



Notice is hereby given of

THE ANNUAL MEETING OF THE FLEET TOWN COUNCIL

Wednesday 10th May 2023 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

R. Schofield (Outgoing Chairman), G. Chenery, K. Cottrell, P. Einchcomb, S. Engström, R. Fang, L. Holt, A. Hope, S. Sharma Krishnmurthy, E. May, A. Oliver, R. Richmond, R. Robinson, D. Taylor, S. Tilley, P. Wildsmith, B. Willcocks, G. Woods.

Rochelle Halliday, Executive Officer
3rd May 2023

AGENDA

1.	ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE To receive nominations for and to elect a Chairman of the Fleet Town Council for the local government year 2023/2024. The new Chairman will sign the Declaration of Acceptance for the office of Chairman of Fleet Town Council for 2023/2024.
2.	ELECTION OF VICE CHAIRMAN To receive nominations for and to elect a vice-chairman of the Fleet Town Council for the local government year 2023/2024.
3.	APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
4.	DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
5.	QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes) To receive questions and statements from members of the public.
6.	CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council.
7.	MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record the main and confidential minutes of the Council Meeting held on 5 th April 2023 (<i>copies attached</i>). To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: Development Control - 11 th April 2023 & 24 th April 2023

Part 1 – ITEMS FOR DECISION

8. NOMINATIONS TO COMMITTEES AND WORKING GROUPS 2023/2024

To consider and agree the allocation of members to Committees and Working Groups (*copy attached*):

- a) Membership of Committees 2023/2024.
- b) Membership of Working Groups 2023/2024.

The attached paper shows the preferences of members for service on Committees and Working Groups in 2023/2024.

RECOMMENDATIONS

- a) To approve the proposed Membership of Committees 2023/2024.
- b) To approve the proposed Membership of Working Groups 2023/2024.

9. APPOINTMENTS TO EXTERNAL BODIES

To consider the allocation of members to represent Fleet Town Council on External Bodies. A paper is attached which shows the preference of members to represent FTC on External Bodies in 2023/2024 (*copy attached*).

RECOMMENDATION

To approve the proposed representation of FTC on External Bodies for 2023/2024.

10. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

To consider and agree the Council's Standing Orders and Financial Regulations for the 2023/24 Council year (*copies attached & see Executive Officer's report*).

RECOMMENDATIONS

To approve the proposed amendments to the:

- a) Standing Orders.
- b) Financial Regulations.

11. MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

To consider and agree the Council's annual subscription to other bodies:

- a) Hampshire Association of Local Councils (HALC) and National Association of Local Councils (NALC) membership and affiliation fees - HALC £1,050 and NALC £1,407.23.
- b) Institute of Cemeteries and Crematoria Management (ICCM) Corporate Membership fee - £95.
- c) Society of Local Council Clerks membership of the Executive Officer - £414.

RECOMMENDATIONS

To approve / note the payment of the following fees for 2023/2024.

- | | | |
|---------|---|-----------|
| a) HALC | - | £1,050 |
| b) NALC | - | £1,407.23 |
| c) ICCM | - | £95 |
| d) SLCC | - | £414 |

12. COUNCIL LEASES

To consider and agree the whether the criteria has been met for a rent waiver to be applied to the Council leases listed below.

At the meeting of the Council on 6th July 2016, the following resolution was passed in relation to FTC leases:

'To waive the rent set out in the Particulars to the lease so long as the Tenant shall act in the spirit of the lease and occupy the premises fully in accordance with the terms of the lease. The Tenant's performance against this waiver shall be reviewed by the Council annually. Failure to comply with the said terms shall result in the reinstatement of the full rent as set out in the Particulars'.

The leases concerned are:

- Fleet Cricket Club in Calthorpe Park – annual rent £4,140

	<ul style="list-style-type: none"> • 1st Crookham Scouts in Basingbourne Park – annual rent £500 • 22nd and 26th Odiham Scouts in Calthorpe Park – annual rent £500 • Lions Community Store in Basingbourne Park – annual rent £500 <p>RECOMMENDATION To approve the rent waiver for the listed leases.</p>
13.	<p>YEAR END MOVEMENT OF RESERVES To consider and agree the year end movement of reserves for the 2022/2023 financial year (<i>copy attached & see Executive Officer's report</i>).</p> <p>RECOMMENDATION To approve the proposed reserve moments for the year ending 31st March 2023.</p>
Part 2 – ITEMS TO NOTE	
14.	<p>STATEMENT OF COUNCILLOR ATTENDANCE 2022/2023 To receive and note a statement of the attendance of Councillors at ordinary meetings of Full Council during 2022/2023 (<i>copy attached</i>).</p>
15.	<p>COMPLAINTS To note any complaints received and any updates from prior complaints (<i>copy attached and see Executive Officer's report</i>).</p>
16.	<p>EXECUTIVE OFFICER'S REPORT To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
17.	<p>DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 7th June 2023 at 7pm in The Harlington.</p>
Part 3 – CONFIDENTIAL ITEMS	
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ol style="list-style-type: none"> Engagement, terms of service, conduct and dismissal of employees Terms of tenders, and proposals and counter-proposals in negotiations for contracts Receipt of professional legal advice and preparation of cases in legal proceedings The early stages of any dispute Matters of a commercial nature
18.	<p>CONTRACTUAL MATTER To receive an update on a contractual matter (<i>copy attached</i>).</p>

FLEET TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

held on

Wednesday 5th April 2023 at 7.00pm

PRESENT

Councillors: R. Schofield (Chairman), G. Chenery, P. Einchcomb, S. Engström, R. Fang, L. Holt, A. Hope, E. May, R. Richmond, R. Robinson, S. Tilley, D. Taylor and G. Woods

In Attendance: Rochelle Halliday – Executive Officer
Councillor Adrian Collett – HCC
Councillor Steve Forster – HCC
Councillor Stephen Parker – HCC
Daniel Trace – Sasha's Project Trustee
1 member of the public

Absent: Cllr Cottrell and Cllr Wildsmith

FC APRIL 2023 ITEM 1

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Willcocks (holiday), Oliver (medical) and Sharma Krishnmurthy (work commitments).

FC APRIL 2023 ITEM 2

DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr May declared a personal interest in Item 9 – Sasha's Project Grant Application as she volunteers for the charity.

FC APRIL 2023 ITEM 3

QUESTIONS FROM THE PUBLIC

Cllr Forster asked a question as a member of the public on behalf of Mark Butcher, requesting the status of negotiations with the Fleet Town Football Club Lease, why the Football Club's solicitor has not been put in touch with the Council's solicitor, the name of the Council's solicitor and details of who is negotiating the lease on behalf of the Council.

Cllr Schofield confirmed that the questions raised would be considered as part of Item 11.

FC APRIL 2023 ITEM 4

CHAIRMAN'S ANNOUNCEMENTS

Cllr Schofield reported his attendance during the period as follows:

- Annual Residents' Meeting - 21st March 2023: a generally positive meeting although the Hart Police Inspector was substituted at the last minute for an Acting Sergeant.
- Fleet Market - 1st April 2023: attended the first anniversary event to mark the relaunched Saturday market.
- BID board meeting – 4th April 2023: Fleet BID are re-branding, which will include a new website and new logo, 'Love Fleet'. There is a vacancy on the Fleet BID board and more retail representation is required.

Cllr Forster (HCC)

- Work on Hitches Lane / Elvetham Road starts on the 11th April 2023, for approximately twenty weeks. The works on the Church Crookham pipeline will also take place at the same time.
- A Member asked for an update on the Tavistock Road repairs. Cllr Forster confirmed that the relevant parties are discussing the work required, though it is now looking like the works will be the responsibility of Thames Water.

Cllr Stephen Parker (HCC)

- The Church Crookham pipeline works will continue to the end of April 2023.
- The Reading Road South pedestrian crossing scheme is progressing and support has been sought from various stakeholders.
- £6m has been given to Hampshire County Council from central government to expedite pothole repairs.

Cllr Adrian Collett (HCC)

- A community meeting was organised by Cllr May regarding the planning application to increase HGV movements at Ancells Farm Business Park, which Cllr Collett attended with a number of residents.
- The problem with the smell from the Fleet sewage treatment works is being dealt with by Cllrs Collett and Forster.
- The Environment Agency has confirmed that raw sewage has been discharged into Fleet Brook on a number of occasions.
- The management of parking restrictions, parking enforcement and traffic management transferred from Hart District Council back to Hampshire County Council on 1st April 2023.

FC APRIL 2023 ITEM 6

MINUTES OF PREVIOUS MEETINGS

The main and confidential minutes of the Council held on 1st March 2023 were approved and signed by the Chairman.

