



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE ANNUAL MEETING OF THE FLEET TOWN COUNCIL

**Wednesday 18th May 2022 at 7pm
In The Harlington**

All members are summoned to attend

To Councillors: R. Schofield (Outgoing Chairman), G. Chenery, P. Einchcomb, S. Engström, R. Fang, L. Holt, A. Hope, S. Johnson, S. Sharma Krishnmurthy, E. May, A. Oliver, R. Richmond, R. Robinson, P. Wildsmith, G. Woods.

SIGNED:

Janet Stanton

Janet Stanton,
Town Clerk
Date: 11th May 2022

AGENDA

1. ELECTION OF CHAIRMAN

To receive nominations for and to elect a chairman of the Fleet Town Council for the local government year 2022/2023. The new Chairman will sign the Declaration of Acceptance for the office of Chairman of Fleet Town Council for 2022/2023.

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 2022/2023.

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. ANNOUNCEMENTS

To receive any updates.

7. MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes and confidential minutes of the Council Meeting held on Wednesday 6th April 2022 (*copy attached*).

To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration.

Development Control	28 th March 2022
	11 th & 25 th April 2022

Part 1 – ITEMS FOR DECISION

8. NOMINATIONS TO COMMITTEES and WORKING GROUPS 2022/2023

To consider the allocation of members to committees and working groups:

- a. Membership of Committees 2022/2023
- b. Membership of Working Groups 2022/2023

Papers are attached which show the preferences of members for service on Committees and Working Groups in 2022/2023.

RECOMMENDATION

To approve the:

- a. Membership of Committees 2022/2023
- b. Membership of Working Groups 2022/2023

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 2022/2023.

RECOMMENDATION

To approve the representation of FTC on External Bodies for 2022/2023.

10. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

A review of Standing Orders and Financial Regulations has been carried out in line with the usual practice for the Annual Meeting of Council. Both the Standing Orders and Financial Regulations include minor changes as indicated (*copies attached*).

RECOMMENDATION

To approve the amendments to the Standing Orders and Financial Regulations.

11. MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

a. Hampshire Association of Local Councils (HALC and NALC)

To approve the membership and the payment of the annual Affiliation Fees. HALC £1,050.00 and NALC £1,346.30

b. Institute of Cemeteries and Crematoria Management (ICCM)

To consider the payment of the annual Corporate Membership Fee of £95.00.

c. Society of Local Council Clerks

To approve the continuing membership of the Clerk and the payment of the annual fee of £363.00.

RECOMMENDATION

To approve/note the payment of the following fees for 2022/2023.

a. HALC	£1,050.00
NALC	£1,364.30
b. ICCM	£95.00
c. SLCC	£363.00

12. FLEET TOWN COUNCIL ASSET REGISTER AND LAND OWNERSHIP

To receive and approve Fleet Town Council's asset register and land ownership as at 31st March 2022 (*copy attached*).

RECOMMENDATION

To receive and approve Fleet Town Council's asset register and land ownership as at 31st March 2022.

13. CO-OPTION

At the recent elections, Councillors were elected unopposed in Calthorpe, Courtmoor, Ancells and Fleet Central Wards. However, vacancies still exist: 2 in Courtmoor and 1 in Calthorpe Ward. A full Election took place in Pondtail where there were 5 nominations for 4 positions.

As the Council has three vacancies and legislation states that following an ordinary election where insufficient candidates come forward for election, the Council may co-opt councillors onto the Council as it is within 35 days of the election (Section 21 of the Representation of People's Act 1985). Members are now asked to consider candidates for co-option.

RECOMMENDATION

To consider and, if agreed, co-opt candidates onto the Fleet Town Council.

14. CREDIT CARD POLICY

To receive and approve a recommendation from the Policy and Finance Committee that the credit card limit is increased to £10,000 with a limit of 5 card holders.

RECOMMENDATION

To approve the recommendation from the Policy and Finance Committee that the credit card limit is increased to £10,000 with a limit of 5 card holders.

15. LEASES

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 reinstatement of the full rent as set out in the Particulars'.

The leases concerned are:

- Fleet Cricket Club in Calthorpe Park
- 1st Crookham Scouts in Basingborne Park
- 22nd and 26th Odiham Scouts in Calthorpe Park
- Lion's Community Store in Basingborne Park

Members are reminded that the annual rental levels are £500.00 for the Lion's Community Store in Basingborne Park, the Scouts buildings in Basingbourne & Calthorpe Parks and £3,750.00 for the Cricket Club, payable in four equal instalments were noted.

RECOMMENDATION

To approve the continuation of the rent waiver in leases.

Part 2 – ITEMS TO NOTE

16. MEETING SCHEDULE 2022/2023

To note the attached meeting schedule for 2022/2023 (*copy attached*).

17. INSURANCE COVER

To note that arrangements have been made for insurance cover for 2022/2023 (*copy attached*).

18. STATEMENT OF COUNCILLOR ATTENDANCE 2021/2022.

To receive and note a statement of the attendance of Councillors at ordinary meetings of Full Council during 2021/2022 (*copy attached*).

19. REFRESHMENT KIOSK, CALTHORPE PARK

To note that the Licence to operate a Refreshments Kiosk out of the "hut" at Calthorpe Park has now been agreed and signed by Caleb Coffee and Fleet Town Council. The Licencee is now busy fitting out and decorating the space and hopes to be open to the public in June. Outside tables and chairs will be available for customers during opening hours. Once open for business, it is the intention of the Licencee to trial various opening times between 7am and 9.30pm to set his opening hours.

20. JUBILEE CELEBRATIONS

Organisation of the 4-day event is progressing very well (*schedule of events taking place attached*).

Within the celebrations, a Jubilee Parade is taking place on Saturday 4th June 2022 from Connaught Road, into Kings Road, along Fleet Road and finally entering Calthorpe Park where the Deputy Lord Lieutenant will make an address to the Parade and spectators, followed by the national anthem and Three Cheers for the Queens.

Members of Fleet Town Council are asked if they would like to join the parade as part of the Civic contingent. Members of other local Councils will also be asked if they would like to join the Parade. Can Members please let Charlotte Benham charlotte.benham@fleet-tc.gov.uk know as soon as possible so the necessary arrangements can be made, and details of the joining procedure made available.

21. COMPLAINTS

To note any complaints received (*copy attached*).

22. TOWN CLERK'S REPORT

To receive and note any update report of the Town Clerk (*copy attached*).

23. DATE AND TIME OF NEXT MEETING

The date of the next meeting of the Council is scheduled for Wednesday 1st June 2022 at 7pm in The Function Room of The Harlington.

Part 3 - CONFIDENTIAL ITEMS

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

The following types of business will be treated as confidential:

- a. Engagement, terms of service, conduct and dismissal of employees
- b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts
- c. Receipt of professional legal advice and preparation of cases in legal proceedings
- d. The early stages of any dispute
- e. Matters of a Commercial nature

24. CHRISTMAS LIGHTS TENDER

Two tenders for the Christmas Light Contract have been received and the evaluation process took place on Monday 9th May 2022. Members are asked to approve the awarding of the contract (*see separate report*).

RECOMMENDATION

To approve the award of the contract to the recommended tenderer.



DECLARATION OF ACCEPTANCE OF OFFICE

2022/2023

I having been elected/ appointed to the office of Chairman of Fleet Town Council.

.....Councillor of Fleet Town Council

DECLARE that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct which is expected of members of Fleet Town Council.

Signed

Date

This declaration was made and signed before me

Signed

Date

Janet Stanton
Proper officer of the Council

FLEET TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

held on
Wednesday 6th April 2022
in the Harlington

PRESENT

Councillors: B. Schofield (Chairman), G. Chenery, P. Einchcomb, R. Fang, L. Holt, A. Hope, K. Kuntikanamata, K. Jasper, A. Oliver, R. Richmond, R. Robinson, S. Tilley, P. Wildsmith, B. Willcocks, G. Woods, J. Wright.

Also Present: Janet Stanton – Town Clerk
Susanna Walker – Committee Clerk
Wendy Allen – Office Manager
Councillor Steve Forster – HCC
Councillor Katie Davies – HDC
Councillor Adrian Collett – HCC

FC April 2022 ITEM 1 APOLOGIES FOR ABSENCE

The Chairman welcomed all members to the last meeting of the 2018-2022 Council. Members received and accepted apologies for absence from Councillor Wheale, due to ill health.

FC April 2022 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

FC April 2022 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

FC April 2022 ITEM 4 CHAIRMAN'S ANNOUNCEMENTS

The Chairman updated members on the following:

- **Annual Resident's Meeting**
 - Around 90 residents attended.
 - A good selection of presentations and Geoff Baker's honorary award was well received.
- **Oakley Park, Friends of Group AGM**
 - The group have continued to be active and have a full schedule of events.
 - Thanks given to Mike Bye and his team of volunteers who contribute to the high standard of the park and its facilities.
- **Sasha's Project First Anniversary Celebration**
 - This was well attended.
 - Thanks given to the team of trained volunteers who are on hand to deal with young people with mental health issues.
- **Police**
 - Councillor Woods and Councillor Schofield both attended a meeting with the Police and Crime Commissioner Donna Jones.
 - Discussions were held regarding policing structure, police numbers and communications.

- **New Fleet Town Market**
 - Launched on Saturday 2nd April 2022.
 - It was highly successful and well attended, which hopefully demonstrates the broader benefit of a successful market.
 - Thanks given to Councillor Richmond, Councillor Willcocks and Councillor Butcher.
- **Fleet BID Renewal Referendum**
 - The referendum was successful, and the BID will now run until 2027.
 - 54% of the respondents voted yes, with one voting no which significantly influenced the outcome.
 - Best wishes are given to the new BID team when they are appointed.
- **Jubilee Committee**
 - Support needed as Marshalls to assist with traffic and visitor control.
- **County Councils Parish and Town Council Event**
 - One major topic was devolution and the recognition that the money needs to go with any devolved services.
- **SIDS**
 - The SIDS board result for Basingbourne Road was that the 85thile speed was 31mph.
 - There was a week's break in the readings and an adjustment in the display. It no longer shows the actual speed over 35mph, but actual speeds are still recorded.
 - Currently exploring whether the boards can record speed without any display.
- **Local Government**
 - The report on the Jackie Weaver affair was published last week.
 - It was noted that, as pointed out by the chairman of the Parish Council, Ms Weaver had no authority at that meeting to control proceedings.
 - Officers are employed to implement the resolutions of the Councillors.
- **Re-standing as a Town Councillor**
 - 1 contested election in Pondtail Ward.
 - Across all the other Wards, there are 3 vacancies.

