



## THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

### THE VIRTUAL MEETING OF FLEET TOWN COUNCIL

On

**Wednesday 4<sup>th</sup> November 2020 at 7pm**

All members are summoned to attend

*Any member of the public wishing to ask a question at the virtual meeting, should contact and provide a written copy of the question to Susanna on [susanna.walker@fleet-tc.gov.uk](mailto:susanna.walker@fleet-tc.gov.uk) by midday on Tuesday 3<sup>rd</sup> November 2020.*

**To Councillors:** R. Schofield (Chairman), G. Carpenter, G. Chenery, P. Einchcomb, R. Harrison, R. Hill, L. Holt, A. Hope, K. Jasper, A. Oliver, D. Pierce, R. Robinson, S. Tilley, S. Wheale, P. Wildsmith, G. Woods, J. Wright.

SIGNED:

Janet Stanton,  
Town Clerk

Date: 28<sup>th</sup> October 2020

## AGENDA

### 1. APOLOGIES

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.

### 2. DECLARATIONS OF INTEREST

Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.

### 3. QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)

To receive questions and statements from members of the public.

*Any member of the public wishing to ask a question at the virtual meeting, should contact and provide a written copy of the question to Susanna on [susanna.walker@fleet-tc.gov.uk](mailto:susanna.walker@fleet-tc.gov.uk) by midday on Tuesday 3<sup>rd</sup> November 2020.*

#### **4. MINUTES OF PREVIOUS MEETINGS**

To receive and approve as a correct record the minutes of the Council Meeting held on Wednesday 7<sup>th</sup> October 2020 (*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 <sup>th</sup> September 2020
	12 <sup>th</sup> October 2020
	26 <sup>th</sup> October 2020
Policy & Finance	19 <sup>th</sup> October 2020

#### **5. HCC/HDC**

To receive any update on HDC/HCC matters concerning FTC.

### **Part 1 – ITEMS FOR DECISION**

#### **6. CO-OPTION**

Further to the Casual Vacancy for the Central Ward having been advertised and 10 registered voters not coming forward to request a by-election, the Council now has the option to co-opt a Councillor to fill the vacancy.

In line with The Representation of the People Act 1985, Members are asked to consider valid applications for co-option to the Fleet Town Council from:

- A. Alex Bakker
  - B. Mark Butcher
  - C. Steven De Filippis
  - D. Tyler Harman
  - E. Robert Richmond
  - F. Timothy Smart
  - G. Ben Willcocks
- (*Documents attached*)

#### **RECOMMENDATION**

To determine the applications for the vacancy of Councillor to Central Ward

#### **7. FINANCIAL YEAR 20/21**

At the October Policy and Finance Committee, Members reviewed the predicted income and expenditure for 2020/2021 and the effect COVID 19 would have on both this and future years' budgets and reserves. As a result of this review, Members are advised that there will be a negative balance at the end of this year and there will be a need to draw down on reserves in order to balance the budget. In the worst case scenario, there is sufficient reserves to cover shortfalls in both 2020/2021 and 2021/2022. The Harlington Development fund will continue to be earmarked.

Members are asked to approve the use of reserves to balance the 2020/2021 budget.  
(*Papers attached*)

## **RECOMMENDATION**

To approve the use of reserves to balance the 2020/2021 budget.

### **8. BUDGET 2021/2022**

Further to the October Policy and Finance Committee, the members are recommending approval of the 2021/2022 budget subject to there being no significant changes prior to the Meeting of the Council on 6 January 2021.

The budget has assumed that the first 6 months operation will have similar COVID 19 restrictions and from October 2021 operations will be back to normal. It has also assumed there will be no increase in Council Tax and a further 100 properties have been added increasing the Band D Tax Base to 10,648. However, the budget for 2021/2022 will be recast every month to ensure that it is still in line with Government COVID guidelines and taken into account when the 2021/2022 precept is approved at 6 January 2021 Council meeting.  
(papers attached)

## **RECOMMENDATION**

**To approve** the 2021/2022 Budget based on the following assumptions:

- There will be no increase in Council Tax by Fleet Town Council
- Six months' operation based on current COVID 19 restrictions
- Six months' operation based on there being no COVID 19 restrictions
- That the tax base is increased by 100 to 10,648
- That any changes in COVID guidelines/restrictions affecting the budget will be considered again at the 6 January 2021 Council Meeting when the Precept is set.

### **9. GRANT APPLICATION**

To consider a grant application from Sasha's Project to hire the POINT initially for Saturday nights between 10pm and 6am for a short term for the purpose of using the premises to provide a crisis drop in centre for the young people of Hampshire aged 16-25 who are experiencing a mental health crisis.

## **RECOMMENDATION**

To determine the grant application from Sasha's project

## **Part 2 – ITEMS TO NOTE**

### **10. THE HARLINGTON**

The maintenance of the roof and ceiling space in the Auditorium has now been completed and the space is now operational for hires and events following COVID Secure guidelines. Whilst this maintenance was taking place, staff members have taken the opportunity to freshen up and redecorate the front of house and the Auditorium.

## **11. COVID 19 UPDATE**

To receive and note the COVID 19 Update report. *(copy attached)*

## **12. COMPLAINTS**

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

## **13. TOWN CLERK'S REPORT**

To receive and note an update report from the Clerk.  
*(copy attached)*

## **14. DATE AND TIME OF NEXT MEETING**

The next virtual meeting of the Council is scheduled to be held on Wednesday 2<sup>nd</sup> December 2020 at 7pm.

### **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**

## **15 CONTRACTUAL MATTER**

To receive the confidential papers and consider details of a contractual matter and determine the way forward

***(Confidential Papers will be sent to Members only)***

## **FLEET TOWN COUNCIL**

### **MINUTES OF THE FULL COUNCIL VIRTUAL MEETING**

held on

Wednesday 7<sup>th</sup> October 2020

#### **PRESENT**

##### **Councillors:**

R. Schofield (Chairman), G. Carpenter, G. Chenery, P. Einchcomb, R. Harrison, R. Hill, L. Holt, A. Hope, K. Jasper, A. Oliver, R. Robinson, S. Tilley, S. Wheale, P. Wildsmith, G. Woods, J. Wright.

##### **Also Present:**

Janet Stanton - Town Clerk  
Susanna Walker - Committee Clerk  
Charlotte Benham - Project and Committee Officer  
Councillor Adrian Collett - HCC  
Councillor John Bennison - HCC  
Councillor Steve Forster - HCC

#### **FC October 2020 ITEM 1**

#### **APOLOGIES FOR ABSENCE**

Councillor Schofield opened the meeting by reminding members that the Council meeting would be streamed live on YouTube and would be retained for 24 hours. Members were also reminded about voting regulations. Councillor Schofield made members aware of the following:

- **Fleet Town Pedestrianisation.**

Members were asked to put forward any comments or suggestions on the HDC website, as a decision is to be determined by the end of October 2020.

- **Saturday Market.**

There is a meeting with the operator of the market on Friday 10<sup>th</sup> October 2020 to discuss the quality of the market.

Members received and accepted apologies for absence from Councillor Pierce, who has ongoing technical issues.

#### **FC October 2020 ITEM 2**

#### **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **FC October 2020 ITEM 3**

#### **QUESTIONS FROM MEMBERS OF THE PUBLIC**

Councillor Schofield read out the following question from Mr Russell Hunt:

*As stated in a recent newsletter, the concept of FTC building a New Harlington (or refurbishing the old one) is dead. Any future developments of the "civic quarter" will be initiated by Hart, not Fleet Town Council. By the end of the financial year (March 2021) FTC will have collected some £2million to fund this now extinct project, and spent some £500,000.*

*It would be a grave breach of trust to divert these remaining funds to another project, or to use them to fund an HDC project unless equivalent per capita funding was contributed by all other parishes in the District.*

Therefore:

1. *Will the Full Council instruct the Finance Committee that the additional New Harlington Precept is to be removed from the rate set by FTC for 2021/22?*
2. *Will the unspent funds in the Harlington reserve now be returned to the taxpayers?*
3. *If, (as the Council Leader has stated) the funds cannot be returned, will FTC publish the legal advice on which this decision is based?*

Councillor Schofield reiterated to members that under Standing Orders, the Council is not obliged to respond but that he had already been in contact with Mr Hunt, regarding the submitted questions, and shared his response and the following with Council.

- The concept of a new Harlington is not dead.
- FTC is awaiting the HDC Civic Quarter redevelopment proposals.
- FTC wishes to work with HDC.
- The Council cannot instruct the Finance Committee to remove the New Harlington Precept for 2021/2022 until it has been debated by Council.
- Following guidance from the Society of Local Council Clerks (SLCC), funds will not be returned to tax payers. Under Clause 42 of the Local Government Policy and Finance Act 1992, there is no provision for the precepting authority, FTC, to repay individual tax payers.

Councillor Schofield read out to all members, Clause 42 – Substituted Precepts, of the Local Government Policy and Finance Act 1992 in response to Mr Hunt's questions (as detailed below).

## **42 SUBSTITUTED PRECEPTS**

(1) *Where –*

*(a) a precepting authority has issued a precept or precepts for a financial year (originally or by way of substitute); and*

*(b) at any later time it makes substitute calculations under section 49 [F1, [F249A,] [F352ZU,] 52J or 52U] or (as the case may be) section 51 below [F4 or section 95 of the Greater London Authority Act 1999], it shall as soon as reasonably practicable after that time issue a precept or precepts in substitution so as to give effect to those calculations.*

(2) *Any precept issued in substitution under subsection (1) above must be issued in accordance with section 40 or (as the case may be) section 41 above, but subsection (5) of section 40 and subsection (4) of section 41 shall be ignored for this purpose.*

(3) *Where a precepting authority issues a precept in substitution (a new precept) anything paid to it by reference to the precept for which it is substituted (the old precept) shall be treated as paid by reference to the new precept.*

(4) *If the amount stated in the old precept exceeds that of the new precept, the following shall apply as regards anything paid if it would not have been paid had the amount of the old precept been the same as that of the new precept –*

*(a) it shall be repaid if the billing authority by whom it was paid so requires;*

*(b) in any other case it shall (as the precepting authority determines) either be repaid or be credited against any subsequent liability of the billing authority in respect of any precept of the precepting authority.*

(5) *Any reference in subsection (4) above to the amount stated in a precept shall be construed, in relation to a precept issued by a major precepting authority, as a reference to the amount stated in the precept in accordance with section 40(2)(b) above.*

Councillor Schofield summarised to members that any monies underutilised have to be paid to the billing authority which is HDC. There is no legal liability to return money to the tax payers.

Members were reminded that the precept was raised for a new or refurbished Harlington, and that if a new building is not viable, then FTC would look to refurbish the existing Harlington.

#### **FC October 2020 ITEM 4**

#### **MINUTES OF PREVIOUS MEETINGS**

Members noted and approved the minutes of Council held on Wednesday 2<sup>nd</sup> September 2020, which were signed by the Chairman. The Council also received the minutes of the following Committees:

Development Control	14 <sup>th</sup> September 2020
RLA	16 <sup>th</sup> September 2020

Members noted the following:

- **Planning**  
Government is going to pass secondary legislation to ensure permitted development conversions of offices meet minimum space standards.  
Any applications go through under the current terms.  
Two developments in Fleet which potentially provide very small flats can proceed if the developer wishes.
- **RLA**  
With regards RLA minutes, Item 11 – Fleet Town Football Club, A response is awaited regarding the flood lights and FTC will contact HDC regarding the nuisance.

#### **FC October 2020 ITEM 5    HCC / HDC UPDATE**

##### **HCC / HDC**

Councillor Collett reported on the following:

- **Ancells Farm School Transport**
  - Previous issues with transport and school escort being unavailable.
  - A new school escort has been recruited and the bus can now run.
- **Schools**
  - Return rate of pupils to school is above the national average.
  - A few individual cases of COVID19 have tested positive but individuals have been contacted quickly and sent home to isolate for 14 days.
  - Schools are performing well and have good processes in place to deal with the current situation.

Councillor Bennison updated the members on the following:

- **Schools**
  - 97% of primary school pupils have returned to school.
  - 93% of secondary school pupils have returned to school.
- **Flooding**
  - Residents need to report any issues with flooding online through HDC Flooding Survey.
- **Carbon Neutral**
  - HCC wishes to be carbon neutral from all operations by 2050.
  - Carbon reduction by 20% every 5 years.
- **Library**
  - Opening times are changing.
  - Fleet library will change opening hours up to Christmas.
- **Fly Tipping**
  - Fly tipping from March 2020 to date is less than 2019.

Councillor Forster reported the following:

- **Schools**
  - School children riding through pedestrianisation area which has now been addressed.
- **Fleet Town Pedestrianisation**
  - Pedestrianisation has dispersed traffic onto many side roads, in particular Albert Street and Elvetham Road.
  - Issues with speeding vehicles.
  - HCC speed reminder warnings to be erected in Albert Street and Elvetham Road in both directions.
  - Speeding issues should be directed to the police.
  - Decision to be made regarding pedestrianisation by the end of October 2020.

Councillor Oliver updated the members on the following:

- **Flooding**
- **CCTV**
  - Rushmoor are closing their control centre and outsourcing operations to Runnymede Borough Council.
  - HDC has also agreed to outsource to Runnymede, though there will be a cost to move the infrastructure over.
- **Fleet Town Pedestrianisation**
  - Data of traffic in side roads is being monitored, including monitoring of speeds and volume of traffic.

Councillor Wildsmith stated that all Councillors need to act as leaders during this time, setting the right tone in discussions, setting an example to the public and not being divisive.

#### **FC October 2020 ITEM 6**

#### **MEMBERSHIP OF WORKING GROUPS AND COMMITTEES**

Members considered the preferences of Councillor Ruth Hill for service on the RLA Committee, The Harlington/Civic Quarter Working Group, The Climate Change Working Group and the Parks and Open Spaces Working Group.

#### **RESOLVED**

To approve Councillor Hill's membership of the:

- RLA Committee
- The Harlington/Civic Quarter Working Group
- The Climate Change Working Group
- Parks and Open Spaces Working Group

#### **FC October 2020 ITEM 7**

#### **BUDGET 2021/2022**

Members received a verbal update from the Chairman of Policy & Finance Committee, who confirmed that the Policy & Finance Working Group has met twice in the last month, to review this year's budget looking at the impact of COVID19. Members noted the following:

- This year's budget 2020/2021 would not be met.
- Loss of revenue from the closure of the Harlington is approximately £20,000.00 a month.
- General reserves will need to be used to balance budget.
- If the COVID restrictions continued into next year, there would be little general reserves at the end of the Financial Year 2021/2022.
- Aim is that by the middle of the next fiscal year, the Harlington will be back to normal in terms of shows.
- General Manager of the Harlington and the Town Clerk to review the budgets, and bring to the next Policy & Finance meeting on 19<sup>th</sup> October 2020.
- Is it appropriate to increase precept for next year? If reserves are low, Council tax needs to be increased.

In relation to the update, members discussed the following:

- HDC Civic Quarter Regeneration
- Need to be mindful of the views of local residents
- Could the Harlington section of the precept be suspended for the next financial year?
- Could the Harlington precept be halved for the next financial year, in order to build reserves back up?
- Need to maintain the emphasis of developing, whether new or refurbish, the Harlington post COVID19.
- Precept to be frozen for a year.
- Harlington Reserve element of FTC tax is £39.37 per band D household
- Staffing levels.
- General Manager of the Harlington looking at safe layouts in the Harlington, in order to re-establish shows in the next few months.
- Streaming equipment to be installed.
- Harlington precept is ring-fenced for the Harlington.

Members agreed the following points be taken back to the Policy & Finance Working Group for discussion when considering the budget 2021/2022.

1. FTC support freezing the precept and no increase.
2. Look at whether there is the ability to half the Harlington element of the precept.

Following a discussion, members then agreed the proposal that:

1. Freeze the Council Tax for 2021/2022.

#### **RESOLVED**

That the Policy & Finance Working Group take the proposal to freeze the Council Tax for 2021/2022 in the budget calculations.

#### **FC October 2020 ITEM 8**

#### **CHRISTMAS OFFICE CLOSURE ARRANGEMENTS**

Members noted the proposal that the FTC office closes at 12midday on Tuesday 24<sup>th</sup> December 2020 and will re-open at 9am on Monday 4th January 2021. Members also noted that FTC officers will be required to take annual leave to cover the period 29<sup>th</sup> - 31<sup>st</sup> December 2020 (3 days).

Members discussed that as this is a yearly occurrence, Christmas office closure arrangements do not need to be brought to Council every year. The office would close between midday of the last working day before Christmas and reopens on the first working day of the New Year (3 working days).

It was reiterated that there is an emergency service that operates throughout the Christmas period of closure, should any members of public have .

A motion to suspend Standing Orders was agreed by all members and it was

#### **RESOLVED**

1. To approve the closure of the Fleet Town Council Offices from 12midday on Tuesday 24<sup>th</sup> December 2020 until 9am on Monday 4th January 2021.
2. To approve the closure of the Fleet Town Council Offices every year from between midday of the last working day before Christmas and reopens on the first working day of the New Year (3 working days).

Members noted that the maintenance work in the Harlington has been completed and the Auditorium is now in the process of being prepared for future programmes. Members also noted that due to current legislation, all events will require table service for drinks not from the bar. As a result of this, an app has been developed for smart phones enabling audience members to order drinks pre the event or from their seats.

Thanks were given to all the officers who have worked during the lockdown period to make the Harlington suitable for reopening.

**FC October 2020 ITEM 10****CALTHORPE PARK PLAYGROUND**

Members noted that the Calthorpe Park Playground was opened to the public Monday 7<sup>th</sup> September 2020 and has been extremely well received by all ages using the park. Members were made aware that an inspection of the lower field to the park following the recent rain ascertained that there was no flooding in the playground areas and that the surrounding green areas were accessible.

Members also noted that the contractor will be back at the end of this week and start of next week to rectify any defects and to make any final touches. FTC will also be arranging for planting at the entrance to the park and in the area between the upper and lower field.