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

- Development Control 27th February 2023 & 13th March 2023
- RLA 15th March 2023

FC APRIL 2023 ITEM 7

FINANCIAL MONITORING REPORT

Members noted receipt of:

- a) The bank reconciliation and a list of payments for February 2023.
- b) A statement from Councillor Robinson confirming that the bank reconciliation and list of payments for February 2023 have been verified and signed off against the original bank statement.

RESOLVED

- a) To receive and accept the bank reconciliation and list of payments for February 2023.
- b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for February 2023 have been verified and signed off.

FC APRIL 2023 ITEM 8**CONTRACTED HYGIENE SERVICES FOR THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE**

Members considered a new contract for the provision of various hygiene services at The Harlington and Ancells Farm Community Centre. Three quotes were provided for consideration.

Members were advised that Contractor C offered greater cost savings against the current contract and would not tie the Council in for longer than twelve months at a time (with a three month cancellation clause). A price review would take place for any service contracted beyond the twelve month period.

RESOLVED

To approve a twelve month hygiene contract at Ancells Farm Community Centre and The Harlington for the provision of air fresheners, hand dryers, hygiene bins and offensive waste bins with CJH Cleaning Services at an annual cost of £3,745 plus VAT.

FC APRIL 2023 ITEM 9**GRANT APPLICATION – SASHA’S PROJECT**

Members considered a grant application for the waiver of rent at The Point for the Sasha’s Project service on a Friday and Saturday night from 9pm until 6am for the period 1st April 2023 – 31st March 2024.

Daniel Trace, a Trustee for Sasha’s Project, gave a short presentation on the work the charity undertakes, including providing a bridging service to young people often before they receive ongoing help from other agencies. The charity is also looking to do more outreach support in the coming year. There is an aspiration to open a 24/7 drop in centre, which will need significant funding.

The Council was thanked for their support, which has had an impact on supporting mental wellbeing in Fleet.

A Member referred to a recent article in a local magazine about the charity and asked why there was no reference to the support provided by the Council. Mr Trace replied that this was an oversight that would be corrected in future publicity.

A Member also asked for details of the charity’s other sources of income. Mr Trace confirmed that funds are mainly from individual donations.

RESOLVED

To approve the grant application from Sasha’s Project for use of The Point free of charge for the drop-in centre for the period 1st April 2023 to 31st March 2024.

FC APRIL 2023 ITEM 10**STUDENT WORK PLACEMENTS**

Members noted the provision of placements for Farnborough College of Technology T-Level students was approved in principle by the RLA Committee, subject to full Council approval. The placements will be covered under the Council’s employer’s liability insurance.

Members were updated that Cllr Einchcomb and the Finance and Administration Manager attended a meeting with Farnborough College of Technology on 22nd March 2023 to discuss the placements. As a result ten CV’s have been received for consideration and the Council will interview up to five students after the Easter Holidays.

The Council is looking for up to two placement students and their work will be overseen by the Finance and Administration Manager.

The placements are due to start in early May for a period of forty-five days. The plan would be for them to work on the mapping of the new Council and Harlington websites, revision of the newsletter format and to conduct some survey work for Fleet Saturday Market.

RESOLVED

To approve the hosting of up to two student work placements from Farnborough College of Technology.

FC APRIL 2023 ITEM 11

CONTRACTUAL MATTERS

Members received an update on the following:

- a) Fleet Town Football Club lease
 - No progress on agreement of the lease since the last meeting.
 - The Football Club’s solicitor would like to raise issues with the lease but will only release the information directly to the Council’s nominated solicitor.
 - Wellers Hedleys is the Council’s solicitors who originally drew up the standard lease terms and could be instructed to act for the Council once they have been informed of the main queries under consideration.
 - Members of the Lease Working Group identified themselves at the meeting.

- b) The Harlington draft lease
 - Members noted there is no significant progress since the last meeting.

FC APRIL 2023 ITEM 12

COMPLAINTS

No new complaints have been received since the last meeting.

FC APRIL 2023 ITEM 13

EXECUTIVE OFFICER’S REPORT

Members noted the Executive Officers report.

FC APRIL 2023 ITEM 14

DATE AND TIME OF NEXT MEETING

Members noted the time and date of the next meeting to be held on Wednesday 10th May 2023 at 7pm in The Harlington, which will be the Annual Meeting of the Town Council.

FC APRIL 2023 ITEM 15

CONTRACTUAL MATTERS

The Chairman stated the reasons that this item needed to be confidential.

RESOLVED

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

All members of the public left at 8.25pm and the remainder of the meeting was conducted in confidential session and recorded in the confidential minutes.

The meeting closed at 9.10pm

Signed.....
Chairman

Date:.....



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Tuesday 11th April
at 7pm in The RVS, The Harlington

Present:

Cllr Schofield
Cllr Holt
Cllr Hope
Cllr May
Cllr Robinson

Officers: Charlotte Benham

1	<p>Apologies</p> <p>None received.</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared.</p>
3	<p>Public Session</p> <p>None.</p>
4	<p>Approval of the Notes</p> <p>The minutes of the development and control advisory group meeting held on Monday 27th March were accepted as a correct record of the meeting.</p>
5	<p>23/00630/FUL 52 Church Road Fleet Hampshire GU51 4LY Erection of a detached dwelling with associated parking and amenity space (revision to planning permission 22/02764/FUL) Comments required by 11 April</p> <ul style="list-style-type: none"> • Modifications are unclear. • There are extensive ground works to protect tree and the tree root zone. • There are extensive drainage works recommended by the Drainage Officer which should be supported. • It is essential that the boundary facing Church Road is kept green - close boarded fencing is not acceptable.

- These three issues should be made Conditions of any approval and both the Tree Officer and the Drainage Officer should be involved in various stages of the development and work should not proceed until each stage is signed off
- The artist's impression of the street scene only screens the property when the trees are in full leaf, otherwise when the trees are bare the new property will be quite visible from Church Road.

OBJECTION unless the Conditions mentioned above are being applied i.e.

- 1 – Tree & Tree root zones being protected
- 2 - Drainage works recommended by HDC's drainage officer being implemented
- 3 – Boundary facing Church Rd kept green, no close boarded fencing

23/00593/HOU

23 Friesian Close Fleet Hampshire GU51 2TP

[Erect, replace and raise the height of boundary treatments](#)

Comments required by 14 April

NO OBJECTION IN PRINCIPLE but Raising the fence to 2.45m around the whole property appears excessive, suggest it is either lowered or the trellis is removed.

23/00592/FUL

Wood Norton Stockton Avenue Fleet Hampshire GU51 4NP

[Replacement of timber windows to match existing](#)

Comments required by 14 April

NO OBJECTION

23/00624/HOU

71 Velmead Road Fleet Hampshire GU52 7LS

[Removal and raising of roof to create a first floor with rear dormer and 4 rooflights on the front roof slope, detached garage, gates and garden room](#)

Comments required by 17 April

- Loss of a bungalow as main bedrooms and bathroom moved upstairs – Guest bedroom retained downstairs but only toilet facility. Breaches Fleet Neighbourhood Plan Policy 11.
- Front elevation is totally out of character with the area especially the 4 roof lights to the front elevation. Overall unbalanced and poor design as the property becomes top heavy.
- Proposed gate and side walls out of keeping .
- Garage only 6 x 6 so cannot be classed a double garage under Hart's TAN - all parking then would have to be to front of property. A parking plan that meets Hart's standards is required. Parking plan also needs to meet Fleet Neighbourhood Plan, that 50% of frontage be retained as soft landscaping
- Support neighbours' objections

OBJECTION

23/00432/HOU

94A Reading Road South Fleet Hampshire GU52 7UA

[Erection of a two storey rear extension, replacement of front dormers, replacement of roof above bedroom 5 and porch, insertion of velux windows to rear elevation, additional cladding on ground floor front and rear elevations, replacement windows in hallway and kitchen/diner on front elevation and new roof tiles](#)

Comments required by 17 April

- Well-designed extension that maintains a good balance and respects local character
- Full height opening doors to two upper bedrooms appears to have no glass balustrade or safety measures?

NO OBJECTION in principle

23/00525/FUL

Branksome Chambers Branksomewood Road Fleet Hampshire GU51 4JS

[Erection of three porches and alterations to bike and bin store](#)

Comments required by 18 April

- Original proposal had all bins in a single compound to rear of building convenient for waste collection.
- 6 bins now moved to the front door of each flat at ground level which means the collection must be on Branksomewood Road on the pavement on a busy thoroughfare for access to the high street or the doctors' surgery in the opposite direction
- The original proposal with development out to the pavement edge was objected to - this is an attempt to increase the area of each flat
- Having a waste bin immediately outside the front door in a semi enclosed space is not a good environment

OBJECTION

23/00659/HOU

1 Fieldway Fleet Hampshire GU51 4ER

[Erection of single storey rear extension](#)

Comments required by 18 April

- No issues with the proposed development, but as both garages are lost need to provide onsite parking for a minimum of 3 vehicles.
- Need an on-site parking plan that meets Hart's TAN
- Parking plan also needs to meet Fleet Neighbourhood Plan policy 15 front gardens - that 50% of the soft landscaping can be maintained to support bio-diversity and climate change

OBJECTION until adequate parking plan as above has been ascertained .