FC April 2022 ITEM 5 MINUTES OF PREVIOUS MEETINGS

Members received and approved as a correct record the minutes and Confidential Minutes of the Council Meeting held on Wednesday 2nd March 2022. The Chairman signed the minutes as a true record of the meeting, subject to the following amendments:

- Councillor Hope is recorded as both attending and sending apologies for the meeting. Councillor Hope's name was removed from Councillors attending.

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

RLA	16 th March 2022
Development Control	28 th February 2022
	14 th March 2022

It was noted that in future minutes, the chairman's name should be recorded.

FC April 2022 ITEM 6 FINANCIAL MONITORING

Members received and noted the following:

1.
 - a. The bank reconciliation for February 2022
 - b. The list of receipts for February 2022
 - c. The list of payments for February 2022
2. Councillor Robinson confirmed that the bank statements match the reconciliation, and he has signed the bank statements and payment schedules.

RESOLVED

Members accepted and approved into the minutes:

1. a. The bank reconciliation for February 2022
b. The list of receipts for February 2022
c. The list of payments for February 2022
2. To accept Councillor Robinson's confirmation that the bank reconciliation for February 2022 equals zero, and the bank statements match the reconciliation.

FC April 2022 ITEM 7 CEMETERY PRICE LIST 2022/2023

Members were made aware that at the RLA Meeting on 16th March 2022, it was **RESOLVED**:

1. To approve the Cemetery Fees for 2022/2023.
2. To approve the Garden of Remembrance Fees for 2022/2023 with the following amendments:
 - There is to be no increase in the resident's fees, therefore the Garden of Remembrance fees for a Fleet resident remain as the current price.
 - The Garden of Remembrance fees for a non-resident be increased as proposed.

Members received new Cemetery Fees and Garden of Remembrance Fees 2022/2023, with the updated amendments and discussed the following:

- Amend the title that reads "Reduction for Fleet Town Council resident" to **Reduced Fees for Fleet Town Council resident**.
- Amend the title that reads "50% Reduction in fees for Fleet Town Council resident" to **Reduced Fees for Fleet Town Council resident**.
- Non-resident fee is higher in the cemetery, due to the ongoing grounds maintenance. FTC residents already contribute to this through their council tax.
- Any profit from the cemetery goes back into the cemetery maintenance.
- Monies will need to be put aside for the future. The cemetery will become a closed cemetery at some point, due to limited space for new graves. The council will only be able to offer spaces in the Garden of Remembrance.
- Cemetery paths will need to be resurfaced in the future.

Members **RESOLVED** to

Approve the recommendation of the Recreation, Leisure and Amenities Committee to:

1. approve the Cemetery Fees for 2022/2023.
2. approve the Garden of Remembrance Fees for 2022/2023.

subject to the two amendments:

- Amend the title that reads 50% reduction in fees for Fleet Town Council resident to **Reduced Fees for Fleet Town Council resident**.
- Amend the title that reads Reduction for Fleet Town Council resident to **Reduced Fees for Fleet Town Council resident**.

FC April 2022 ITEM 8 DATE OF NEXT ACTION DAY

Members noted that the proposed date of the next Annual Action Day is to be held on Saturday 28th May 2022 at 09:30 – 12.00midday. Members also noted that volunteers are needed to take part and that all Councillors are encouraged to keep the day free and to communicate the event to residents, family and friends.

Members were made aware that the exact numbers of people attending is not known until the day, and age appropriate activities are distributed accordingly.

RESOLVED

That the Action Day takes place on Saturday 28th May 2022 at 09:30 – 12.00midday.

FC April 2022 ITEM 9

OPEN AIR CIVIC EVENTS POLICY

Members noted that at the RLA Meeting on 16th March 2022, it was **RESOLVED**:

1. To determine that the FTC parks should not be used for private events which are not open to the whole community.
2. To amend the Civic Events policy in line with the decision of the Council and bring to Council in April 2022.

Members received and considered the amendments to the Open Air Civic Events Policy and discussed the following:

- The difference between community groups and residents holding events in the FTC parks.
- Individual events are classified as private events, which therefore exclude members of the public.

Members agreed the following amendments to the Open Air Civic Events Policy:

- 4.5 *Not to permit more than five events in Calthorpe Park in any one calendar year* should now be:
4.4.1 Not to permit more than five events in Calthorpe Park in any one calendar year
- 4.6 *Not to allow any event on Calthorpe Park to continue beyond 9:30pm* should now be:
4.4.2 Not to allow any event on Calthorpe Park to continue beyond 9:30pm
- 7 has been updated to
7 The Council will not generally support any events that include balloons, lanterns etc. being released into the atmosphere.
- 8 has been updated to
8 The Council will not allow the parks to be used or hired out for private parties / events which are not open to the local community groups.

RESOLVED

To approve the Open Air Civic Events Policy with the updated amendments:

- 4.4.1 Not to permit more than five events in Calthorpe Park in any one calendar year
- 4.4.2 Not to allow any event on Calthorpe Park to continue beyond 9:30pm
- 7 The Council will not generally support any events that include balloons, lanterns etc. being released into the atmosphere.
- 8 The Council will not allow the parks to be used or hired out for private parties / events which are not open to the local community groups.

FC April 2022 ITEM 10

REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Members were made aware that the Council regularly reviews Standing Orders and asked to consider whether the existing FTC Standing Orders and Financial Regulations should be subject to any revisions. Members noted that any type in bold are ones that must be included into the Standing Orders.

Members noted that any suggested revisions should be submitted to the Town Clerk by Friday 22nd April 2022 for consideration by Annual Council Meeting on 18th May 2022.

RESOLVED

Members to submit any suggested revisions to the Standing Orders and Financial Regulations to the Town Clerk by Friday 22nd April 2022 for inclusion in the final copy to be considered at the Annual Council Meeting on 18th May 2022.

FC April 2022 ITEM 11 FLEET HALF MARATHON

Members received and noted a letter of thanks from Penny Abbott, Race Director - Fleet Half Marathon.

FC April 2022 ITEM 12 COMPLAINTS

Members noted that no complaints had been recorded since the last meeting.

FC April 2022 ITEM 13 TOWN CLERK'S REPORT

Members received and noted the following updates from the Town Clerk:

- Christmas Lights
 - Contract tender goes out this week.
 - Councillors are invited to help evaluate the tenders on Tuesday 3rd May 2022.
 - This will then be taken to the Annual Council Meeting in May for approval.
- Refreshment Kiosk in Calthorpe Park
- Platinum Jubilee Bench
 - The proposed location by Basingbourne Canal requires a certain type of bench.
 - The Fleet & Church Crookham Society would like the bench on FTC land.
 - Proposed locations include: the Sensory Garden in the Views or by the Oatsheaf pub.

FC April 2022 ITEM 14 HCC/HDC

Councillor Forster discussed the following points:

- Grants
 - Majority of County Councillor grants have been allocated to local organisations, with any remaining going to support Ukraine.
- Queen's Green Canopy Initiative
- Speed Limits in Fleet
- Heatherside School to be a pilot for a sustainability scheme
- Work on Hitches Lane
- Ukraine Support

Councillor Collett reported on the following:

- Ancells Farm overgrown vegetation has been cleared by Highways.
- Fleet Golf Club ground survey.
- Highway trees available to be planted from Hampshire Highways.

Councillor Oliver updated members on the following:

- Bus Improvement Fund.

Councillor Davies noted the following:

- Fleet Action Day.
- Civic Quarter Regeneration.
 - Public engagement to be held between 16th – 18th June 2022.

FC April 2022 ITEM 15 DATE AND TIME OF NEXT MEETING

The date and time of the next meeting of the Council is on Wednesday 18th May 2022 at 19.00 in the Harlington.

There being no further business the meeting closed at 8.25pm.

Signed.....

Date.....

Chairman

Part 3 CONFIDENTIAL ITEMS

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

Members discussed the confidential minutes from the Council Meeting held on Wednesday 2nd March 2022.



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 28th March 2022
at 7pm in The Function Room , The Harlington

Present:

Cllr Hope
Cllr Holt
Cllr Jasper
Cllr Robinson
Cllr Schofield

Officers: Janet Stanton – Town Clerk

1	<p>Apologies</p> <p>Cllr Kuntikanamata</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 14th March were accepted as a correct record of the meeting.</p>
6	<p>22/00379/HOU 52 Courtmoor Avenue Fleet GU52 7UE Erection of a single storey rear extension and open porch Comments required by 29 March</p> <p>NO OBJECTION</p> <p>22/00191/HOU Instow Herbert Road Fleet Hampshire GU51 4JN Erection of a part single part two storey front extension, single storey rear extension, insertion of one window to ground floor front, alterations to one window to first floor front and replacement of one door to ground floor front with window</p>

Comments required by 29 March

OBJECTION Fleet Town Council supports the view of the Ecology and Tree Officers. Adequate tree protection measures need to be put in place and a bat survey needs to be completed

22/00341/FUL

Cody Technology Park Ively Road Farnborough Hampshire

[Temporary provision of security control point comprising fencing, security control cabin and access gates](#)

Comments required by 31 March

NO OBJECTION

22/00394/HOU

Erection of a single storey side and rear extension

[17 Albany Close Fleet Hampshire GU51 3PY](#)

Comments required by 1 April

OBJECTION

Impact on No 18 as the extension projects 5m beyond the current rear elevation and is in breach of the 45 degree rule. However, if No 18 makes a similar planning application then there would be no objection.

