28/06/2024	Vodafone Limited	dd573	42.41		Purchase Ledger DDR Payment
29/06/2024	HSBC	dd574	60.62		bank charges
Total Payments			<u>406,161.23</u>		

Fleet Town Council 2024/2025**Income and Expenditure Account for Year Ended 31 March 2024**

31 March 2023		31 March 2024
	Operating Income	
106,168	Central Administration	68,285
846,115	Precept	903,236
5,957	Events, Town Centre and Climat	34,886
412,017	Harlington Development	439,622
516,298	Harlington - Events	154,119
24,669	Building	2,078
28,991	Ancells Community Centre	14,663
16,504	Ancells Farm Park and Pavilion	1,205
9,517	Open Spaces	822
23,605	Calthorpe Park	16,106
3,924	Oakley Park	1,400
1,501	Basingbourne Park	5,950
1,887	The Views	1,491
110,524	Cemetery	30,651
0	Lengthsman Scheme	3,300
2,107,676	Total Income	1,677,814
	Running Costs	
222,159	Central Administration	123,151
3,233	Civic and Democratic	(41)
60,043	Grants	13,652
13,500	Projects	(2,660)
53,562	Events, Town Centre and Climat	42,231
16,282	Harlington Development	2,621
487,285	Harlington - Events	202,676
265,506	Building	122,996
58,993	Ancells Community Centre	22,264
58,149	Ancells Farm Park and Pavilion	22,548
39,252	Open Spaces	18,692
64,301	Calthorpe Park	35,845
32,843	Oakley Park	17,402
39,459	Basingbourne Park	25,148
12,949	The Views	7,012
4,113	Edenbrook	2,206
47,168	Cemetery	15,372
1,478,799	Total Expenditure	671,115
	General Fund Analysis	
380,837	Opening Balance	441,727
2,107,676	Plus : Income for Year	1,677,814
2,488,513		2,119,541
1,478,799	Less : Expenditure for Year	671,115
1,009,714		1,448,426
567,987	Transfers TO / FROM Reserves	61,325
441,727	Closing Balance	1,387,101

6. QUARTERLY FINANCIAL MONITORING REPORT FOR Q2 TO 30 SEPTEMBER 2024

Members to consider a budget monitoring report to 30 September 2024 against budget (detailed report attached for the information of Members).

Cost Centre	YTD Actual	Full Year	Budget	Projected
	£	Forecast	£	Variance
		£		£
Central Administration	- 54,866	- 153,197	- 187,745	34,548
Civic & Democratic	41	- 20,130	- 20,130	-
Grants	- 13,652	- 53,149	- 53,149	-
Precept	903,236	903,236	903,236	-
Projects	2,660	- 38,000	- 38,000	-
Events, Town Centre & Climate Change	- 7,345	- 58,087	- 51,700	- 6,387
Harlington Development	437,001	-	-	-
Harlington Events	- 48,557	- 21,309	- 18,993	- 2,316
Building	- 120,918	- 289,457	- 288,824	- 633
Ancells Community Centre	- 7,601	- 29,219	- 29,219	-
Ancells Farm Park & Pavilion	- 21,343	- 51,988	- 50,590	- 1,398
Open Spaces	- 17,870	- 49,571	- 49,571	-
Calthorpe Park	- 19,739	- 65,884	- 62,720	- 3,164
Oakley Park	- 16,002	- 34,950	- 34,950	-
Basingbourne Park	- 19,198	- 35,445	- 34,900	- 545
The Views	- 5,521	- 21,234	- 19,930	- 1,304
Edenbrook	- 2,206	- 65,530	- 65,530	-
Cemetery	15,279	33,185	33,185	-
Lengthsman Scheme	3,300	-	-	-
Net Income Over Expenditure	1,006,699	- 50,729	- 69,530	18,801

KEY VARIANCES

CENTRAL & ADMINISTRATION	
1000 / 201 – Bank Interest	Bank and investment income received is projected to be £33.8k more than expected, due to the high interest rate received on the CCLA investment.
EVENTS, TOWN CENTRE & CLIMATE CHANGE	
1051 / 150 – Gurkha Square Market	Gurkha Square Market income is projected to be £7.8k less than expected, as the Council have waived rental due to support the markets viability.

1053 / 150 – Grant Money & Funding	£1.4k unbudgeted grant monies have been received for the Repair Café. The monies came from Hart District Council to support the Repair Cafés operating costs.
HARLINGTON EVENTS	
1870 / 101 – Hall Hire	Hall Hire is projected to be £3k less than expected, due to the loss of the Rock Choir and another mid-week group.
1450 / 201 – Ticket Sales	Ticket Sales are projected to be £14k less than expected, due to the cancellation of two shows due to illness of the performers. Both shows have been rescheduled for later dates.
4720 / 201 – Performance Costs	Performance Costs are projected to be £15k less than expected, due to the cancellation of two shows due to illness of the performers. Both shows have been rescheduled for later dates.
BUILDING	
1031 / 204 – HCC Library	The charge to the library for their share of utilities for 2023/24 was £2k higher than accrued.
4115 / 204 – Water & Sewerage	Water & Sewerage is projected to be £2.8k more than expected. Actual cost for 2023/24 was £10.4k so the budget for 2024/25 at £5.5k not sufficient.
ANCELLS FARM PARK & PAVILION	
4202 / 208 – Additional Grounds Works	Additional Grounds Works is projected to be £1.3k more than expected. £0.9k spent on camera to investigate the sink hole. £0.4k spent on bollard repairs thought to be damage during unauthorised encampment at Basingbourne Park.
CALTHORPE PARK	
1057 / 310 – Fleet Football Club Rent	Fleet Football Club Rent is projected to be £3k less than expected as new lease has not yet been signed.
BASINGBOURNE PARK	
1550 / 320 – Insurance Funds	£4.7k received for leaks that caused the roof to collapse.
4170 / 320 – Building Maintenance	Building Maintenance is projected to be £4.8k more than expected. £4.9k spent on the supply and installation of a new external door.
THE VIEWS	
4122 / 325 – Electricity	Electricity is projected to be £1.0k more than expected. £1.0k spent on C2

	remedial works identified from the EIC report.
4187 / 325 – Health & Safety	There is no budget for this line item. £0.3k spent on rodent control.