23/00673/HOU

16 Fern Drive Church Crookham Fleet Hampshire GU51 5NW

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

Comments required by 18 April

- There has already been a rear extension and this adds a bathroom to the extension so that it can become an annex.
- Not an attractive extension as no attempt to tie in the roof with the existing property – out of keeping. Suggest design could be improved by changing roof design more in keeping with main dwelling
- Could become an additional bedroom – question parking provision? A parking plan that meets Hart’s standards is required

NO OBJECTION in principle subject to an adequate parking plan but strongly recommend extension roof be amended to improve design.

23/00172/FUL

Pioneer House Barley Way Fleet

[Extension of roof with dormer and external fire escapes together with associated ancillary works](#)

Comments required by 20 April

- This looks like a late realisation that the additional 7 flats at the second floor level (roof space) have no safe fire exit and this is to meet fire safety requirements
- The addition looks like “a bolt on solution” - not well designed and requiring an adjustment to the roof line to allow access to the new level fire escape. Fire escape is poor design and out of keeping and becomes a dominating feature of the development
- It does not enhance the design of the building and the flat roof extension to cover the fire escape flies beyond the profile of the roof – out of keeping
- The preferred solution would be to abandon the 7 flats in the roof space – they are poor design within themselves. Recognise cannot object to flats as they come under permitted development but they do not meet minimum space standards and have absolutely no natural light. Would also note development is not sustainable as no social aspect

OBJECTION

23/00290/FUL

176 Fleet Road Fleet Hampshire GU51 4DE

[Removal of ATM, nightsafe and existing signage and associated alterations to shopfront](#)

Comments required by 20 April

- Loss of a bank
- This removal of any indication that it was a bank and presenting a bland frontage to increase the rentability of the property
- No issues apart for the loss of a public facility

NO OBJECTION

23/00173/FUL

Technology House Barley Way Fleet

[Extension of roof with dormer and external fire escapes together with associated ancillary works](#)

Comments required by 20 April

	<ul style="list-style-type: none"> • This is a parallel/sister application to Pioneer Housse - it is again a late modification to meet fire safety regulations as property developed into the roof space and the additional 7 flats at the second floor level (roof space) have no safe fire exit. • The gable ends are necessary to gain full height access to the stair case but do not create a sympathetic roof profile. A consequence of overdevelopment of the site • It does not enhance the design of the building - looks like an obvious bolt-on. The flat roof extension to cover the fire escape flies beyond the profile of the roof – looks out of keeping • Poor design as the fire escapes become dominating features of the development. • Again the best solution would be to remove the roof space accommodation – they are poor design within themselves. Frustratingly cannot object to flats as they come under permitted development but they do not meet minimum space standards and have absolutely no natural light. Would also note development is not sustainable as no social aspect <p>OBJECTION</p>
6	<p>Noted:</p> <p>The weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>19th April</p>
8	<p>Date of Next Advisory Group Meeting</p> <p>24th April</p>

Meeting closed: 8.10pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

**Meeting held on Monday 24th April
at 7pm in The RVS, The Harlington**

Present:

Cllr Hope
Cllr May
Cllr Robinson

Officers: Charlotte Benham

1	<p>Apologies</p> <p>Apologies received from Cllrs Schofield and Holt.</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared.</p>
3	<p>Public Session</p> <p>None.</p>
4	<p>Approval of the Notes</p> <p>The minutes of the development and control advisory group meeting held on Monday 11th April were accepted as a correct record of the meeting.</p>
5	<p>23/00758/HOU 18 Warren Close Fleet Hampshire GU52 7LT <u>Demolition of conservatory and erection of a single storey side and rear extension</u> Comments required by 3 May</p> <ul style="list-style-type: none"> • Question if there is a breach of the 45 degree rule • Site looks very cramped and overdeveloped • Question if there will be any loss of light to neighbour <p>If the 45 degree rule has not been breached then NO OBJECTION</p>

23/00777/HOU

41 Basingbourne Road, Fleet, GU52 6TG

[Demolition of utility room and erection of a single storey rear extension with consolidation of roof line to existing partially converted garage and utility](#)

Comments required by 3 May

NO OBJECTION

23/00554/HOU

11 Firethorn Close Fleet Hampshire GU52 7TY

[Erection of a single storey front extension, glazed bay window to the rear elevation, conversion of garage into habitable accommodation to include the replacement of the garage door with three windows, widening of rear doors onto garden and alterations to windows and doors ground floor side](#)

Comments required by 3 May

Question if parking is an issue with the loss of the garage? A parking plan that meets Harts standards needs submitting.

No Objection in principle but OBJECTION until adequate parking is confirmed

23/00581/HOU

11 Florence Road Fleet Hampshire GU52 6LG

[Demolition of front porch and conservatory and erection of a single storey rear and side extension with a flat roof to the rear and a pitched roof to the side, replacement porch. Insertion of flat roof windows in the new flat roof and velux roof windows in the new pitched roof and installation of solar panels](#)

Comments required by 3 May

- No access to rear garden from front
- Side elevation has no windows just a blank wall – poor design. Suggest design could be improved by adding some windows in
- Flat roof not in keeping with rest of property
- Question if neighbour will suffer any loss of light or loss of privacy?

NO OBJECTION in principle but suggest design could be improved

23/00690/HOU

2 Waterside Mews Old Cove Road Fleet Hampshire GU51 2RL

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

Comments required by 3 May

NO OBJECTION

23/00821/AMCON

21 Tavistock Road Fleet Hampshire GU51 4EH

[Variation of Condition 2 attached to planning permission 18/02337/HOU dated 19/12/2018 to allow alterations to fenestration and roof pitch](#)

Comments required by 5 May

Not clear what is being proposed to vary – some information is listed but it is not detailed nor are the changes highlighted on the plans.

OBJECTION until properly details/plans are submitted

	<p>23/00787/AMCON 141-145 Clarence Road Fleet Hampshire GU51 3RR Variation of Condition 2 attached to Planning Permission 21/02466/FUL dated 25/02/2022 to to regularise the fenestration and alter the appearance and design Comments required by 5 May</p> <p>Not clear what is being changed and from what – assume from purple outlines on plans it's the windows. OBJECTION until properly detailed information is supplied</p>
6	<p>Noted:</p> <p>The weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>14th June</p>
8	<p>Date of Next Advisory Group Meeting</p> <p>Tuesday 9th May</p>

Meeting closed: 7.50pm

Signed:.....

Date:

FTC COMMITTEE MEMBERSHIP 2023/2024		
RECREATION, LEISURE & AMENITIES	ESTABLISHMENT	PLANNING / DEVELOPMENT CONTROL
Cllr Chenery Cllr Cottrell Cllr Einchcomb Cllr Fang Cllr Holt Cllr May Cllr Oliver Cllr Schofield Cllr Tilley Cllr Wildsmith Cllr Willcocks Cllr Woods	Cllr Cottrell Cllr Einchcomb Cllr Holt Cllr Robinson Cllr Schofield Cllr Wildsmith Cllr Woods	Cllr Holt Cllr Hope Cllr May Cllr Robinson Cllr Schofield
	POLICY & FINANCE	
	Cllr Einchcomb Cllr Engström Cllr Fang Cllr Holt Cllr Richmond	Cllr Robinson Cllr Schofield Cllr Taylor Cllr Tilley Cllr Woods
FTC WORKING GROUP MEMBERSHIP 2023/2024		
CLIMATE CHANGE	LEASES	COMMUNITY EMERGENCY PLAN
Cllr Cottrell Cllr Engström Cllr Fang Cllr May Cllr Oliver Cllr Schofield Cllr Tilley Cllr Wildsmith Cllr Willcocks Cllr Woods	Cllr Holt Cllr Oliver Cllr Richmond Cllr Robinson Cllr Schofield Cllr Tilley Cllr Woods	Cllr Engström Cllr Hope Cllr May Cllr Schofield Cllr Wildsmith Cllr Willcocks
RISK MANAGEMENT	THE HARLINGTON / CIVIC QUARTER	PARKS & OPEN SPACES
Cllr Holt Cllr Richmond Cllr Robinson Cllr Schofield	Cllr Chenery Cllr Einchcomb Cllr Fang Cllr Holt Cllr Oliver Cllr Richmond Cllr Schofield Cllr Taylor Cllr Tilley Cllr Wildsmith Cllr Willcocks Cllr Woods	Cllr Einchcomb Cllr Fang Cllr May Cllr Oliver Cllr Schofield Cllr Tilley Cllr Willcocks Cllr Woods

New entries in red.