22/00512/PRIOR

192 - 196 Fleet Road Fleet Hampshire GU51 4BY

[Application to determine if prior approval is required for a proposed change of use from Class E to C3 to provide 3 dwellings](#)

Comments required by 5 April

OBJECTION

No permanent parking for residents. A minimum of 5 spaces required.

22/00311/HOU

Birchwood Badgers Close Fleet Hampshire GU52 7YD

[Conversion of double garage to home gym and home office to include the replacement of the garage doors with one window and one french door and window to be replaced with french door](#)

Comments required by 6 April

NO OBJECTION

22/00422/HOU

Hurstfield Sunnyside Fleet Hampshire GU51 4LF

[Erection of a single storey side extension conversion of garage to habitable accommodation and alterations to patio](#)

Comments required by 7 April

	<p>OBJECTION Further details of foundation treatment and tree protection in the area of the works required.</p>
7	<p>Noted: Weekly List</p>
8	<p>Noted: Hart Planning Meeting Dates 13th April 2022</p>
9	<p>Date of Next Advisory Group Meeting 11th April 2022</p>

Meeting closed: 7.30 pm

Signed:.....

Date:

DRAFT



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 11th April 2022
at 7pm in The Function Room , The Harlington

Present:

Cllr Hope
Cllr Holt
Cllr Jasper
Cllr Robinson
Cllr Schofield
Cllr Kuntikanamata

Officers: Charlotte Benham

1	<p>Apologies</p> <p>None</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 28th March were accepted as a correct record of the meeting.</p>
5	<p>22/00338/FUL 162 Fleet Road Fleet GU51 4BE Installation of new shop front and ventilation system Comments required by 8 April</p> <p>Technical application related to quality and quantity of an air intake and extraction system. As stated by the Environmental Health Officer the application does not address the impact on neighbours, both from noise and smell. If there is no harm to neighbours then NO OBJECTION, but we need evidence.</p>

22/00395/HOU

18 Albany Close Fleet Hampshire GU51 3PY

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

Comments required by 8 April

We recently commented on No.17 Albany Close that there was no objection as long as No.18 was developed in parallel. This application now says No.17 is under construction so if that is the case and both are approved there is NO OBJECTION

22/00369/HOU

53 Elvetham Road Fleet Hampshire GU51 4QP

[Erection of a single garage](#)

Comments required by 8 April

OBJECTION

- This application is within the North Fleet Conservation Area - this structure in the proposed location would neither preserve nor enhance the Conservation Area. It is out of keeping.
- The proposed garage does not meet Hart's recommended size for a single garage 6m x 3m.
- The structure which is 3.6m high to the ridge is proposed towards the front boundary and is well forwards of the general building line and totally out of character with surrounding properties.
- If moved further back on plot so not close to road it could be more acceptable

22/00402/HOU

5 Linkway Fleet Hampshire GU52 7UN

[Demolition of conservatory and erection of a single storey extension to side and rear, first floor rear extension to create accommodation in roof space, insertion of roof light to front roof slope. Extend dropped kerb and alterations to windows and doors.](#)

Comments required by 13 April

OBJECTION

- Loss of a bungalow - Although two bedrooms are retained at the ground floor there is no bath or shower facility at this level and the bathroom is moved upstairs which contravenes Fleet Neighbourhood Plan Policy 11 Safeguarding building stock for people of limited mobility including people with disabilities and older residents
- Being a bungalow adjoining neighbours have had privacy in their gardens and the inclusion of an extensive rear dormer with two bedroom windows overlooking 5 neighbours gardens would result in a significant loss of privacy.
- Relying on on-site parking provision for three cars potentially breaches Fleet Neighbourhood Plan policy 15 Residential Gardens as less than 50% of the front garden is retained as original areas of soft landscape

22/00494/FUL

Ashworth Veterinary Group 1 Courtmoor Avenue Fleet Hampshire GU52 7UE

[Erection of two external air conditioning condensers.](#)

Comments required by 14 April

See later amendment

22/00415/HOU

40 The Lea Fleet Hampshire GU51 5AU

[Erection of a single storey side and rear extension following demolition of existing rear extension and formation of replacement hard standing patio to rear garden](#)

Comments required by 15 April

Rear elevation architectural finish includes dark grey window and door frames and vertical timber cladding which is out of keeping with the rest of the house and the neighbouring properties, but all to the rear and not visually intrusive
NO OBJECTION but support tree officers comments

22/00516/HOU

11 Howard Close Fleet Hampshire GU51 3ER

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

Comments required by 19 April

NO OBJECTION blends well with the existing structure.

- Tree Officer has raised a Holding Objection subject to the submission of a tree protection plan which entails a line of Harris fencing across the width of the rear garden.

22/00494/FUL

Veterinary Group , 1 Courtmoor Avenue, Fleet, Hampshire, GU52 7UE

[Erection of two external air conditioning condensers, insertion of door on the side \(south east\) elevation and repositioning of window on the rear \(south west\) elevation](#)

Amended plans:

1 Description altered to include the insertion of a door on the side (south east) elevation and re-positioning of window on the rear (south west) elevation.

Comments required by 14 April

- Principal concern would have been the noise of external air conditioning units but the Environmental Health Officer is satisfied that particularly because of the limited time of use they would not be a problem

OBJECTION

- Support neighbours comments/concerns
- An adjacent neighbour has raised an issue with the addition of the side door, suggesting it would create a nuisance with people exiting the consultation room in such close proximity to their property.is the door necessary? Visitors could return to the waiting room to exit the building.

22/00522/HOU

5 Fitzroy Road Fleet Hampshire GU51 4JH

[Conversion of store/ garage into habitable accommodation and alterations to windows and doors](#)

Comments required by 19 April

NO OBJECTION

- The proposal recognises the Policies covering the North Fleet Conservation Area.
- There is no impact on the boundary and the area of parking (gravel) is maintained.
- The major impact on the change to the front elevation of the garage faces the main house so is of very limited impact.
- Should be a condition that it does not become a separate dwelling

22/00509/FUL

196 Fleet Road Fleet Hampshire GU51 4BY

[Replace an existing window with a door on the side elevation and insertion of window on the rear elevation at 1st floor](#)

Comments required by 20 April

NO OBJECTION but concern these proposed changes are a prelude to the inquiry of last meeting if the commercial accommodation could be converted into flats, effectively permitted development. These modifications are necessary to achieve the layout of flats shown in the pre-app. In their own right there are no grounds for objection.

22/00364/HOU

11 Florence Road Fleet Hampshire GU52 6LG

[Demolition of conservatory and erection of a single storey rear extension and replacement porch. Proposed loft conversion to include velux roof windows and two new rear facing windows at roof level. Alterations to windows at ground floor. Installation of solar panels and dropped kerb](#)

Comments required by 21st April

OBJECTION

- This is technically again a loss of a bungalow contrary to Fleet Neighbourhood Plan Policy 11, but two bedrooms are being retained at ground floor level with en-suite bathroom facilities so still accessible
- It is an unusual design but has limited impact on the street scene. The major impact is the addition of the solar panels, but are these permitted?
- The velux windows in the roof slope for the upper floor bedrooms are of a height that allows overlooking of the neighbouring properties as they are side facing so loss of privacy
- The proposed parking plan takes up the whole of the front garden (3 vehicles) contrary to Fleet Neighbourhood Plan Policy 15 residential gardens where 50% of the original front garden should be retained as soft landscaping. Full frontage parking is also out of character in the area. Need dimensioned parking plan.
- Identified oak tree in the rear garden with no tree protection plan

22/00563/AMCON

124 Kings Road Fleet Hampshire GU51 3DU

[Variation of Condition 2 \(Approved Plans\) attached to Planning Permission 21/02066/HOU dated 01/10/2021 to amend the drawings to allow for- Roof insulation, roof falls and parapet are required on part of the roof. First floor reorganisation to allow more usable bedroom space \(the planning approved](#)

	<p>design has small and impractical bedroom sizes). The cill heights on the dormer windows (and hence the width of the dormer windows) will need to be adjusted to comply with Building Regulations</p> <p>Comments required by 21 April</p> <p>NO OBJECTION to plans in principle but OBJECTION to large window in bedroom 2 which increases the potential for overlooking neighbours' property along with the two side bedrooms windows – loss of privacy</p> <p>22/00579/HOU 3 Beveren Close Fleet Hampshire GU51 2UB Erection of a single storey rear/side extension and conversion of garage into habitable accommodation to include the replacement of the garage door with a window</p> <p>Comments required by 25 April</p> <p>OBJECTION</p> <p>No objection in principle to proposed building work, but to parking - loss of garage results in 3 cars parked in a row which requires at least 15m length of drive and is against Hart's standards – may not be enough space and on road parking not suitable. A dimensioned parking plan needs to be submitted before decision is made.</p> <p>22/00612/HOU 5 Richard Close Fleet Hampshire GU51 5YZ Erection of a single storey front extension</p> <p>Comments required by 25 April</p> <p>NO OBJECTION</p>
	<p>Other items:</p> <p>2 Loxwood Avenue Church Crookham GU51 5NS - possibility of having a dwelling built in rear garden which backs onto small piece of land on Richard Close belonging to FTC. Would vehicle access be possible? If so what would be the process?</p> <p>COMMENTS:</p> <ul style="list-style-type: none"> • Don't support back garden development • Keep cemetery access • Won't sell council land • Would set precedent for other neighbours • Developments should have to provide adequate parking
6	<p>To Note:</p> <p>Review of weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>13th April 2022</p>

8	Date of Next Advisory Group Meeting 25 th April 2022

Meeting closed: 8.05pm

Signed:.....

Date:

DRAFT



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 25th April 2022
at 7pm in The Function Room , The Harlington

Present:

Cllr Hope
Cllr Robinson
Cllr Schofield

Officers: Charlotte Benham

1	<p>Apologies</p> <p>Cllr Kuntikanamata, Cllr Jasper, Cllr 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>22/00620/HOU 52 Connaught Road Fleet Hampshire GU51 3LP Erection of a single storey rear and part first floor rear extension and alterations to windows. 1st floor extension to infill comer. New windows where shown on plans as well as Internal alterations Comments required by 26 April</p> <p>NO OBJECTION</p> <p>22/00557/HOU 3 Woodcote Green Fleet Hampshire GU51 4EY Retention of 2 domestic air conditioning outdoor units to the side wall. Comments required by 26 April</p>

- Retrospective application
- Environmental Officer appears satisfied with Condition that the night mode operation be initiated
- Neighbour has complained about visibility. From the photos the units are opposite the garage wall are not directly opposite a door.