**FC October 2020 ITEM 11****COUNCILLOR RESIGNATION AND CASUAL VACANCY**

Members noted that James Kirkpatrick has resigned as the Councillor for the Central Ward which has created a Casual Vacancy. FTC will now advertise the Casual Vacancy and, if 10 or more residents from the Central Ward request a by-election, it will be held in line with government regulations in May 2021. Otherwise, co-option may take place.

Thanks were given to James for the time he has given to the Council in support of the town's residents of Fleet and hopes that he maintains good health.

**FC October 2020 ITEM 12****FLEET LINK**

Members received and noted a report on the Fleet Link. The following points were raised:

- FTC has not received an update from RVS regarding usage data and the impact of COVID.
- Meeting with co-funder Church Crookham to discuss the future of Fleet Link is being arranged.
- Fleet Link services a focussed group of people: 135 users; 76% female; 89% over 70 years of age
- Contribution from FTC is £13,500.00 per year.
- Need to improve the service and make it more efficient.
- Are there alternative models for FTC to explore?
- On demand taxi service may be more cost effective.
- Could the service extend to hospital and medical centre visits as well as shops?
- Similar services facing issues including drivers not wanting to drive in the current situation.
- More data is needed in order to make a decision about the future of Fleet Link.

**FC October 2020 ITEM 13****FLEET CRICKET CLUB**

Members noted that Fleet Cricket Club (FCC) want to improve the clubhouse. The planned improvements do not include any significant exterior changes or change to the footprint of the building and the interior works will bring the clubhouse up to modern standards and support both male and female members. FCC is a well-run club and provides sporting facilities for many young people.

Members noted that the changes do not require planning permission but under the terms of Fleet Cricket Club lease, approval does need to be obtained from the Town Council. Once the plans have been produced they will be submitted to FTC in order to gain formal agreement, but, in principle, the Council fully supported the Cricket Club in their endeavours to improve the club facilities

**FC October 2020 ITEM 14****COMPLAINTS**

Members noted the complaints received and were made aware that all complaints have been dealt with.

**FC October 2020 ITEM 15****COVID19 UPDATE**

Members received and noted the COVID19 Recovery Report. It was reiterated that the office is COVID19 secure and any visitors to the office have to make an appointment before entering the building. Members were made aware that FTC is still waiting to hear from Zurich Insurance regarding the business continuity insurance.

**FC October 2020 ITEM 16****MEETING DATES**

Members received a copy of the current Council meeting dates. Members noted the change of date for the Annual Council Meeting to 12<sup>th</sup> May 2021.

**FC October 2020 ITEM 17****TOWN CLERK'S REPORT**

Members received and noted an update from the Town Clerk. The following matters were discussed:

- Calthorpe Park Action Day is now being rescheduled, and will be held on a week day.
- The Action Day will follow COVID rules and there will be groups of no more than 6 people.
- There will be no service in the Harlington for Remembrance Sunday. A wreath laying ceremony will be held, which will be socially distanced and possibly live streamed. This will be held in the morning.
- HDC markets and car boot sales.

**FC October 2020 ITEM 18****DATE AND TIME OF NEXT MEETING**

The date of the next virtual meeting of the Council is scheduled for Wednesday 4<sup>th</sup> November 2020 at 7pm.

There being no further business the meeting closed at 8.39pm.

Signed.....

Date:.....

Chairman



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Virtual Meeting held on Monday 28<sup>th</sup> September 2020

**Present:**

Cllr Schofield  
Cllr Jasper  
Cllr Carpenter  
Cllr Robinson  
Cllr Holt  
Cllr Hope (acting chair)

**Officers:** Charlotte Benham – Projects and Committee Officer

1	<b>Apologies</b>  Not present, Cllr: Wildsmith, Cllr Pierce (comments sent)
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3.	<b>Public Session</b>  None present
4	<b>Approval of the Minutes</b>  The minutes of the development and control meeting that would have been held on Monday 14 <sup>th</sup> September were accepted as a correct record of the meeting.
5	<b>20/01988/HOU</b> 30 Castle Street Fleet Hampshire GU52 7ST <a href="#">Demolition of existing rear extensions and erection of a two storey rear extension. New front porch extension.</a> Comments required by 23 September  All ready responded  <b>20/01953/FUL</b> The Millmede Minley Road Fleet GU51 2RB <a href="#">Demolition of The Millmede and garage and the construction of one block of 7 flats (1 x 3 bed and 6 x 2 bed) with access alterations, parking, bin and cycle stores, landscaping, bridge and ancillary works</a>

Comments required by 25 September

**OBJECTION**

- Flats are close to the road and the proposed plans along with the adjacent flats will be overpowering/out of keeping with street scene
- Flats have no front garden space / open amenity space
- Loss of trees/trees need protection during construction – approval should be withheld until tree officer is satisfied
- Although in proximity to the station there is a reduced parking provision for Zone 1 which according to Harts's standard is  $6 \times 2.25 + 1 \times 2.75 = 16.25$  therefore inadequate onsite parking in Breach of GEN1 and Fleet Neighbourhood Plan Policy 10.8
- Fleet Neighbourhood Plan Policy 10.5 requires compensation planting for loss of significant amenity trees
- There is extensive hardening of the surface area increasing run-off in close proximity to the stream running behind the proposed development - there is no comment from the Flooding Authority
- This last block of flats will infill a stretch of Minley Road that was until quite recently a green backdrop to the road which will change the character of the area
- Neighbour objecting even though listed as neutral

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**20/01889/HOU**

10 Merivale Fleet Hampshire GU51 4EW

[Erection of a single storey rear extension, first floor side extension and alterations to fenestration](#)

Comments required by 30 September

**NO OBJECTION**

- Will create a terraced effect with No.8 which is generally not characteristic of the area but will not have a significant impact
- However there is a mature silver birch that overhangs the garage roof and building would clash with the tree's branches. A scheme of works should be submitted of the trimming back of the tree together with tree root protection measures during construction

**20/01750/HOU**

Derrybawn Gough Road Fleet GU51 4LJ

[Erection of a 1 metre wooden, pre-treated picket fence to the front of the property supported by wooden posts. Erection of 4 gate posts 1.2 metres in height to support two 6 bar field gates which will be 1.09 metres in height.](#)

Comments required by 30 September

**NO OBJECTION** subject to

Methodology being approved by Tree Officer - Section 8.5 of the AIA recognises the potential impact of post holes on the tree roots and the care needed to protect the belt of trees facing the highway on the front boundary of the plot.

**20/01806/HOU**

10 Rosedene Gardens Fleet Hampshire GU51 4NQ

[Erection of a single storey rear extension and alterations to fenestration](#)

Comments required by 1 October

NO OBJECTION

Subject to meeting the Tree Officers requirements that “a tree protection plan and arboricultural method statement being supplied and approved”

**20/02067/HOU**

134 Tavistock Road Fleet Hampshire GU51 4HG

[Erection of a first floor side extension](#)

Comments required by 6 October

NO OBJECTION

- However street scene could be improved if the two roof ends matched and trees protection measures needed during construction

**20/02108/HOU**

102 Kings Road Fleet Hampshire GU51 3DU

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

Comments required by 7 October

NO OBJECTION

Front appears to have adequate space for parking but a dimensioned parking plan should be submitted to show vehicles can enter and leave the site safely

**20/01935/HOU**

Pondside 55 Avondale Road Fleet GU51 3BS

[Erection of single storey front and rear extensions, creation of gravel driveway, patio and alterations to fenestration](#)

Comments required by 8 October

NO OBJECTION to design however under Fleet Neighbourhood Plan Policy1, 50% of the original front garden area should be 50% soft landscaped

As part of the front drive is being lost, a dimensioned parking plan should be submitted to show vehicles can enter and leave the site safely.

**20/02152/FUL**

Elvetham Bridge House Reading Road North Fleet GU51 4HT

[Demolition of existing pool house and erection of a detached 4 bedroom dwelling with detached garage](#)

Comments required by 9 October

NO OBJECTION

- Progressively reduced the scale of the property and moved it to a position that it sits more traditionally on the plot and does not crowd or overlook adjoining properties
- It is proposed to retain the vast majority of trees and in particular a mature oak tree
- The only minor issue may be the proximity of the proposed double garage to the boundary with the existing Bridge House property, but it is significantly lower in elevation so will probably not be out of keeping with North Fleet Conservation Area

**20/02179/HOU**

87B Crookham Road Church Crookham Fleet GU51 5NP

[Erection of a first floor side extension and part garage conversion into habitable accommodation](#)

Comments required by 12 October

**OBJECTION**

- Increase from 3 to 4 bedrooms and loss of a double length garage. 3 vehicles shown parked side by side on parking arrangement however how does no.87A access their property? Is it a joint drive so 78B has limited front garden space? A dimensioned parking plan should be submitted that also shows ability to turn to enter/exit site in forwards direction
- Does the extension need to be timber clad and not follow the materials of the original building? It has no street elevation but conservation statement (BCCA) states cladding to match neighbours approved extension

**20/02184/HOU**

2 Woodgate Fleet Hampshire GU51 2TX

[Erection of a single storey rear extension and part garage conversion into habitable accommodation to include the replacement of one of the garage doors with a window](#)

Comments required by 13 October

**NO OBJECTION**

in principle subject to a dimensioned parking plan to support the claim that three vehicles can be parked on site with the loss of a garage

**20/02218/HOU**

Wellingtonia House Stockton Avenue Fleet Hampshire GU51 4NS

[Replacement of existing timber fence and gates with wall and timber gates](#)

Comments required by 16 October

**OBJECTION**

- **Paragraph 7.2 Maintaining the Existing buildings and their plots** of the North Fleet Conservation Area character appraisal and management proposals Approved Document :  
Bullet point 2 specifically states “The need to preserve and protect existing front boundaries and ensure that new works do not detract from the sylvan character of the conservation area”  
Bullet point 5 “the use of timber fencing and brick walls”
- **Paragraph 9.2 Maintaining the existing buildings and boundaries** clarifies that the Article 4 Direction which was served has been somewhat muted and there are examples in the conservation area of unsympathetic new gateways, fencing, walls and the creation of parking in front of houses. Under **Para 9.2 Recommendations**, the second bullet point states “the District Council will continue to enforce the existing Article 4 Direction” The use of a dwarf wall below fencing is uncharacteristic of the NFCA and not in keeping with the rural character. Equally brick piers to wooden gates is urbanising

**20/02215/HOU**

Eyres Crown Gardens Fleet Hampshire GU51 3LT

[Erection of a single storey side extension and replacement of ground floor rear window](#)

Comments required by 16 October

**NO OBJECTION**

To proposed extension subject to a condition in the approval to ensure the ground works are carried out in accordance with the detailed plans and as directed in the Arboreal Report to protect TPO'd tree root zone

7	<b>Noted:</b> Planning Enforcement notices
8	<b>Noted:</b>  <b>Hart Planning Meeting Dates</b>  N/A
	<b>Date of Next Meeting</b>  12 <sup>th</sup> October, 18:30 for 19:00 virtually

**Meeting closed: 7.40pm**

**Signed:**.....

**Date:** .....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Virtual Meeting held on Monday 12<sup>th</sup> October 2020

**Present:**

Cllr Schofield  
Cllr Jasper  
Cllr Robinson  
Cllr Holt  
Cllr Hope (acting chair)

**Officers:** Charlotte Benham – Projects and Committee Officer

1	<b>Apologies</b>  Not present, Cllr: Wildsmith, Cllr Pierce (comments sent), Cllr Carpenter
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3.	<b>Public Session</b>  None present
4	<b>Approval of the Minutes</b>  The minutes of the development and control meeting that would have been held on Monday 28 <sup>th</sup> September were accepted as a correct record of the meeting.
5	<b>20/02247/PRIOR</b> 72 Basingbourne Road Fleet GU52 6TH <u>Erection of a single storey rear extension</u> Comments required by 15 October  OBJECTION – unable to make a decision without more information.  <b>20/02337/HOU</b> 14 Dukes Mead Fleet Hampshire GU51 4HA <u>Erection of a single storey rear extension and single storey side extension</u> Comments required by 29 October

**NO OBJECTION**

Subject to a condition that the tree protection fencing is erected prior to any construction work

**20/02139/HOU**

48 Wood Lane Fleet Hampshire GU51 3EE

Erection of a double garage and the creation of a new entrance

Comments required by 29 October

NO OBJECTION subject to

Details provided of how the trees of both this plot and the neighbour, No. 50, will be protected during construction - tree roots will be under the new drive and could be damaged

**20/02256/FUL**

Street Record Attenborough Close Fleet

Installation of a sliding electric gate with infill panel and a matching pedestrian gate with a manual lock at the entrance to Attenborough Close

Comments required by 29 October

**OBJECTION**

- It will create a gated community. Is there a reason for the gates i.e. has there been a greater incidence of crime in this particular area?
- This section of Cove Road has numerous trees and is semi-rural in character immediately adjacent to the small pond - the gate looks like an access to an industrial estate and is totally out of keeping with the local character.
- The application has been encouraged by the approval of wooden gates to the properties immediately to the south of the proposal, objected to by Fleet Town Council as being out of character.
- The supposed risk assessment only addresses flooding - what about failure of the gate and access by emergency vehicles? How is the gate operated in event of a power failure? This is a large structure
- The adjacent walling is being extended with railings again - out of character
- If accepted then something resembling a five bar gate would be more acceptable to maintain local character.
- A root protection scheme should be submitted so the roots and greenery are protected during construction

**20/02142/HOU**

13 Courtmoor Avenue Fleet Hampshire GU52 7UE

Erection of a 2 bay car port with pitched tiled roof

Comments required by 30 October

OBJECTION until an adequate tree plan and construction details are provided.

- This is not a car port but a car barn, nearly 4.5m high, the height of a bungalow.
- The tree plan shows two crosses with no details of the trees, size type etc. are they to be retained? If so what protection? There appears to be several trees to the front of the property and so a proper tree plan is required and what treatment is required to the car barn foundations to protect tree roots etc

**20/02361/HOU**

	<p>4 Westbury Gardens Fleet Hampshire GU51 3HS  <u>Erection of a single storey rear extension, replace an existing window with an access door on the front elevation</u>  Comments required by 3 November</p> <p><b>OBJECTION</b></p> <ul style="list-style-type: none"> <li>• This is a significant rear extension, that will potentially have an impact on No.6 depending on windows to the rear of the property which will be deprived of natural light</li> <li>• This is conversion from a one bed bungalow to a three-bedroom bungalow requiring at least three parking spaces. There is limited parking to the front of the property which would require the majority of the front garden converted to parking which would be in breach of Fleet Neighbourhood Plan Policy 15 that 50% of front gardens should be retained as soft landscaping. Need a dimensioned parking and front garden plan that meets Fleet Neighbourhood Plan Policies 15 and 19</li> <li>• Overdevelopment of the plot</li> </ul>
7	<p><b>Noted:</b></p> <p>Planning Enforcement notices</p>
8	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>N/A</p>
	<p><b>Date of Next Meeting</b></p> <p>26<sup>th</sup> October, 18:30 for 19:00 virtually</p>

**Meeting closed: 7.35pm**

**Signed:**.....

**Date:** .....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Virtual Meeting held on Monday 26<sup>th</sup> October

**Present:**

Cllr Schofield  
Cllr Jasper  
Cllr Robinson  
Cllr Holt  
Cllr Hope (acting chair)

**Officers:** Charlotte Benham – Projects and Committee Officer

1	<b>Apologies</b>  Not present, Cllr: Wildsmith, Cllr Carpenter, Cllr Pierce (comments sent)
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3.	<b>Public Session</b>  One member FCCS
4	<b>Approval of the Minutes</b>  The minutes of the development and control meeting that would have been held on Monday 12 <sup>th</sup> October were accepted as a correct record of the meeting.
5	<b>20/02239/HOU</b> 8 Shaldons Way Fleet GU51 4ET <a href="#"><u>Erection of a single storey front extension, widening of first floor front dormer window and replacement of door and window on ground floor side with window</u></a> Comments required by 3 November  OBJECTION Subject to submission of a dimensioned parking plan that meets Hart's standards being submitted due to area available for parking being compromised by the front extension and previous loss of the garage  <b>20/02385/FUL</b> The Millmede Minley Road Fleet GU51 2RB

[Demolition of The Millmede and garage and the construction of one block of 7 flats \(1 x 3 bed and 6 x 2 bed\) with access alterations, parking, bin and cycle stores, landscaping, bridge and ancillary work](#)

Comments required by 4 November

**OBJECTION**

- Cannot identify changes to previous submission 20/1953/FUL
- .All principal drawings have the same date as previous submission.
- Previous comments stand
- Overall impact is three blocks of flats with very little amenity space, mostly parking and access
- All these developments are putting pressure on public amenity space and therefore should provide S106 contributions to increase recreation/park facilities
- The 2nd storey is of poor design, especially the gable
- Overdevelopment of plot. It appears that the current proposal encroaches on the adjacent development and reduces the parking provision on the adjacent development.

**20/02391/LDC**

40 Alton Road Fleet Hampshire GU51 3HN

[Application for a Lawful Development for an Existing single storey rear extension](#)

Comments required by 4 November

**NO OBJECTION**

**20/02300/HOU**

24 Haywood Drive Fleet GU52 7RZ

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

Comments required by 5 November

**NO OBJECTION, but,**

- Poor design of front elevation
- Subject to not building on tree root zone or tree roots being protected during excavation of the new foundations/during construction.