FTC EXTERNAL BODIES MEMBERSHIP 2023/2024	
The Aging Well Network	Cllr Holt Cllr Sharma Krishnmurthy Cllr Woods
Basingstoke Canal JMC	Cllr May (<i>Lead</i>) Cllr Wildsmith (<i>Deputy</i>)
Business Improvement District (BID)	Cllr Fang (<i>FTC Representative Director</i>) Cllr Schofield (<i>Levy Payer's Representative</i>)
Fleet Cricket Club	Cllr Oliver (<i>Lead</i>) Cllr Woods (<i>Deputy</i>)
Fleet Football Club	Cllr Woods (<i>Lead</i>) Cllr Richmond (<i>Deputy</i>)
Fleet Link and Community Transport	Cllr May Cllr Schofield Cllr Wildsmith Cllr Woods
Fleet Phoenix (Observer)	Cllr Fang (<i>Lead</i>) Cllr Chenery (<i>Deputy</i>)
Fleet Pond Society	Cllr Engström (<i>Lead</i>) Cllr May (<i>Deputy</i>)
Flood Forum	Cllr May Cllr Schofield
Hart Community Safety (QPM)	Cllr Sharma Krishnmurthy (<i>Lead</i>) Cllr Engström (<i>Deputy</i>)
Hart District Association of Parish and Town Councils (HDAPTC)	Cllr Einchcomb (<i>Lead</i>) Cllr Schofield (<i>Ex Officio</i>) Cllr Sharma Krishnmurthy (<i>Deputy</i>)
Hart Voluntary Action (HVA)	Cllr Engström (<i>Lead</i>)
Rushmoor Transport Forum	Cllr Wildsmith

Deletions – red cross through



Fleet Town Council

Standing Orders – DRAFT May 2023

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1. Meetings of Full Council and Committees

~~Emergency Temporary Measures e.g. Pandemic~~

- ~~• Meetings to be held via video (usually Microsoft Teams) for each Committee and Council Meeting during the COVID19 Crisis.~~
- ~~• Members of the public may “attend” the virtual meeting and will need to contact charlotte.bonham@fleet-tc.gov.uk at least 24 hours before the meeting in order for access to be arranged.~~
- ~~• Questions or statements from the public will need to be emailed to charlotte.bonham@fleet-tc.gov.uk at least 24 hours before the meeting.~~
- ~~• Documents to accompany the agenda for the meeting will all be placed on www.fleet-tc.gov.uk or can be accessed via the Members portal. Confidential documents will be emailed to all Fleet Town Councillors.~~
- ~~• At the start of the meeting the Chair will state the method of Voting to be used. It will be a recorded vote for all meetings. The two methods of voting are:
 - ~~○ Verbally when asked, the Member to give their name and state For, Against or Abstain~~
 - ~~○ Electronically when asked, in the “Conversation” section of Microsoft Teams to type the Agenda Item Number and For, Against or Abstain.~~~~
- ~~• That all agendas are advertised on Fleet Town and Hart District Councils’ web sites.~~
- ~~• These measures are to be reviewed at as and when required.~~

- a Meetings do take place in the Harlington which is licensed for the supply of alcohol as this is the most practical venue to hold Council meetings. Alcohol however is not served in the part of the building when the meeting is taking place.
- b When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.
- c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion.
- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. This will be subject to the paragraphs below and will ordinarily occur during the time set aside for public participation at the beginning of the meeting.
- e The period of time [which is at the Chair’s discretion] OR [which is designated for public participation in accordance with standing order 1(d) above] shall not exceed 15 minutes unless the Chair wishes to use their discretion.
- f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and must hand a written copy of the question to the Executive Officer immediately before the meeting at the latest. The length of the question must not exceed 65 words. The total time for public participation shall not exceed 15 minutes.
- g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The question will be included in the minutes.

- h** In accordance with standing order 1(g) above. Questions will be answered in one of the following ways:
- When an answer can be given immediately, the answer will be included in the first draft of the minutes.
 - When an answer requires research to be taken over a period of up to 4 weeks, the answer, as soon it is available, will be added to the draft minutes displayed on the Council website and will be included in the minutes adopted by the next following Council meeting.
 - When an answer still cannot be answered by this Council meeting then an update will be included at item 3 on the next and every subsequent agenda, until an answer can be provided and will then be included in the next available set of minutes.
- i** A summary record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j** Any person speaking at a meeting shall address their comments to the Chair.
- k** Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
- l** A copy of the above Public Participation rules shall be placed in the public seating area at the Council meeting.
- m** **Subject to standing order 1(n), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- n** **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- o** **In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- p** **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair may in their absence be done by, to or before the Vice-Chair (if any).**
- q** **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- r** **Subject to model standing order 1 (t) below and the meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- s** **The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (See also standing orders 2 (h) and (i) below.)**
- t** **Voting on any question, with the exception of Councillor co-option, shall be by a show of hands.**
- Voting by Secret Ballot is permitted for the co-option of a Councillor.**
- At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- u** The minutes of a meeting shall record the names of councillors present and absent also the names of officers and visiting Councillors as well as the number of members of the public.
- v** The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.
- w** An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (*See also standing order 9 below.*)
- x** No business may be transacted at a meeting unless at least one third of the whole number of members of the Council / Committee are present and in no case shall the quorum of a meeting be less than 3.
- y** If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- z** Meetings shall not exceed a period of 3 hours.
- aa** The Chair's decision as to the application of Standing Orders at meetings shall be final.
- bb** A Councillor's failure to observe Standing Orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with Standing Order 12b.
- cc** A Councillor or non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

2. Annual Council Meetings

See also standing order 1 above

- a** In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.
- b** In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- c** If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d** In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- e** The election of the Chair and Vice-Chair of the Council shall be the first business completed at the annual meeting of the Council.
- f** The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g** The Vice-Chair of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h** In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.

- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair of the Council at the Annual ~~General~~ Meeting of the Council, the order of business shall be as follows.
 - i. In an election year, delivery by Councillors of their declarations of acceptance of office.
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
 - iii. Receipt of nominations to existing committees.
 - iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - v. Review and adoption of appropriate standing orders (including Review of delegation arrangements and terms of reference to committees, sub-committees, employees and other local authorities) and financial regulations in line with the requirement at SO 33b.
 - vi. Review of representation on or work with external bodies and arrangements for reporting back.
 - vii. Review of inventory of land and assets including buildings and office equipment.
 - viii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
 - ix. Review of the Council's and/or employees' memberships of other bodies.
 - x. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3. Extraordinary Meetings

See also standing order 1 above

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

4. Preparation for Council Meetings

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

three days prior to the meeting.

- d Chairs are to assume that all briefing papers have been read.
- e Members are responsible for reading all background papers prior to the meeting.

5. Motions Requiring Written Notice

- a In accordance with standing order 7(b)(iii), below no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 5(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c If the Proper Officer considers the wording of a motion received in accordance with standing order 5(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e Having consulted the Chair or councillors pursuant to standing order 5(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- i All Submitted Motions must have a supporting report as per Standing Order 5a.

6. Motions not Requiring Written Notice

- a Motions in respect of the following matters may be moved without written notice.
 - i To appoint a person to preside at a meeting.
 - ii To approve the absences of Councillors.
 - iii To approve the accuracy of the minutes of the previous meeting.
 - iv To correct an inaccuracy in the minutes of the previous meeting.
 - v To dispose of business, if any, remaining from the last meeting.
 - vi To alter the order of business on the agenda for reasons of urgency or expedience.
 - vii To proceed to the next business on the agenda.
 - viii To close or adjourn debate.
 - ix To refer by formal delegation a matter to a committee or an employee.
 - x To appoint a committee, sub-committee or working group or any councillors (including substitutes) thereto.
 - xi To receive nominations to a committee sub-committee or working group.