Reserves

	Balance b/f	Deficit / Surplus	Transfer from	Transfer to	Transfers Between	Balance c/f
	1 April 2024	from Revenue A/c	Revenue A/c	Revenue A/c	Reserves	31 March 2025
	£	£	£	£	£	£
Movement in Reserves						
General Reserve	380,402	1,006,699				1,387,101
Earmarked Reserves						
Pension Obligation	40,000		10,000			50,000
Cemetery Memorial Testing	4,750		1,325			6,075
CP Tennis Sinking Fund	58,563		7,000			65,563
S106 Sensory Garden	10,981					10,981
Badgers Cemetery Works	7,000					7,000
Play Equipment	29,517		38,000			67,517
Elections	6,250		5,000			11,250
Edenbrook Commuted Sum	81,160					81,160
Harlington Development Fund	2,821,231					2,821,231
Music on The Views			1,000	- 1,000		-
Sub Total Earmarked Reserves	3,059,452	-	62,325	- 1,000	-	3,120,777
Total Reserves	3,439,854	1,006,699	62,325	- 1,000	-	4,507,878

The transfers agreed at Full Council on 2 October 2024 in relation to The Music on the Views have not yet been actioned. Cllr Tilley has written to all the external organisations who gave money towards the Coronation. Once all responses have been received, and it is known whether the monies can be used for MOTV 2025 or not, the amount to be transferred will be calculated and allocated.

RECOMMENDATION

- That the contents of the report are noted.

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
101	Debtors Control	16,490
120	Vat Control	5,072
150	Stock - Bar	8,254
200	Bank Current/Deposit Account	913,541
210	Petty Cash - FTC	11
212	HSBC Savings Account	303,597
213	CCLA Pub Sector Deposit Fund	3,024,735
214	Nationwide deposit account	402,278
220	Cash Floats	2,000
251	Petty Cash - Harlington	120
	Total Current Assets	4,676,098
	<u>Current Liabilities</u>	
500	Creditors Control	56,677
504	Christmas Day Lunch	4,481
515	Paye/NI Due	10,402
534	Floyd Effect May 25	2,520
535	Sleeping Beauty Jan 25	1,938
537	Benidorm Tom Sept 24	738
538	Time of our lives Sept 24	373
539	Cheesy Bingo Oct 24	3,063
540	Starburst Panto Cinders Dec 24	9,361
541	Kast off Kinks Nov 24	2,390
542	Buble meets Sinatra Nov 24	2,021
543	Comedy Sept 24	752
544	Comedy Oct 24	225
545	Comedy Nov 24	88
546	Chichester Uni show Jun 24	(756)
548	T-Rextasy Feb 25	1,150
549	-	(1,650)
550	Shane Nolan Band Nov 24	75
551	Mainly Madness Dec 24	1,833
552	AC/DC UK Jan 25	1,613
553	Pop Gods Feb 25	150
554	Hayseed Dixie Feb 25	399
555	ELO Encounter Feb 25	1,907
556	Cheesy Bingo Feb 25	2,408
557	Oasish Mar 25	5,005
558	Guns 2 Roses Mar 25	367
559	Pogue Traders Mar 25	433
560	Taylormania Mar 25	6,774
561	Quo Connection Mar 25	532
562	Genesis Connected Mar 25	2,967
563	Gold to Rio Mar 25	292
564	Barrioque Apr 25	(1,750)
565	Comedy Dec 24	788
573	Fleet Jazz Oct 24	(537)
574	Fleet Jazz Nov 24	67
575	Fleet Jazz Dec 24	1,687
602	Santa Grotto Dec 24	113
811	80s Rewind Nov 24	14,048
818	Shaun Ryder Nov 24	3,367
823	Nine Below Zero Dr Feelgood De	3,237

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
824	Fleet Film 8th April 24	6	
825	Fleet Film 22nd April 24	12	
826	Fleet Film 13th May 24	6	
829	Fleet Film 1st July 24	6	
835	Purple Zeppelin Jun 24	4,085	
838	Starburst Summer Jul 24	4,454	
841	Comedy Apr 24	428	
842	Comedy May 24	113	
843	Comedy Jun 24	1,382	
847	Martin Fry ABC Jun 25	4,887	
849	Voodoo Room Oct 24	2,660	
850	Stewart Copeland Nov 24	10,633	
Total Current Liabilities		168,220	
Net Current Assets			4,507,878
Total Assets less Current Liabilities			4,507,878
<u>Represented by :-</u>			
300	Current Year Fund	1,006,699	
310	General Fund	380,402	
321	EMR - Pension Obligation	50,000	
329	EMR - Cemetery Mem Test 2024	6,075	
330	EMR - CP Tennis Sinking 2026	65,563	
332	EMR - S106 Sensory Garden 21	10,981	
340	EMR - Cemetery Works (Badgers)	7,000	
345	EMR - Play Equipment	67,517	
350	EMR - Elections 2026	11,250	
355	EMR - Edenbrook Commuted Sum	81,160	
360	Harlington Development Fund	2,821,231	
Total Equity			4,507,878

Bank Current/Deposit Account

List of Payments made between 01/07/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2024	Global Payments - Direct Debit	dd575	36.00		card charges 1/5-31/5/24
01/07/2024	Hart District Council - DD	dd576	210.00		Business rates 2024/25
01/07/2024	Hart District Council - DD	dd577	1,634.00		Business rates 2024/25
01/07/2024	Hart District Council - DD	dd578	119.00		Business rates 2024/25
11/07/2024	Total Energies	dd579	35.29		gas 30/4-31/5/24
11/07/2024	Total Energies	dd580	2,202.11		gas 30/4-31/5/24
11/07/2024	Total Energies	dd581	128.34		gas 30/4-31/5/24
12/07/2024	Payment Sense Ltd	dd582	299.95		CARD CHARGES 1/6-30/6/24
12/07/2024	Payment Sense Ltd	dd583	33.34		CARD CHARGES 1/6-30/6/24
15/07/2024	HSBC	dd585	69.88		BANK CHARGES 1/5-31/5/24
15/07/2024	HSBC	dd586	13.63		BANK CHARGES 1/5-31/5/24
15/07/2024	HSBC	DD584	1,517.21		Credit Card July 24
16/07/2024	Global Payments - Direct Debit	dd590	443.15		CARD CHARGES 1/6-30/6/24
16/07/2024	NPower - Direct Debits	dd587	26.59		elec 1/5-31/5/24
16/07/2024	NPower - Direct Debits	dd588	27.58		elec 1/5-31/5/24
16/07/2024	NPower - Direct Debits	dd589	160.61		elec 1/5-31/5/24
16/07/2024	NPower - Direct Debits	dd592	45.78		elec 1/5-31/5/24
16/07/2024	Booker Limited	dd589	84.57		Purchase Ledger DDR Payment
18/07/2024	Castle Water Limited	dd593	20.23		water 1/6-30/6
19/07/2024	Payment Sense Ltd	dd594	113.94		card charges 1/6-30/6
19/07/2024	Payment Sense Ltd	dd595	17.88		card charges 1/6-30/6
19/07/2024	Castle Water Limited	dd596	9.57		water 1/6-30/6/24
19/07/2024	Fleet Town Council	DDR	36,390.77		Payroll July 2024
22/07/2024	Fleet Town Council	DDR	8,550.75		Inland Rev July 2024
23/07/2024	Croner Group Ltd	dd597	408.98		HR AND H&S JUL 24
24/07/2024	BACS P/L Pymnt Page 2451	BACS Pymnt	82,166.95		BACS P/L Pymnt Page 2451
24/07/2024	Central Computer Management Lt	dd598	76.80		PAYROLL JUN 24
25/07/2024	BOC Ltd	dd599	170.99		gas delivery
29/07/2024	HSBC	dd600	75.64		BANK CHARGES 8/6-7/7/24
30/07/2024	Global Payments - Direct Debit	dd601	36.00		bank charges
30/07/2024	Vodafone Limited	dd602	42.41		Purchase Ledger DDR Payment
30/07/2024	Fleet Town Council	DD	4,556.91		Pension Jul 2024
01/08/2024	Hart District Council - DD	dd601	210.00		Business rates 2024/25
01/08/2024	Hart District Council - DD	dd302	1,634.00		Business rates 2024/25
01/08/2024	Hart District Council - DD	dd603	119.00		Business rates 2024/25
08/08/2024	Total Energies	dd604	26.97		gas 31/5-30/6/24
08/08/2024	Total Energies	dd605	103.26		gas 31/5-30/6/24
12/08/2024	HSBC	dd606	13.30		bank charges 1/6-30/6/24
12/08/2024	HSBC	dd607	90.48		bank charges
12/08/2024	CCLA Pub Sector Deposit Fund	CCLA4 1155	100,000.00		Transfer to CCLA
13/08/2024	BACS P/L Pymnt Page 2470	BACS Pymnt	56,428.15		BACS P/L Pymnt Page 2470
13/08/2024	CCLA Pub Sector Deposit Fund	CCLA2 6251	100,000.00		transfer to ccla
13/08/2024	CCLA Pub Sector Deposit Fund	CCLA1 1931	100,000.00		transfer to ccla
14/08/2024	Payment Sense Ltd	dd609	110.58		card charges 1/7-31/7/24
14/08/2024	Payment Sense Ltd	dd610	25.69		card charges 1/7-31/7/24
14/08/2024	Fleet Town Council	DD	4,181.28		L&G Pension Aug 24
14/08/2024	CCLA Pub Sector Deposit Fund	CCLA3 6740	100,000.00		transfer to ccla