**20/02408/FUL**

Victoria House 18 - 22 Albert Street Fleet Hampshire GU51 3RJ

[Part two storey, part three storey building to create 9 no. flats \(4 x 1-bed and 5x 2-bed\) in the car park serving Victoria House and relocated vehicular access](#)

Comments required by 6 November

**OBJECTION**

- Inadequate on-site parking not achieving HDC recommended standard. This only exacerbates parking problems on Albert Street, especially if the pedestrianisation of Fleet Road continues.
  - only 11 spaces provided of 16 required
  - Question where is the adjacent parking referred to? The nearest car park is Church Road
- In breach of Policy GEN1 and FNP Policy 19.1 and 19.2
- Parking spaces 5,6,7 only accessible by reversing – access very restricted
- More flats - what is the evidence that Fleet needs more flats compared with the housing mix defined in the Local Plan?
- Internal bin store is very poor design and potentially unhygienic

- Mention of large balconies but what size exactly; define large?
- No real amenity space – the nearest park is the Views. More people increase recreational pressure
- Balconies overlooks the house on the other side of the road – loss of privacy
- Landscaping does not meet the 50% rule as set out in the Fleet Neighbourhood Plan Policy 15

#### **20/01769/HOU**

The Lake House 1 Attenborough Close Fleet GU51 2RP

[Erection of a single storey side extension to link property to garage and alterations to fenestration on garage](#)

Comments required by 9 November

#### **NO OBJECTION**

However design could be improved if the study front wall was set back half a brick so as to maintain the balanced look of the front of the house

#### **20/02429/PRIOR**

4 Montrose Close Fleet Hampshire GU51 3XB

[Erection of a single storey rear extension with flat roof and lantern](#)

Comments required by 2 November

#### **OBJECTION**

- Issue raised by neighbour that the existing building does not have a rear Dormer
  - rejected as part of an earlier planning application
- The application is only for a ground floor extension. Concern if the plan is approved as presented it will be used to permit the rear dormer.
- The plans need to be resubmitted to show the existing development and ONLY the single storey rear extension

#### **20/02436/FUL**

Bramshot Farm Country Park Bramshot Lane Fleet GU51 2RU

[Creation of wetland and alterations to existing footpaths to enhance visitor facilities in the Suitable Alternative Natural Greenspace \(SANG\)](#)

Comments required by 11 November

#### **NO OBJECTION**

#### **20/02469/HOU**

5 Guernsey Drive Fleet GU51 2TG

[Demolition of conservatory and erection of a single storey rear extension and insertion of window on side elevation](#)

Comments required by 12 November

#### **NO OBJECTION**

#### **20/02487/FUL**

2 Victoria Road Fleet Hampshire GU51 4DS

[Change of use from Office \(Class B1\(a\) to Residential \(Class C3\), to 8no flats \(6 x 1 bed and 2 x 2 beds\). Replacement and additions to existing doors and windows. Infill of 1st floor balconies. Replacement of tiled elevations with render finish](#)

Comments required by 13 November

#### **OBJECTION**

	<ul style="list-style-type: none"> <li>Ground Floor Unit 3 shop has had personal facilities including a toilet removed to increase residential space. Retail facility with no support facilities including a toilet is poor design</li> <li>Inadequate parking – 6 x 1bed and 2 x 2 bed require 14 parking spaces in accordance with Hart’s recommendations PLUS parking for the retail units. Total parking area is roughly 12 x 12m = 144 sq. m. If area “packed with parking spaces at 2.4 x 4.8m max 12 spaces. In reality no more than 6 spaces. No parking plan is presented.</li> <li>Very poor design to the Fleet Road elevation.</li> <li>No accessible open space to any flat; no balconies and no amenity space. Post COVID this is unacceptable design.</li> <li>In breach of GEN1 and Fleet Neighbourhood Plan Policy 10.1,10.2 and 10.8</li> <li>Details of rubbish bin location need submitting</li> </ul> <p><b>20/02513/FUL</b> 84 Connaught Road Fleet Hampshire GU51 3LP <a href="#"><u>Construction of 2 x two bedroom dwelling houses with associated garages, parking and landscaping (following demolition of existing garage block</u></a> Comments required by 13 November</p> <p><b>OBJECTION</b></p> <ul style="list-style-type: none"> <li>4 existing flats - only 4 parking space provided; how many bedrooms?? Loosing 6 garage spaces?</li> <li>Areas of no dig construction lifts levels by a min of 100 mm. How is this difference accommodated on site and how does it affect the access to Plot 2?</li> <li>Positively this provides two small family houses rather than adding to the over supply of apartments.</li> </ul>
7	<p><b>Noted:</b></p> <p>Planning Enforcement notices</p>
8	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>N/A</p>
	<p><b>Date of Next Meeting</b></p> <p>9<sup>th</sup> November, 18:30 for 19:00 virtually</p>

**Meeting closed: 7.55pm**

**Signed:**.....

**Date:** .....



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE VIRTUAL POLICY AND FINANCE COMMITTEE**

**Monday 19<sup>th</sup> October 2020 at 7pm**

#### **PRESENT**

**Councillors:** G. Carpenter, L. Holt (Chairman), R. Robinson, B. Schofield, S. Tilley, P. Wildsmith, G. Woods.

**Also Present:** Janet Stanton - Town Clerk  
Susanna Walker - Committee Clerk  
Wendy Allen - Office Manager  
Alex Robins - Harlington General Manager

#### **PF October 2020 ITEM 1**

#### **APOLOGIES**

Members received and accepted apologies for absence from Councillor Einchcomb, who was away .

#### **PF October 2020 ITEM 2**

#### **DECLARATIONS OF INTEREST**

There were no declarations on interest.

#### **PF October 2020 ITEM 3**

#### **QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

#### **PF October 2020 ITEM 4**

#### **MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on Monday 20<sup>th</sup> July 2020 were approved and signed by the Chairman.

#### **PF October 2020 ITEM 5**

#### **QUARTERLY FINANCIAL MONITORING REPORT**

The members considered the commentary of the Town Clerk with an overview of the financial performance July 2020 – September 2020, together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring.

The members considered:

- a. Quarterly Report
- aa. Harlington Monthly Performance totals 2020/2021
- b. 2020-21 projections & draft 21-22 budget at 30th September 2020
- c. Balance sheet as at 30th September 2020
- d. Budget detail as at 30th September 2020
- e. Income and expenditure detail as at 30th September 2020
- f. Reserves as at 30th September 2020
- g. Bank Reconciliation - 31st July 2020
- gg. Bank Reconciliation – 31st August 2020
- ggg. Bank Reconciliation - 30th September 2020

- h. Cash Book - 31st July 2020
- hh. Cash Book - 31st August 2020
- hhh. Cash Book - 30th September 2020
- i. List of Payments + BACS - 31st July 2020
- ii. List of Payments + BACS - 31st August 2020
- iii. List of Payments + BACS - 30th September 2020
- j. Q2 VAT return
- k. Debtors List

The following matters were raised and discussed:

- The last quarterly report shows a budget shortfall of £217,520.00. This figure has now been reduced to £183,608.00.
- The COVID19 costs are being included under one cost code, incorporating all things that couldn't have been budgeted for before the pandemic. The total of £40,000.00 includes:
  - £20,000.00 for Fleet Town Pedestrianisation.
  - £15,000.00 for streaming at the Harlington.
  - £5,000.00 for additional costs such as hand sanitisers in the building.
- Football has now started again in the parks and is included in the projected income.
- **Cemetery**
  - The cemetery income has exceeded budget for the year 2020/2021. This is due to plots being reserved and bought, and not as a result of the current pandemic.
- **Harlington**
  - A number of socially distanced events have been organised, including Jazz and Comedy nights.
  - The maximum capacity in the Harlington is 120 people, which is approximately a 50% reduction on previous events.
  - All events are seated at tables of 2, 4 or 6 and are in line with the current Government guidelines
  - At the time of the meeting, 69 tickets had been sold for Jazz night on 20<sup>th</sup> October 2020 and 50 tickets had been sold for Comedy night on Saturday 24<sup>th</sup> October 2020.
  - The app for bar orders is not ready to use yet.
  - Live streaming equipment is not finalised, but should be ready to use by mid-November 2020.
  - Potential use of the Harlington as office facility for those people not wishing to work remotely from home alone.
  - Coffee shop is closed indefinitely.

## RESOLVED

1. To receive and accept into the minutes
  - a. Quarterly Report
  - aa. Harlington Monthly Performance totals 2020/2021
  - b. 2020-21 projections & draft 21-22 budget at 30<sup>th</sup> September 2020
  - c. Balance sheet as at 30th September 2020
  - d. Budget detail as at 30th September 2020
  - e. Income and expenditure detail as at 30th September 2020
  - f. Reserves as at 30th September 2020
  - g. Bank Reconciliation - 31st July 2020
  - gg. Bank Reconciliation – 31st August 2020
  - ggg. Bank Reconciliation - 30th September 2020
  - h. Cash Book - 31st July 2020
  - hh. Cash Book - 31st August 2020
  - hhh. Cash Book - 30th September 2020
  - i. List of Payments + BACS - 31st July 2020
  - ii. List of Payments + BACS - 31st August 2020
  - iii. List of Payments + BACS - 30th September 2020
  - j. Q2 VAT return
  - k. Debtors List

2. Councillor Robinson confirmed that the bank reconciliation for July, August and September 2020 equals zero, and the bank statements match the reconciliation and has signed the bank statements and payment schedules.

## PF October 2020 ITEM 6

## INVESTMENT REPORT

Members received and considered the quarterly investment report.

### RESOLVED

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

## PF October 2020 ITEM 7

## THE BUDGET

Members received and considered the proposed budget based on the Policy and Finance Working Group recommendation and the Council resolution of 7<sup>th</sup> October 2020 of no increase in Council Tax. Members discussed the following:

- Should the current situation continue, use of Earmarked Reserve money to cover any deficit until the second half of the next fiscal year, assuming that the second half is back to normal.
- Planning for a worst case scenario for the whole of the next fiscal year.
- The P&F committee to recommend to Council that there will be a deficit and will be drawing on reserves. The worst case is that there are sufficient reserves to last another budget year. The Harlington Development fund will continue to be earmarked.
- The budget for 2021/2022 will be recast from time to time in line with Government COVID guidelines,
- The current situation is putting a strain on all areas of the budget. FTC staff are multi-skilling, to maximise benefit and reduce the demand of zero hours contract staff during this time.
- FTC is supporting the Kickstart scheme, and has identified 3 roles in different areas, to give young people an opportunity to work and gain experience. There is no guarantee of a job at the end of the 6 months.
- The office space allows for social distancing.

Members considered the proposal of no increase to the Council Tax for the budget year 2021/2022 and discussed the following:

- If the precept is reduced for 2021/2022, then the reserves are consequently reduced for the future.
- During this current situation, a small reduction in the FTC portion of Council Tax results in a tiny saving in the overall Council tax.
- FTC will need to make a decision about the future of the Harlington, as it will either need refurbishing or a new Harlington built with the new HDC Civic Quarter development.
- The money in the Harlington Development fund potentially reduces the length of any loan taken out and reduces money on the interest.
- Every year that money is collected for the Harlington Development, saves almost double on the loan interest eg.

ORIGINAL LOAN	COST OF INTEREST per annum	REPAID IN
£10,000,000.00	£412,000.000	42 years
£8,400,000.00 ( <i>original loan less funds already covered</i> )	£405,000.00	42 years ( <i>a saving of £3,020,000.00 in interest</i> )
£8,400,000.00 ( <i>original loan less funds already covered</i> )	£412,000.000	27 years ( <i>a saving of £5,300,000.00 in interest</i> )

- The budget 2020/2021 is a maintenance budget, which has not given FTC the ability to add any new services.

Member agreed that the precept should not be reduced but that there will be no increase in Council Tax for the budget year 2021/2022. It was therefore

## **RESOLVED**

To recommend to the council meeting the adoption of the proposed budget for 2021/2022 based on the last P&F meeting recommendations, the same Council Tax rate as 2020 and to use the reserves to balance the budget in 2020/2021 and 2021/2022.

## **PF October 2020 ITEM 8**

## **REVIEW OF POLICIES**

Further to the review timetable agreed at the meeting of the P&F Committee on 22<sup>nd</sup> May 2017, members received and reviewed the following policies:

### **a. Standing Orders**

Members reviewed and approved the Standing Order Policy.

### **b. Grant Policy**

Members reviewed and approved the Grant Policy.

It was proposed that FTC should be more proactive and established in the community in supporting smaller and local charities, rather than large UK wide charities. Members agreed that the current list of grants be reviewed and that Councillor Tilley undertake a general review of FTC's grants and the local community charities, and present a report to a P&F Committee Working Group prior to the P&F Committee meeting in February 2021.

### **c. Memorials Policy**

Members discussed the scattering of ashes in local parks and the Garden of Remembrance. FTC wants to be a council that supports people, and not discouraging to ashes being scattered in local areas.

Members agreed to bring the Memorials Policy back to the next P&F Committee meeting in February 2021.

### **d. Open Air Civic Events Policy**

Members reviewed and approved the Open Air Civic Events Policy.

Members agreed that *point 7. The Council will not support any events that include balloons into the atmosphere* needed rewording. Members suggested that this point include lanterns and fireworks, and anything that is released into the atmosphere.

Members also agreed that the need for a bond on occasions, in item 4.3.5 should be included, even though it is included in the event application form.

### **e. Co-Option Policy**

Members reviewed and approved the Co-Option Policy.

Members noted the additional line referring to Co-Option during a Virtual Council meeting and the candidates being offline whilst voting takes place. Members agreed that the amendment should include that during COVID, there will have to be a recognised vote for each member which will remain confidential.

### **f. Park Development Policy**

Members reviewed and approved the Park Development Policy.

**g. Freedom of Information**

Members reviewed and approved the Freedom of Information Policy.

**RESOLVED**

Members agreed to:

1. To approve the following policies with a review due date of October 2023:  
Standing Orders  
Grant Policy  
Open Air Civic Events Policy  
Co-Option Policy  
Park Development Policy  
Freedom of Information
2. To bring the following policy back to P&F Committee meeting on 15<sup>th</sup> February 2021:  
Memorials Policy

**PF October 2020 ITEM 9 CLERKS REPORT**

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

- Calthorpe Park Insurance will go out to tender in 2021.
- FTC is still awaiting a response from Zurich regarding the Business Continuity Insurance claim.
- FTC and the Harlington now need to use a different debit card machine, to accept higher values of payment.
- The Point has approached FTC to support a crisis shelter / centre project on a Friday and Saturday night. This will support young people in the local area. Should this go ahead, all health and safety and safeguarding issues will be dealt with beforehand. Members agreed that in principle, the committee would support this but subject to receipt of further information.

**PF October 2020 ITEM 10 DATE AND TIME OF NEXT MEETING**

The next virtual meeting of the Policy and Finance Committee will be held on Monday 15<sup>th</sup> February 2021 at 7pm.

There being no further business the meeting closed at 8.30pm.

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

**Chairman**

## Application for Co-option Part 1

Thank you for your interest in becoming a Town Councillor. Please provide below information to assist the council in making their decision.

<b>Full Name &amp; Title</b>	Mr Alex Bakker
<b>Home Address</b>	[REDACTED]
<b>Home Telephone</b>	[REDACTED]
<b>Mobile Telephone</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Which Ward are you applying for?</b>	Fleet Central

### About You

Please provide the Council with some background information about yourself.

I'm a Dutch national, resident in the UK since 2004. I've lived in Fleet since 2005, first as a property owner on Clarence Road, then as a renter on Elvetham Health and Church Crookham and now again as a property owner on Hartsleaf Close, just off Connaught Road.

I grew up all over the world and the UK is the 10<sup>th</sup> country I've made my home. My son recently completed his GCSEs at Calthorpe Park School and my 2 step daughters are currently enrolled at Courtmoor School, where the eldest is in year 11 and the youngest is in year 8.

I am a Director for a Marketing Consultancy based in Sussex, but have worked from home in Fleet since it's inception in 2013. I also run AskAlex, a mobile IT support business that I've started in the last month to help local residents (including those working from home) with their computer and internet issues.

My fiancée works for OnTheMarket.com in the credit control team, and since March now permanently works from home too.

When not at home you'll often find us having a cappuccino at Café Amici or walking our dog in Oakley Park.

## Co-option Eligibility Form Part 2

1. In order to be eligible for co-option as a Fleet Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

- a) I am registered as a local government elector for the parish; or ☐
- b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or ☒
- c) My principal or only place of work during those twelve months has been in the parish; or ☐
- d) I have during the whole of twelve months resided within 4.8 km of The Parish of Fleet ☐

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

**This disqualification for bankruptcy ceases in the following circumstances:**

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

### DECLARATION

I, Alex Barker ..... hereby confirm that I am eligible for the vacancy of Fleet Town Councillor, and the information given on this form is a true and accurate record.

Signature.....  Date 20/10/20

### Reasons for applying

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

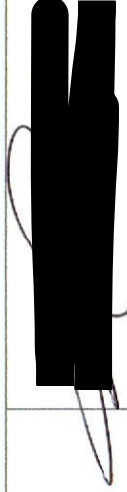
As a resident of the Ward in question I naturally have an interest in it's wellbeing and representation. I am particularly interested in making sure my neighbour's views and interests are being considered.

My recent work with my new venture AskAlex, and my more active involvement in local social media has resulted in numerous conversations with local residents about the activities the town council is involved in, and more importantly, the communication around the decisions being made.

I've been impressed with some of the more recent work the council has implemented, particularly with the new play area at Calthorpe Park. Whilst I appreciate the current pandemic has put a stop to many activities I would like play an active role in the town's future.

I believe I can add value to the council in the area of communication. With my background in marketing I could assist in the management and promotion of the town council social media accounts and the current website, which with my help, could be innovative, informative and more user friendly.

Signature

A black rectangular redaction box covers the signature. A thin, dark line, likely a pen stroke, extends from the bottom left of the redacted area.

Please return your completed application to the Clerk to the Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide whether the Council agrees to co-opt you to Fleet Town Council.

Data Protection Act: The information provided on this application will remain private and Confidential.



**Application for Co-option  
Part 1**

Thank you for your interest in becoming a Town Councillor. Please provide below information to assist the council in making their decision.

<b>Full Name &amp; Title</b>	Mark Butcher
<b>Home Address</b>	[REDACTED]
<b>Home Telephone</b>	[REDACTED]
<b>Mobile Telephone</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Which Ward are you applying for?</b>	Fleet Central

**About You**

Please provide the Council with some background information about yourself.

Apart from a 3-year spell at Portsmouth University, I have lived in Fleet for more than 45-years and have seen the town grow from a relatively small village atmosphere to the busy town it has become.

I'm married with 2 adult children (18 and nearly 21), with 2 dogs and an elderly cat.

By trade I'm a Mechanical engineer, but my day job is as the Managing Director of a small IT services firm focused on large sized customers in the public and private sector. I'm a detail/process oriented person with a specialism around procurement, finance, budgeting and contracts. As a business owner I am very capable when it comes to delivering presentations and am also technically competent when it comes to use of technology.