- xii. To dissolve a committee, sub-committee or working group.
- xiii. To note the minutes of a meeting of a committee sub-committee or working group.
- xiv. To consider a report and/or recommendations made by a committee or a sub-committee or a Working Group or an employee.
- xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- xvi. To authorise legal deeds signed by two councillors and witnessed.
(See standing orders 16 (a) and (b) below.)
- xvii. To authorise the payment of monies up to £250.
- xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- xix. To extend the time limit for speeches.
- xx. To exclude the press and public for all or part of a meeting.
- xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- xxii. To give the consent of the Council if such consent is required by standing orders.
- xxiii. To suspend any standing order except those which are mandatory by law.**
- xxiv. To adjourn the meeting.
- xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- xxvi. To answer questions from councillors.
- xxvii. To give dispensations to Councillors where appropriate (see 9)

7. Proper Officer

- a The Executive Officer shall be the Council's Proper Officer. The Executive Officer or other person duly authorised to so act during the Proper Officer's absence is appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer or other duly authorised person appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
 - i. **Give notice to councillors confirming the time, date, venue and the agenda for a meeting by electronic delivery at least 3 clear days before a meeting provided any such email contains the electronic signature and title of the Proper Officer.**
 - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - iii. Subject to standing orders 5a)–(e) above, include in the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it.
 - iv. **Convene a meeting of full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office, in accordance with standing order 7(b)i] and 7(b)ii] above.**
 - v. **Make available for inspection the minutes of meetings.**
 - vi. **Receive and retain copies of byelaws made by other local authorities.**
 - vii. **Receive and retain declarations of acceptance of office from councillors.**

- viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- ix. Keep proper records required before and after meetings.
- x. Process all requests made under the Freedom of Information Act 2000 and Data Protection legislation, in accordance with and subject to the Council's procedures relating to the same.
- xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form subject to the requirement of data protection, freedom of information legislation and other legitimate requirements (e.g. The Statute of Limitations Act 1980).
- xiii. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xiv. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

8. Rules of Debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair's direction for reasons of expedience.
- b Subject to standing orders 5(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to standing order 7(b)(iii) above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chair, be reduced to writing and handed to the Chair who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.
- g A proposed and not carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to Standing Order 5(h) above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
- j Pursuant to standing order 5(h) above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.
- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o Subject to standing orders 8 (m) and (n) above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.
- p During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the Chair and his decision shall be final.
- r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- s Subject to standing order 8(o) above, when a Councillor's motion is under debate no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be silent or for him to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. To suspend any standing order, except those which are mandatory.
- t In respect of standing order 8 (s)(iv) above, the Chair shall first be satisfied that the motion has been sufficiently debated before being put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

9. Code of Conduct (England)

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

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

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

10. Questions

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

11. Minutes

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

“The Chair of this meeting does not believe that the minutes of the meeting of the [Full Council OR [] Committee] held on [date] in respect of [item] were a correct record but his view was not upheld by the majority of the [Full Council OR [] Committee] and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

12. Disorderly Conduct

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

13. Rescission of Previous Resolutions

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

14. Voting on Appointments

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

15. Expenditure

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

16. Execution of Legal Deeds

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

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

17. Committees

See also standing order 1 above

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

18. Sub Committees

See also standing order 1 above

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

19. Working Groups

See also standing order 1 above

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

20. Accounts and Financial Statements

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

21. Estimates / Precepts

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

22. Canvassing of and Recommendations by Councillors

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

23. Inspection of Documents

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

24. Unauthorised Activities

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

25. Confidential Business

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

26. General Power of Competence

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

Eligibility criteria

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

The Executive Officer must hold the CiLCA qualification, including the GPC qualification, or be prepared to acquire the qualification within one year.
- b The Council is then required to revisit that decision and make a new resolution at every ‘relevant’ annual meeting of the Council to confirm that it still meets the criteria (if it does). (i.e. a ‘relevant’ annual meeting is the annual meeting of the Council after the ordinary election that normally take place every four years).

27. Matters Affecting Council Employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR the establishment committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Subject to the Council’s policy regarding absences from work, the Council’s most senior employee shall notify the Chair, in their absence, the Vice-Chair of any absence occasioned by illness or urgency and that person shall report such absence to the Council at its next meeting if the absence is for more than 5 days.
- c The Chair of the Council and the Chair of Establishment Committee shall in accordance with the Councils Appraisals system conduct a review of the performance and/or appraisal of the Executive Officer and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by Policy and Finance Committee.
- d Subject to the Council’s policy regarding the handling of grievance matters, the Council’s most senior employee (or other employees) shall contact the Chair or in their absence, the Vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Establishment Committee
- e Subject to the Council’s policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by the Executive Officer relates to the Chair or Vice-Chair of the Finance and Policy committee, this shall be communicated to another member of the Finance and Policy committee, which shall be reported back and progressed by resolution of the

council.

- f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 27(g) and (h) above if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 27(g) and (h) above shall be provided only to the Executive Officer and/or the Chair of the Council OR the Chair of the Policy and Finance committee.

28. Responsibilities to Provide Information

See also standing order 29

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

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

29. Management of Information

See also standing order 30

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

30. Responsibilities Under Data Protection Legislation

(Below is not an exclusive list).

See also standing order 29.

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

31. Freedom of Information Act 2000

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chair of the Finance and Policy committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under Standing Order 7(b)(x) above.

32. Relations with the Press / Media

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

33. Liaison with District and County Councillors

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

34. Financial Matters

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible

Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
 - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of ~~£25,000~~ £30,000 including VAT but less than the relevant thresholds in standing order 34(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer or other duly appointed person in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £213,477 for a public service or supply contract or in excess of £5,336,937 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder and Find A Tender websites and in OJEU.**
- g. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Executive Officer / RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

35. Allegations of Breaches of the Code of Conduct

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

36. Variation, Revocation and Suspension of Standing Orders

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

37. Standing Orders to be Given to Councillors

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

38. Delegation and Terms of Reference to the Planning Committee

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

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

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

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

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

41. Delegation to the Establishment Committee

- a To set the level of staff resources together with matters relating to terms and conditions of employment, and level of salary within budgetary limits and guidelines;
- b To ensure the Council complies with all legislative requirements relating to the employment of staff:

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

42. Delegation to the Executive Officer

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

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

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

44. Councillor Training

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



Fleet Town Council

Financial Regulations – DRAFT May 2023

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These Financial Regulations were approved by the Council at its meeting held on 10th May 2023.

1. General

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.2 The Executive Officer is the Proper Officer of the Town Council for the purpose of Section 112 of the Local Government Act 1972, and is also the Responsible Financial Officer (RFO) for the purpose of Section 151 of the same Act. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practice.
- 1.3 In the event that the Executive Officer is unable to fulfil these responsibilities owing to illness or other cause another duly authorised person shall be the appointed Proper Officer and RFO.
- 1.4 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practice.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 or other regulations then in force.
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

2. Annual Estimates (Budget)

- 2.1 Officers shall formulate and submit proposals to the Policy and Finance Committee in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of October each year.
- 2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council.
- 2.3 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.5 The Council shall consider the need for and shall have regard to a three-year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual budget.

3. Budgetary Control

3.1 Budget and Responsibilities

Policy and Finance		Recreation Leisure and Amenities				Full Council	
The Executive Officer Administration		The Harlington General Manager Harlington		The Executive Officer Open Spaces and Parks		The Executive Officer Harlington Development	
Cost Centres		Cost Centres		Cost Centres		Cost Centres	
101	Central Admin	200	General	301	Open Spaces	160	New Harlington Dev.
105	Civic & Democratic	201	Events	208	AF Park		
110	Grants	202	Coffee Shop	310	Calthorpe Park		
115	Precept	203	The Point	315	Oakley Park		
150	Events	204	Building	320	B/bourne Pk		
475	Lengthsman	205	AFCC	325	The Views		
900	Ear Marked Reserves			330	Edenbrook		
				350	Cemetery		

3.1.1 No expenditure may be incurred that will exceed the amount provided in the budget for that Committee’s expenditure.

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

3.2 Financial Authorities

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

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

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

3.2.4 The Executive Officer may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision subject to a limit of £1000. The Executive Officer shall report the action to the Council as soon as practicable thereafter.

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

4. Accounting and Audit

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the Council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Governance and Accountability Return (AGAR) (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the AGAR for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practice. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.
- 4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. Banking Arrangements

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Policy and Finance Committee. They shall be regularly reviewed for efficiency.
- 5.2 A schedule of the payments required, forming part of the agenda for the meeting shall be prepared by the RFO and, together with the relevant invoices, be presented to the Audit working group or the nominated councillor. If the schedule is in order it shall be initialled by the Chairman of the Audit working group or the nominated councillor and shall subsequently be authorised by a resolution of the Policy and Finance Committee and if more appropriate the detail may be shown in the minutes of the meeting.

6. Payment of Accounts

- 6.1 Payments shall be effected electronically or cheque drawn on the Council's bankers. Electronic payments will be made by BACS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made.