NO OBJECTION

22/00464/HOU

24 Alton Road Fleet Hampshire GU51 3HN

Erection of a part single part two storey side and rear extension, insertion of two dormer windows to the front to facilitate the conversion of loft to habitable accommodation, erection of porch, alterations to window to ground floor front, doors and windows to ground floor side and window to first floor front and insertion of window to first floor side

Comments required by 27 April

OBJECTION

- There is very little difference to the original planning application to which FTC objected and changes are not obviously highlighted
- Plans create effectively a three-storey house in a road that is predominantly chalet bungalows (opposite) or more conventional two storey 1960/70 houses so out of keeping
- There is currently a reasonable separation between 24 and 26 created by the driveway to the side of No.24 which will be infilled with the expansion of the footprint of the proposed property
- There is a totally put of keeping development next to No.24
- The new proposal has three parking spaces to the front of the property which will require an open front to the property which would be uncharacteristic for the road. The parking arrangement although quoted in the Application Form as remaining is not possible and the property would require either two drop kerbs or an extended drop kerb across the whole frontage.
- Converting frontage to parking would breach Fleet Neighbourhood Plan Policy 15 whereby 50% should be retained as soft landscaping
- The Planning Application slightly misleadingly quotes materials as “ existing render; proposed render.” The implication being no change but in fact the existing building is brick to the ground floor and an old off white/yellow render to the first floor whereas the architectural drawings show white render to the ground floor and timber cladding to the upper floor which is not in keeping with local character
- Very relevant to this application is the recent appeal decision: Appeal Ref: APP/N1730/D/21/3287987 6 Fairland Close, Fleet, GU52 7LU. At paragraph 6 of the decision it states: *“Therefore the proposed two-storey front extension would harm the character and appearance of the area. As such, it would be contrary to Policy GEN1(i) of the Hart Local Plan (Replacement) 1996-2006, Policy NBE9 of the Hart Local Plan (Strategy & Sites) 2032 and Policy 10 of the Fleet Neighbourhood Plan. Collectively these seek high quality design and, in particular, development which promotes, reflects and incorporates the distinctive qualities of its surroundings. The proposal would fail to do this”*

In this Alton Rd application the inclusion of living accommodation at the second storey level (three storey house front elevation) the proposed materials and the open fronted parking arrangement all harm the character and appearance of the area

- To allow this proposal adjacent to No 22 would create a total mixture of architectural finishes and completely destroy any local character

PREVIOUS COMMENTS

21/00827/HOU

Fleet Town Council

Comment Date:

OBJECTION

' Effectively a new build

' Overdevelopment of site ' fully occupies plot and is effectively 3 stories high. The full height of the building adjacent to No.26 will dominate the gap between the buildings and create a long dark passageway.

' There are no other houses in Alton Road that have dormer windows on the 2nd floor facing into the street. The houses in the road are small and a lot are bungalows. This therefore would be very dominant and out of keeping with the street scene

' Garage too small under Hart's standards ' a dimensioned car parking plan should be submitted which also demonstrates meeting Fleet Neighbourhood Plan Policy 15, retaining 50% front as soft landscaping. On street parking not suitable replacement ' already problems on Alton road

' The distance from the front of the house means cars will just fit in with the boots right up to the pavement

' Juliet Balcony out of keeping

' No details of the usage for the 2nd floor. More bedrooms would mean more parking required/increased parking issues

' The proposal breaches Fleet Neighbourhood Plan Policy 10.1 in that it does not complement and does not integrate with neighbouring properties.

' Breaches Fleet Neighbourhood Plan Policy 10.2 in that the design does not reflect high quality local design or reinforce local distinctiveness.

' Breaches Fleet Neighbourhood Plan 10.3 the proposed property is not in keeping with neighbouring properties, by its mass and bulk it will impose itself on the street scene being overbearing and dominant

' Breaches Fleet Neighbourhood Plan 10.4 The front garden would be turned into an open parking lot which does not respect the character of local front boundaries.

' Breaches HLP policy GEN1 in regard to mass and bulk of development.

21/01853/HOU

Fleet Town Council

Comment Date:

OBJECTION

' This is changing from a modest 3 bedroom house to a substantial 4 bedroom house with a large accessible loft space with two dormer windows as well as roof lights and currently unidentified space that could be used as further bedrooms

' The proposal becomes a three storey house which is totally uncharacteristic in the road and employs materials that do not reflect local character ' out of keeping

' The proposal increases the roof area by 191% which needs to be controlled by the introduction of an appropriately designed SUDS system to avoid an increased flooding risk. In addition the property is developing a large structure in the rear garden which will increase the impermeable area again increasing flooding risk.

o There is no evidence the development employs SUDS to manage surface water run-off sustainably.

' The proposal shows the removal of the front boundary to create 3 parking spaces with the loss of all vegetation contrary to Fleet Neighbourhood Plan Policy 15 - Front Gardens.

o The open plan frontage is out of character with the local area, reduces biodiversity and carbon absorption through loss of vegetation. All parking will be to the front of the property as the integral garage is inadequately sized to accommodate a vehicle.

' The rear elevation incorporates a French window and Juliet balcony which will give oversight of the neighbouring gardens ' loss of privacy

' The bulk and height of the proposed development in close proximity to the NW boundary will cast a significant and persistent shadow onto the side of No.22A

' The proposed development breaches Policy GEN1 as a consequence of bulk mass height and use of materials.

' Breaches Fleet Neighbourhood Plan Policy 10 General Design Management Policy on account of development not complementing and being well integrated with neighbouring properties in the immediate locality in terms of scale, massing, separation, materials and access.

o The architectural design does not reflect high quality local design references and does not reflect or reinforce local distinctiveness.

' The proposed development will be over- bearing and dominate the existing street scene

' The proposed development is in breach of HDC Policy NBE10 design paragraph a)

22/00613/HOU

13 Kenilworth Road Fleet Hampshire GU51 3AT

[Erection of a single storey front, side and rear extension, replacement of door to ground floor side with window, provision of balcony to first floor rear and link extension from dwelling to existing detached garage, single storey side extension, alterations to fenestration and insertion of four rooflights to facilitate the conversion of the existing garage to habitable accommodation](#)

Comments required by 28 April

OBJECTION

- Proposal includes a considerable NW facing balcony, which would be in shade for the majority of the time and overlook two neighbouring gardens leading to a significant loss of privacy
- Existing garage is approx. 3m high x 13m long. The proposed overall development is 33m long. The No.11 neighbour would have a 33m (100 ft) run of wall and roof along their boundary, which could be oppressive. Poor design.
- It remains a 4-bedroom bungalow but includes an integral garage and space for 4 vehicles to the front of the property (effectively 3 in a row if vehicle in the garage – which is against Hart's standards)

22/00677/HOU

68 Holland Gardens Fleet Hampshire GU51 3NF

[Erection of a two storey side extension, replacement porch and alterations to windows and doors](#)

Comments required by 2 May

NO OBJECTION in principle to the proposed house amendments, but OBJECTION to parking - it requires whole of front garden to be converted to parking which breaches Fleet Neighbourhood Plan Policy 15 Front Gardens whereby 50% of existing garden to be retained as soft landscaping. The extensive loss of green space to front gardens to provide hard standing for cars negates much of the impact of planting additional trees to address climate

change. Even permeable hard standing allowed by central government ignores the loss of carbon absorbing green vegetation and the loss of biodiversity.

22/00639/HOU

Beech Ride Fleet Hampshire GU52 7XQ

[Erection of a single storey front infill porch extension, alterations to dormer window to front, part single storey part two storey part first floor rear extension, conversion of garage to habitable accommodation to include the replacement of the garage door with a bay window, insertion of a door to ground floor side and insertion of a rooflight to each side](#)

Comments required by 2 May

The proposed development of the house presents no harm to neighbours and generally the proposal is to maintain brickwork and roofing tiles as existing. The principal change is to convert to grey window frames.

NO OBJECTION in principle to alterations to house but OBJECTION to parking

There is a reduction in the number of bedrooms from 5 to 4 but with the loss of the garage means the front garden will be converted to hardstanding for parking – this breaches Fleet Neighbourhood Plan Policy 15 whereby 50% of the front garden should be retained as soft landscape to prevent loss of carbon absorbing greenery and a loss of biodiversity

22/00637/HOU

13 Westbury Gardens Fleet Hampshire GU51 3HS

[Erection of a first floor rear extension with three rooflights, hip to gable roof extension, replacement of window to ground floor rear with double doors and insertion of two rooflights to the front to facilitate the conversion of the loft to habitable association](#)

Comments required by 2 May

OBJECTION

- An increase from 3 to 4 bedrooms by moving 3 bedrooms into the loft space thus converting a property with no stairs into a chalet bungalow which is essentially contrary to Fleet Neighbourhood Plan Policy 11, Safeguarding Building stock for people of limited mobility. The only mitigating factor is the intention to maintain a bedroom with ensuite bathroom at ground level so there is some degree of maintaining accessibility for persons of limited nobility.
- The proposed parking arrangement would result in a total loss of the front garden to hard standing. Requires a parking plan to accommodate 3.5 vehicles and conserve as much green space as practically possible – Fleet Neighbourhood Plan Policy 15 states 50% should be retained as soft landscaping
- Suggest site plan is reworked – 3 cars and retaining some greenery would be more acceptable

22/00703/HOU

23 The Lea Fleet Hampshire GU51 5AX

[Part demolition of outbuilding and erection of a single storey side extension](#)