Bank Current/Deposit Account

List of Payments made between 01/07/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/08/2024	HSBC	DD608	1,305.26		Credit card july 24
15/08/2024	NPower - Direct Debits	dd611	26.81		ELEC 1/6-30/6/24
15/08/2024	NPower - Direct Debits	dd612	27.05		ELEC 1/6-30/6/24
15/08/2024	NPower - Direct Debits	dd613	148.24		ELEC 1/6-30/6/24
15/08/2024	NPower - Direct Debits	dd614	46.03		ELEC 1/6-30/6/24
15/08/2024	CCLA Pub Sector Deposit Fund	CCLA5 2592	100,000.00		transfer to ccla
16/08/2024	Castle Water Limited	dd616	91.21		water 1/7-31/7/24
16/08/2024	Global Payments - Direct Debit	dd617	712.12		card charges 29/6-31/7/24
16/08/2024	Castle Water Limited	dd615	1,834.31		water 1/7-31/7/24
16/08/2024	CCLA Pub Sector Deposit Fund	CCLA6 7981	100,000.00		transfer to ccla
18/08/2024	CCLA Pub Sector Deposit Fund	CCLA9 0609	24,735.00		transfer to ccla
19/08/2024	Castle Water Limited	dd618	81.55		water 1/7-31/7/24
19/08/2024	Castle Water Limited	dd619	26.97		water 1/7-31/7/24
19/08/2024	CCLA Pub Sector Deposit Fund	CCLA7 3334	100,000.00		transfer to ccla
20/08/2024	Fleet Town Council	DDR	30,625.92		Payroll Aug 2024
20/08/2024	CCLA Pub Sector Deposit Fund	CCLA8 7110	100,000.00		transfer to ccla
21/08/2024	Croner Group Ltd	dd620	408.98		HR & H&S Aug 24
21/08/2024	Castle Water Limited	dd621	30.28		water 1/7-31/7/24
22/08/2024	Fleet Town Council	DDR	12,076.10		Inalndnd Rev Aug 24
22/08/2024	Central Computer Management Lt	dd622	76.80		payroll july 24
23/08/2024	Payment Sense Ltd	dd623	113.94		card charges 1/8-31/8/24
23/08/2024	Payment Sense Ltd	dd624	17.88		card charges 1/8-31/8/24
23/08/2024	BOC Ltd	dd625	73.00		gas
28/08/2024	Booker Limited	dd626	427.80		Purchase Ledger DDR Payment
29/08/2024	Vodafone Limited	dd627	42.41		Purchase Ledger DDR Payment
29/08/2024	HSBC	dd628	38.21		bank charges 8/7-7/8/24
30/08/2024	BACS P/L Pymnt Page 2487	BACS Pymnt	37,051.41		BACS P/L Pymnt Page 2487
30/08/2024	Global Payments - Direct Debit	dd629	36.00		card charges 1/7-31/7/24
02/09/2024	Hart District Council - DD	dd630	210.00		Business rates 2024/25
02/09/2024	Hart District Council - DD	dd631	1,634.00		Business rates 2024/25
02/09/2024	Hart District Council - DD	dd632	119.00		Business rates 2024/25
10/09/2024	Total Energies	dd633	22.64		gas 30/6-31/7/24
10/09/2024	Total Energies	dd634	1,063.13		gas 31/5-30/6/24
10/09/2024	Total Energies	dd635	117.71		gas 30/6-31/7/24
10/09/2024	HSBC	dd636	63.74		bank charges
10/09/2024	HSBC	dd637	73.76		bank charges
10/09/2024	Fleet Town Council	BACS	79.11		Balance to repair cafe
12/09/2024	Total Energies	dd638	481.75		gas 30/6-31/7/24
13/09/2024	BACS P/L Pymnt Page 2497	BACS Pymnt	38,763.02		BACS P/L Pymnt Page 2497
13/09/2024	Payment Sense Ltd	dd639	120.03		Purchase Ledger DDR Payment
13/09/2024	Payment Sense Ltd	dd640	24.95		Purchase Ledger DDR Payment
16/09/2024	NPower - Direct Debits	dd641	23.92		elec 1/7-31/7/24
16/09/2024	NPower - Direct Debits	dd642	29.39		elec 1/7-31/7/24
16/09/2024	NPower - Direct Debits	dd644	196.16		elec 1/7-31/7/24
16/09/2024	NPower - Direct Debits	dd648	43.26		elec 1/7-31/7/24
16/09/2024	Castle Water Limited	dd643	83.32		water 1/8-31/8/24
16/09/2024	Castle Water Limited	dd646	81.55		water 1/8-31/8/24