In my spare time I'm an avid runner (when my aged knees allow me) and walker and am also a co-opted governor for Tweseldown Infants School where I act as Vice Chair.

**Reasons for applying**

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

I am keen to contribute more to the Fleet community and feel I have a lot to add, specifically around areas where my expertise in contracts, process, procurement and finance can come to the fore.

My key reason for wanting to become a councillor is simply that I want to give back to the town in which I grew up and raised my children in and feel that I have much to contribute.

My experience as a school governor over the last 3-years has strengthened my desire take on more of a community leadership role, helping Fleet continue to grow and thrive in these challenging times. I grew up in Fleet and have reached an age where I want to give more back to the wider communities as I have benefitted from everything that Fleet has to give.

I understand that as a councillor I will have many different roles to balance. The recent heated exchanges over the pedestrianisation of Fleet Road have shown clearly the need (and challenges) with engaging with residents and groups on issues that can quickly become divisive. I would like to become more involved, leading campaigns on behalf of residents, interest groups and businesses across the ward.

I am happy to contribute proactively to the development of policies and strategies, including budget setting, and also am keen to become involved in scrutinising council decisions or taking decisions on planning or licensing applications.

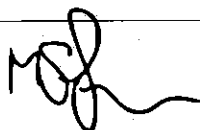
Representing the local area and the resident's opinions is important to me and I appreciate that this is the primary role for a councillor, namely, to provide a bridge between the community and the council and keeping residents informed of issues that may affect them.

I would like Fleet to be seen as a progressive town, with forward thinking views and approaches. I would like to bring my experience as a business leader to the council and to help shape future decisions in a positive manner, whilst building strong relationships in the local communities.

One of the common complaints from residents is that many council decisions are not clearly communicated. Whilst I don't believe this necessarily is the case, I would also intend to proactively communicate with residents using technologies and platforms available and in wide use (including social media). Clearly this doesn't come without it's challenges as you certainly cannot please all of the people all of the time, I do believe that communication with residents is a vital cog in the role of a councillor.

Thank you for the opportunity to apply and I look forward to your feedback

**Signature**



Please return your completed application to the Clerk to the Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide whether the Council agrees to co-opt you to Fleet Town Council.

Data Protection Act: The information provided on this application will remain private and Confidential.

## Co-option Eligibility Form Part 2

1. In order to be eligible for co-option as a Fleet Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

a) I am registered as a local government elector for the parish; or

☒

b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

☐

c) My principal or only place of work during those twelve months has been in the parish; or

☐

d) I have during the whole of twelve months resided within 4.8 km of The Parish of Fleet

☐

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

### This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

### DECLARATION

I Mark Butcher hereby confirm that I am eligible for the vacancy of Fleet Town Councillor, and the information given on this form is a true and accurate record.

Signature.  .....

Date 13<sup>th</sup> October 2020

Fleet Town Council is duty bound to treat this information as strictly confidential.

## CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> <li>• Forward Thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Can bring a new skill, expertise or key local knowledge to the Council.</li> </ul>
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>• Ability to listen constructively</li> <li>• A good team player</li> <li>• Ability to pick up and run with a variety of projects Solid Interest in local matters</li> <li>• Ability and willingness to represent the Council and their community</li> <li>• Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.</li> <li>• Ability to communicate succinctly and clearly.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>• Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities).</li> <li>• Ability and willingness to undertake induction training and other relevant training.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working or being a member in a local authority or other public body</li> <li>• Experience of working with voluntary and or local community / interest groups</li> <li>• Basic knowledge of legal issues relating to town and parish Councils or local authorities</li> <li>• Experience of delivering presentations</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.</li> </ul>	



**Application for Co-option  
Part 1**

Thank you for your interest in becoming a Town Councillor. Please provide below information to assist the council in making their decision.

<b>Full Name &amp; Title</b>	Steven De Filippis
<b>Home Address</b>	[REDACTED]
<b>Home Telephone</b>	N/A
<b>Mobile Telephone</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Which Ward are you applying for?</b>	Fleet Central Ward

**About You**

Please provide the Council with some background information about yourself.

I am a 30-year-old customer service manager from Fleet. I have lived in Fleet for three years I have lived and worked locally all my life. In my spare time I am a chairman of our new football team in Aldershot M V F Shots, play football and enjoy travelling.

I live in Fleet with my girlfriend, she has lived in Fleet for the whole of her life. I enjoy attending local events pre covid such as the comedy nights and Christmas markets. I also get down to Fleet Town FC and watch them play when I can to help support the local football club.

### Reasons for applying

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

I would like to be a councilor as I have experience working on community projects in the past, including being a chairman for M V F shots football club. I really enjoy working with others and organising community events. My skills will be suitable for this role as I have great team leading skills, great listening skills and love working as a team towards certain goals.

One of my best attributes is being proactive and I am always a forward thinker to think about how the end goal looks like and getting the right people in place in order to get the job done. I am always willing new skills by taking any training that is available to me.

In my current job I am used to putting presentations together and presenting them to the directors on how we can move forward and improve processes moving forward. I would bring the same skills and attitude towards the councilor job as well.

I would always make myself available for all meetings and would be 100% committed to the role to make our town a better place for the whole community.

Signature

A black rectangular box redacting the signature of the applicant.

**Co-option Eligibility Form Part 2**

**1. In order to be eligible for co-option as a Fleet Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:**

a) I am registered as a local government elector for the parish; or

☐

b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

☒

c) My principal or only place of work during those twelve months has been in the parish; or

☐

d) I have during the whole of twelve months resided within 4.8 km of The Parish of Fleet

☐

**2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:**

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

**This disqualification for bankruptcy ceases in the following circumstances:**

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

**DECLARATION**

I, Steven Dr Filippis hereby confirm that I am eligible for the vacancy of Fleet Town Councillor, and the information given on this form is a true and accurate record.

Signature [Redacted] Date 19/10/20

## Application for Co-option Part 1



Thank you for your interest in becoming a Town Councillor.  
Please provide below information to assist the council in  
making their decision.

Full Name & Title	MR Tyler Harman.
Home Address	[REDACTED]
Home Telephone	[REDACTED]
Mobile Telephone	[REDACTED]
Email Address	[REDACTED]
Which Ward are you applying for?	

### About You

Please provide the Council with some background information about yourself.

Been a Resident for 17 years now, I'm also a  
retailer within the town. Moved to Fleet from Hawley  
and now have my own family in raising here.  
Very passionate about Fleet & surrounding and love  
the area to which I live in...

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### Reasons for applying

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

I would love to become a councillor  
due to the fact I'm so invested in the town.  
I live & work in Fleet raising my children here.  
I feel in a good place to get involved having  
relationships with both residents & retailers already.  
Also only being 33 ~~at~~ I feel I have a long  
way to go in life & share that passion  
with the future of my town.  
Not much of a water bore (or a duffer) but  
given the chance would love to become part  
of your team...

Signature

Please return your completed application to the Clerk to the Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide whether the Council agrees to co-opt you to Fleet Town Council.

Data Protection Act: The information provided on this application will remain private and Confidential.

### Co-option Eligibility Form Part 2

1. In order to be eligible for co-option as a Fleet Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

- a) ☐ I am registered as a local government elector for the parish; or
- b) ☐ I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or
- c) ☐ My principal or only place of work during those twelve months has been in the parish; or
- d) ☐ I have during the whole of twelve months resided within 4.8 km of The Parish of Fleet

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

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- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
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- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

#### DECLARATION

I, MR TYLER HARMAN hereby confirm that I am eligible for the vacancy of Fleet Town Councillor, and the information given on this form is a true and accurate record.

Signature: [Redacted] Date: 21-10-20

**Fleet Town Council is duty bound to treat this information as strictly confidential.**

#### CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Sound knowledge and understanding of local affairs and the local community.</li> <li>Forward Thinking</li> </ul>	<ul style="list-style-type: none"> <li>Can bring a new skill, expertise or key local knowledge to the Council.</li> </ul>
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>Ability to listen constructively</li> <li>A good team player</li> <li>Ability to pick up and run with a variety of projects Solid Interest in local matters</li> <li>Ability and willingness to represent the Council and their community</li> <li>Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.</li> <li>Ability to communicate succinctly and clearly</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working or being a member in a local authority or other public body</li> <li>Experience of working with voluntary and or local community / interest groups</li> <li>Basic knowledge of legal issues relating to town and parish Councils or local authorities</li> <li>Experience of delivering presentations</li> </ul>

	<p>members and to maintain good working relationships with all members and staff.</p> <ul style="list-style-type: none"> <li>• Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities).</li> <li>• Ability and willingness to undertake induction training and other relevant training.</li> </ul>	
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.</li> </ul>	



**Application for Co-option  
Part 1**

Thank you for your interest in becoming a Town Councillor. Please provide below information to assist the council in making their decision.

<b>Full Name &amp; Title</b>	Mr Robert Richmond
<b>Home Address</b>	[REDACTED]
<b>Home Telephone</b>	
<b>Mobile Telephone</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Which Ward are you applying for?</b>	Fleet Central Ward

**About You**

Please provide the Council with some background information about yourself.

I'm Irish by birth but lived in the UK for 25 years. I'm married, with 3 grown up children, 1 has just graduated from University, 2 others currently at University and my youngest is attending Farnborough 6<sup>th</sup> Form. I own 3 businesses based in Fleet, EasySAM, an IT services company, The Spice Merchant (formerly The Black Horse) in Crookham Village, a traditional pub with a Thai inspired food menu, and Chimera VR, a new addition to the high street, that offers virtual reality games and experiences. I am a keen football fan, enjoy reading and music, and play poker to a semi-professional level, including finishing 2<sup>nd</sup> in the largest poker tournament in the world outside of Las Vegas in 2016.

### Reasons for applying

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

I feel Fleet is at a crossroads in terms of how the town is developing, and the mood and optimism of local residents is particularly divided – in part because of the pandemic, in part because of pedestrianization, in part because of development plans for the Harlington, in part because generally there is a sense that challenging times are ahead. I feel I have valuable insight, energy and drive from my experience as a resident and business owner, which I hope can be channeled into making a positive contribution to the local area. I am someone who gets things done, and feel I can add new ideas and impetus to the Town Council. Fleet is a great place to live and bring up a family, but the fabric of the town is being challenged from all directions, and it will take new ideas, new focus and energy to keep the core of Fleet in tact, and ensure it continues to be a desirable place to live and work.

I also feel the Town Council needs a more public presence, and as the owner of 2 very visible local businesses both with a significant social presence, I am confident I can help to drive increased visibility and appreciation for the hard work the Council does as a whole

**Signature**

A black rectangular redaction box covers the signature. Below the box, the word "Fleet" is faintly visible in blue ink.

Please return your completed application to the Clerk to the Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide whether the Council agrees to co-opt you to Fleet Town Council.

Data Protection Act: The information provided on this application will remain private and Confidential.

**Fleet Town Council is duty bound to treat this information as strictly confidential.**

# **CO-OPTED COUNCILLOR PERSON SPECIFICATION**

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> <li>• Forward Thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Can bring a new skill, expertise or key local knowledge to the Council.</li> </ul>
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>• Ability to listen constructively</li> <li>• A good team player</li> <li>• Ability to pick up and run with a variety of projects Solid Interest in local matters</li> <li>• Ability and willingness to represent the Council and their community</li> <li>• Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.</li> <li>• Ability to communicate succinctly and clearly.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>• Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities).</li> <li>• Ability and willingness to undertake induction training and other relevant training.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working or being a member in a local authority or other public body</li> <li>• Experience of working with voluntary and or local community / interest groups</li> <li>• Basic knowledge of legal issues relating to town and parish Councils or local authorities</li> <li>• Experience of delivering presentations</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.</li> </ul>	

## Co-option Eligibility Form Part 2

1. In order to be eligible for co-option as a Fleet Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

a) I am registered as a local government elector for the parish; or

☐

b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

☒

c) My principal or only place of work during those twelve months has been in the parish; or

☐

d) I have during the whole of twelve months resided within 4.8 km of The Parish of Fleet

☐

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

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- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

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- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

### DECLARATION

I, ROBERT RICHMOND hereby confirm that I am eligible for the vacancy of Fleet Town Councillor, and the information given on this form is a true and accurate record.

Signature: [Redacted Signature] Date: 16/10/2020



**Application for Co-option  
Part 1**

Thank you for your interest in becoming a Town Councillor. Please provide below information to assist the council in making their decision.

<b>Full Name &amp; Title</b>	Mr Timothy Smart
<b>Home Address</b>	[REDACTED]
<b>Home Telephone</b>	[REDACTED]
<b>Mobile Telephone</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Which Ward are you applying for?</b>	Fleet Central

**About You**

Please provide the Council with some background information about yourself.

P.T.O.

I am almost 63 years old, and I've lived in Fleet, with my wife, since 1999. She is a past Chair of Fleet Communicare. Our son is a trainee surgeon. I worked for Shell between 1979 and 1988, and for BT until 2008. Between 2000 and 2003 I was CEO of BT Syntegra, which was HQ'd on Ancells Business Park, and employed 5000 people, many in Fleet. After retiring from BT, I was CEO of King's College Hospital between 2008 and 2015, when I retired from full time employment, and embarked on a non-executive career. In 2016 I was Interim Chair of Southern Health, of which Fleet Community Hospital was then a part. In 2018 I was active in ensuring that Fleet residents had a voice in the decision over the development on Gurkha Square. I am now fully retired, and enjoy fly fishing. I have the time and energy to make a full contribution to FTC. I am fully committed to the Nolan Principles of public life, and believe that local government should be transparent in decision-making, and non-political. Councillors should represent the best interests of their constituents. My career in Shell, BT and the NHS has equipped me with several skills which will be of value to FTC and its constituents. Also, I have been a Chair or member of a number of Boards and Committees which have met in public. I have Chaired public meetings, and as such value the need for politeness, precision and brevity. I am passionate about inclusion, and I welcome difference.

### Reasons for applying

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

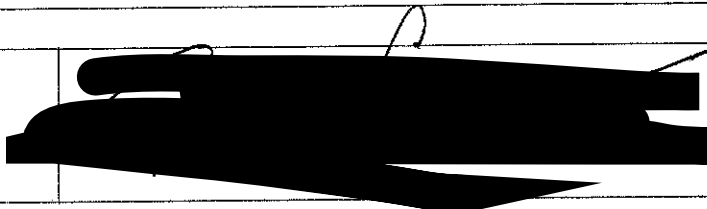
I think the town council has an important part to play in making sure that Fleet is well run and governed. I would like to join the Council in order to contribute to that, in part by bringing my experience and skill set to bear on the decisions of the Council.

It would be a privilege to represent the residents of Fleet Central Ward. They live in the most vibrant and diverse part of the town, which includes much of the night time economy, the Harlington, the Civic Quarter, the Views, GPs, the High Street, and many of the town's car parks.

As a member of Fleet Town Council I would want to improve the quality of life in Fleet Central by helping the Council to formulate and influence policies such as development, traffic, and the availability of space and facilities for relaxation, entertainment and exercise.

I particularly want to help make Fleet a more attractive place for the next generation to want to live and work.

Signature

A large black rectangular redaction box covers the signature area, obscuring the name and any handwritten notes.

Please return your completed application to the Clerk to the Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide whether the Council agrees to co-opt you to Fleet Town Council.

Data Protection Act: The information provided on this application will remain private and Confidential.

## Co-option Eligibility Form Part 2

1. In order to be eligible for co-option as a Fleet Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

- ☒ a) I am registered as a local government elector for the parish; or
- ☒ b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or
- ☐ c) My principal or only place of work during those twelve months has been in the parish; or
- ☐ d) I have during the whole of twelve months resided within 4.8 km of The Parish of Fleet

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

**This disqualification for bankruptcy ceases in the following circumstances:**

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

### DECLARATION

I, MATTHEW SMART hereby confirm that I am eligible for the vacancy of Fleet Town Councillor, and the information given on this form is a true and accurate record.

Signature [Redacted Signature] Date 19 Oct. 2020

Fleet Town Council is duty bound to treat this information as strictly confidential.