Comments required by 3 May

	<p>NO OBJECTION</p> <p>22/00598/HOU 10 Pondtail Gardens Fleet Hampshire GU51 3JP Erection of a single storey side and rear extension following demolition of existing outbuilding, replacement of window to ground floor front with door, extension of driveway, creation of patio, new gate and dropped kerb Comments required by 4 May</p> <p>NO OBJECTION in principle to the proposed modification to the building as it remains as a bungalow but OBJECTION to parking - the increase from 2 to 3 bedrooms and the loss of a garage means all parking would be to the front of the property. This breaches Fleet Neighbourhood Plan Policy 15 whereby 50% of frontage should be retained as soft landscaping.</p> <p>22/00495/HOU 2 Abbots Close Fleet Hampshire GU51 3RF Proposed roof dormer extensions to front and rear and erection of front porch. Comments required by 5 May</p> <p>Potential issue with the French Doors and Juliet Balcony to the new main bedroom but does not create a major overlooking problem as it looks onto the car park of the Ark Veterinary Surgery so NO OBJECTION</p> <hr/> <p>ACTION by Committee:</p> <p>There is a persistent problem of loss of soft landscaping to front gardens converted to car park hard standing as a consequence of house extensions including garage conversions. The Committee is sympathetic to the pressures on residents to extend existing properties and a possible mitigation measure that could permit creation of parking areas is a planting compensation requirement either as planting of additional trees or shrubs on site or a charge to allow additional/compensation planting on an appropriate site elsewhere within the Town area, is suggested for consideration. This could help with mitigation of climate change and loss of biodiversity and would allow the Committee to be more relaxed on parking issues. Proposal to be submitted to HDC.</p>
6	<p>To Note:</p> <p>Review of weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>15th June 2022</p>
8	<p>Date of Next Advisory Group Meeting</p> <p>9th May 2022</p>

Meeting closed: 7.40pm

Signed:.....

Date:

DRAFT



COMMITTEE MEMBERSHIP

2022/2023

ESTABLISHMENT		
Cllr Einchcomb (3) Cllr Holt Cllr Richmond	Cllr Robinson Cllr Schofield Cllr Woods	Cllr Wildsmith
PLANNING/DEVELOPMENT CONTROL		
Cllr May (5) Cllr Holt Cllr Hope	Cllr Robinson Cllr Schofield Cllr Sharma Krishnmurthy	
POLICY & FINANCE		
Cllr Chenery Cllr Einchcomb (2) Cllr Engström	Cllr Fang (2) Cllr Holt Cllr Richmond	Cllr Robinson Cllr Schofield Cllr Woods
RECREATION, LEISURE & AMENITIES		
Cllr Chenery Cllr Einchcomb (1) Cllr Fang (1) Cllr Holt	Cllr Johnson (5) Cllr May (1) Cllr Oliver Cllr Richmond	Cllr Schofield Cllr Sharma Krishnmurthy Cllr Woods Cllr Wildsmith



**WORKING GROUPS MEMBERSHIP
2022/2023**

CLIMATE CHANGE WORKING GROUP		
Cllr Engström Cllr Fang (5) Cllr Johnson (2)	Cllr May (3) Cllr Oliver Cllr Richmond	<i>Cllr Schofield?</i> Cllr Sharma Krishnmurthy Cllr Woods Cllr Wildsmith
COMMUNITY EMERGENCY PLAN WORKING GROUP		
Cllr Engström Cllr Hope Cllr Johnson (1)	Cllr May (4) Cllr Richmond <i>Cllr Schofield?</i>	Cllr Wildsmith
LEASE WORKING GROUP		
Cllr Holt Cllr Oliver Cllr Richmond	Cllr Robinson Cllr Schofield Cllr Woods	
PARKS & OPEN SPACES WORKING GROUP <i>Includes Calthorpe Park / The Views / Cemetery Working Groups</i>		
Cllr Einchcomb (5) Cllr Fang (4) Cllr Johnson (3)	Cllr May (2) Cllr Oliver Cllr Richmond	Cllr Schofield Cllr Sharma Krishnmurthy Cllr Woods
RISK MANAGEMENT WORKING GROUP		
Cllr Holt Cllr Johnson (4) Cllr Richmond	Cllr Robinson Cllr Schofield	
THE HARLINGTON / CIVIC QUARTER WORKING GROUP		
Cllr Chenery Cllr Einchcomb (4) Cllr Fang (3)	Cllr Holt Cllr Oliver Cllr Richmond	Cllr Schofield Cllr Sharma Krishnmurthy Cllr Woods Cllr Wildsmith
PLATINUM JUBILEE WORKING GROUP***		
<i>Cllr Fang*</i> <i>Cllr Jasper</i> <i>Cllr Schofield</i>	<i>Cllr Tilley</i> <i>Cllr Woods</i>	

MEMBERSHIP OF EXTERNAL BODIES 2022/2023

The Aging Well Network	Cllr Holt Cllr Sharma Krishnmurthy Cllr Woods
Basingstoke Canal JMC	Cllr May Cllr Wildsmith
Business Improvement District (BID)	Cllr Fang Cllr Richmond Cllr Wildsmith
Fleet Cricket Club	Cllr Oliver (lead) Cllr Woods (backup) Cllr Sharma Krishnmurthy
Fleet Crondall and Crookham Welfare Trust	Cllr Einchcomb
Fleet Football Club	Cllr Oliver (backup) Cllr Chenery Cllr May Cllr Woods (lead) Cllr Richmond
Fleet Link and Community Transport	Cllr Chenery Cllr Engström Cllr May Cllr Schofield Cllr Sharma Krishnmurthy Cllr Wildsmith Cllr Woods
Fleet Phoenix (Observer)	Cllr Chenery Cllr Fang
Fleet Pond Society	Cllr Chenery Cllr Engström Cllr May Cllr Robinson Cllr Schofield Cllr Wildsmith
Flood Forum	Cllr May Cllr Schofield
Hart Community Safety (QPM)	Cllr Engström Cllr Johnson Cllr Sharma Krishnmurthy Cllr Woods
Hart District Association of Parish and Town Councils (HDAPTC)	Cllr Einchcomb Cllr Johnson Cllr Robinson Cllr Schofield Cllr Sharma Krishnmurthy
Hart Voluntary Action (HVA)	Cllr Chenery Cllr Engström Cllr Johnson Cllr Fang
Rushmoor Transport Forum	Cllr Wildsmith



FLEET TOWN COUNCIL

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As at May 2022

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FLEET TOWN COUNCIL

Standing Orders

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.benham@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.benham@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 or
 - 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 Town Clerk 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. Chair's 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. Chair's 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 Council's Proper Officer shall be The Town Clerk. The Deputy Town Clerk 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 and the Deputy Town Clerk 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 clerk 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 Statement

- 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 the 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 Clerk 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 Town Clerk 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 Town Clerk 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 Town Clerk and/or the Chair of the Council OR the Chair of the Finance and Policy 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.

- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

OR

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

29. Management of Information

See also standing order 30

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

30. Responsibilities under data protection legislation

(Below is not an exclusive list).

See also standing order 29.

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

31. Freedom of Information Act 2000

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

32. Relations with the press/media

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

33. Liaison with District and County Councillors

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

34. Financial matters

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the 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 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 Deputy Town Clerk 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 ~~£189,330~~ £213,477 for a public service or supply contract or in excess of ~~£4,733,252~~ £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 website and in OJEU.**
- g. **~~A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of ~~£363,424~~ £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or ~~£820,370~~ £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.~~**

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 Clerk and 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

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 Town Clerk and Senior Line Managers. For the sake of clarity all other positions shall be appointed by The Town Clerk 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.
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 Town Clerk

- 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 (as opposed to The Harlington) functions.
- d. Responsibility for the day to day management of The Councils facilities, finances and assets, Health and Safety except for The Harlington and Ancells Farm Community Centre.
- e. To make appropriate Grant Applications to support the Councils Capital programme and service delivery.
- f. To appoint all employees who carry out the Town Council function save for Senior Line Managers.
- g. To deal with all Freedom of information Act requests in accordance with Legislation and Council Policy.
- h. Grant permission for event applications in line with Council Policy where it is a repeat application or a minor event.
- i. 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. Responsibility for the day to day management and Health and Safety of The Harlington and Ancells Farm Community Centre Facilities.



FLEET TOWN COUNCIL

FINANCIAL REGULATIONS

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 Town Clerk 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 Town Clerk is unable to fulfil these responsibilities owing to illness or other cause the Deputy Town Clerk or other 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 Town Clerk Administration		Harlington General Manager		The Town Clerk Open Spaces and Parks		The Town Clerk Harlington Development	
Cost Centres		Cost Centres		Cost Centres		Cost Centres	
101	Central Admin	200	General	301	Open Spaces	160	New Harlington Dev.
		201	Events	208	AF Park		
105	Civic & Democratic	202	Coffee Shop	310	Calthorpe Park		
		203	The Point	315	Oakley Park		
110	Grants	204	Building	320	B/bourne Pk		
115	Precept	205	AFCC	325	The Views		
150	Events			330	Edenbrook		
475	Lengthsman			350	Cemetery		
900	Ear Marked Reserves??						

- 3.1.1 No expenditure may be incurred that will exceed the amount provided in the budget for that Committees 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 clerk is authorised to spend all budgeted items to deliver the smooth running of the Council
- 3.2.2 The General Manager may spend, without further authorisation, any amount within budget that falls within the Harlington cost centres 200-205.
- 3.2.3 The Clerk and 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 Clerk 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 Clerk shall report the action to the Council as soon as practicable thereafter.
- 3.2.5. The Clerk 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 AND CHEQUES

- 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.
- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 shall be signed by two members of Council.
- 5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the list of Purchase Ledger - Cheques Printed.

6 PAYMENT OF ACCOUNTS

- 6.1 Payments shall be effected electronically and by cheque or other order 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 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.

6.5 If thought appropriate by the Policy & Finance Committee, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made.

6.6 **Emergency Temporary Measures**

The following measures will be invoked to ensure suppliers are paid during an emergency:

- Invoices will be scanned and sent via email to signatories of the Bank together with the Purchase ledger showing the list of payments to be made and the BACs payment schedule.
- 2 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. An email should then be sent confirming the authorisation.

These measures are to be reviewed monthly at each Council Meeting until no longer required.