Bank Current/Deposit Account

List of Payments made between 01/07/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/09/2024	Castle Water Limited	dd647	83.14		water 1/8-31/8/24
16/09/2024	HSBC	DD645	2,236.74		Credit card Aug 24
17/09/2024	Castle Water Limited	dd649	31.46		water 1/8-31/8/24
17/09/2024	Fleet Town Council	DD	4,089.15		L&G Pension Sept 24
17/09/2024	Global Payments - Direct Debit	dd650	797.49		card charges 1/8-30/8/24
19/09/2024	Castle Water Limited	dd651	26.90		water 1/8-31/8/24
20/09/2024	Payment Sense Ltd	dd652	113.94		card charges aug 24
20/09/2024	Payment Sense Ltd	dd653	17.88		card charges aug 24
20/09/2024	Central Computer Management Lt	dd654	89.28		payroll aug 24
20/09/2024	Fleet Town Council	DDR	10,378.94		Inland Rev Sep 24
20/09/2024	Fleet Town Council	DDR	29,829.67		Payroll Sept 24
23/09/2024	Croner Group Ltd	dd656	408.98		h&s and HR support
25/09/2024	BOC Ltd	dd657	194.04		gas
29/09/2024	HSBC	dd661	37.20		bank charges 8/8-7/9
30/09/2024	Global Payments - Direct Debit	dd659	44.28		bank charges aug 24
30/09/2024	Vodafone Limited	dd660	42.41		Mobiles 18/9-17/10/24
Total Payments			<u>1,204,372.78</u>		

Outstanding Balances by Month as at 30/09/2024

A/C Code	Customer Name	Balance	Sep 2024	Aug 2024	Jul 2024	Prior Months	On A/c Pymnts
Ledger No 1: Sales Ledger 1							
ATHLETICOVATHLETICO VETS FC		439.29	439.29	0.00	0.00	0.00	0.00
BABY	BABY	698.40	698.40	0.00	0.00	0.00	0.00
BAKER	TWG	172.50	172.50	0.00	0.00	0.00	0.00
BALLETSCH	BALLET	948.60	948.60	0.00	0.00	0.00	0.00
BLOODNAT	BLO	399.60	399.60	0.00	0.00	0.00	0.00
BRIGGSS	SAM BRIGGS	121.18	0.00	121.18	0.00	0.00	0.00
CALEBS	CALEBS COFFEE	750.00	750.00	0.00	0.00	0.00	0.00
CINEMA	MELLOR	360.00	360.00	0.00	0.00	0.00	0.00
COOK D	DENISE COOK	81.60	81.60	0.00	0.00	0.00	0.00
COOP	COOP	-980.00	0.00	0.00	0.00	-980.00	0.00
CRESSWELL	SYLV	81.60	81.60	0.00	0.00	0.00	0.00
DALBY	DALBY	80.88	80.88	0.00	0.00	0.00	0.00
DAVID	DAVID GARDNER	255.00	255.00	0.00	0.00	0.00	0.00
DESIEXPRESDESI EXPRESS		-144.00	-144.00	0.00	0.00	0.00	0.00
EDWARDS	EDW	1,224.16	786.60	0.00	437.56	0.00	0.00
EWEN	VICKY	153.60	153.60	0.00	0.00	0.00	0.00
FLEETLIONS	FLEET LIONS	1,492.80	0.00	1,492.80	0.00	0.00	0.00
FLUX	DONNA FLUX	50.94	0.00	0.00	0.00	50.94	0.00
FOSS R	FOS	17.04	17.04	0.00	0.00	0.00	0.00
FTFC	FLEET	600.00	600.00	0.00	0.00	0.00	0.00
FUNTIME	FUNTIME DANCE	438.60	438.60	0.00	0.00	0.00	0.00
GODDARDS	GODDARDS	4,040.00	0.00	4,040.00	0.00	0.00	0.00
HAINES	HAI	27.36	27.36	0.00	0.00	0.00	0.00
HUMPHREYSKATHERINE HUMPHREYS		59.42	0.00	0.00	0.00	59.42	0.00
JILL JONES	JILL JONES	147.16	0.00	0.00	0.00	147.16	0.00
MESSENGERMESSENGER		633.24	633.24	0.00	0.00	0.00	0.00
MMF	MONKEY MUSIC FLEET	204.00	204.00	0.00	0.00	0.00	0.00
NAGULA	NAG	26.00	0.00	0.00	0.00	26.00	0.00
PRE	AF	3,073.18	1,028.62	0.00	909.44	1,135.12	0.00
SALSA	SALSA	76.50	76.50	0.00	0.00	0.00	0.00
SEEDALL	SEE	724.54	0.00	0.00	177.06	547.48	0.00
U3A HARLY	U3A	300.00	300.00	0.00	0.00	0.00	0.00
Total Sales Ledger NB		16,553.19	8,389.03	5,653.98	1,524.06	986.12	0.00
TOTAL SALES LEDGER BALANCES		16,553.19	8,389.03	5,653.98	1,524.06	986.12	0.00