# **CO-OPTED COUNCILLOR PERSON SPECIFICATION**

<b>COMPETENCY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> <li>• Forward Thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Can bring a new skill, expertise or key local knowledge to the Council.</li> </ul>
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>• Ability to listen constructively</li> <li>• A good team player</li> <li>• Ability to pick up and run with a variety of projects Solid Interest in local matters</li> <li>• Ability and willingness to represent the Council and their community</li> <li>• Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.</li> <li>• Ability to communicate succinctly and clearly.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>• Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities).</li> <li>• Ability and willingness to undertake induction training and other relevant training.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working or being a member in a local authority or other public body</li> <li>• Experience of working with voluntary and or local community / interest groups</li> <li>• Basic knowledge of legal issues relating to town and parish Councils or local authorities</li> <li>• Experience of delivering presentations</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.</li> </ul>	

Available S106 Funding as at 10.05.2020			Available funds as at 11.05.19	Funds received as at 31.01.2020	Funds allocated but not paid as at 31.01.2020	Balance available as at 31.01.2020	S106 Funds requested but not approved	Unallocated Funds as at 14.05.2020			Comments - No update received from HDC since 11.05.19
		Recreation & Leisure projects	£392,214.00	£24,789.00	£244,211.00	£123,214.00	£0.00	£123,214.00			S106 available funding total requested from HDC £269k requested from HDC for CP Play ground
		TOTAL	£392,214.00	£24,789.00	£244,211.00	£123,214.00		£123,214.00			

FTC RESERVES AS AT 30.09.2020					
Total equity as at 23.09.2020			<b>£2,351,381.00</b>		
			Current year fund		£173,620.00
			General fund		£159,724.00
			FTC Reserve		£150,000.00
			General EMR		£259,955.00
			Harlington EMR		£1,608,082.00
			Reserves to be allocated		£0.00
					<b>£2,351,381.00</b>

## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>101</b>	<b>Central Administration</b>									
1053	Grant money and funding	0	0	0	0	31,000	0	0	0	0
1500	Miscellaneous Income	0	0	0	0	0	0	0	0	0
1870	Interest Income	4,500	2,542	3,500	2,049	3,230	0	3,230	0	0
	<b>Total Income</b>	<b>4,500</b>	<b>2,542</b>	<b>3,500</b>	<b>2,049</b>	<b>34,230</b>	<b>0</b>	<b>3,230</b>	<b>0</b>	<b>0</b>
4000	Salaries	111,611	108,243	124,000	61,328	124,000	0	124,000	0	0
4001	Employers National Insurance	10,500	9,817	10,500	5,094	10,200	0	10,200	0	0
4002	Employers Pension	5,600	6,178	7,700	3,440	6,500	0	6,500	0	0
4005	Contracted Staffing	7,200	1,457	0	0	0	0	0	0	0
4011	Staff Recruitment	500	0	250	0	0	0	0	0	0
4015	Recharge staff hours	-16,000	-18,000	-16,480	-10,500	-18,480	0	-18,480	0	0
4020	COVID19	0	1,305	0	3,427	40,000	0	1,000	0	0
4030	Training	3,000	1,870	3,100	130	600	0	3,000	0	0
4041	Mileage/Travel/Sustenance	100	56	102	0	50	0	102	0	0
4130	Insurance	9,500	8,918	9,000	8,132	8,500	0	9,500	0	0
4156	Recycling	0	144	500	0	0	0	500	0	0
4175	Equipment Maintenance	1,030	0	589	0	589	0	600	0	0
4185	Equipment	1,545	7,366	3,000	368	3,000	0	3,000	0	0
4187	Health & Safety	10,000	9,289	10,200	2,145	7,900	0	8,000	0	0
4400	Stationery & Consumables	3,816	3,844	3,892	763	1,000	0	3,500	0	0
4401	Document Management	5,000	0	2,000	0	0	0	5,000	0	0
4420	Bank Charges	2,500	3,087	3,000	928	2,000	0	3,060	0	0
4422	Bank & Card Transactions	120	32	0	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4430	Promotion/Publicity/Vision	6,800	6,935	7,000	3,647	7,000	0	7,140	0	0
4435	Website	515	862	800	240	900	0	918	0	0
4440	Telephone & Broadband	2,000	1,160	1,700	633	1,900	0	2,400	0	0
4445	Mobile Phones	0	9	0	217	650	0	663	0	0
4455	Postage	450	635	350	0	100	0	102	0	0
4460	Subscriptions	3,100	2,618	3,162	2,429	3,000	0	3,060	0	0
4480	Computer Maintenance	1,200	905	1,000	0	1,000	0	1,020	0	0
4481	Software/Licenses	2,200	1,747	1,700	247	2,000	0	2,500	0	0
4484	Computer Support	5,000	4,500	5,500	2,520	6,000	0	6,120	0	0
4485	Computer Storage	825	1,509	1,500	660	1,700	0	1,734	0	0
4486	E-mail Exchange	2,700	3,170	3,250	1,363	3,500	0	3,570	0	0
4550	Payroll Services	618	547	600	106	600	0	612	0	0
4551	HR Services	2,000	917	2,000	546	1,000	0	2,040	0	0
4555	Legal Fees and Costs	2,000	3,172	2,000	18	2,000	0	2,040	0	0
4560	Accountancy fees	1,700	1,505	700	560	700	0	714	0	0
4561	VAT Consultancy fees	400	159	440	200	200	0	204	0	0
4564	Procurement fees	3,000	22	1,000	0	1,000	0	3,000	0	0
4580	Audit Fees	5,000	1,350	4,000	350	4,000	0	3,500	0	0
<b>Overhead Expenditure</b>		<b>195,530</b>	<b>175,327</b>	<b>198,055</b>	<b>88,992</b>	<b>223,109</b>	<b>0</b>	<b>200,819</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(191,030)</b>	<b>(172,785)</b>	<b>(194,555)</b>	<b>(86,943)</b>	<b>(188,879)</b>		<b>(197,589)</b>		
<b>105</b>	<b><u>Civic and Democratic</u></b>									
4041	Mileage/Travel/Sustinance	150	118	153	0	153	0	156	0	0
4430	Promotion/Publicity/Vision	2,500	1,191	2,500	0	2,500	0	2,550	0	0

Continued on next page

## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4530	Councillor Development	1,030	448	1,050	0	1,050	0	1,071	0	0
4535	Chairman's Allowance	1,135	437	1,160	50	1,160	0	1,185	0	0
4537	Members Allowances	4,284	415	2,000	30	2,000	0	2,040	0	0
<b>Overhead Expenditure</b>		9,099	2,609	6,863	80	6,863	0	7,002	0	0
<b>Movement to/(from) Gen Reserve</b>		(9,099)	(2,609)	(6,863)	(80)	(6,863)		(7,002)		
<b>110</b>	<b>Grants</b>									
4112	Lions Lease	0	1,375	0	0	0	0	0	0	0
4113	The Harlington	160,000	0	0	0	0	0	0	0	0
4538	Community Support	1,500	1,108	1,500	0	1,500	0	1,530	0	0
4800	Fleet Link	13,082	16,071	13,500	10,824	13,500	0	13,770	0	0
4810	Basingstoke Canal	18,900	18,309	18,500	18,309	18,309	0	18,675	0	0
4855	Community grants	10,300	2,510	10,600	200	10,600	0	10,812	0	0
<b>Overhead Expenditure</b>		203,782	39,373	44,100	29,333	43,909	0	44,787	0	0
<b>Movement to/(from) Gen Reserve</b>		(203,782)	(39,373)	(44,100)	(29,333)	(43,909)		(44,787)		
<b>115</b>	<b>Precept</b>									
1900	Precept - operational	631,819	631,819	672,341	672,341	672,341	0	682,341	0	0
1902	Precept - New Harlington	412,017	412,017	412,017	412,017	412,017	0	412,017	0	0
<b>Total Income</b>		1,043,836	1,043,836	1,084,358	1,084,358	1,084,358	0	1,094,358	0	0
<b>Movement to/(from) Gen Reserve</b>		1,043,836	1,043,836	1,084,358	1,084,358	1,084,358		1,094,358		
<b>150</b>	<b>Events</b>									
1051	Ghurkha Square Market	0	0	0	1,716	5,966	0	8,500	0	0

Continued on next page

## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>		0	0	0	1,716	5,966	0	8,500	0	0
4176	Action Day	600	842	900	0	400	0	918	0	0
4210	Floral Displays	17,200	15,539	17,544	5,311	16,500	0	17,895	0	0
4222	Friends Group Get Together	200	76	150	0	0	0	150	0	0
4655	Town Centre Xmas Decorations	20,000	14,919	20,400	144	18,000	0	22,000	0	0
4656	Christmas Gurkha Square	4,010	2,040	4,090	30	1,000	0	4,175	0	0
4657	Christmas Day Lunch	1,000	2,136	1,020	0	1,000	0	1,020	0	0
4660	Remembrance Day	210	451	300	0	200	0	306	0	0
4661	Gurkha Sq Market	0	0	0	0	5,966	0	7,200	0	0
<b>Overhead Expenditure</b>		43,220	36,002	44,404	5,484	43,066	0	53,664	0	0
<b>Movement to/(from) Gen Reserve</b>		(43,220)	(36,002)	(44,404)	(3,768)	(37,100)		(45,164)		
<b>160</b>	<b><u>Harlington Development</u></b>									
1870	Interest Income	0	5,957	0	0	0	0	0	0	0
<b>Total Income</b>		0	5,957	0	0	0	0	0	0	0
4015	Recharge staff hours	30,000	25,000	30,000	15,000	30,000	0	30,000	0	0
4041	Mileage/Travel/Sustinance	400	16	400	0	0	0	400	0	0
4171	Essential Maint, Ops , H&S	0	1,460	0	0	0	0	0	0	0
4400	Stationery & Consumables	1,100	0	1,100	0	0	0	1,100	0	0
4430	Promotion/Publicity/Vision	20,000	0	20,000	0	0	0	20,000	0	0
4455	Postage	2,000	0	2,000	0	0	0	2,000	0	0
4555	Legal Fees and Costs	20,000	0	20,000	775	0	0	20,000	0	0
4560	Accountancy fees	1,500	0	1,500	0	0	0	1,500	0	0

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## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4562	Design Consultancy fees	120,000	0	77,000	0	0	0	77,000	0	0
4563	Planning and Building fees	45,000	0	45,000	0	0	0	45,000	0	0
4564	Procurement fees	15,000	0	15,000	0	0	0	15,000	0	0
4565	Survey	0	45,546	43,000	4,878	0	0	43,000	0	0
4570	Project Management	100,000	0	100,000	0	0	0	100,000	0	0
4999	Contingency	57,017	0	57,017	0	382,017	0	57,017	0	0
<b>Overhead Expenditure</b>		412,017	72,022	412,017	20,653	412,017	0	412,017	0	0
<b>160 Net Income over Expenditure</b>		-412,017	-66,064	-412,017	-20,653	-412,017	0	-412,017	0	0
6001	plus Transfer from EMR	0	0	0	15,258	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(412,017)	(66,064)	(412,017)	(5,395)	(412,017)		(412,017)		
<b>201</b>	<b><u>Harlington - Events</u></b>									
1000	Hall Hire	108,000	104,195	104,000	4,258	15,000	0	67,000	0	0
1001	WRVS Hall Hire	2,000	1,938	2,000	0	0	0	0	0	0
1002	POINT Hall Hire	250	0	0	0	0	0	0	0	0
1029	WRVS Office 2 - Dance	2,400	1,600	0	0	0	0	0	0	0
1030	WRVS Office 1	2,000	1,000	1,000	0	0	0	0	0	0
1033	Fleet Phoenix	1,000	1,000	1,000	0	1,000	0	1,000	0	0
1036	Fleet Baptist Preschool	4,500	4,070	4,500	0	3,000	0	3,500	0	0
1415	Coffee Shop Sales/Catering	0	269	0	0	0	0	0	0	0
1420	Bar Sales	96,500	118,401	105,000	2,694	15,000	0	74,000	0	0
1430	Merchandise	500	291	600	0	0	0	0	0	0
1431	Confectionery	2,100	3,995	2,500	18	100	0	1,500	0	0
1432	Ices	2,000	2,605	2,000	171	150	0	1,500	0	0

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## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1433	Snacks	2,200	2,731	2,200	40	200	0	1,500	0	0
1435	Box Office Charges	10,000	15,287	14,000	103	300	0	9,000	0	0
1436	Technical Income	0	170	0	0	0	0	0	0	0
1450	Ticket Sales	181,000	158,346	180,000	0	20,000	0	115,000	0	0
<b>Total Income</b>		414,450	415,899	418,800	7,284	54,750	0	274,000	0	0
4000	Salaries	154,800	144,907	171,000	108,994	112,000	0	150,000	0	0
4001	Employers National Insurance	10,500	11,338	10,960	8,746	11,200	0	15,000	0	0
4002	Employers Pension	6,200	7,141	8,900	6,435	5,600	0	7,500	0	0
4005	Contracted Staffing	0	10,911	0	0	0	0	0	0	0
4015	Recharge staff hours	-7,000	-5,000	-7,000	-3,500	-7,000	0	-7,000	0	0
4020	COVID19	0	0	0	0	10,000	0	0	0	0
4182	Technical Equipment Sundries	1,000	970	1,500	10	1,500	0	1,000	0	0
4183	Technical Equipment Hire	500	1,017	500	0	500	0	500	0	0
4185	Equipment	4,000	3,960	5,000	-2,733	7,733	0	5,000	0	0
4422	Bank & Card Transactions	4,240	11,889	7,500	1,125	4,500	0	9,000	0	0
4432	Marketing	17,000	18,436	17,000	398	12,000	0	17,000	0	0
4433	Marketing Support	6,000	6,007	6,500	0	3,500	0	6,500	0	0
4481	Software/Licenses	0	0	0	0	2,000	0	0	0	0
4487	Wi-Fi	0	0	0	44	0	0	0	0	0
4490	Sales Systsem Costs	8,000	13,227	10,000	95	4,000	0	10,000	0	0
4700	Bar Purchases	38,600	47,814	42,000	1,543	6,000	0	30,000	0	0
4710	Bar Consumables	1,700	1,265	2,000	136	500	0	2,500	0	0
4715	Stocktaking	200	175	200	0	200	0	500	0	0
4720	Performance Costs	117,500	104,889	110,000	101	22,200	0	81,000	0	0

Continued on next page

## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4728	Till App	0	0	0	0	0	0	1,000	0	0
4740	Licences	6,000	5,914	5,500	-1,800	3,000	0	5,500	0	0
4752	Hospitality	1,000	850	1,000	-72	300	0	500	0	0
4760	Merchandise	100	0	0	0	0	0	0	0	0
4761	Confectionery	1,020	1,335	1,500	0	50	0	1,000	0	0
4762	Ices	800	2,262	760	6	0	0	500	0	0
4763	Snacks	900	1,402	1,000	23	130	0	1,000	0	0
<b>Overhead Expenditure</b>		373,060	390,711	395,820	119,552	199,913	0	338,000	0	0
<b>Movement to/(from) Gen Reserve</b>		41,390	25,188	22,980	(112,268)	(145,163)		(64,000)		
<b>202</b>	<b>Coffee Shop</b>									
1415	Coffee Shop Sales/Catering	55,000	41,293	52,000	63	2,400	0	0	0	0
1417	Function Catering	0	5	0	0	0	0	0	0	0
<b>Total Income</b>		55,000	41,298	52,000	63	2,400	0	0	0	0
4000	Salaries	22,300	18,668	22,700	7,474	14,500	0	0	0	0
4001	Employers National Insurance	1,050	297	1,530	307	1,450	0	0	0	0
4002	Employers Pension	640	564	370	113	725	0	0	0	0
4151	Cleaning - Equipment	0	33	0	0	0	0	0	0	0
4750	Catering Supplies	20,000	11,763	17,500	-160	750	0	0	0	0
4755	Catering Consumables	500	787	500	78	200	0	0	0	0
<b>Overhead Expenditure</b>		44,490	32,111	42,600	7,813	17,625	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		10,510	9,187	9,400	(7,749)	(15,225)		0		
<b>204</b>	<b>Building</b>									

Continued on next page

## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1000	Hall Hire	0	0	0	0	10,000	0	0	0	0
1031	HCC Library	16,000	16,000	16,000	0	10,000	0	16,000	0	0
1053	Grant money and funding	160,000	0	0	0	0	0	0	0	0
1615	Reimburse - Harlington Repairs	0	0	0	0	60,035	0	0	0	0
1903	Precept - Harlington Cont.	0	0	0	0	0	0	0	0	0
<b>Total Income</b>		176,000	16,000	16,000	0	80,035	0	16,000	0	0
4000	Salaries	72,000	71,926	75,680	-147	75,680	0	75,500	0	0
4001	Employers National Insurance	6,250	6,180	7,140	0	7,568	0	7,500	0	0
4002	Employers Pension	3,650	2,936	5,490	0	3,784	0	4,000	0	0
4005	Contracted Staffing	1,000	1,107	1,000	0	0	0	0	0	0
4011	Staff Recruitment	400	643	400	0	0	0	0	0	0
4015	Recharge staff hours	-2,000	-2,000	-2,000	-1,000	-2,000	0	-2,000	0	0
4030	Training	750	132	750	-15	500	0	1,000	0	0
4041	Mileage/Travel/Sustinance	500	566	500	0	250	0	500	0	0
4110	Rates	14,500	14,599	14,935	14,828	14,828	0	15,000	0	0
4115	Water & Sewerage	6,500	8,089	9,100	3,844	9,100	0	9,000	0	0
4120	Gas	17,200	20,515	17,716	2,676	17,716	0	18,000	0	0
4122	Electricity	29,650	32,769	30,540	5,103	30,540	0	31,000	0	0
4150	Cleaning	32,100	30,057	32,740	2,126	18,500	0	33,500	0	0
4151	Cleaning - Equipment	300	0	300	39	0	0	500	0	0
4152	Cleaning - Supplies	8,800	9,701	9,400	1,804	8,400	0	9,500	0	0
4155	Refuse Collection	5,500	5,890	5,700	1,523	5,000	0	6,000	0	0
4156	Recycling	1,000	1,156	1,000	274	800	0	1,000	0	0

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## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4170	Building Maintenance	15,500	20,115	17,000	27,919	52,200	0	17,000	0	0
4172	Building Compliance	500	1,823	1,000	90	1,000	0	1,000	0	0
4175	Equipment Maintenance	500	832	1,000	17	100	0	1,000	0	0
4180	Equipment Hire	300	0	300	0	0	0	0	0	0
4185	Equipment	1,000	1,411	1,000	358	8,500	0	1,000	0	0
4187	Health & Safety	500	3,746	1,000	825	1,500	0	1,000	0	0
4188	Fire and Intruder Monitoring	600	475	500	70	500	0	500	0	0
4190	Auditorium expenditure	0	0	0	48,943	60,035	0	0	0	0
4207	Fire & Intruder Systems	1,500	1,365	1,800	302	1,800	0	2,000	0	0
4400	Stationery & Consumables	2,000	2,891	1,500	37	500	0	1,000	0	0
4445	Mobile Phones	400	377	400	189	400	0	500	0	0
4455	Postage	400	294	400	0	200	0	500	0	0
4481	Software/Licenses	500	740	500	318	750	0	500	0	0
4487	Wi-Fi	600	1,294	1,236	782	1,700	0	1,500	0	0
4745	Uniforms	500	502	500	-934	500	0	500	0	0
<b>Overhead Expenditure</b>		<u>222,900</u>	<u>240,131</u>	<u>238,527</u>	<u>109,972</u>	<u>320,351</u>	<u>0</u>	<u>238,000</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(46,900)</u>	<u>(224,131)</u>	<u>(222,527)</u>	<u>(109,972)</u>	<u>(240,316)</u>		<u>(222,000)</u>		
<b>205</b>	<b><u>Ancells Community Centre</u></b>									
1000	Hall Hire	26,000	25,309	26,000	2,670	10,000	0	15,000	0	0
<b>Total Income</b>		<u>26,000</u>	<u>25,309</u>	<u>26,000</u>	<u>2,670</u>	<u>10,000</u>	<u>0</u>	<u>15,000</u>	<u>0</u>	<u>0</u>
4000	Salaries	15,090	14,967	17,110	5,348	17,110	0	17,000	0	0
4001	Employers National Insurance	830	828	1,120	309	1,120	0	1,500	0	0