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 Clerk.
- 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 (l) 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 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 Clerk shall use www.contractsfinder.service.gov.uk.
- (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 Clerk 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 Clerk. 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 Clerk 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 Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk 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 ~~£189,330~~ **£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 ~~£4,733,252~~ **£5,336,937** ~~must be advertised in the Official Journal of the European Union (OJEU) even if the contracts are not covered by the European procurement regulations, their general principles should be followed~~ **the council shall comply with the relevant requirements of the Regulations.**

12. PAYMENTS UNDER CONTRACTS FOR BUILDING 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 Clerk (in Consultation with the Chairman of Policy & 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 Clerk 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 in consultation with the Deputy Clerk or other duly authorised officer 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 Clerk 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 Clerk and 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 Clerk shall prepare, for approval by the Policy & 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 Clerk and 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.

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at 31 March 2022	
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2022 (incs 3% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT	
BUILDINGS					
Fleet Cemetery Shelter	£1	£7,381	01/04/2010	Tfr ex HDC	
Fleet Cemetery Toilet block	£1	£48,218	01/04/2010	Tfr ex HDC	
Basingbourne Sport's Pavilion	£1	£224,066	01/04/2010	Tfr ex HDC	
Girl Guide Hut Basingbourne	£1	£0	01/04/2010	Insured by tenant	
Scout Hut, Basingbourne	£1	£0	01/04/2010	Insured by tenant	
Lion's Community Store, GU52 6TQ	£1	£180,107	01/04/2010	Insured by tenant	
Calthorpe Cricket Pavilion Clubhouse	£1	£0	01/04/2010	Insured by tenant	
Calthorpe Pavilion	£1	£43,495	01/04/2010	Tfr ex HDC	
Calthorpe Hut	£1	£60,620	01/04/2010	Tfr ex HDC	
Calthorpe Football Clubhouse (Fleet Town Football Club)	£1	£0	01/04/2010	Insured by tenant	
Calthorpe Football Club Dressing Room (Fleet Town Football Club)	£1	£0	01/04/2010	Insured by tenant	
Calthorpe Scout HQ	£1	£0	01/04/2010	Insured by tenant	
Oakley Pavilion	£1	£86,989	01/04/2010	Tfr ex HDC	
Ancell's Farm Pavilion	£1	£204,297	01/04/2010	Tfr ex HDC	
Ancell's Community Centre	£1	£666,933	01/04/2010	Tfr ex Blackwater and Hawley Council	
War Memorial	£1	£54,534	01/04/2010	Tfr ex HDC	
		£0			
TOTAL	£16	£1,576,640			
LAND					
Oakley Park	£1	£0	01/04/2010	Tfr ex HDC	
Ancells Farm Park	£1	£0	01/04/2010	Tfr ex HDC	
The Views	£1	£0	01/04/2010	Tfr ex HDC	
Basingbourne Recreation Site	£1	£0	01/04/2010	Tfr ex HDC	
Calthorpe Park	£1	£0	01/04/2010	Tfr ex HDC	
Cemetery Land	£1	£0	01/04/2010	Tfr ex HDC	
Cemetery Rd, highway	£1	£0	01/04/2010	Tfr ex HDC	
Ancells Farm Amenity Area	£1	£0	01/04/2010	Tfr ex HDC	
Ancells Farm Drive/Saddleback Amenity	£1	£0	01/04/2010	Tfr ex HDC	
Ancells Chestnut Close public open space	£1	£0	01/04/2010	Tfr ex HDC	
Ancells Cove Road/Farm Drive/Ancells Rd	£1	£0	01/04/2010	Tfr ex HDC	
Ancells Faulkners Close footpath	£1	£0	01/04/2010	Tfr ex HDC	
Leawood Road amenity space	£1	£0	01/04/2010	Tfr ex HDC	
New Barn Close amenity space	£1	£0	01/04/2010	Tfr ex HDC	
Land off Coxheath Rd/Basingstoke canal	£1	£0	01/04/2010	Tfr ex HDC	
Dukes Mead open space	£1	£0	01/04/2010	Tfr ex HDC	
Holland Gardens open space	£1	£0	01/04/2010	Tfr ex HDC	
Longmead open space	£1	£0	01/04/2010	Tfr ex HDC	
Durnsford Avenue public open space	£1	£0	01/04/2010	Tfr ex HDC	
Branksomewood Rd, Victoria Rd footpath	£1	£0	01/04/2010	Tfr ex HDC	
Edenbrook play area 1	£1	£0	2014	Tfr ex HDC	
Edenbrook play area 2	£1	£0	2014	Tfr ex HDC	
TOTAL	£22	£0			
PATHS					
Oakley Park 270 m2	£1	£0			
Basingbourne Park 1350 m2	£1	£0			
Calthorpe Park	£1	£0			
Ancells Farm Park	£1	£0			
The Views	£1	£0			
The Cemetery	£1	£0			

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at 31 March 2022	
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2022 (incs 3% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT	
TOTAL	£6	£0			
PLAY EQUIPMENT					
The Views					
1 bay 2 cradle seat swing	£1	£4,561	01/04/2010	Tfr ex HDC	
Wickstead Caterpillar and Slide	£1	£12,671	01/04/2010	Tfr ex HDC	
2 Bay, 4 Cradle Seat Swing	£1	£4,561	01/04/2010	Tfr ex HDC	
3,4m Embankment Slide	£1	£4,117	01/04/2010	Tfr ex HDC	
4,4m Embankment Slide	£1	£4,751	01/04/2010	Tfr ex HDC	
Fun Buggy - Tractor	£1	£8,869	01/04/2010	Tfr ex HDC	
Safety Surface	£1	£19,005	01/04/2010	Tfr ex HDC	
Fencing	£1	£6,524	01/04/2010	Tfr ex HDC	
Gates	£1	£3,041	01/04/2010	Tfr ex HDC	
Chain link fencing	£2,994	£3,305	18/04/2018	Safe site fencing	
2 Bay, 4 Flat Seat Swings	£1	£3,294	01/04/2010	Tfr ex HDC	
Skate park					
Tarmac Skate Surface	£1	£7,602	01/04/2010	Tfr ex HDC	
1 Spined Mini Ramp (1.5m x 1.8m x 7.5m)	£1	£2,534	01/04/2010	Tfr ex HDC	
1 Spine (1,0m x 2,5m x 6.0m)	£1	£2,534	01/04/2010	Tfr ex HDC	
1 Volcano (.9m x 2.5m x 6,0m)	£1	£2,534	01/04/2010	Tfr ex HDC	
1 Driveway Planter (0,6m x 2,5m x 6m)	£1	£2,534	01/04/2010	Tfr ex HDC	
1 Combo End Unit & seating area	£1	£5,068	01/04/2010	Tfr ex HDC	
Surround Fencing	£1	£12,671	01/04/2010	Tfr ex HDC	
Basingbourne Rec Ground					
Fencing	£1	£3,801	01/04/2010	Tfr ex HDC	
4 Gates	£1	£3,041	01/04/2010	Tfr ex HDC	
Paths and Tarmac Area	£1	£11,403	01/04/2010	Tfr ex HDC	
Menagerie Tower	£1	£20,272	01/04/2010	Tfr ex HDC	
10 Log Walk	£1	£760	01/04/2010	Tfr ex HDC	
4 Balance Beams	£1	£507	01/04/2010	Tfr ex HDC	
Somersault Bar and Signal	£1	£1,267	01/04/2010	Tfr ex HDC	
Multi User Play	£12,000	£24,074	01/10/2011	Refurbished equipment	
2 Cradle Seat Swings	£1	£4,561	01/04/2010	Tfr ex HDC	
2 Flat Seat Swings	£1	£3,294	01/04/2010	Tfr ex HDC	
Embankment Slide	£1	£4,117	01/04/2010	Tfr ex HDC	
Station, Train and Coach	£1	£15,205	01/04/2010	Tfr ex HDC	
3 Springers	£1	£2,280	01/04/2010	Tfr ex HDC	
Railway Station	£1	£12,671	01/04/2010	Tfr ex HDC	
3 metal benches	£1	£224	01/04/2017	Friends of BB	
Bear Bins x 2	£197	£218	29/03/2018	glasdon	
Menagerie unit	£1	£8,236	01/04/2010	Tfr ex HDC	
3 Panel Multi Active wall	£49,030	£52,538	23/11/2018	Caloo	
Vinci Swings - 2 Bays, 1 Basket Swing				Caloo	
Vinci Fixed Net Climber - 3.0m High				Caloo	
Vinci Overhead Twister - 1.8m High				Caloo	
Quali Cite Horizontal See Saw				Caloo	
Vinci Timber Multiplay Unit - 4 platforms				Caloo	
Vinci Ski Simulator				Caloo	
Youth Shelter				Caloo	
Steel Bench (over 8's play area) - 1.8m long				Caloo	
Rubber Mulch Surfacing				Caloo	
Rubber Mulch Surfacing (additional)	£3,660	£4,040		caloo	