April	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Neil Diamond	£ -	£ 3,115.00	78%	£ 2,150.00	£ 965.00	£ 1,122.40	£ 452.15	£ 670.25	£ 251.68	£ 4,237.40	£ 2,853.83	£ 1,383.57
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 188.16	£ 75.38	£ 112.78	£ -	£ 188.16	£ 75.38	£ 112.78
Comedy Club	£ -	£ 1,441.67	52%	£ 1,000.00	£ 441.67	£ 1,203.99	£ 488.86	£ 715.13	£ 223.08	£ 2,645.66	£ 1,711.94	£ 933.72
Jazz Club	£ -	£ 1,525.00	65%	£ 1,062.62	£ 462.38	£ 518.57	£ 208.66	£ 309.91	£ 77.22	£ 2,043.57	£ 1,348.50	£ 695.07
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 397.07	£ 173.18	£ 223.89	£ 74.36	£ 642.07	£ 247.54	£ 394.53
Abba Fever	£ -	£ 4,451.67	100%	£ 1,350.00	£ 3,101.67	£ 2,420.99	£ 971.26	£ 1,449.73	£ 374.66	£ 6,872.66	£ 2,695.92	£ 4,176.74
The Jam'd	£ -	£ 3,716.67	50%	£ 1,500.00	£ 2,216.67	£ 2,722.83	£ 1,092.09	£ 1,630.74	£ 343.19	£ 6,439.50	£ 2,935.28	£ 3,504.22
Steve Harley	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 294.91	£ 118.54	£ 176.37	£ 12.01	£ 594.91	£ 130.55	£ 464.36
Rock Choir x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 29.00	£ 11.60	£ 17.40	£ -	£ 229.00	£ 11.60	£ 217.40
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 462.99	£ 185.82	£ 277.17	£ 45.04	£ 1,602.19	£ 230.86	£ 1,371.33
TOTALS FOR APRIL	£ 1,884.20	£ 14,250.01		£ 7,062.62	£ 7,187.39	£ 9,360.91	£ 3,777.54	£ 5,583.37	£ 1,401.24	£ 25,495.12	£ 12,241.40	£ 13,253.72
May	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
John Lydon	£ -	£ 11,119.16	100%	£ 8,421.76	£ 2,697.40	£ 1,698.91	£ 681.98	£ 1,016.93	£ 291.74	£ 12,818.07	£ 9,395.48	£ 3,422.59
Johnny Cash Roadshow	£ -	£ 2,860.00	62%	£ 3,500.00	£ 640.00	£ 1,060.66	£ 426.45	£ 634.21	£ 234.52	£ 3,920.66	£ 4,160.97	£ 240.31
REM by Stipe	£ -	£ 2,171.67	54%	£ 1,500.06	£ 671.61	£ 1,103.74	£ 444.11	£ 659.63	£ 191.62	£ 3,275.41	£ 2,135.79	£ 1,139.62
Film Club x 1	£ 150.00	£ -	n/a	£ -	£ -	£ 138.82	£ 55.78	£ 83.04	£ -	£ 288.82	£ 55.78	£ 233.04
Jazz Club	£ -	£ 1,891.67	81%	£ 986.74	£ 904.93	£ 668.65	£ 268.74	£ 399.91	£ 128.41	£ 2,560.32	£ 1,383.89	£ 1,176.43
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 515.74	£ 222.51	£ 293.23	£ 79.21	£ 760.74	£ 301.72	£ 459.02
Comedy Club	£ -	£ 1,113.33	42%	£ 1,000.00	£ 113.33	£ 1,077.90	£ 434.43	£ 643.47	£ 191.18	£ 2,191.23	£ 1,625.61	£ 565.62
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 156.66	£ 63.17	£ 93.49	£ -	£ 156.66	£ 63.17	£ 93.49
Rock Choir x 3	£ 300.00	£ -	n/a	£ -	£ -	£ 85.57	£ 35.30	£ 50.27	£ -	£ 385.57	£ 35.30	£ 350.27
Ceroc x 5	£ 1,424.00	£ -	n/a	£ -	£ -	£ 254.49	£ 103.48	£ 151.01	£ 48.04	£ 1,678.49	£ 151.52	£ 1,526.97
TOTALS FOR MAY	£ 2,119.00	£ 19,155.83		£ 15,408.56	£ 3,747.27	£ 6,761.14	£ 2,735.95	£ 4,025.19	£ 1,164.72	£ 28,035.97	£ 19,309.23	£ 8,726.74
June	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Cheesy Bingo	£ -	£ 3,075.00	100%	£ 2,136.91	£ 938.09	£ 3,253.66	£ 1,309.45	£ 1,944.21	£ 343.20	£ 6,328.66	£ 3,789.56	£ 2,539.10
Purple Zepellin - rescheduled	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
90's Rewind	£ -	£ 7,450.00	100%	£ 3,050.00	£ 4,400.00	£ 6,904.08	£ 2,766.03	£ 4,138.05	£ 460.46	£ 14,354.08	£ 6,276.49	£ 8,077.59
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 312.66	£ 125.45	£ 187.21	£ -	£ 612.66	£ 125.45	£ 487.21
Jazz Club	£ -	£ 1,554.17	68%	£ 1,069.25	£ 484.92	£ 556.49	£ 223.81	£ 332.68	£ 90.80	£ 2,110.66	£ 1,383.86	£ 726.80
Comedy Club	£ -	£ 1,381.67	50%	£ 1,000.00	£ 381.67	£ 1,087.32	£ 438.55	£ 648.77	£ 131.12	£ 2,468.99	£ 1,569.67	£ 899.32
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 255.57	£ 110.43	£ 145.14	£ 51.48	£ 500.57	£ 161.91	£ 338.66
Money for Nothing	£ -	£ 4,205.00	95%	£ 2,500.00	£ 1,705.00	£ 1,896.83	£ 763.02	£ 1,133.81	£ 291.72	£ 6,101.83	£ 3,554.74	£ 2,547.09
Ratrace	£ -	£ 2,325.00	45%	£ 975.00	£ 1,350.00	£ 1,919.74	£ 769.32	£ 1,150.42	£ 297.44	£ 4,244.74	£ 2,041.76	£ 2,202.98
Maet Live	£ -	£ 2,520.00	58%	£ 1,629.26	£ 890.74	£ 1,638.66	£ 657.89	£ 980.77	£ 286.00	£ 4,158.66	£ 2,573.15	£ 1,585.51
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 170.58	£ 68.76	£ 101.82	£ -	£ 170.58	£ 68.76	£ 101.82
Rock Choir x 4	£ 400.00	£ -	n/a	£ -	£ -	£ 114.41	£ 45.76	£ 68.65	£ -	£ 514.41	£ 45.76	£ 468.65
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 235.90	£ 95.27	£ 140.63	£ 45.04	£ 1,375.10	£ 140.31	£ 1,234.79
TOTALS FOR JUNE	£ 2,084.20	£ 22,510.84		£ 12,360.42	£ 10,150.42	£ 18,345.90	£ 7,373.74	£ 10,972.16	£ 1,997.26	£ 42,940.94	£ 21,731.42	£ 21,209.52
July	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 126.75	£ 51.07	£ 75.68	£ -	£ 126.75	£ 51.07	£ 75.68
Starburst	£ 4,361.60	£ -	71%	£ -	£ -	£ 2,161.82	£ 882.69	£ 1,279.13	£ 660.66	£ 6,523.42	£ 1,543.35	£ 4,980.07
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 298.00	£ 119.65	£ 178.35	£ 15.01	£ 598.00	£ 134.66	£ 463.34
Jazz Club	£ -	£ 2,075.83	70%	£ 1,058.74	£ 1,017.09	£ 676.82	£ 272.14	£ 404.68	£ 93.80	£ 2,752.65	£ 1,424.68	£ 1,327.97
Roller Disco - cancelled	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Ultimate Retro Disco Party	£ -	£ 1,625.00	39%	£ 1,114.66	£ 510.34	£ 1,338.41	£ 536.16	£ 802.25	£ 257.25	£ 2,963.41	£ 1,908.07	£ 1,055.34