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## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4002	Employers Pension	1,230	1,225	1,690	596	1,690	0	2,000	0	0
4041	Mileage/Travel/Sustenance	450	420	450	210	450	0	500	0	0
4115	Water & Sewerage	1,200	737	320	280	700	0	800	0	0
4120	Gas	2,000	1,343	2,000	178	1,438	0	2,000	0	0
4122	Electricity	1,500	1,139	1,545	169	1,306	0	1,500	0	0
4150	Cleaning	6,625	6,482	6,825	540	4,000	0	7,000	0	0
4152	Cleaning - Supplies	1,300	1,295	1,400	387	1,400	0	1,500	0	0
4155	Refuse Collection	850	860	900	530	900	0	1,000	0	0
4170	Building Maintenance	2,000	5,531	2,000	2,787	3,000	0	2,000	0	0
4185	Equipment	300	24	300	0	0	0	0	0	0
4207	Fire & Intruder Systems	0	443	0	98	100	0	0	0	0
4280	Ancells Car Park	4,000	6,269	6,000	2,840	6,000	0	6,000	0	0
4445	Mobile Phones	300	300	300	150	300	0	300	0	0
4455	Postage	100	100	100	0	50	0	100	0	0
4740	Licences	2,300	2,126	2,300	0	1,000	0	2,300	0	0
<b>Overhead Expenditure</b>		40,075	44,089	44,360	14,421	40,564	0	45,500	0	0
<b>Movement to/(from) Gen Reserve</b>		(14,075)	(18,780)	(18,360)	(11,750)	(30,564)		(30,500)		
<b>208</b>	<b><u>Ancells Farm Park and Pavilion</u></b>									
1053	Grant money and funding	0	4,779	0	0	0	0	0	0	0
1060	Pitch Hire	1,965	2,783	2,004	0	1,950	0	2,924	0	0
<b>Total Income</b>		1,965	7,562	2,004	0	1,950	0	2,924	0	0
4110	Rates	1,250	1,166	1,287	1,185	1,185	0	1,208	0	0

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## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4115	Water & Sewerage	500	382	515	119	367	0	390	0	0
4120	Gas	1,255	351	530	107	358	0	365	0	0
4122	Electricity	1,000	252	415	37	240	0	265	0	0
4150	Cleaning	1,600	1,323	1,632	0	630	0	1,390	0	0
4170	Building Maintenance	1,000	3,931	4,200	0	4,000	0	4,284	0	0
4175	Equipment Maintenance	400	460	600	0	300	0	470	0	0
4187	Health & Safety	300	0	306	223	306	0	312	0	0
4200	Grounds Maintenance	22,000	22,086	22,216	8,617	21,611	0	22,660	0	0
4202	Additional Ground Works	1,655	2,393	1,705	0	705	0	1,739	0	0
4205	CCTV	100	0	105	0	0	0	107	0	0
4220	Friends Group support	110	90	115	0	115	0	118	0	0
4225	South and South East in Bloom	100	0	105	0	0	0	107	0	0
4230	Playground Maintenance	4,300	4,730	5,000	52	5,000	0	5,100	0	0
4240	Grants / Funding expenditure	0	844	0	0	0	0	0	0	0
4250	Tree Surgery	800	1,540	816	1,783	2,000	0	2,040	0	0
<b>Overhead Expenditure</b>		36,370	39,548	39,547	12,122	36,817	0	40,555	0	0
<b>Movement to/(from) Gen Reserve</b>		(34,405)	(31,986)	(37,543)	(12,122)	(34,867)		(37,631)		
<b>301</b>	<b><u>Open Spaces</u></b>									
1050	Outdoor Space Hire	650	974	650	165	400	0	0	0	0
1053	Grant money and funding	0	1,500	0	0	0	0	0	0	0
<b>Total Income</b>		650	2,474	650	165	400	0	0	0	0
4000	Salaries	13,000	13,133	13,526	6,691	13,400	0	13,400	0	0

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## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4001	Employers National Insurance	1,300	888	1,300	619	1,300	0	1,300	0	0
4002	Employers Pension	520	635	812	334	700	0	700	0	0
4015	Recharge staff hours	-2,000	0	-2,040	0	0	0	0	0	0
4041	Mileage/Travel/Sustinance	1,030	677	1,050	244	700	0	816	0	0
4169	Street and Park Furniture	0	0	1,000	0	1,000	0	1,020	0	0
4170	Building Maintenance	300	0	310	50	100	0	316	0	0
4185	Equipment	1,500	252	500	97	500	0	1,530	0	0
4200	Grounds Maintenance	13,926	13,979	14,062	5,454	13,679	0	14,344	0	0
4202	Additional Ground Works	1,047	2,430	1,078	21	500	0	1,100	0	0
4206	Lamppost Maintenance	0	70	200	0	200	0	204	0	0
4208	Speed Indicator Boards - SIDs	0	0	0	0	0	0	1,000	0	0
4231	Depot/storage	15,000	0	0	0	0	0	0	0	0
4233	Vehicle and costs	1	0	0	0	0	0	0	0	0
4240	Grants / Funding expenditure	0	1,630	0	0	0	0	0	0	0
4250	Tree Surgery	1,000	190	1,020	450	1,020	0	1,040	0	0
4445	Mobile Phones	400	121	408	139	408	0	416	0	0
4740	Licences	500	70	220	0	220	0	224	0	0
4745	Uniforms	100	48	110	0	110	0	112	0	0
<b>Overhead Expenditure</b>		<b>47,624</b>	<b>34,123</b>	<b>33,556</b>	<b>14,099</b>	<b>33,837</b>	<b>0</b>	<b>37,522</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(46,974)</b>	<b>(31,649)</b>	<b>(32,906)</b>	<b>(13,934)</b>	<b>(33,437)</b>		<b>(37,522)</b>		
<b>310</b>	<b><u>Calthorpe Park</u></b>									
1050	Outdoor Space Hire	0	71	0	-71	350	0	700	0	0
1057	Fleet Football Club Rent	2,000	2,000	2,000	0	0	0	2,000	0	0

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## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1060	Pitch Hire	1,680	1,270	1,700	250	672	0	1,008	0	0
1064	Tennis Membership card	7,000	5,632	7,000	8,286	8,100	0	7,500	0	0
1065	Tennis Hire	1,200	1,383	1,300	2,180	2,100	0	1,500	0	0
1066	Tennis coaching	1,000	0	1,000	0	0	0	0	0	0
<b>Total Income</b>		12,880	10,356	13,000	10,645	11,222	0	12,708	0	0
4115	Water & Sewerage	200	454	580	173	495	0	505	0	0
4120	Gas	0	100	0	-100	0	0	0	0	0
4122	Electricity	550	265	310	128	300	0	304	0	0
4150	Cleaning	1,450	1,160	1,236	0	1,000	0	1,485	0	0
4170	Building Maintenance	1,500	37	1,530	0	630	0	1,560	0	0
4175	Equipment Maintenance	770	0	785	0	785	0	800	0	0
4185	Equipment	850	-309	867	0	867	0	884	0	0
4187	Health & Safety	300	0	310	223	310	0	316	0	0
4200	Grounds Maintenance	37,418	37,563	37,785	14,655	37,785	0	39,300	0	0
4202	Additional Ground Works	2,813	4,706	2,897	205	1,000	0	2,954	0	0
4205	CCTV	100	0	105	0	1,500	0	2,000	0	0
4220	Friends Group support	100	75	105	0	105	0	107	0	0
4225	South and South East in Bloom	50	70	55	25	55	0	72	0	0
4230	Playground Maintenance	400	69	1,000	62	500	0	1,000	0	0
4235	Play Equipment	0	0	0	91,921	0	0	0	0	0
4250	Tree Surgery	2,300	2,430	2,346	1,180	2,346	0	2,392	0	0
4430	Promotion/Publicity/Vision	500	0	510	0	0	0	0	0	0
4590	Repairs and Renewals	7,000	0	7,000	0	7,000	0	7,000	0	0
4651	LTA Registration - membership	900	0	920	0	920	0	938	0	0

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## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4653	Tennis Software	900	775	910	796	796	0	812	0	0
4740	Licences	80	70	85	70	70	0	72	0	0
<b>Overhead Expenditure</b>		58,181	47,465	59,336	109,338	56,464	0	62,501	0	0
<b>310 Net Income over Expenditure</b>		-45,301	-37,109	-46,336	-98,693	-45,242	0	-49,793	0	0
6001	plus Transfer from EMR	0	0	0	91,921	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(45,301)	(37,109)	(46,336)	(6,772)	(45,242)		(49,793)		
<b>315</b>	<b><u>Oakley Park</u></b>									
1060	Pitch Hire	2,620	3,942	3,000	779	1,781	0	2,672	0	0
<b>Total Income</b>		2,620	3,942	3,000	779	1,781	0	2,672	0	0
4115	Water & Sewerage	350	0	361	0	0	0	0	0	0
4120	Gas	0	85	0	-85	0	0	0	0	0
4122	Electricity	350	234	310	169	300	0	316	0	0
4150	Cleaning	1,450	1,190	1,300	0	540	0	1,326	0	0
4170	Building Maintenance	1,000	529	1,020	0	1,020	0	1,040	0	0
4175	Equipment Maintenance	50	0	55	0	55	0	56	0	0
4180	Equipment Hire	0	0	0	0	0	0	56	0	0
4185	Equipment	50	0	55	0	55	0	0	0	0
4187	Health & Safety	300	0	310	223	310	0	316	0	0
4200	Grounds Maintenance	19,946	20,023	20,142	7,812	19,593	0	20,545	0	0
4202	Additional Ground Works	1,500	0	1,545	55	545	0	1,575	0	0
4205	CCTV	2,215	2,185	2,259	2,251	2,259	0	1,400	0	0
4220	Friends Group support	100	75	105	0	105	0	105	0	0

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## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4225	South and South East in Bloom	80	95	85	40	40	0	97	0	0
4230	Playground Maintenance	1,000	287	1,020	62	1,020	0	1,040	0	0
4250	Tree Surgery	1,500	1,454	1,530	150	1,530	0	1,560	0	0
<b>Overhead Expenditure</b>		29,891	26,158	30,097	10,677	27,372	0	29,432	0	0
<b>Movement to/(from) Gen Reserve</b>		(27,271)	(22,216)	(27,097)	(9,897)	(25,591)		(26,760)		
<b>320</b>	<b>Basingbourne Park</b>									
1060	Pitch Hire	1,989	1,418	1,400	0	3,562	0	5,344	0	0
<b>Total Income</b>		1,989	1,418	1,400	0	3,562	0	5,344	0	0
4115	Water & Sewerage	400	405	412	30	400	0	420	0	0
4120	Gas	0	55	0	-55	0	0	0	0	0
4122	Electricity	300	146	309	123	220	0	315	0	0
4150	Cleaning	1,450	1,190	1,300	0	630	0	1,326	0	0
4170	Building Maintenance	2,000	978	2,040	0	2,040	0	2,080	0	0
4185	Equipment	300	0	310	0	310	0	316	0	0
4187	Health & Safety	300	0	310	223	310	0	316	0	0
4200	Grounds Maintenance	16,962	17,028	17,128	6,643	16,662	0	17,470	0	0
4202	Additional Ground Works	1,275	460	1,315	0	315	0	1,341	0	0
4205	CCTV	1,150	1,093	1,175	1,126	1,126	0	1,400	0	0
4220	Friends Group support	110	220	115	0	115	0	115	0	0
4225	South and South East in Bloom	110	105	115	60	60	0	105	0	0
4230	Playground Maintenance	1,000	830	1,020	62	1,020	0	1,040	0	0
4250	Tree Surgery	2,500	7,716	2,550	4,600	5,000	0	2,601	0	0

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## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>		27,857	30,225	28,099	12,811	28,208	0	28,845	0	0
<b>Movement to/(from) Gen Reserve</b>		(25,868)	(28,807)	(26,699)	(12,811)	(24,646)		(23,501)		
<b>325</b>	<b><u>The Views</u></b>									
1050	Outdoor Space Hire	1,500	1,277	1,530	0	1,000	0	1,000	0	0
1145	Plaque contribution	0	35	0	0	0	0	0	0	0
<b>Total Income</b>		1,500	1,312	1,530	0	1,000	0	1,000	0	0
4122	Electricity	80	176	135	77	130	0	137	0	0
4185	Equipment	100	0	105	0	105	0	107	0	0
4200	Grounds Maintenance	7,028	7,055	7,097	2,753	6,904	0	7,240	0	0
4202	Additional Ground Works	528	190	545	0	200	0	555	0	0
4230	Playground Maintenance	2,000	2,588	4,040	183	4,040	0	4,120	0	0
4250	Tree Surgery	300	585	310	0	310	0	316	0	0
<b>Overhead Expenditure</b>		10,036	10,594	12,232	3,013	11,689	0	12,475	0	0
<b>Movement to/(from) Gen Reserve</b>		(8,536)	(9,281)	(10,702)	(3,013)	(10,689)		(11,475)		
<b>330</b>	<b><u>Edenbrook</u></b>									
4200	Grounds Maintenance	2,970	2,983	3,000	1,164	2,918	0	3,060	0	0
4202	Additional Ground Works	224	0	231	0	200	0	235	0	0
4230	Playground Maintenance	2,000	317	2,040	123	2,040	0	2,080	0	0
<b>Overhead Expenditure</b>		5,194	3,300	5,271	1,287	5,158	0	5,375	0	0
<b>Movement to/(from) Gen Reserve</b>		(5,194)	(3,300)	(5,271)	(1,287)	(5,158)		(5,375)		

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## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>350</b>	<b><u>Cemetery</u></b>									
1100	Interment Fees	17,000	12,175	12,240	10,100	15,000	0	10,000	0	0
1110	Scattering of Ashes	0	170	340	170	340	0	500	0	0
1120	Sale of Exclusive Rights	24,000	16,070	18,480	22,070	25,000	0	16,000	0	0
1121	Transfer of Exclusive Rights	1,000	3,330	1,020	725	1,020	0	1,050	0	0
1130	Memorial Cemetery Fees	6,200	5,838	6,324	4,660	7,000	0	6,450	0	0
1131	Memorial Roses	0	0	0	350	350	0	700	0	0
1132	Memorial Kerbstones	0	1,500	0	0	3,000	0	5,000	0	0
1133	Memorial Sanctums	0	13,008	9,000	11,508	15,000	0	20,000	0	0
1134	GoR Planted Area	0	175	0	417	500	0	700	0	0
1140	Bench contribution	0	483	0	0	0	0	0	0	0
1145	Plaque contribution	0	150	0	0	0	0	0	0	0
<b>Total Income</b>		<b>48,200</b>	<b>52,900</b>	<b>47,404</b>	<b>50,000</b>	<b>67,210</b>	<b>0</b>	<b>60,400</b>	<b>0</b>	<b>0</b>
4000	Salaries	5,700	3,981	5,700	2,002	5,700	0	5,700	0	0
4002	Employers Pension	230	171	352	100	300	0	300	0	0
4041	Mileage/Travel/Sustinance	510	437	520	88	520	0	530	0	0
4110	Rates	1,715	1,873	1,900	2,188	2,188	0	2,231	0	0
4115	Water & Sewerage	350	-97	780	64	170	0	220	0	0
4150	Cleaning	530	0	540	0	250	0	500	0	0
4155	Refuse Collection	1,800	1,848	2,000	825	1,650	0	2,040	0	0
4170	Building Maintenance	200	0	510	0	510	0	520	0	0
4200	Grounds Maintenance	11,700	10,584	15,900	4,124	15,607	0	16,218	0	0
4202	Additional Ground Works	800	598	825	0	325	0	841	0	0

Continued on next page

## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4203	General Upkeep	1,500	1,039	1,530	24	500	0	1,560	0	0
4220	Friends Group support	100	70	105	0	105	0	105	0	0
4225	South and South East in Bloom	80	90	140	35	35	0	140	0	0
4250	Tree Surgery	1,000	1,940	1,020	973	1,400	0	1,040	0	0
4445	Mobile Phones	400	79	250	35	100	0	255	0	0
4455	Postage	0	2	0	0	0	0	0	0	0
4460	Subscriptions	100	95	105	95	95	0	100	0	0
4481	Software/Licenses	750	390	765	398	398	0	450	0	0
4935	GoR Memorial inscriptions	0	565	1,000	1,308	1,000	0	1,200	0	0
4936	GoR Ashes digging	0	100	0	-120	0	0	100	0	0
4940	Cemetery Extension	2,000	0	0	0	0	0	0	0	0
4942	H and S Memorial repairs	300	0	310	0	310	0	316	0	0
4944	H and S Memorial inspections	500	148	510	7,648	7,648	0	1,550	0	0
<b>Overhead Expenditure</b>		30,265	23,913	34,762	19,787	38,811	0	35,916	0	0
<b>Movement to/(from) Gen Reserve</b>		17,935	28,987	12,642	30,213	28,399		24,484		
<b>475</b>	<b><u>Lengthsman Scheme</u></b>									
1053	Grant money and funding	0	3,300	0	3,300	3,300	0	0	0	0
<b>Total Income</b>		0	3,300	0	3,300	3,300	0	0	0	0
4202	Additional Ground Works	0	3,830	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		0	3,830	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		0	(530)	0	3,300	3,300		0		
<b>900</b>	<b><u>Earmarked Reserves</u></b>									

Continued on next page

## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
8005	Calthorpe Play Area	0	30,365	0	-5,576	0	0	0	0	0
<b>Total Income</b>		0	30,365	0	-5,576	0	0	0	0	0
9000	EMR Pension Obligation 2018-19	1,530	1,530	0	0	0	0	0	0	0
9002	EMR Website Development 2020	10,000	0	0	0	0	0	0	0	0
9004	EMR Cemetery Ext/Rem Gdn 2019	5,787	884	0	1,150	0	0	0	0	0
9006	EMR Park Improvement 2020	40,045	17,123	0	0	0	0	0	0	0
9007	EMR Coffee Shop Improvement	355	0	0	0	0	0	0	0	0
9009	EMR Calthorpe Park Playground	0	30,365	0	0	0	0	0	0	0
9012	EMR Harlington Equipment 2019	2,469	2,469	0	0	0	0	0	0	0
9013	EMR Calthorpe Building 2025	100,853	0	0	0	0	0	0	0	0
9014	EMR Office Refurbishment 2019	265	27	0	0	0	0	0	0	0
9018	EMR Ancells Farm Rep/Dec 2019	9,140	13,045	0	3,325	0	0	0	0	0
9023	EMR Salary Provison 2018-19	4,692	4,692	0	0	0	0	0	0	0
9024	EMR NI Provison 2018-19	3,030	3,030	0	0	0	0	0	0	0
9028	EMR - Paths	3,300	9,708	0	0	0	0	0	0	0
9030	EMR Cemetery Mem test/repairs	2,500	0	0	0	0	0	0	0	0
9032	EMR Neighbourhood Plan 2018-19	-1,208	1,058	0	0	0	0	0	0	0
9035	EMR CP Tennis sinking 2026	23,563	0	0	0	0	0	0	0	0
9040	EMR Community Bus Serv 2019-20	13,000	0	0	0	0	0	0	0	0
9042	EMR Sustainable operational Pr	0	89	0	101	0	0	0	0	0
9300	EMR S106 Sensory Garden 2019	51,579	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		270,900	84,021	0	4,576	0	0	0	0	0
<b>900 Net Income over Expenditure</b>		-270,900	-53,656	0	-10,152	0	0	0	0	0

Continued on next page

## Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6001	plus Transfer from EMR	0	0	0	4,593	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(270,900)</u>	<u>(53,656)</u>	<u>0</u>	<u>(5,558)</u>	<u>0</u>		<u>0</u>		
	<b>Total Budget Income</b>	1,789,590	1,664,472	1,669,646	1,157,454	1,362,164	0	1,496,136	0	0
	<b>Expenditure</b>	2,060,491	1,335,551	1,669,646	584,009	1,545,773	0	1,592,410	0	0
	<b>Net Income over Expenditure</b>	<u>-270,901</u>	<u>328,920</u>	<u>0</u>	<u>573,445</u>	<u>-183,609</u>	<u>0</u>	<u>-96,274</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	0	0	111,771	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(270,901)</u>	<u>328,920</u>	<u>0</u>	<u>685,217</u>	<u>(183,609)</u>		<u>(96,274)</u>		



**Application for Co-option  
Part 1**

Thank you for your interest in becoming a Town Councillor. Please provide below information to assist the council in making their decision.