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at 31 March 2022	
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2022 (incs 3% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT	
1 Springer	£400	£429	01/09/2018	Friends of BB	
Defibrilator (Pavillion)	£3,812	£4,085	07/02/2022	Donated	
Oakley Park					
Fencing	£1	£10,136	01/04/2010	Tfr ex HDC	
Gates	£1	£1,773	01/04/2010	Tfr ex HDC	
Safer Surfacing	£1	£15,205	01/04/2010	Tfr ex HDC	
Paths and Tarmac Area	£1	£1,267	01/04/2010	Tfr ex HDC	
SMP Horison Loughborough Climber	£1	£2,470	01/04/2010	Tfr ex HDC	
SMP New World Paris Tower	£1	£4,435	01/04/2010	Tfr ex HDC	
SMP Junior Slide	£1	£1,963	01/04/2010	Tfr ex HDC	
SMP 2 Flat Seat Swings	£1	£3,294	01/04/2010	Tfr ex HDC	
SMP 2 Cradle Seat Swings	£1	£3,294	01/04/2010	Tfr ex HDC	
Record Spinner	£1	£887	01/04/2010	Tfr ex HDC	
SMP Polynesia Dolphin Sea Saw	£1	£1,647	01/04/2010	Tfr ex HDC	
SMP Polynesia Ark Spinger	£1	£760	01/04/2010	Tfr ex HDC	
SMP Trim Trail (wobble board/balance beam/stepping stones)	£1	£949	01/04/2010	Tfr ex HDC	
SMP Youth Shelter	£1	£3,167	01/04/2010	Tfr ex HDC	
Cantilever Tyre Swing	£3,840	£4,351	16/02/2016	Play Quest Adventure Play	
Group Swing	£1	£3,801	01/04/2010	Tfr ex HDC	
Kicking Board	£1	£2,787	01/04/2010	Tfr ex HDC	
Basketball Area	£1	£633	01/04/2010	Tfr ex HDC	
Defibrillator	£3,812	£4,207	20/10/2017	Donated by Friends of Oakley Park	
Flymobile	£3,337	£3,683	23/11/2017	Donated by Friends of Oakley Park	
Boot Scrapper	£135	£145	01/03/2019	Mark Harrod	
Bear Bin	£197	£6	29/03/2018	glasdon	
Ancells Farm					
Onion Youth Shelter	£3,090	£3,311	01/03/2015	Donated by Friends of Ancells Farm	
Basket Ball Hoop	£536	£574	01/03/2015	Donated by Friends of Ancells Farm	
Cableway	£12,600	£13,501	30/08/2019	Caloo	
Pick-up Sticks	£4,832	£5,943	31/03/2011	Wicksteed	
Birds Nest Swing	£6,936	£8,532	31/03/2011	Wicksteed	
Rota Web Climber	£6,216	£7,646	31/03/2011	Wicksteed	
Gwyder Unit with slide	£13,360	£16,433	31/03/2011	Wicksteed	
Dizzy	£3,360	£4,132	31/03/2011	Wicksteed	
Safety Surfaces	£14,856	£18,274	31/03/2011	Wicksteed	
Trim Trail and Young Explorer Play	£6,400	£7,873	01/05/2012	Purchased new	
Swing	£909	£975	01/03/2015	Donated by Friends of Ancells Farm	
Simple simon slide	£1,500	£1,845	01/05/2011	Purchased New	
Donkey Springie	£600	£738	01/05/2011	Purchased New	
Fencing	£3,400	£4,182	01/05/2011	Purchased New	
Rock n Bowl	£2,000	£2,460	01/05/2011	Purchased New	
Tripple toddler swing	£3,800	£4,674	01/05/2011	Purchased New	
Bear Bin	£197	£211	29/03/2018	glasdon	
Boot Scarpper	£135	£149	01/02/2019	Mark Harrod	
Table Tennis table	£1	£1	24/06/2021	Donaqted by Calthorpe School	
Calthorpe Park					
Snake	£1,382	£1,751	01/02/2012		
Swan Seat	£1,382	£1,751	01/02/2012		
Swan Seat	£1,382	£1,751	01/02/2012		

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at 31 March 2022
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2022 (incs 3% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT
Swan Planter	£4,152	£5,107	01/02/2012	
Grasshopper	£1,382	£1,751	01/02/2012	
Dragonfly	£1,382	£1,751	01/02/2012	
Defibrillator and cabinet (Cricket Club)	£3,812	£4,210	01/06/2017	Donated by Friends of Fleet Hospital
Wooden benches x 7	£2,450	£2,758	01/09/2017	
Bike hoops x 6	£234.96	£259	25/05/2017	
Vinci Timber SEN Multiplay Unit				
Vinci Elephant Slide				
Vinci Basket Swing				
Magnifying Post x 2				
Vinci Timber Swing - 2.3 High, 2 Flat, 2 Cradle Seats				
Count the Shapes Play Panel - 1200mm x 800mm				
Noughts and Crosses Play Panel - 1200mm x 800mm				
Solar Explorer Play Panel - 1200mm x 800mm				
Vinci Timber Swing - 2.3 High, 2 Flat Seats				
In Ground Trampoline with 1.00m x 1.00m				
Jumping area - Unit size 1.5m x 1.5m				
Ground anchors for bolt down of Caloo table tennis tables into grass site				
Quali Cite Chair Duo Springer 1 to 6 years	£225,000	£231,750	07/09/2020	Caloo
Autumn Leaves Play Panel - 770mm x 690mm				
The Labyrinth Play Panel- 720mm x 690mm				
Square Litter Bin x 8				
Picnic Steel Table - Inclusive x 4				
Traditional Steel Bench - 1.8m long x 4				
3 Panel Single Sided Multi Active Wall - 8.2				
3 Panel Single Sided Multi Active Wall - 8.2m wide x 2m high				
Youth Shelter - Rest - 4.0m x 2.5m x 2.5m High				
You&Me Inclusive Swing Seat - 2.4m high frames				
Mini Bike / scooter track				
Mega Fort				
ManDDAla Accessible Whirl - 2.0m Diameter				
Embankment Tube Slide				
Edenbrook Play Area				
Toddler Pay Area	£1		2014	Tfr ex HDC
Large Rope play	£1		2014	Tfr ex HDC
Slide and Rope Frame	£1	£30,752	2014	Tfr ex HDC
Dome Swing	£1		2014	Tfr ex HDC
Small Slide Frame	£1		2014	Tfr ex HDC
Circular Spring Board	£1		2014	Tfr ex HDC
Bear Bin	£197	£218	29/03/2018	glasdon
Bear Bin	£197	£218	29/03/2018	glasdon
Junior Play Area	£1		2014	Tfr ex HDC
Slide and Rope Frame	£1		2014	Tfr ex HDC
Dome Swing	£1	£59,713	2014	Tfr ex HDC
Wooden Balance Bridge	£1		2014	Tfr ex HDC
Ground Dish	£1		2014	Tfr ex HDC
TOTAL	£411,155	£803,249		

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at 31 March 2022	
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2022 (incs 3% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT	
SIGNAGE, BINS, SEATS, GOALPOSTS					
The Views					
14 seats	£1	£2,280	01/04/2010	Tfr ex HDC	
5 New Bins	£1,031	£1,305	01.08.2012	Purchased New	
Park Signs 2 large and 5 small signs	£1,021	£1,293	2013	Purchased New	
Skatepark					
2 Disclaimer Signs	£1	£110	01/04/2010	Tfr ex HDC	
2 Litter Bins	£1	£369	01/04/2010	Tfr ex HDC	
4 New Bins	£672	£851	01.08.2012	Purchased New	
Basingbourne Rec Ground					
Nature Sign	£1	£1,267	01/04/2010	Tfr ex HDC	
4 Park Seats	£1	£3,041	01/04/2010	Tfr ex HDC	
4 Bins	£1	£760	01/04/2010	Tfr ex HDC	
8 New Bins	£1,400	£1,773	01.08.2012	Purchased New	
2 x Goalposts padlocked to outside of pavilion	£1	£3,167	01.04.2010	Tfr ex HDC	
Park Signs - 5 prk signs and 3 small signs	£1,783	£2,259	2013	Purchased New	
Oakley Park					
7 benches and picnic table x1	£1	£1,901	01/04/2010	Tfr ex HDC	
10 bins	£1	£380	01/04/2010	Tfr ex HDC	
Goalposts and nets Locked to the ground	£1	£3,801	2010	Tfr ex HDC	
4 Bins	£978	£1,239	01.08.2012	Purchased New	
Park Signs - 4 large signs and 4 small signs	£1,556	£1,971	2013	Purchased New	
9v9 Goal Posts	£816	£1,033	29.09.15	Purchased New	
Picnic table x3	£2,900	£3,605	24/7/2017	Donated by Friends of Oakley Park	
Ancells Farm					
3 Benches	£888	£1,033	28.08.14	Donated by Friends of Ancells Farm	
2 Wooden Bridges	£2,389	£2,560	17/05/2019	Donated by Friends of Ancells Farm	
Tree Seat	£1,000	£1,267	31/03/2011	Wicksteed	
1 bench Seat	£1	£1,014	31/03/2011 Refurb	Tfr ex HDC - Refurb	
2 Park Seats	£1	£1,520	31/03/2011 Refurb	Tfr ex HDC - Refurb	
3 Seats concrete	£2,800	£3,421	2011	Donated 1/5/2011	
Park Signs - 3 large and 3 small	£1,167	£1,479	2013	Purchased New	
7 x wooden benches	£1	£3,548	01.04.2010	Tfr ex HDC	
5 Bins	£1	£1,520	01.04.2010	Tfr ex HDC	
12 Bins	£2,337	£2,961	01.08.2012	Purchased New	
6 rubbing posts	£648	£694	11/04/2019	Donated by Friends of Ancells Farm	
3 Wildlife Boards	£648	£694	12/04/2019	Donated by Friends of Ancells Farm	
Park Signs 6 large signs	£1,848	£2,341	2013	Purchased New	
EDENBROOK					
Junior area					
Signage x2	£1	£0	2014	Tfr ex HDC	
Litter bins	£1	£0	2014	Tfr ex HDC	
Seating	£1	£0	2014	Tfr ex HDC	
Toddler area					
		£0			