- 6.2 All invoices for payment shall be examined, verified and certified by the RFO. The RFO shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall allocate them to the appropriate expenditure heading. The RFO shall take all steps to settle all invoices submitted, and which are in order, within 14 days of receipt.
- 6.4 Invoices will be scanned and sent via email to signatories of the bank together with the purchase ledger show the list of payments to be made and the BACS payment schedule.
- 6.5 Two bank signatories will check the invoices against the purchase ledger report and BACS payment schedule; using the security device provided by the bank they will authorise the payment electronically or sign a raised cheque. An email should then be sent confirming the authorisation.
- 6.6 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) A cash float of up to £100 for the administrative office and up to £2,500 for the Harlington for the purpose of defraying operational and other expenses and floats. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.
- 6.7 If thought appropriate by the Policy and Finance Committee, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made.

7. Payment of Salaries

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

8. Loans and Investments

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period.
- 8.2 The Council should diversify its risk away from all funds being held in one institution.
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 The Council's investment strategy is to secure maximum interest from interest bearing accounts taking into account 8.2 above.
- 8.5 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.

- 8.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. Income

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

10. Orders for Work, Goods and Services

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

11. Contracts

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

- (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external Auditor up to an estimated value of £500;
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding ~~£25,000~~ **£30,000 including VAT** in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer shall use www.contractsfinder.service.gov.uk **to advertise the tender.**
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Such invitation to tender shall state the general nature of the intended contract and the Executive Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Executive Officer. Each tendering firm shall be supplied with a tender for that contract.
- (e) All returned tenders shall be opened at the same time on the prescribed date by the Executive Officer in the presence of at least one member of Council.
- (f) If less than three tenders are received for contracts above £25,000 the Council may accept the lowest tender or seek further tenders.
- (g) When it is to enter into a contract less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Executive Officer shall obtain more than one quote if it is deemed necessary.
- (h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (i) Where the value of a contract is likely to exceed £213,477 (or other threshold specified by the Office of Government Commerce from time to time the Council must consider whether the Public Contracts Regulations 2015 (“the Regulations”) and Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules. For construction works above £5,336,937 the council shall comply with the relevant requirements of the Regulations **and advertise the opportunity on Find A Tender.**

12. Payments Under Contracts for Buildings or Other Construction Works

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

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

13. Stores and Equipment

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

14. Assets, Properties and Estates

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

15. Insurance

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The RFO shall give prompt notification to the Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16. Charities

- 16.1 Where the Council is sole trustee of a Charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as

determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. Risk Management

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

18. Revision of Financial Regulations

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Policy and Finance Committee of any requirement for a consequential amendment to these financial regulations.

Year End Movements on Reserves 31st March 2023
Council Meeting 10.05.23

	Opening Balance 01.04.22	Transfers To / From £	Closing Balance 31.03.23	Notes
Reserves	£		£	
General Fund	329,407	38,109	367,516	See below.
EMR - Pension Obligation	30,000	-	30,000	
EMR - Cemetery Memorial Testing 2024	1,550	1,875	3,425	
EMR - CP Tennis Sinking Fund 2026	44,563	7,000	51,563	
EMR - S106 Sensory Garden 2021	51,579	-40,598	10,981	Trf to General Fund. See below.
Harlington Development Fund	1,992,119	403,377	2,395,496	See below.
Total Equity	2,449,218		2,858,981	

Transfers to / from Reserves - details

£

General Fund

Net surplus 2022/23	6,386
Net reserves transfers (see above table)	31,723
Total	38,109

S106 Sensory Garden Works

Landscaping & path	22,680
Garden area prep	6,450
Plants, trees and labour	11,468
Total	40,598

Harlington Development Fund

Precept income	412,017
Project expenditure	
Staff time	-8,200
Legal fees	-440
Total	403,377



STATEMENT OF COUNCILLORS ATTENDANCE

AT

ORDINARY FULL COUNCIL MEETINGS APR 2022 – MAR 2023

12 meetings held (11 council + extraordinary meeting in June)

Councillor Name	No of attendances	Apologies presented	Absences
Cllr Chenery	11	1	
Cllr Cottrell	11	1	
Cllr Einchcomb	10	2	
Cllr Engström	11	1	
Cllr Fang	11	1	
Cllr Holt	12	0	
Cllr Hope	10	1	1
Cllr May	9	3	
Cllr Oliver	9	2	1
Cllr Schofield	11	1	
Cllr Sharma Krishnmurthy	8	4	
Cllr Richmond	11	1	
Cllr Robinson	10	2	
Cllr Taylor co-opted March 23	N/A	0	
Cllr Tilley	10	2	
Cllr Wildsmith	9	2	1
Cllr Willcocks	9	3	
Cllr Woods	12	0	



Hart District Council Decision Report

Panel	Standards Committee – Code of Conduct Hearing Panel
Date	18 th April 2023
Title	Complaint: Alleged Breach of Fleet Town Council Code of Conduct
Report from	Monitoring Officer
Purpose	Confirmation of findings from Hearing Panel
Key Contact	Stephanie Baker, Monitoring Officer monitoringofficer@hart.gov.uk 01252 774136

Background

1. In line with the Hart District Council Arrangements for Dealing with Allegations (herein referred to as ‘the handling arrangements’) in relation to the complaint received from Mr Steve Forster on 17th January 2023, the Monitoring Officer did not dismiss the complaint for one of the reasons specified within Section 2 (initial action by the Monitoring Officer) and the complaint was acknowledged and the complainant informed of the procedure to be followed.
2. The complaint was submitted by Mr Steve Forster in relation to the conduct of two Councillors of Fleet Town Council (FTC) during the FTC meeting on 4th January 2023. The complaint alleged inappropriate conduct, breaching the FTC Code of Conduct by; Councillor Bob Schofield (Chairman) and Councillor Alan Oliver.
3. The panel were clear that the complaint against Councillor Alan Oliver is not in relation to other capacities held by him (i.e. Elected Member of Hart District Council or other) and is solely regarding his conduct as a Town Councillor at the FTC meeting of 4th January 2023.
4. In respect of the complaint regarding Councillor Bob Schofield, the initial assessment of the Monitoring Officer concluded that a written or verbal

apology (for allowing an individual Councillor who was not the Chairman to challenge an attendee for filming the meeting) would be a proportionate and appropriate outcome. This suggested outcome was agreed by the Independent Person in line with the handling arrangements.

5. In respect of the complaint regarding Councillor Alan Oliver, this related to verbal statements made during and after the meeting and included language which Councillor Schofield, in his response to the complaint, confirmed as inappropriate.
6. Given the nature of the comments, the initial assessment of the Monitoring Officer was to arrange a hearing panel before 3 members of Standards Committee. This was agreed by Standards Committee members (in lieu of any Chairman) and the Independent Person. The panel was made up of Councillor Stuart Bailey (elected Chairman), Councillor Chris Dorn and Mr David Argent (a parish councillor).
7. It was considered that a hearing panel would be appropriate as the complaint was supported by recorded audio evidence indicating a possible breach of the Code of Conduct, and it appeared from the complaint that it had caused personal injustice to the complainant, Mr Forster.
8. The hearing panel took place on 6th April in line with the procedure set out in Appendix C of the handling arrangements. The Independent Person was unavailable to attend the hearing panel however their attendance was not required by the handling arrangements. Both the Monitoring Officer and Deputy Monitoring Officer were in attendance to advise the panel.
9. The complainant brought along a representative, County Councillor Stephen Parker and Councillor Alan Oliver brought along HDC Elected Member Councillor James Radley as his representative.
10. Both the complainant and Councillor Oliver were provided the opportunity to make their statements and raise any questions. The Panel members then asked a series of questions to Mr Forster and Councillor Oliver. Both representatives also had the opportunity to ask questions and make comment at the Chairman's discretion. Following the roundtable discussion, the Chairman concluded that the parties could be excused to allow the Panel to deliberate in private and reach a decision.

11. The Panel considered two verbal exchanges between Councillor Oliver and Mr Forster.

First exchange

12. The first exchange concerns comments made during the FTC meeting on 4th January 2023 when Councillor Oliver challenged the appropriateness of Mr Forster using his mobile phone to take images of the Councillors during the proposition of several motions and the votes on those motions.
13. The Panel heard divergent views on the incident with Councillor Oliver stating that he had found it disruptive and felt that Mr Forster had been “jumping around”. Mr Forster stated that he had remained almost entirely seated and had outstretched his arm to take the images on his mobile phone, with no persons in the public gallery immediately in front of or behind of him so as to have been obstructed from view or disturbed by the recording.
14. The Panel were told by Mr Forster that he had taken the images with the intention of using these on his personal social media account rather than in his capacity as a County Councillor.
15. The Panel heard from Mr Forster that the reasons he had attended the meeting were two-fold; to provide a County Council update on roadworks on agenda item 5, in his capacity as County Councillor, and also to hear the discussions and debate on the other agenda items including budget matters in his interest and capacity as a resident.
16. The Panel considered whether Mr Forster could have attended the meeting in one capacity, as a County Councillor, but stayed to hear other items in a personal capacity. Whilst the Panel concluded that there may be a theoretical possibility for an individual to feel they have consciously interchanged from one of their different roles and remits to another during or at the end of a meeting, it was likely that other attendees at the meeting would have the reasonable impression and perception that Mr Forster attended the duration of the meeting in his capacity as County Councillor. The Panel felt that other attendees were likely to address Mr Forster in that manner for the duration of the meeting.
17. This principle was also considered to be the case for Councillor Oliver’s attendance at the FTC meeting on 4th January 2023, whether at any point before, during or after the meeting he felt that he had consciously interchanged from his Town Councillor role to another remit, the other attendees at the meeting would have the reasonable impression and perception that Councillor Oliver was present and addressed that evening in

his capacity as Town Councillor.