<b>Full Name &amp; Title</b>	MR BENJAMIN LUKE WILLCOCKS
<b>Home Address</b>	[REDACTED]
<b>Home Telephone</b>	[REDACTED]
<b>Mobile Telephone</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Which Ward are you applying for?</b>	CENTRAL

**About You**

Please provide the Council with some background information about yourself.

After leaving the University of Warwick, where I studied Philosophy and Politics, I moved to London and worked in property and logistics, before my wife (Esther) and I began to consider starting a family and therefore made the decision to move out of the capital and look for a home halfway between London and my parents in Bournemouth. We settled on Fleet after viewing a flat on a sunny day and eating a wonderful meal at the Heron on the Lake. We have never looked back.

I have now lived in Fleet for nearly 20 years, moving house three times within a half-mile radius! Esther and I retrained as a Teacher and Civil Servant the year we moved, and since then, we have had two children, who both attend Fleet schools, and have loved every second of living in the town.

I take a full and active role in our local community. Esther and I are vocal supporters of local resources, and advocates for facilities that mean a lot to us as a family such as Fleet Library, the Harlington Centre, and local playgrounds and parks. Several years ago, we helped to build the playground at Ancells Farm.

Seven years ago, I was asked to become a moderator in the largest Facebook community focused on Fleet – 'Fleet Parents'. I am still doing the job now, allowing me to provide a community service in keeping the discussion relevant and civil, while also keeping my finger on the pulse of what matters to the local community, and understanding the full spectrum of views.

### Reasons for applying

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

My career has given me extensive experience in managing budgets, stakeholders, and evidence-based policy-making. I have led complex organisations through change programmes, and in my current role as Head of European Engagement at the Home Office, I oversee stakeholder relationships across both individual EU member states and with multilateral partners. I am therefore well versed in balancing the competing interests of a broad range of stakeholders when taking decisions.

I have many years of experience in communicating fluently and succinctly in both written and oral form. I spent three years as chief speechwriter to the Secretary of State for Defence, rapidly learning how to convey the message and tone required by circumstance and audience. This role continued a theme in my career of working closely with very senior officials and Ministers, which has included amongst other things briefing the Prime Minister on sensitive intelligence, representing the Ministry of Defence in COBR and National Security Council meetings. Such senior audiences honed my ability to convey important information rapidly and clearly.

I thrive in collegiate environments, having been part of countless teams of all sizes and demographics. In this respect, I think I could bring strong team-working skills to bear as a part of the Town Council. Although I am entirely comfortable challenging viewpoints, and defending my own, I strive to do this in a civil and amiable manner, without descending into personal attack that has become an unfortunate hallmark of a lot of debate in the last few years.

As mentioned, I think my role in Fleet Parents, coupled with my work on the Velmead Parent Teacher Association, means I have a good understanding of the issues that matter to residents of the town, particularly parents. As a highly proactive and dynamic individual, I would love to have the opportunity to work for the collective good of the community as a Councillor.

Signature



Please return your completed application to the Clerk to the Council. Your application will be considered at the next available Town Council meeting; where a vote will be held to decide whether the Council agrees to co-opt you to Fleet Town Council.

Data Protection Act: The information provided on this application will remain private and Confidential.

## Co-option Eligibility Form Part 2

1. In order to be eligible for co-option as a Fleet Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

- a) I am registered as a local government elector for the parish; or ☐
- b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or ☐
- c) My principal or only place of work during those twelve months has been in the parish; or ☐
- d) I have during the whole of twelve months resided within 4.8 km of The Parish of Fleet ☒

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

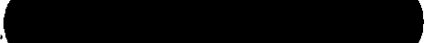
This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

### DECLARATION

I, Ben Willocks hereby confirm that I am eligible for the vacancy of Fleet Town Councillor, and the information given on this form is a true and accurate record.

Signature.....  Date... 23/09/20

Fleet Town Council is duty bound to treat this information as strictly confidential.

#### CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> <li>• Forward Thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Can bring a new skill, expertise or key local knowledge to the Council.</li> </ul>
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>• Ability to listen constructively</li> <li>• A good team player</li> <li>• Ability to pick up and run with a variety of projects Solid Interest in local matters</li> <li>• Ability and willingness to represent the Council and their community</li> <li>• Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.</li> <li>• Ability to communicate succinctly and clearly.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>• Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities).</li> <li>• Ability and willingness to undertake induction training and other relevant training.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working or being a member in a local authority or other public body</li> <li>• Experience of working with voluntary and or local community / interest groups</li> <li>• Basic knowledge of legal issues relating to town and parish Councils or local authorities</li> <li>• Experience of delivering presentations</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.</li> </ul>	

## **COUNCIL MEETING** **Wednesday 4 November 2020**

**Councillor:** Janet Stanton  
**DATE:** 28 October 2020

### **COVID RECOVERY REPORT**

#### **The Harlington**

To date The Harlington has 6 regular hirers and 2 new casual hirers returning with 3 more hoping to return very shortly.

Now that the ceiling work in the Auditorium is completed and the room is operational, the first shows have now taken place ie The Jazz Club on Tuesday 20<sup>th</sup> October with an and The Comedy Club on 24<sup>th</sup> October. This has only been achieved by staff from both The Harlington and Council operations working at these events in very different roles to those normally undertaken. Both these events stringently followed the Government's guidelines in all aspects to ensure that they were COVID secure and the actions taken have been appreciated by the audiences. In addition, the Council's Health & Safety Consultant visited the Comedy Club reviewing all the procedures and was satisfied with the precautions taken.

#### **Ancells Farm Community Centre**

To date Ancells Farm Community Centre has attracted 4 hirers back which include two of our larger hirers. Two further groups are preparing to return next week after half term.

#### **Furloughing**

Furloughing ends on 31 October and the Job Support Scheme starts on November 1<sup>st</sup> 2020. As at the time of writing, the final guidance from HMRC has not been finalised. However, the Council will use the Open Job Support Schemes until The Harlington is fully operational. The first claim for November will be made after 8<sup>th</sup> December when the HMRC portal opens.

#### **Finances**

The council's finances and cash flow continue to be monitored and managed in order to minimise the loss of income to the Council, particularly from the Harlington activities. However, some savings are being achieved to offset this shortfall. There continues to be a small increase in the number of hall hirers both at The Harlington and Ancells Farm Community Centre as organisations see that the buildings operate within a COVID secure environment.

## COMPLAINTS

## ITEM 12

2020-2021	Date of Receipt	Date Response sent	Complaint details		Number of hours to complete
COM/16/20	04.10.20	27.10.2020	Complaint about Calthorpe Park	COM/19/20	.5hours
COM/17/20	05.10.20	16.10.2020	Complaint about ASB in Calthorpe Park		2 hours
COM/18/20	13.20.20		Complaint about trees in Oakley Park		
COM/19/20	19.10.20	19.10.20 and 27.10.2020	Complaint about ASB in Calthorpe park	COM 16/20	1.5hrs

## COUNCIL MEETING Wednesday 4 November 2020

**Councillor:** Janet Stanton  
**DATE:** 28 October 2020

### CLERK'S REPORT

#### **Calthorpe Park Action Day**

Due to the bad weather the Calthorpe Park Action Day was postponed. Another date will be arranged shortly.

#### **Remembrance Sunday**

Remembrance Day in Fleet will be taking on a different format this year due to the COVID 19 restrictions on social distancing. The Royal British Legion and Hart District Council are organising a laying of wreaths ceremony in Gurkha Square at 11am and only six people will be present ie The President of the RBL, The Lord Lieutenant, Chairman of HDC, Chairman of FTC, the Chairman of Elvetham Heath and the Bugler. As this is not a public event, Members of the public are being asked to remember those who have fallen by:

- Observing the two minute silence outside your front door at 11am on Sunday 8th November
- Wearing your poppy with pride
- Watching the Commemoration at the Cenotaph on t.v.
- Watching the Act of Remembrance at Fleet War Memorial via Hart District Councils 'live feed'  
<https://www.facebook.com/HDCLiveStreaming>
- Placing wreaths or visiting for your own Act of Remembrance after midday on Sunday 8th November
- Visiting any of the War Memorials across the district at another time, in your own Act of Remembrance
- Getting involved by visiting <https://bit.ly/3k1HPrx>

#### **Calthorpe Park**

As a result of the opening and popularity of the new play area in Calthorpe Park, a local resident has advised that he is considering making an infrastructure request to Hart District Council for Merivale to become a permit parking area.

#### **Circus Wonderland**

Circus Wonderland will be making its annual visit to The Views and performances will take place from 12 – 15 November – a few months later than usual. The circus management have adhered rigidly to the strict COVID19 guidelines and their Risk assessments have been reviewed by both Environmental Health at HDC and Public Health at HCC.

#### **Fleet Half Marathon**

Due to the uncertainty of future COVID 19 restrictions and Government guidelines, The Fleet Half Marathon has been cancelled for 2021

#### **Pedestrianisation**

As at the time of writing this report, no decision has been made by HDC regarding the future of the pedestrianisation of Fleet Road.



## Application for Grant Form

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

1.	Name of Organisation Address  Bank Account details for payment Account Sort Code	SASHAS PROJECT [Redacted] [Redacted] SASHAS PROJECT [Redacted] 2 [Redacted]
2.	Name, Address and Status of Contact & position  E-mail address	[Redacted] Trustee (address as above) [Redacted]
3.	Telephone Number of Contact	[Redacted]
4.	Is the Organisation a Registered Charity?	Yes/No                      Charity Number:
5.	Date of establishment of Organisation	Friday 1st March 2019
6.	Details of purpose of Grant (please use additional sheet to include details)	Grant required to rent premises (The Point) from F.T.C. The purpose of using the premises is to provide a crisis drop in centre for the young people of Hampshire, aged 16-25 yrs who are experiencing a mental health crisis. The need for such support is more urgent than ever following covid.
7.	Amount applied for	£
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	

9.	Projected income and expenditure of project/event						
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?						
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.						
13.	How will you publically acknowledge Fleet Town Council's contribution?						

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

Signed.....

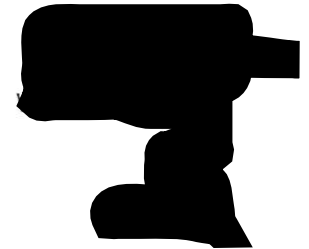
Date.....

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

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

Office Use

	Officer	Date
Grant Application verified?	WJ	22-10-2020
Committee decision?		
Applicant notified?		
If approved funds released?		
Press Release and Photo?		
Self-evaluation form of Event sent?		



13<sup>th</sup> October 2020

Janet Stanton  
Town Clerk  
Fleet Town Council  
236 Fleet Road  
Fleet GU51 4BY

### **Sasha's Project**

As Trustees of Sasha's Project, we are reaching out to you regarding the possibility of setting up a Sasha's Project crisis drop centre in the The Point Centre in Fleet. We have been looking for a suitable location as close to Fleet Town Centre as possible, to deliver our project and believe that The Point in Harlington Way would make an ideal base for the support we would like to make available to young people.

We have been fundraising and planning for a crisis centre for some time, but there is now an increased sense of urgency as the implications of COVID-19 start to be felt. We have yet to see the full impact that COVID-19 will have on the mental health and wellbeing of our young people and community as a whole, but it is anticipated that there will be a significant increase as a result for a number of reasons for example, unemployment, increased poverty, depression, domestic abuse and the lockdowns in general. 12% of Hampshire's youngsters suffer from poor mental health, with 30-40% of the UK population experiencing social, emotional and behavioural difficulties. This means approximately 93,000-124,000 of our younger community will experience some difficulties during their lifetime.

We believe suicide is not "other people's" problem; it's our problem, a community problem. The number of suicides in young people is increasing according to the National Confidential Inquiry into Suicide. It is the only age group that has steadily risen over the past decade and it has dramatically increased for young men, with a 31% increase from 2017 to 2018. Female suicides have generally increased in recent years, particularly the 10-24 years age group which has increased significantly



since 2012. In 2016, 31 younger people (under 25) in Hampshire lost their lives to suicide. In addition, roughly 4,500 young people under 24 were admitted to A&E for self harm during 2011-2016.

Sasha was a young lady from Fleet who, despite experiencing her own mental health issues, was passionate about helping others. She sadly died by suicide aged just 20. Following her death, we are establishing an organisation, Sasha's Project, with the aim of providing a safe place where the young people of Hampshire can come when they are struggling with their mental health. At the crisis centre these young people will be welcomed by a team who will listen without judgement and help them by providing advice and support or by signposting to the other services available. Most importantly, the crisis centre will be open during the night. This being the time, when many people struggle the most, and when many mental health services and professionals are not readily available.

Our vision for Sasha's Project is to provide the emotional support that helps reduce suicidal thoughts and behaviours, to challenge and change the public perception about the stigma of mental health issues. We want to inspire others to do the same, alongside promoting a zero tolerance of suicide. Many young people who are thinking about taking their own lives do not seek help because of the stigma attached to mental health. We will provide this much needed support at no cost to those who seek help and will operate, on a non-profit basis, by fundraising and utilising volunteers.

The crisis centre will be of benefit to the young people in the area, but it will also benefit the much wider community. Every suicide has a ripple effect, in 2019 it was recognised that up to 135 people were affected to some degree by a single suicide. The first wave impacted the individual's immediate community, family, friends, school; the second wave affecting colleagues, emergency services, i.e. Police. Early intervention can improve outcomes for young people, their families and the wider community. Sasha's Project, by providing a safe place for struggling young people, will reduce the pressure on our busy A&E departments. It will reduce the overall impact on NHS resources too, but most importantly it will help families to cope, reduce the trauma on the community and emergency services (witnessing a suicide) and provide GP surgeries with an alternative source/network of support.

It is very important to us that the property is in the centre of Fleet and for it to be discreet but easily accessible, as many youngsters seeking help will not have access to independent transport. We would like to utilise the premises when they are not used by the current organisations of The Point. We would respectfully request you to consider allowing us to utilise the premises for a short term basis on a no fee/reduced rent at least until we have established ourselves within the community and local area. Our initial goal is to open during the night at weekends but we would like to discuss



extending this as time goes on. Ideally albeit a short timeframe we would like to open the centre by the end of December this year.

At present we would like to open Saturday nights 10 pm to 6am to start, with potential to add a second night session on Fridays.

One of our Trustees would be available to discuss the proposal in more detail if you have any queries.

We sincerely hope you will be able to support Sasha's project and look forward to hearing from you.

Regards

A large black rectangular redaction box covers the signature of the trustee.