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at 31 March 2022	
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2022 (incs 3% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT	
Signage x2	£1	£0	2014	Tfr ex HDC	
Litter bins	£1	£0	2014	Tfr ex HDC	
Cemetery					
10 Benches	£1	£1,067	Mar-Aug 2014	Donated (1 by Fleet Lions, 2 by Public)	
Notice Boards	£599	£681	01/03/2016		
Memorial kerb stones	£2,040	£2,186	01/12/2018	Columbaria	
Sanctums	£24,840	£26,616	01/12/2018	Columbaria	
Bench	£9,000	£9,644	01/09/2018	Gaze Burvill	
Town Centre					
Lakeside Benches x2	£2,326	£2,492	15/11/2019	Broxap - Lakeside Bench	
Baltimore Cast Iron Bench x 23	£27,600	£35,439	April 2010 - Aug 2019	Town scape - see Bench Details - Town Centre	
TOTAL	£95,879	£138,858			
CONTENTS					
Oakley Park Pavilion					
2 Tea tables	£1	£126	2010	Tfr ex HDC	
8 Plastic Chairs	£1	£253	2010	Tfr ex HDC	
Cups/Kettle/Cultery	£1	£64	2010	Tfr ex HDC	
Miscellaneous equipment	£1	£765	2010	Tfr ex HDC	
6 foot plastic tables X 4	£1	£662	2014	Purchased New	
4 foot round plastic tables x9	£1	£662	2010	Purchased New	
Ancells Farm Park Pavilion					
Miscellaneous Equipment	£1	£2,534	2010	Tfr ex HDC	
Calthorpe Park Hut					
1 plastic table	£1	£64	2010	Tfr ex HDC	
8 Plastic Chairs	£1	£254	2010	Tfr ex HDC	
Cups/Kettle/Cutlery	£1	£64	2010	Tfr ex HDC	
Miscellaneous Equipment	£1	£2,154	2010	Tfr ex HDC	
Basingbourne Pavilion					
Miscellaneous equipment	£1	£2,460	2010	Tfr ex HDC	
Ancells Farm Pavilion					
Miscellaneous equipment	£1	£2,460	2010	Tfr ex HDC	
The Harlington					
See The Harlington Asset List	£229,461	£500,960		Part Tfr ex HDC	
Ancells Farm Community Centre					
See Ancells Farm Asset List	£1,800	£10,928		Part Tfr ex HDC	
TOTAL	£231,274	£524,412			
Grand Total	£738,340	£3,030,636			



Fleet Town Council Meetings Timetable 2022/2023

2022/2023 Meetings	Jan 2022	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan 2023	Feb	Mar	Apr	May
Annual Residents' Meeting 7pm			22												21		
Town Council 7 pm, Monthly, first Wednesday (Except the Annual meeting held on the Third Wednesday in Election Year)	5	2	2	6	18 (A)	1	6		7	5	2	7	4	1	1	5	10
Establishment Committee 7pm, 2 times per year	12						13						11				
Recreation, Leisure and Amenity Committee 7 pm, Quarterly, third Wednesday of the month			16			15			21			21			15		
Policy and Finance Committee 7pm, Quarterly, third Wednesday of the month (except May 2022)		16			25		20			19				15			
Planning and Development Control Committee 7pm, Second and fourth Monday except where there is a Monday Bank Holiday	10	14	14	11	9	13	11	8	12	10	14	19	9	13	13	11	8
	24	28	28	25	23	27	25	22	26	24	28		23	27	27	24	22
Risk Management Working Group 2 pm, Twice yearly, Wednesday	19						20						18				



To Whom It May Concern

Name of Insured: Fleet Town Council

This is to confirm that Fleet Town Council have in force with this Company until the policy expiry on 31st March 2023 insurance incorporating the following essential features:

Policy Number: YLL-2720433893

Renewal Date: 1st April 2023

Limits of Indemnity: Public Liability: £10,000,000 minimum*
any one event

Products Liability: £10,000,000 minimum*
for all claims in the
aggregate during and one
period of insurance

Pollution Liability: As per Products Liability

Official's Indemnity: As below

*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

Excess:

Public Liability/Products Liability/Pollution Liability: £100 each and every claim in respect of Third Party Property Damage

Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy

The policy documents should be referred to for details of full cover.

Zurich Insurance plc.
A public limited company
incorporated in Ireland.
Registration No. 13460.
Registered Office: Zurich
House, Ballsbridge Park,
Dublin 4, Ireland. UK
Branch registered in
England and Wales
Registration No. BR7985.
UK Branch Head Office:
The Zurich Centre, 3000
Parkway, Whiteley,
Fareham, Hampshire PO15
7JZ.
Zurich Insurance plc is
authorised and regulated
by the Central Bank of
Ireland. Authorised by the
Prudential Regulation
Authority and with
deemed variation of
permission. Subject to
regulation by the Financial
Conduct Authority and
limited regulation by the
Prudential Regulation
Authority. Details of the
Temporary Permissions
Regime, which allows EEA-
based firms to operate in
the UK for a limited period
while seeking full
authorisation, are available
on the Financial Conduct
Authority's website. Our
FCA Firm Reference
Number is 203093.

Communications may be
monitored or recorded to
improve our service and
for security and regulatory
purposes.



STATEMENT OF COUNCILLORS ATTENDANCE
AT
ORDINARY FULL COUNCIL MEETINGS 2021/2022
(10 meetings held)

Councillor Name	No of attendances	Apologies presented
Cllr Carpenter <i>(finished November 2021)</i>	0 <i>out of 4</i>	1
Cllr Chenery <i>(health reasons)</i>	3	7
Cllr Einchcomb	7	3
Cllr Fang <i>(since July 2021)</i>	9 <i>out of 9</i>	n/a
Cllr Hill <i>(resigned June 2021)</i>	1 <i>out of 1</i>	n/a
Cllr Holt	10	n/a
Cllr Hope	7	3
Cllr Jasper	9	1
Cllr Kuntikanamata <i>(since September 2021)</i>	8 <i>out of 8</i>	n/a
Cllr Oliver	9	1
Cllr Pierce <i>(resigned June 2021)</i>	1 <i>out of 1</i>	n/a
Cllr Richmond	6	4
Cllr Robinson	7	3
Cllr Schofield	9	1
Cllr Tilley	9	1
Cllr Wheale <i>(ill health)</i>	1	0
Cllr Wildsmith	6	2
Cllr Wilcocks <i>(since July 2021)</i>	5 <i>out of 9</i>	2
Cllr Woods	10	n/a
Cllr Wright	6	3



Fleet's Platinum Jubilee Celebrations

2nd - 5th June 2022

JUBILEE FUN FOR EVERYONE!

Thursday 2nd June

Calthorpe Park (7pm - 10.30pm)
Refreshments and entertainment

9.15pm Lantern Parade

9.45pm Beacon lighting

10pm Free Fireworks

Friday 3rd June

9am & 10am Cycle Rides starting in
Calthorpe Park returning around 12 noon
Sign up via the Jubilee website

From 12 noon Community stalls,
refreshments and entertainment

Come and try something new with a host of
sporting activities from Everyone Active
Leisure Centre, plus Football, Tennis,
Athletics, Archery, Boxing, Tomahawks,
Dog Agility, Fun Dog Show and much,
much more
PLUS!

From 12 noon Boat Rally, Paddleboarding
and Canoe Display on The Basingstoke Canal
and BBQ by the Fox & Hounds PH

7pm The Key Centre Elvetham Heath,
Royal British Legion Community Quiz
Sign up via the Jubilee website

Saturday 4th June

12 noon - 6pm Community stalls, refreshments
and entertainment in Calthorpe Park

From 1pm 'Seven Decades of Motoring'
procession along Fleet Road to Calthorpe Park
followed by a massive Jubilee Parade with
marching bands

2pm Calthorpe Park, address by the Deputy
Lieutenant of Hampshire and National Anthem

7pm The Harlington, Cabaret and Supper with
Internationally acclaimed singer Colin Roy
(tickets from Hart Lions - 0345 833 7353)

Sunday 5th June

10am Fun Run (5km) starting in
Calthorpe Park. Sign up via the Jubilee
website

10am - 11am Inter-denominational Act of
Worship in Gurkha Square

12 noon - 8pm Fleet Road, Big Jubilee
Lunch Street Party with stalls, seating, street
food and entertainment

Live music from the stage in Gurkha Square
(relayed along Fleet Road and to The Views)
plus dancing and entertainment

Picnic in The Views park if you wish to bring
your own food and chairs

Find out more at www.fleetplatinumjubilee.co.uk



ANNUAL COUNCIL MEETING
Wednesday 18th May 2022

OFFICER: Janet Stanton
DATE: 11th May 2022
SUBJECT: Clerk's Report

- **Vaccinations**

Bookings for vaccination delivery within the Coffee Shop area of the Harlington have been agreed up until 31st December 2022. In addition to vaccination delivery, the NHS will also take the opportunity "to make every contact count" by also offering patients on their visit, health checks eg blood pressure and weight monitoring, signposting to other health services etc.

- **Finance and Administration Manager**

Our new Finance and Administration Manager, Sarah Moore, will be joining Fleet Town Council on 6th June 2022. In the meantime, Wendy Allen has agreed to come in and assist with payroll, month end closedown etc., help Sarah settle with a handover and assist with any training requirements. Our thanks go to Wendy for agreeing to fill the void as and when required until Sarah begins her employment with FTC.

- **Cemetery Extension**

Work on the Cemetery extension has now started, and it is expected to be completed within the next 6 weeks. This extension is now very urgently needed as there are only a few grave spaces left in the cemetery.

- **Town Clerk**

Although the post of Town Clerk has been advertised, no suitable applications have been received. The advertisement for the role is currently being reviewed and advertising will continue.

- **Action day**

Members are reminded that the next Action Day will take place on Saturday 28th May between 9.30am and 12.30pm and it is hoped that you will support this event. Town centre benches will be refurbished, the high street will be weeded, fly posters removed, litter picking etc. Volunteers are asked to meet outside the Harlington at 9.30am. It would be very helpful if you could let Charlotte Benham know if you are intending to volunteer for the Action Day.

- **Planning Training**

Members are invited to an engagement session with HDC's Development Management team which you are encouraged to attend regardless of whether you are on the Development Control /Planning Committee or not.

There has been a steady flow of planning policy changes and clarifications and it will also be an opportunity to meet some of the new planning team members and Case Officers who have recently joined HDC.

Two dates are being offered by HDC for the virtual Microsoft Teams meetings, these are:

Wednesday 29th June 7pm start

Wednesday 24th August 7pm start

Can you please let Charlotte Benham (charlotte.benham@fleet-tc.gov.uk) know if you are able to attend and which date is most convenient?

- **Dates for your diary**

Saturday 4th June 12.30pm Jubilee Parade – Civic contingent
Meeting in Connaught Road,
More details to follow.

Saturday 11th June 9.30am Tour of the Parks and Open Spaces
More details to follow.

Tuesday 14th June 6.30pm **TBC** Councillor Training - The Function Room,
The Harlington. Tea, coffee and sandwiches will be
provided