Ceroc x 3	£	854.40	£	-	n/a	£	-	£	-	£	177.82	£	71.25	£	106.57	£	45.76	£	1,032.22	£	117.01	£	915.21	
TOTALS FOR JULY	£	5,516.00	£	3,700.83		£	2,173.40	£	1,527.43	£	4,779.62	£	1,932.96	£	2,846.66	£	1,072.48	£	13,996.45	£	5,178.84	£	8,817.61	
August	Hall Hire Income		Ticket sales		% of capacity	Perf costs		Contribution		Ancillary sales		Cost of stock		Contribution		Casual Staffing		Total performance income		Total performance costs		Total performance contribution		
Music on the Views	£	-	£	-	47%	£	-	£	-	£	2,240.58	£	1,423.49	£	817.09	£	-	£	2,240.58	£	1,423.49	£	817.09	
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	220.83	£	88.33	£	132.50	£	-	£	220.83	£	88.33	£	132.50	
Ceroc x 5	£	1,424.00	£	-	n/a	£	-	£	-	£	321.82	£	217.81	£	104.01	£	77.22	£	1,745.82	£	295.03	£	1,450.79	
TOTALS FOR AUGUST	£	1,424.00	£	-	£	0.47	£	-	£	-	£	2,783.23	£	1,729.63	£	1,053.60	£	77.22	£	4,207.23	£	1,806.85	£	2,400.38
September	Hall Hire Income		Ticket sales		% of capacity	Perf costs		Contribution		Ancillary sales		Cost of stock		Contribution		Casual Staffing		Total performance income		Total performance costs		Total performance contribution		
Sexbomb - Benidorm Tom	£	-	£	1,348.33	31%	£	1,000.00	£	348.33	£	585.83	£	235.10	£	350.73	£	137.28	£	1,934.16	£	1,372.38	£	561.78	
Floyd Effect - rescheduled	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	329.66	£	144.13	£	185.53	£	85.80	£	574.66	£	229.93	£	344.73	
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	221.49	£	89.89	£	131.60	£	-	£	221.49	£	89.89	£	131.60	
Time of our Lives	£	-	£	1,785.00	45%	£	1,191.67	£	593.33	£	948.66	£	381.40	£	567.26	£	271.70	£	2,733.66	£	1,844.77	£	888.89	
Comedy Club	£	-	£	1,826.67	67%	£	1,149.86	£	676.81	£	1,536.24	£	617.58	£	918.66	£	231.66	£	3,362.91	£	1,999.10	£	1,363.81	
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	230.91	£	92.86	£	138.05	£	-	£	530.91	£	92.86	£	438.05	
Jazz Club	£	-	£	1,812.50	80%	£	1,110.06	£	702.44	£	642.41	£	258.45	£	383.96	£	77.22	£	2,454.91	£	1,445.73	£	1,009.18	
Creedence Clearwater Review	£	-	£	3,893.33	93%	£	2,713.83	£	1,179.50	£	1,953.99	£	787.58	£	1,166.41	£	397.53	£	5,847.32	£	3,898.94	£	1,948.38	
Ceroc x 4	£	1,139.20	£	-	n/a			£	-	£	295.49	£	119.88	£	175.61	£	-	£	1,434.69	£	119.88	£	1,314.81	
TOTALS FOR SEPTEMBER	£	1,684.20	£	10,665.83		£	7,165.42	£	3,500.41	£	6,744.68	£	2,726.87	£	4,017.81	£	1,201.19	£	19,094.71	£	11,093.48	£	8,001.23	
TOTALS	£	14,711.60	£	70,283.34		£	44,170.42	£	26,112.92	£	48,775.48	£	20,276.69	£	28,498.79	£	6,914.11	£	133,770.42	£	71,361.22	£	62,409.20	

ITEM 7

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as at 30 September 2024

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£913,541.32		
HSBC Savings Account, Account No: 91620886	£303,596.82	2.00% Per annum	Interest paid into HSBC Savings account each month.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£402,278.36	3.30%	Interest paid into Nationwide current account. Business 35 Day Saver, interest paid monthly
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£3,024,735.00	4.93% Per annum	Interest paid into HSBC current account, monthly.
TOTAL	£4,644,151.50		

Please note:

Interest received on 30 September 24 into Nationwide account:

Nationwide £2,278.36

Interest received on 2 October 24 into HSBC Current account:

CCLA £12,418.46

Interest received on 21 September 24 into HSBC Savings account:

HSBC Savings £509.68

Recommendation

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

8. IMPACT OF MARTYN'S LAW ON COUNCIL EVENTS

1. Introduction

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

2. Summary of Martyn's Law

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

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

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

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

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

3. Types of Terrorist Threats and Possible Mitigations

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

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

4. Impact on Events

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

Risk Assessment and Mitigation

All these events will require:

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

Unique Risks to Consider

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

5. Overall Cost Estimates

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

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

6. Conclusion

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

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



Sexual Harassment Policy

Policy and Finance Approved:
Due for next Review:

1. Introduction

- 1.1 All members of staff are entitled to be treated with dignity and respect in the workplace. This includes freedom from sexual harassment, feeling safe and supported, and having access to redress if such behaviour occurs.
- 1.2 Sexual harassment is unlawful under the Equality Act 2010, and the Council will not tolerate it.
- 1.3 The law requires employers to take reasonable steps to prevent sexual harassment. The Council will take action to prevent it and has clear reporting procedures in place.
- 1.4 The Council holds overall responsibility for the operation of this policy, though implementation may be delegated.
- 1.5 Instances of sexual harassment or victimization may lead to disciplinary action, including dismissal.
- 1.6 The policy is regularly reviewed to remain up to date and monitor its effectiveness.

2. Scope

- 2.1 The Council condemns all forms of sexual harassment, ensuring a safe and supportive environment for employees, workers, volunteers, contractors, and others engaged with the Council.

3. Definitions

- 3.1 Sexual harassment is unwanted conduct of a sexual nature that violates a person's dignity or creates an intimidating, hostile, or offensive environment.
- 3.2 It may occur between employees, agents, or third parties and does not need to be face-to-face.
- 3.3 Victimization occurs when someone is subjected to detriment because they undertook a protected act under the Equality Act 2010.

4. Circumstances Which Are Covered

- 4.1 This policy applies to behaviour in work-related settings, social functions, or outside work where relevant to a person's role or professional relationships.



5. Third-Party Sexual Harassment

- 5.1 Third-party harassment occurs when an employee is harassed by someone outside the workforce.
- 5.2 The Council will not tolerate third-party harassment and will take steps to prevent it, including placing signage and informing suppliers of its zero-tolerance policy.
- 5.3 Employees are encouraged to report any incidents of third-party harassment.
- 5.4 Criminal acts will be reported to the police, and harassment by customers will result in warnings or bans.
- 5.5 Sexual harassment of third parties by employees may lead to disciplinary action.

6. Disciplinary Action

- 6.1 Disciplinary measures will be taken if allegations of harassment or victimization are found to be true, up to and including dismissal.
- 6.2 Disciplinary action will also apply if complaints are found to be untrue and malicious.

7. Training

- 7.1 The Council will provide training on sexual harassment, expected behaviours, reporting procedures, and potential disciplinary outcomes.
- 7.2 Management will also be trained to implement this policy.
- 7.3 The effectiveness of training will be regularly reviewed.

8. Employee Assistance Programme

- 8.1 Employees have access to the Employee Assistance Programme, offering a confidential 24-hour counselling service.
- 8.2 Employees can also access an online wellbeing tool for quick support.