On behalf of the Trustees of  
Sasha's Project








THE OFFICIALS  
SASHA'S PROJECT

20 - 16 - 99  
BARCLAYS BANK UK PLC  
5 20 OCT 2020 5  
FLEET BRANCH  
20 - 16 - 99

## Your Community Account

## At a glance

Date	Description	Money out £	Money in £	Balance £
18 Jul	Account Opened			0.00
22 Jul	 Deposit at Barclays 42Fleet		260.00	260.00
	 Deposit Re 42Fleet		13.00	273.00
	 Receipt For Travel Money Paid in at Barclays Fleet 42 Ref: 42Fleet		20.98	293.98
26 Jul	 Unpaid Cheque Ref: 2607/3100090708	10.00		283.98
23 Aug	 Deposit at Barclays 43Fleet		105.00	388.98
14 Oct	 Deposit Re 45Fleet		451.90	840.88
16 Oct	 Proceeds of Foreign Cheque Re: 4814 USD@1.2997 GBP16.00 Peoc954463		99.41	940.29
25 Oct	 Direct Credit From Eventbrite Inc. Ref: 73031329673		295.00	1,235.29
9 Dec	 Deposit at Barclays Inquest		7,000.00	8,235.29
10 Jan	 Deposit Re 45Fleet 100001		113.00	8,348.29
3 Mar	 Deposit at Barclays 45Fleet Ref: 100002		145.00	8,493.29
17 Apr	 Cheque Issued Ref: 100001	85.20		8,408.09
17 Jul	Balance carried forward			8,408.09
Total Payments/Receipts		95.20	8,503.29	

18 Jul 2019 - 17 Jul 2020

Start balance £0.00

Money out £95.20

► Commission charges £0.00

Money in £8,503.29

► Gross Interest earned £0.00

End balance £8,408.09

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

# Financial Services Compensation Scheme Information Sheet

Basic information about the protection of your eligible deposits	
Eligible deposits in Barclays Bank UK PLC are protected by:	the Financial Services Compensation Scheme ("FSCS")
Limit of protection:	£85,000 per depositor per bank  The following trading names are part of Barclays:  Barclays, Barclays Business Banking, Barclays Premier Banking, Barclays Smart Investor, Barclays Wealth Management and Pingit
If you have more eligible deposits at the same bank:	All your eligible deposits at the same bank are "aggregated" and the total is subject to the limit of £85,000.
If you have a joint account with other person(s):	The limit of £85,000 applies to each depositor separately.
Reimbursement period in case of bank's failure:	20 working days.
Currency of reimbursement:	Pound sterling (GBP, £) or, for branches of UK banks operating in other EEA Member States, the currency of that State.
To contact Barclays Bank UK PLC for enquiries relating to your account:	Barclays Bank UK PLC 1 Churchill Place Canary Wharf London E14 5HP
To contact the FSCS for further information on compensation:	Financial Services Compensation Scheme 10th Floor Beaufort House 15 St. Botolph Street London EC3A 7QU  Tel: 0800 678 1100 or 020 7741 4100 email: <a href="mailto:ICT@fscs.org.uk">ICT@fscs.org.uk</a>
More information:	<a href="http://www.fscs.org.uk">www.fscs.org.uk</a>

## Additional information

### Scheme responsible for the protection of your eligible deposit

Your eligible deposit is covered by a statutory Deposit Guarantee Scheme. If insolvency of your bank, building society or credit union should occur, your eligible deposits would be repaid up to £85,000 by the Deposit Guarantee Scheme.

### General limit of protection

If a covered deposit is unavailable because a bank, building society or credit union is unable to meet its financial obligations, depositors are repaid by a Deposit Guarantee Scheme. This repayment covers at maximum £85,000 per bank, building society or credit union. This means that all eligible deposits at the same bank, building society or credit union are added up in order to determine the coverage level. If, for instance, a depositor holds a savings account with £80,000 and a current account with £20,000, he or she will only be repaid £85,000.

This method will also be applied if a bank, building society or credit union operates under different trading names.

Barclays Bank UK PLC also trades under Barclays, Barclays Business Banking, Barclays Premier Banking, Barclays Smart Investor, Barclays Wealth Management and Pingit. This means that all eligible deposits with one or more of these trading names are in total covered up to £85,000.

In some cases eligible deposits which are categorised as "temporary high balances" are protected above £85,000 for six months after the amount has been credited or from the moment when such eligible deposits become legally transferable. These are eligible deposits connected with certain events including:

- (a) certain transactions relating to the depositor's current or prospective only or main residence or dwelling;
- (b) a death, or the depositor's marriage or civil partnership, divorce, retirement, dismissal, redundancy or invalidity;
- (c) the payment to the depositor of insurance benefits or compensation for criminal injuries or wrongful conviction.

More information can be obtained under [www.fscs.org.uk](http://www.fscs.org.uk)



We believe that by providing support to our young people, without prejudice or judgement, we will be providing a service that is essential in today's climate. The number of suicides in England last year rose by 5% (ONS) and according to the National Confidential Inquiry into Suicide, the number of suicides in young people is increasing fast, and these figures relate to the period before Covid-19. All indications are that the impact of the pandemic will make things much worse. Young adults have been more likely to report worse mental health and wellbeing during the pandemic, with students suffering greater loneliness than ever before. In the group young males 10-24yrs there was a 25% increase in 2018 and in young females of the same age, the suicide rate has increased by 83% since 2012 (ONS). In 2019, nearly 10,000 people went to A&E in Surrey, because of a mental health condition, with Frimley Park hospital experiencing the largest increase (up 451% in the past decade). Attendances by under 18s were up eightfold to 1,270 in 2018/19, and those in the 18 – 24s group nearly quadrupled. In Hampshire, the latest figures (from 2016) show 31 youngsters under 25 lost their lives to suicide. In addition, roughly 4,500 young people in Hampshire were admitted to A&E for self-harm in the period 2011-2016.

By challenging and changing community perceptions about the stigma of mental health issues, and by promoting a zero tolerance of suicide, we will inspire others to do the same.

We will add value to existing commissioned services who we will work alongside, providing support that fills the gap currently left by mental health services. The offices of the Community Mental Health Team in Aldershot close at 5pm, the Home Treatment Team are not available after 9pm, the Safe Haven closes at 11pm and apart from psychiatric liaison in A&E and the Crisis Line, there is no mental health support available throughout the night.

We plan to open an initial service over the Christmas period and throughout 2021. During this time we will continue our fundraising whilst delivering a the service, with the aim of building sufficient funding to operate for a five year period. We have a bank of volunteers, including peer support workers, who will be undergoing our training programme and we are in the process of establishing a Crisis Management training for the number of counsellors who have offered to work with Sasha's Project.

## **Sasha's Project**

### **Constitution**

This constitution was adopted on 5<sup>th</sup> June 2019

### **PART 1**

#### **ADOPTION**

The association and its property will be administered and managed in accordance with the provisions of this constitution.

#### **NAME:**

The name of the organisation shall be **Sasha's Project** and in this document is called the Charity.

#### **1. PURPOSES:**

##### **1.1 Our Vision:**

We believe anyone in Suicidal Crisis should have someone to talk to and somewhere to go.

##### **1.2 Our Mission:**

- To provide emotional support that helps reduce suicidal thoughts and behaviour.
- To challenge and change public perception about the stigma of Mental Health issues inspiring others to do the same alongside promoting zero tolerance of suicide.
- Being accessible to all within our remit who need support.

##### **1.3 We do this by:**

- Providing a safe place to people in crisis and at risk of suicide.
- Raising awareness through networking, events whilst being open and transparent about the support we offer and the need for it.
- Offering free of charge support to those in need.
- Setting up Sasha's project as a charity.

##### **1.4 Our Values:**

- Listening without prejudice and judgment is essential.
- By giving people the tools to help themselves out of a crisis we uphold their dignity.
- We act with compassion, a sense of common decency and with humanity.
- We believe by giving a safe space to reduce present distress and time to stabilise emotions and to provide a clearer vision.

We will associate with local authorities, voluntary organisations and residents within the area in a common effort to carry out the objectives of the group.

Nothing in this constitution authorises an application of the property of the Charity for purposes which are not charitable in accordance with section 2 of the Charities Act 2011.

## **2. APPLICATION OF INCOME AND PROPERTY**

2.1 The income and property of the Charity must be applied solely towards the promotion of the purposes detailed above.

2.2 A trustee is entitled to be re-imbursed from the property of the Charity or may pay directly from the property of the charity reasonable expenses properly incurred by him or her when acting on behalf of the Charity

2.3 None of the income or property of the Charity may be paid or transferred by way of bonus, dividend or otherwise by way of profit to any person connected with the Charity. This does not prevent the trustees or connected persons from receiving:-

- a) A benefit from the Charity in the capacity as a beneficiary of the Charity
- b) Reasonable and proper remuneration for any goods or services supplied to the Charity

## **3. BENEFITS & PAYMENTS TO TRUSTEES & RELATED PERSONS**

3.1 No Charity trustee or person connected to them may:

- a) Buy or receive goods or services from the Charity on terms preferential to those applicable to members of the public
- b) Sell goods, services or any interest in land to the Charity

- c) Be employed by or receive any remuneration from the Charity
- d) Receive any other financial benefit unless payment is permitted by the clause below or authorised by the Court or the Commission

#### **4. CIRCUMSTANCES IN WHICH TRUSTEES OR CONNECTED PERSONS MAY BENEFIT**

- a) A trustee or connected person may receive benefit from the Charity as a beneficiary provided that it is available generally to beneficiaries of the Charity and that a majority of trustees do not benefit in this way.
- b) A Charity trustee or connected person may take part in the normal trading and fund raising activities of the Charity on the same terms as members of the public.
- c) A Charity trustee or connected person may enter into a contract for the supply of services or for goods supplied provided payment does not exceed what is reasonable in the circumstances. It is minuted that it is in the best interest of the Charity to contract with a trustee rather than an outside contractor.

#### **5. DISSOLUTION**

- a) The Charity may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.
- b) The meeting may pass a resolution before or at the same time as the resolution to dissolve specifying the manner in which the trustees are to apply the remaining property or assets of the Charity
- c) The trustees shall distribute any assets remaining after the payment of all bills directly for the purposes of the Charity or to other charitable groups or organisations having aims similar to the Charity or for some other charitable purposes at the discretion of the trustees.
- d) In no circumstances must the net assets of the Charity be paid or distributed among the trustees.
- e) The trustees must notify the Commission promptly that the Charity has been dissolved and send to the Charity Commission the final accounts.

#### **6. AMENDMENTS TO CONSTITUTION**

- a) The Charity may amend any provision contained in this constitution.
- b) No amendment may be made that will have the effect of making the charity cease to be a Charity by law.
- c) No amendments may be made to alter the purposes if the change would undermine or work against the previous objectives of the Charity.
- d) No amendments will be made in respect of income to, benefits or payments to Charity trustee or connected persons without the prior consent of the commission.
- e) A copy of any resolution amending this constitution must be sent to the Commission within 21 days of it being passed.
- f) No alteration to this Constitution or any special resolution has retrospective effect to invalidate any prior act of the trustees.
- g) Any resolution to amend the provisions of Part 1 of this constitution is passed by not less than two-thirds of the trustees and officers present and voting at a General Meeting. Part 2 of this constitution may be amended by a simple majority of those present and voting.

## **PART 2**

### **7. GENERAL MEETINGS**

- a) An Annual General meeting shall be held within 12 months of the date of the adoption of this constitution and in each year thereafter. Not more than 15 months may elapse between successive Annual General Meetings.
- b) Notices of the AGM shall be published three weeks beforehand and a report on the Charity's financial position for the previous year will be made available at the same time.
- c) All general meetings other than the Annual General Meeting must be called a Special General Meeting.
- d) A Special General Meeting may be called at any time at the request of the trustees or officers. A notice giving the place, date, time and reason shall be sent to members three weeks beforehand.

e) A copy of any resolution amendment to the constitution will be sent to the commission within 21 days of being passed.

## **8. NOTICES**

a) The minimum period of notice required to hold a General Meeting is 14 clear days, but shorter notice may be given if agreed by all trustees.

b) Resolutions to change the constitution must be given in writing to the secretary at least 28 days before a General Meeting and approval will require a two thirds majority of those present and voting.

c) Proof that a notice contained in an electronic communication was sent is conclusive evidence that notice was given.

d) No business shall be transacted at any General Meeting unless a quorum is present.

## **9. QUORUM**

a) Two thirds of the trustees and officers, or four persons being present, whichever is the greater, shall enable a General Meeting to take place.

## **10. ADJOURNMENTS**

a) If a quorum is not present or during a meeting ceases to be present the meeting must be adjourned to such time and place as the trustees determine.

b) If no quorum is present at the re-convened meeting, all those present will constitute a quorum.

## **11. VOTING**

a) All decisions of the charity trustees are valid notwithstanding the non-participation in any vote of a charity trustee.

b) Each person has one vote but if there is an equality of votes the person chairing the meeting has a casting vote in addition to any other vote he or she may have.

c) A resolution in writing or in electronic form signed by all the trustees entitled to receive notice of a meeting of trustees and to vote upon the resolution is as valid and effectual as if it had been passed at a meeting of the trustees duly convened and held.

## **12. MINUTES**

- a) The trustees must keep minutes of the appointment of Trustees and officers made by the trustees.
- b) Minutes must be kept of all proceedings at meetings of the Charity, and meetings of the trustees and its officers.
- c) Records may be kept in electronic form and electronic signatures are accepted as evidence of proper authentication.

## **13. OFFICERS AND TRUSTEES**

- a) The number of trustees must not be less than 3 but will not be subject to any maximum (unless otherwise determined at a General Meeting)
- b) The Charity and its property must be managed and administered by a committee comprising the trustees and officers and other person elected at a General Meeting in accordance with this constitution.
- c) The Charity must have the following officers, who are three different people:-

A Chairperson

A Secretary

A Treasurer

- d) A trustee may not appoint anyone to act on his or her behalf at any meeting of the trustees.
- e) The trustees and officers will conduct an occasional trustee skills check and recommend to trustees as appropriate.
- f) The trustees and officers shall meet at least 3 times per year
- g) New trustees shall be given an induction pack containing a code of conduct, key policies, constitution, 2 years accounts and contact details.
- h) All personal data will be handled in accordance with the Data Protection Act 1998 and GDPR must be registered with ICO if applicable.

i) Trustees are appointed for a period of 3 years and may be re-appointed upon review. Any trustee may be removed from office by a 2/3 vote at a meeting of trustees and officers.

j) Prospective trustees will be subject to a due diligence check at Companies House.

k) The Charity will maintain a register of conflicts of interest.

#### **14. DUTY OF CARE & EXTENT OF LIABILITY**

When exercising any power in administering or managing the charity, each trustee must use the level of care and skill that is reasonable in the circumstances, taking into account any special knowledge or experience that he or she claims to have.

A trustee is entitled to be covered by Trustee Indemnity Insurance purchased at the Charities expense. No trustee and no one exercising power or responsibilities delegated by the trustees are liable for any act, or failure to act unless, in acting or failing to act, he or she has failed to discharge their duty of care.

#### **15. APPOINTMENT OF TRUSTEES**

a) The trustees may appoint any suitably qualified and approved person who is willing to act as a trustee.

b) The person must be a UK resident.

c) The Charity in General Meeting must elect the Trustees and officers.

#### **16. POWERS OF TRUSTEES**

a) The trustees must manage the business of the charity and have the following powers in order to further the purposes.

b) The trustees may obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method provided these are within the objects of the Charity.

c) The trustees may delegate much of the day to day running of the charity to its officers.

d) To raise funds for the charity but in doing so the trustees must not undertake any taxable permanent trading activity and must comply with any relevant statutory authority.

- e) Trustees must ensure that the Charity is solvent, well run, delivers the charitable outcome for which it has been created and complies with all laws and regulations governing charity's activities.
- f) Trustees may establish and support any charitable trust, associations or institutions formed for any charitable purpose included in the purposes.
- g) Trustees may co-operate with other charities, voluntary bodies and statutory authorities and exchange information and advice with them.
- h) To obtain and pay for such goods and services as are necessary for carrying out the work of the charity where pre-authorised.
- i) The trustees may open and operate such Bank accounts and any other account as the trustees consider necessary. The treasurer may transfer monies between these accounts electronically with authorisation.
- j) All cheques or payments made on the accounts must be signed by two persons, one of whom must be a trustee. A debit card may be used by any trustee or Charity officer up to a limit of £1500 per transaction. Purchases above £1500 must be authorised in advance by another trustee in writing, duly signed by both parties, and given to the treasurer for record purposes.
- k) The trustees may delegate any of their powers or functions to a committee of two or more trustees but the task and terms of this delegation must be recorded in official minutes
- l) The Trustees may buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use.
- m) The Trustees may set aside income as a reserve against future expenditure but in accordance with the policy on reserves. The Trustees will maintain a cash reserve equivalent to 3 months total salary invoice.
- n) The fiscal year shall be from 1<sup>st</sup> April to 31<sup>st</sup> March following.
- o) The trustees must keep accounting records, prepare an annual statement of account and arrange an independent examination/auditing of the Statement of Accounts.
- p) The trustees are responsible for an Annual Report and all reports and audited financial accounts shall be submitted to the Charity Commission within the Commissions timescale.

q) All matters of new business and policy shall be submitted to the trustees for study and approval.

r) A charity trustee must declare the nature of any interest whether direct or indirect which he or she has in a proposed transaction or arrangement with the charity and must absent him or herself from any discussion of the Charity trustees.

s) To do all such other lawful things as are necessary for the achievement of the purposes.

## **17. REPAIRS & INSURANCE**

a) The trustees must keep in repair and insure to their full value against fire and other usual risks all the buildings of the Charity. They must also insure suitably in respect of public liability and employer liability.

## **18. RULES**

a) The trustees may from time to time make rules for the conduct of their business.

b) These may include the conduct of all persons connected to the Charity in relation to one another, to the charities employees and volunteers and the general public.

The setting aside of the whole or any part of the Charities premises at any particular time or for any particular purpose.

Name	Position	Signature	Date
Angela Forster	Chair Person		
Steve Forster	Treasurer		
Charlotte Tickner	Secretary		
Perdi Forster	Voting Trustee		

### 3. Additional Objects

#### Our Vision

We believe anyone in suicidal crisis should have someone to talk to and somewhere to go

#### Our Mission

- to provide emotional support that helps reduce suicidal thoughts and behaviours
- to challenge and change public perception about the stigma of mental health issues, inspiring others to do the same alongside promoting zero tolerance of suicide
- being accessible to all within our remit who need support

#### We will achieve this by

- providing a safe place for people in crisis and at risk of suicide
- by raising awareness through networking and events whilst being open and transparent about the support we offer and the need for it
- offering free of charge support to those in need
- we will associate with local authorities, voluntary organisations and residents within the area, in a common effort to carry out the objectives of the group
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- listening without prejudice and judgement is essential
- by giving people the tools to help themselves out of a crisis we uphold their dignity
- we act with compassion, a sense of common decency and with humanity
- we believe in providing a safe space to reduce present distress and time to stabilise emotions and to provide a clearer vision

Signed by:

A Forster

S Forster

GP Forster Rampton

C Tickner

Date:

5th June '19

5th June 19

5th June 19