18. This reasonable impression and perception is cited within the FTC Code of Conduct general principles, as set out on page 5. It states:

“The rules of good conduct apply in all situations where you act, claim to act, or give the impression or reasonable perception that you are acting as a member or representative of Fleet Town Council

The Code applies to all forms of communication, including:

At face-to-face meetings

At on-line or telephone meetings

In written communication

In verbal communication

In non-verbal communication

In electronic and social media communication, posts, statements, and comments.”

19. The Panel concluded that there would have been a reasonable perception and impression from Councillor Oliver that Mr Forster was in attendance and remained at the venue in his capacity as a County Councillor. By the same token the Panel concluded that there would have been a reciprocal perception and impression from Mr Forster that Councillor Oliver was in attendance and remained at the venue in his capacity as Town Councillor.
20. When the speakers had been excused and the panel deliberated in private with the Monitoring Officer and Deputy Monitoring Officer, the Panel were advised on case law regarding political freedom of speech and in particular a 2021 judgment (*R(Robinson) v Bucks Council & Anor [2021] EWHC 2014 (Admin) No: CO/1734/2020*).
21. The Panel however felt that the capacity of any attendee recording under a public, private or other remit was immaterial to the overarching right to record a public meeting as set out within legislation (The Public Bodies (Admission to Meetings) Act 1960 (as amended by The Openness of Local Government Bodies Regulations 2014) as well as the FTC media policy (July 2021). The Panel agreed that there was no requirement to provide any form of prior notice before commencing recording as had been stated by Mr Forster and that the recording was aligned with the guidance on: direction (away from the public), content (Councillors and display screen only) and manner (minimal effect on the meeting).
22. The Panel concluded that regardless of whether the intent for the recorded material were private or otherwise, legislation and the Fleet Town Council media policy are both clear that recording of a public meeting is permitted. As

a result, the Panel considered that the Chairman ought not to have allowed an individual Councillor to challenge an individual on recording and that there may be some wider learning points for Parish and Town Councils in general on effective Chairing of meetings.

23. Irrespective of the Town Council's policies and the legislation, the Panel concluded that as a matter of courtesy Mr Forster could have let the Chairman know that he was intending to start filming.
24. In addition, the Panel considered that notwithstanding the legal right to film or record images during public meetings, there were perhaps opportunities for matters of courtesy to be included in Parish and Town Council policies and referred to by Chairman to avoid issues in future.
25. The Panel also concluded that the omission of the incident from the FTC printed minutes was of some concern and did not reflect best practice. The panel considered that there was perhaps another opportunity for a wider learning point for all Parish and Town Councils in the District. To request that minutes include reference to any instances where the meeting is paused due to the Chairman or other Councillor interacting with individuals from the public gallery, even if such an exchange is merely summarised.
26. At the hearing, Councillor Oliver confirmed to the Panel that on reflection, he considered his choice of words to Mr Forster on the first exchange in respect of the recording instance were disrespectful.
27. The Panel concluded that Councillor Oliver's language and phrasing was gratuitous and personal, as opposed to having been offered as part of a political argument, idea or discussion. As a result, the Panel decided that this was a clear breach of the FTC Code of Conduct.
28. Given the context of the comment, the Panel agreed that the statement was not protected by Article 10 of the European Convention on Human Rights (ECHR) in particular relating to freedom of speech, however it was likely to require assessment under the Equality Act 2010 due to the choice of language pertaining to mental health which is a protected characteristic under the Equality Act in relation to disability. Both pieces of legislation (the ECHR and Equality Act) are cited within the FTC Code of Conduct and the Panel agreed that they were required to consider them.
29. The Panel resolved that the comment was both disrespectful and inappropriate.

Conclusion on first exchange

30. The Panel concluded that there was a breach of the FTC Code of Conduct by Councillor Oliver, arising from the first exchange.

Second exchange

31. The Panel heard that the second exchange took place just after the formal close of the FTC meeting by the Chairman, which was stated on the FTC printed minutes to have been closed at 9:38pm.
32. The Panel agreed that in line with the above assessment on reasonable impression and perception of which capacity someone is acting in, when the second exchange took place Councillor Oliver would have been reasonably perceived at that time as speaking and acting in his capacity as Town Councillor.
33. The Panel agreed that at the time of the second exchange, by the same token Mr Forster would have been reasonably perceived at that time as speaking and acting in his capacity as County Councillor.
34. The Panel concluded that this was a Town Councillor - to- County Councillor exchange however it was not an exchange in the political sphere as it did not involve the proposition of political ideologies or debate on policy. The Panel were clear that the second exchange and neither party involved would benefit from political freedom of speech protection afforded by Article 10 of the ECHR.
35. The Panel considered that outside of political debate and expression of political ideas, targeted comments aimed at an individual or group concerning a protected characteristic would clearly breach the Equality Act.
36. The Panel also considered that the status, capacity and remit of individuals in terms of perception and impression was likely to change the further the attendees were from the meeting venue and the further in time that people were from the meeting having been closed. At the time of the second exchange, very shortly after the meeting had formally closed and within the same building, the Panel felt that a reasonable person would interpret this as a Councillor-to-Councillor exchange.
37. The Panel further discussed that even if they were wrong on the point of which capacity each individual was acting in, the FTC Code of Conduct clearly says that it applies to all situations where there is an impression or reasonable perception that you are acting in a capacity of FTC member or representative.

This was not restricted to conduct or exchanges during and (when still on the premises) after FTC meetings.

38. Given the conclusion that there would have been an impression or reasonable perception that Councillor Oliver was acting in his FTC capacity during the second exchange, the Panel felt that the Advice notes contained within the code of conduct were particularly relevant (Advice note on Disrepute, on Respect, on Discrimination and on Bullying).
39. The Panel noted that Councillor Oliver continuing to use inappropriate and distressing words after he observed the distress being caused (including physical shaking by Mr Forster) compounded the effect.
40. When asked, Councillor Oliver could provide no justification for his choice of words.

Conclusion on second exchange

41. The Panel concluded that there was a breach of the FTC Code of Conduct by Councillor Oliver, arising from the second exchange.

FTC Advice note on Disrepute

42. The FTC Advice note says:

“...your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. Article 10 of the European Convention on Human Rights protects your right to freedom of expression, and political speech as a councillor is given enhanced protection but this right is not unrestricted.”

43. The Advice note continues that “In general terms, disrepute can be defined as a lack of good reputation or respectability.”
44. The Panel considered that Councillor’s Olivers conduct within the first exchange and second exchanges appeared to contravene the advice note on disrepute.

FTC Advice note on Respect

45. The FTC Advice note says:

“Showing respect to others is fundamental to a civil society. As an elected or appointed representative of the public it is important to treat others with respect and to act in a respectful way. Respect means politeness, courtesy and civility in behaviour, speech, and in the written

word.”

46. It continues to state: “Rude, offensive, and disrespectful behaviour lowers the public’s expectations and confidence in its elected representatives.”

47. The Panel considered that Councillor’s Olivers conduct within the first and second exchanges appeared to contravene the advice note on respect.

FTC Advice note on Discrimination

48. The FTC Advice note says:

“The Equality Act 2010 imposes positive duties on local authorities to promote equality and to eliminate unlawful discrimination and harassment. Under the Act your authority may be liable for any discriminatory acts which you commit. This will apply when you do something in your official capacity in a discriminatory manner. You must be careful not to act in a way which may amount to any of the prohibited forms of discrimination, or to do anything which hinders your authority’s fulfilment of its positive duties under the Act.”

49. It continues “Examples of discriminatory behaviour include but are not limited to: ... comments, slurs, jokes, statements, questions, or gestures that are derogatory or offensive to an individual’s or group’s characteristics”

50. The Panel considered that Councillor’s Olivers conduct within the first and second exchanges appeared to contravene the advice note on discrimination.

FTC Advice note on Bullying

51. The FTC Advice note says:

“Bullying, harassment, discrimination, and victimisation (either directly or indirectly) are unacceptable and should not be tolerated. It is important to recognise the impact such behaviour can have on any individual experiencing it, as well as on the wider organisation in terms of morale and operational effectiveness.”