Sexual Harassment Policy

Policy and Finance Approved:
Due for next Review:

1. Introduction

- 1.1 All members of staff are entitled to be treated with dignity and respect in Fleet Town Council place of work. This means freedom from sexual harassment, feeling safe and supported, and having access to redress if such behaviour does arise.
- 1.2 Sexual harassment takes many forms but whatever form it takes, it is unlawful under the Equality Act 2010 as amended. We will not tolerate it.
- 1.3 The law requires employers to take reasonable steps to prevent sexual harassment of their workers. The Council will take action to prevent sexual harassment from occurring and have clear reporting procedures for employees to make a complaint about sexual harassment. If employees have been sexually harassed, or have witnessed sexual harassment, the Council encourage employees to tell management so that the Council can deal with the matter swiftly.
- 1.4 The Council has overall responsibility for the operation of this policy but will delegate implementation or decision making to Rita Tong, Executive Officer. All managers will maintain an open door policy. All employees have a responsibility to behave in line with the requirements of this policy.
- 1.5 Instances of sexual harassment or victimisation may lead to disciplinary action including termination of employment.
- 1.6 This policy is reviewed regularly to ensure it remains up to date and in order to monitor its effectiveness. Any changes required will be implemented and communicated to our workforce.

2. Scope

- 2.1 The Council deplore all forms of sexual harassment and seek to ensure that the working environment is safe and supportive to all those who work for the Council. This includes employees, workers, agency workers, volunteers and contractors in all areas of the Council.

3. Definitions

- 3.1 Sexual harassment is unwanted conduct of a sexual nature which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading,

humiliating or offensive environment for that person. It also covers treating someone less favourably because they have submitted to or refused to submit to unwanted conduct of a sexual nature, or that is related to gender reassignment or sex.

3.2 Sexual harassment may be committed by a fellow worker, an agent of an organisation, or a third party. It does not need to occur in person. It can occur via digital means including social media sites or channels e.g. Whatsapp. Someone may be sexually harassed even if they were not the target of the behaviour. Examples of sexual harassment include, but are not limited to:

- sexual comments or jokes, which may be referred to as 'banter'
- displaying sexually graphic pictures, posters or photos
- suggestive looks, staring or leering
- propositions and sexual advances
- making promises in return for sexual favours
- sexual gestures
- intrusive questions about a person's private or sex life or a person discussing their own sex life
- sexual posts or contact in online communications including on social media
- spreading sexual rumours about a person
- sending sexually explicit emails, text messages or messages via other social media
- unwelcome touching, hugging, massaging or kissing

3.3 Victimisation is subjecting someone to detriment because they have done, are suspected of doing, or intend to do an act which is protected under discrimination and harassment laws. It is not necessary for the person to have done the protected act in order for detrimental treatment to be considered as victimisation.

The protected acts are:

- making a claim or complaint under the Equality Act 2010 (for example, for discrimination or harassment)
- helping someone else to make a claim by giving evidence or information in connection with proceedings under the Equality Act 2010
- making an allegation that someone has breached the Equality Act 2010, or
- doing anything else in connection with the Equality Act 2010

Examples of victimisation may include:

- Failing to consider someone for promotion because they have previously made a sexual harassment complaint
- Dismissing someone because they accompanied a colleague to a meeting about a sexual harassment complaint
- Excluding someone from work meetings because they gave evidence as a witness for another employee as part of an employment tribunal claim about harassment.



4. Circumstances Which Are Covered

4.1 This policy covers behaviour which occurs in the following situations:

- a work situation
- a situation occurring outside of the normal workplace or normal working hours which is related to work, for example, a working lunch, a business trip or social functions
- outside of a work situation but involving a colleague or other person connected to the Company, including on social media
- against anyone outside of a work situation where the incident is relevant to your suitability to carry out the role.

5. What To Do If You Are Subject To Sexual Harassment Or Victimisation

5.1 The Council are committed to ensuring that there is no sexual harassment or victimisation in our workplace. Allegations of sexual harassment and victimisation will be treated as a disciplinary matter, although every situation will be considered on an individual basis and in accordance with the principles of our disciplinary procedures, a copy of which is available from Rita Tong, Executive Officer.

6. Informal complaint.

- 6.1 The Council recognise that complaints of sexual harassment or victimisation can be of a sensitive or intimate nature and that it may not be appropriate for employees to raise the issue through the normal grievance procedure. In these circumstances employees are encouraged to raise such issues with a senior colleague of choice (whether or not that person has a direct supervisory responsibility) as a confidential helper. This person cannot be the same person who will be responsible for investigating the matter if it becomes a formal complaint.
- 6.2 If employees experience sexual harassment and feel comfortable to do so, employees should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If the employee feels unable to do this verbally then they should hand a written request to the harasser, and the confidential helper can assist in this.
- 6.3 In addition, employees may also choose to raise concerns during the regular communication with the employees manager, for example, in a 1-2-1 meeting. The manager will listen and take concerns seriously if the employee does this, but may encourage the employee to follow the reporting procedures set out below.

7. Formal complaint

7.1 Where the informal approach fails or if the sexual harassment or victimisation is more serious, employees should bring the matter to the attention of Rita Tong, Executive



Officer as a formal written complaint and again the confidential helper can assist with this. The employee will be contacted within 3 working days.

7.2 If possible, the employee should keep notes of what happened so that the written complaint can include:

- the name of the alleged harasser;
- the nature of the alleged harassment;
- the dates and times when the alleged harassment occurred;
- the names of any witnesses; and
- any action already taken by you to stop the alleged harassment.

7.3 On receipt of a formal complaint, the Council will take action to separate the employee from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.

7.4 The person dealing with the complaint will invite the employee to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. The meeting will normally be held within five working days of receipt of your complaint. The employee has the right to be accompanied at such a meeting by the confidential helper or another work colleague of choice and the employee must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence may be dealt with under the disciplinary procedure.

7.5 On conclusion of the investigation, which will normally be within ten working days of the meeting with the employee, the decision of the investigator, detailing the findings, will be sent in writing to the employee.

7.6 The employee has the right to appeal against the findings of the investigator. If the employee wishes to appeal they must inform Rita Tong, Executive Officer within five working days. The employee will then be invited to a further meeting. As far as reasonably practicable, the Council will be represented by a more Senior Manager or Councillor than attended the first meeting (unless the most Senior Manager attended that meeting).

7.7 Following the appeal meeting, the employee will be informed of the final decision, normally within ten working days, which will be confirmed in writing.

7.8 Regardless of the outcome of the procedure, the Council are committed to providing the support the employee may need. This may involve mediation between the employee and the other party or some other measure to manage the ongoing working relationship.

7.9 The employee will not be victimised for having brought a complaint.



8. What To Do If You Witness Sexual Harassment Or Victimisation

- 8.1 If employees witness sexual harassment or victimisation, they are encouraged to take appropriate action to address it. Employees should not take any action that may put them at risk of sexual harassment or other harm. If employees feel able, they should intervene to prevent the matter continuing. If employees are not able to do this, their action may include offering support to the person who has been sexually harassed and encouraging them to report the incident or reporting the incident yourself.
- 8.2 If reporting the incident, employees should bring the matter to the attention of Rita Tong, Executive Officer in writing.
- 8.3 Employees concerns will be handled by Rita Tong, Executive Officer who will sensitively talk to the person subject to sexual harassment to determine how they want the matter to be handled.

9. Third-Party Sexual Harassment

- 9.1 Third-party sexual harassment occurs when one of our employees is subjected to sexual harassment by someone who is not part of our workforce but who is encountered in connection with work. This includes our customers, suppliers, members of the public, service users, patients, audiences, and self-employed contractors etc.
- 9.2 Third-party sexual harassment of our workforce is unlawful and will not be tolerated. The law requires employers to take steps to prevent sexual harassment by third parties.
- 9.3 The law does not provide a mechanism for individuals to bring a claim of third-party harassment alone. However, failure for an employer to take reasonable steps to prevent third-party sexual harassment may result in legal liability in other types of claim.
- 9.4 In order to prevent third-party sexual harassment from occurring, we will:
 - a) attach signage to the walls of the areas within the workplace where customers are present to warn that sexual harassment of our staff is not acceptable
 - b) inform third-parties i.e. suppliers of our zero-tolerance sexual harassment policy within our supplier documentation
- 9.5 If employees have been subjected to third-party sexual harassment, they are encouraged to report this as soon as possible to Rita Tong, Executive Officer.
- 9.6 Should a customer sexually harass a member of our workforce, we will warn the client or customer about their behaviour and/or ban the customer/client Any criminal acts will be reported to the police.



- 9.7 The Council will not tolerate sexual harassment by any member of our workforce against a third party. Instances of sexual harassment of this kind may lead to disciplinary action including termination of employment.

10. Disciplinary Action

- 10.1 If the decision is that the allegation of sexual harassment or victimisation is well founded, the harasser/victimiser will be liable to disciplinary action in accordance with our disciplinary procedure up to and including summary dismissal. An employee who receives a formal warning or who is dismissed for sexual harassment/victimisation may appeal by using our disciplinary appeal procedure.
- 10.2 When deciding on the level of disciplinary sanction to be applied, we will take into consideration any aggravating factors affecting the case. One example of aggravating factors is an abuse of power over a more junior colleague.
- 10.3 If, due to the investigation, it is concluded that a complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against the employee.

11. Training

- 11.1 The Council will provide training to all our staff on sexual harassment to ensure there is a clear understanding of, amongst other things, what sexual harassment is and how it may occur, that it will not be tolerated, expected levels of behaviour, how they can report any incidents of having been sexually harassed or having witnessed it and that acts of harassment will be dealt with under the disciplinary procedure potentially resulting in dismissal.
- 11.2 The Council ensure that all levels of management are trained on implementing this policy including preventing and managing sexual harassment in the workplace, and the procedure to follow if an allegation is reported.
- 11.3 The Council will regularly review the effectiveness of our training.

12. Employee Assistance Programme

- 12.1 The Council would like to remind employees that further support is available by contacting the Employee Assistance Programme, a confidential 24-hour telephone counselling service, which can be accessed on 0800 032 7097, employer code MHA049211.
- 12.2 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 Rita Tong, Executive Officer.

DRAFT

10. DRAFT BUDGET 2025/26

The first draft of the 2025/26 Budget has been prepared on a stand still basis – that is, what is required to keep doing what Fleet Town Council already does. The 2025/26 draft budget compares the current 2024/25 budget and the expected year end position for 2024/25 based on six months of actual operational costs.

Assumptions

- **Interest Income** – Interest rates are predicted to continue to fall. Consequently, the returns we are currently achieving are likely reduce. The budget has assumed a 3% return from our CCLA investments and 2% from Nationwide.
- **Staffing Costs** – 6.5% has been applied to the staff salary budget. Information from the Low Pay Commission suggests that the National Living Wage is likely to increase up to 6.5% to £11.65 per hour. To maintain the relativities between positions, this same amount has been applied to all staff. However, the draft budget does not show an increase of 6.5% because the 2024/25 budgeted for more than was awarded to staff (i.e. 10% budgeted but an average 5% was awarded). The Establishment Committee will review the detail of the staffing budget when it next meets.
- **Grounds Maintenance Contract** – Normally, the value of the grounds maintenance contract is increased by RPI (minus 0.5% as it is a continuing contract) each year. However, this contract is intended to be renegotiated through a tender process in early 2025 so it is unknown what the actual contract will be. For the purposes of this budget exercise, the same assumption of RPI has been used, which is around 5%. The exception to this is the Cemeteries element. Since the current contract was negotiated, additional beds and areas have been added, so the budget has been increased by 10% to reflect this additional work.
- **Water & Sewerage Costs** – The water & sewerage regulator OfWat has predicted a 6.1% increase which has been applied to this budget.
- **Gas and Electricity Costs** – The electricity and gas regulator OfGem has predicted a 10% increase which has been applied to this budget.
- **Insurance** – on the assumption that The Harlington lease will be signed, insurance has been increased by £4k to cover the cost of insuring the building as per the quote received by Zurich in January 2023 adjusted for cumulative inflation.
- **Cleaning** – as cleaning is a predominately minimum wage sector, the budget has been increased by 6.5% to reflect the potential National Living Wage increase.
- **Edenbrook Playground Maintenance** - £60k was allocated in the 2024/25 Budget to put towards a future replacement of playground equipment in Edenbrook. In the maintenance budget, this amount has been retained on the basis that a new playground would cost at least £100k and Edenbrook requires two.

Another option that has been suggested is obtaining a PWLB loan to fund the following capital playground projects:

- £250k The Views Skateboard Park
- £200k Both of Edenbrook's playgrounds
- £150k The Views playground

Based on current interest rates, a £600k loan over 15 years would require an annual repayment of £28.5k. This option has been reflected in the Statement of Variation version 2.

- **Martyn's Law** – with the proposed Martyn's Law expecting to be passed, two events supported by Fleet Town Council may struggle to meet their obligations under this law without the financial

support of the Council. An amount has been put in the budget to provide that support to ensure the events remain viable.

- **Staff Computers** – some of the computers being used by staff were inherited from Hart District Council when the Council was newly formed. Others are well over 7 years old. An amount has been budgeted to replace these computers before they fail.
- **Tax Base** – Hart District Council have not yet advised the tax base for 2025/26 so the draft budget assumes no change. Any upward movement in the tax base will result in a lower increase per Band D property.

The proposed draft budget recommends a precept of £1,465,772 for 2025/26, which represents a Band D increase of £11.34 per annum (9.15%).

Reserves

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

Budget Working Group

- Meetings are to be arranged to review the draft budget in detail.
- Policy and Finance Committee members are all eligible to serve on the Working Group.
- Members are asked to consider whether the draft budget includes all expected expenditure and to give guidance on the discretionary expenditure lines. Income projections for The Harlington should also be reviewed.

RECOMMENDATION

To consider and provide guidance for the budget setting process.