52. It continues: “You should always be mindful of the overall potential impact of the behaviour on others. First and foremost, bullying can have a significant impact on the recipient’s well-being and health.”

53. It later explains: “Like disrespectful behaviour, bullying can be difficult to define. When allegations of bullying are considered it’s likely that the person handling the complaint will consider both the perspective of the alleged victim,

and whether the councillor intended their actions to be bullying. They will also consider whether the individual was reasonably entitled to believe they were being bullied.”

54. The Panel were mindful that the complaint from Mr Forster alleged bullying and this was hard to define, as set out within the FTC Advice Note on bullying.
55. The Panel concluded that Councillor Oliver’s conduct within the second exchange would appear to contravene the advice note on bullying, particularly from the alleged victim (Mr Forster’s) perspective. The Panel felt that this was evident regardless of whether there was an active intention to bully.

Findings

56. The panel concluded that the comments made by Councillor Oliver towards Mr Forster in the second exchange were unacceptable comments surrounding a protected characteristic. The comments breach the code of conduct and fail to adhere to the guidance contained within the advice notes as set out above.
57. The Panel find that Councillor Oliver breached the FTC Code of Conduct in relation to both the first and second exchange.

SUGGESTED OUTCOME

58. The Panel’s findings are to be reported to FTC.
59. It is recommended that FTC obtain an apology from Councillor Oliver to Mr Forster at the next available FTC meeting.

OFFICER: Rochelle Halliday, Executive Officer
DATE: 4th May 2023
MEETING: Annual Meeting of the Town Council 10th May 2023
SUBJECT: Item 16 - Executive Officer's Report

1. Review of Standing Orders and Financial Regulations (Item 10.)

A review of the Council's Standing Orders and Financial Regulations has been completed. Both documents have minor amendments proposed. Amended text is shown in red, deleted items are shown by a double strikethrough and yellow highlighted text identifies a query to resolve at the meeting.

Standing Orders – Proposed Amendments

- Item 1, pg 1 - Emergency Temporary Measures: delete as no longer supported by the legislation.
- Item 2j, pg 5 - Annual Council Meetings: delete 'General'.
- Item 34c, pg 16 - Financial Matters: updated to reflect the new Contracts Finder threshold of £30,000, which now includes VAT.
- Item 34f, pg 16 - Financial Matters: added the requirement to publish high value contracts on Find a Tender.
- Item 44, pg 20 - Councillor Training: new item to ensure that new Councillors undertake training relevant to the role.

Financial Regulations – Proposed Amendments

- Item 5.2, pg – Banking Arrangements: to check with the Council amending to remove this paragraph as this does not reflect the current practice for authorising payments. The current process is reflected in item 6.
- Item 11b, pg 7 – Contracts: updating the procurement threshold to £30,000 including VAT.
- Item 11i, pg 7 – Contracts: adding the requirement to use Find a Tender for higher value contracts.

Confirmations Required at the Start of the Council Year

Insurance cover (Standing Order 2j viii) – the Council has an insurance policy in place with effect from 1st April 2023 to 31st March 2024 to cover all insurable risks.

Council meeting schedule (Standing Order 2j x) – the meeting schedule for the coming year was approved by the Council on 4th January 2023 and can be viewed on the Council's website https://www.fleet-tc.gov.uk/Meeting_Dates.aspx

Recommendations: to approve the proposed amendments to the Standing Orders and Financial Regulations.

2. Year End Movement of Reserves (Item 13.) & General Finance Update

Year End Closing Balance

The finance software company RBS will be completing the year end closure of the 2022/23 accounts on 15th May, which is several weeks later than normal. This means that the year end general fund balance presented in the attached document is an estimate based on current projections.

Reserves Movements 2022/23

The attached document details the proposed movement to and from reserves for last financial year. The Council is required to approve these reserves movements before they are transferred in the accounts on 15th May.

The reserves movements are:

- £403,377 – transfer to Harlington Development fund.
- £1,875 – transfer to cemetery memorial testing earmarked reserve.
- £7,000 – transfer to Calthorpe Park tennis court maintenance earmarked reserve.
- £40,598 – transfer from s106 sensory garden earmarked reserve to general fund.

If you have any questions at all about the figures, please do let me know in advance of the meeting.

Asset Register at 31st March 2023

At the last Policy and Finance Committee meeting, Members reviewed the Asset Register for the year. There were several questions asked, which I have confirmed with the auditor and will be shared at the next Policy & Finance Committee meeting, which has resulted in a very minor change to the draft register to remove tree stock.

The Asset Register would usually be agreed at this Council meeting, however, due to meeting timings it will be issued for the 17th May Policy & Finance Committee meeting and then Council on 7th June for formal ratification.

In the meantime, officers will update the register to the latest version in the accounts in order to close the year on 15th May.

Internal Audit and External Audit & AGAR

The Internal Audit will take place on 24th May and will be reported to the next Council meeting. The deadline for submitting the external audit paperwork to BDO is 1st July.

The late year closure means that the draft Annual Governance and Accountability Return (AGAR) will not be ready in time to be issued for the Policy & Finance Committee meeting on 17th May. If of value, I can table the draft AGAR at this meeting and confirm the closing general fund balance for last financial year on 17th May. The AGAR will need to go straight to Council for final approval on 7th June.

Recommendation: to approve the proposed reserves movements for the year ending 31st March 2023.

3. Complaints (Item 15.)

Current Complaints

No complaints have been received since the last meeting.

Prior Complaints

The code of conduct complaint received in January 2023 has been heard by the Hart District Council Standards Committee. The outcome report is attached and contains some recommendations, which are noted.

The recommended best practice within the report, to minute where meetings are paused due to interacting with members of the public or external Councillors, has been challenged as this is not required under legal best practice (Charles Arnold Baker).

4. Coronation Celebrations 7th May 2023

A huge thank you to Cllr Tilley, Janet Stanton and the whole Coronation team for organising a fun filled day of activities to mark the Coronation of King Charles III.

At the time of writing the event has not taken place but the sheer hard work and organisation in putting together this large scale event for the community to enjoy is applauded and appreciated.

5. Vision Day – Update on Draft Strategic Plan

The first draft of the Strategic Plan was issued to Councillors on 5th May, for an informal review.

The final Vision Day session to review and refine the draft will be arranged as soon as possible, prior to it being forwarded to the Council for approval.

6. FCOT Student Placements

Cllr Einchcomb, the Finance and Admin Manager and I interviewed four candidates for the two student placement positions.

It was decided to offer one student both placements, as a combined role, due to suitability and as we felt there was insufficient work for two full placements. The Finance and Admin Manager has mapped out a week by week task planner for the role, which will include website research, newsletter redesign and research for the Saturday market.

Subject to completing the paperwork, this student will start with us on 12th May for a period of seven weeks.

7. Action Day Report – 29th April

Thank you to everyone who came to Action Day to help out with painting benches and litter picking, to freshen up Fleet Road.

We carefully chose to hold the event on this day due to the Coronation, after receiving advice from the Monitoring Officer that it would be fine if there was no political publicity made of it. All participants were informed by me not to share images of the event on social media, due to the pre-election sensitivity.

8. Greening Campaign Update

Cllr Cottrell is in the process of organising a public meeting to raise awareness of the Greening Campaign. The meeting is pencilled in for 13th June in The Harlington main auditorium.

The Council has joined the Greening Campaign, at the subsidised rate of £50 and will then need to follow a set process to launch the campaign.

More information will be shared with the Council when available.

9. Fleet Connect

Fleet Link is now officially called Fleet Connect, after Hampshire County Council unified its community transport services under one brand name called 'Connect'.

General information can be found here:

<https://www.rvs.org.uk/transport/rushmoor-connect-and-fleet-connect/>

10. Hart UK Shared Prosperity Fund Workshop

A workshop is being arranged by Hart District Council on 20th June, 10.00am to 12.00pm in the Council Chamber, to gather information on local needs for the £1m UK Shared Prosperity Fund projects.

More details are to follow, but Members are asked to save the date should you wish to attend. It would be good for FTC to send a couple of representatives. Unfortunately, I will not be attending as I am on annual leave.

11. Scouts Explorer Duke of Edinburgh Trip – Thank You

HVA has sent a thank you email for the Council's grant contribution to Odiham District Scouts, which enabled them to attend their Silver Duke of Edinburgh expedition. The funds were most gratefully received.

12. Upcoming Council Meeting Dates

- 17th May, 7.00pm – Policy & Finance Committee
- 22nd May, 7.00pm – Development Control Committee
- 7th June, 7.00pm - Council

Vision Day final session and Harlington Working Group meetings to be arranged.