



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

Wednesday 1st March 2023 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

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

Rochelle Halliday, Executive Officer
22nd February 2023

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 & REQUESTS FOR DISPENSATIONS Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council.
5.	HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
6.	MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record the minute and confidential minutes of the Council Meeting held on 1 st February 2023 (<i>copies attached</i>). To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration (<i>copies attached</i>): <ul style="list-style-type: none">• Establishment 8th February 2023• Development Control 13th February 2023• Policy and Finance 15th February 2023

Part 1 – ITEMS FOR DECISION

7. FINANCIAL MONITORING REPORT

- a) To receive the bank reconciliation and list of payments for January 2023 (*documents available on the FTC portal and website*).
- b) To receive a statement from Councillor Robinson that the bank reconciliation and list of payments for January 2023 have been verified and signed off against the original bank statement.
- c) To receive a year to date balance sheet (*copy attached*).

RECOMMENDATIONS

- a) To receive and accept the bank reconciliation and list of payments for January 2023.
- b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for January 2023 have been verified and signed.
- c) To note the year to date balance sheet.

8. CONTRACT RENEWAL FOR FLEET LINK SERVICE

To consider and agree extending the community transport contract for Fleet Link for a further year to run from 1 April 2023 until the 31 March 2024 (*see Executive Officer's Report*).

RECOMMENDATION

To approve extending the Fleet Link contract for a further year for the period 1 April 2023 – 31 March 2024.

9. COUNCIL INSURANCE

- a) To consider and agree the Council's insurance contract for the period 1st April 2023 to 31st March 2026 (*see Executive Officer's Report*).
- b) To consider and agree providing insurance for the Coronation event.

RECOMMENDATIONS

- a) To approve Supplier A for the provision of the Council's three year insurance contract, starting on 1st April 2023, at a cost of £9,171.46 per year.
- b) To approve providing the insurance cover for the Coronation event on 7th May 2023.

10. INTERIM INTERNAL AUDIT

- a) To receive the interim audit report from the Internal Auditor (*copy attached*).
- b) To agree the actions proposed following the interim internal audit (*copy attached*).

RECOMMENDATIONS

- a) To accept the interim audit report.
- b) To agree the actions consequential to the interim audit report.

11. COUNCILLOR CO-OPTION TO FILL A CASUAL VACANCY

To consider the applications received for co-option to fill one casual vacancy in the Fleet Central Ward and to approve the co-option if appropriate (*copies attached*).

RECOMMENDATION

To approve the co-option application if all requirements have been met.

12. GRANT APPLICATION – HVA FOR ODIHAM DISTRICT SCOUTS

To consider and agree a grant application from Hart Voluntary Action on behalf of Odiham District Scouts for £200 towards transport for a Duke of Edinburgh expedition in March 2023 (*copy of application and grants awarded to date attached and accompanying documents on portal – printed copy of financials to be provided on request*).

RECOMMENDATION

To approve the grant application from HVA on behalf of Odiham District Scouts.

13.	<p>CCTV MONITORING – DATA PROTECTION AGREEMENT To agree the Data Processing Agreement for the transferal of the Hart District Council CCTV Monitoring Service from Rushmoor Borough Council to Runnymede Borough Council (<i>copy attached & see Executive Officer’s Report</i>).</p> <p>RECOMMENDATION To approve the Data Protection Agreement, subject to final amendments, for sign off by two Council Members after the meeting.</p>
14.	<p>COUNCIL MEETING DATES To agree an additional meeting date for the Establishment Committee on 12th July 2023.</p>
<p>Part 2 – ITEMS TO NOTE</p>	
15.	<p>ANNUAL RESIDENTS’ MEETING To note the final agenda for the Annual Residents’ meeting on 21st March 2023 (<i>copy attached</i>).</p>
16.	<p>VISION DAY – SESSION 2 To receive an update following the final Vision Day session (<i>see Executive Officer’s Report</i>).</p>
17.	<p>COMPLAINTS To receive any updates regarding the complaint reported at the last meeting (<i>see Executive Officer’s Report</i>).</p>
18.	<p>EXECUTIVE OFFICER’S REPORT To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
19.	<p>DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 5th April 2023 at 7pm in the Harlington.</p>
<p>Part 3 – CONFIDENTIAL ITEMS</p>	
<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> a. Engagement, terms of service, conduct and dismissal of employees b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts c. Receipt of professional legal advice and preparation of cases in legal proceedings d. The early stages of any dispute e. Matters of a commercial nature <p>20. CONTRACTUAL MATTERS To receive information on three contractual matters and to agree any actions required (<i>copy attached</i>).</p>	



FLEET TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

held on

Wednesday 1st February 2023 at 7pm

PRESENT

Councillors: R. Schofield (Chairman), G. Chenery, K. Cottrell, P. Einchcomb, S. Engström (arrived during item 7), R. Fang, L. Holt, E. May, A. Oliver, R. Richmond, R. Robinson, S. Tilley, P. Wildsmith, B. Willcocks and G. Woods.

Also Present: Rochelle Halliday – Executive Officer
Councillor Adrian Collett – HCC
Councillor Steve Forster – HCC (left after item 5)
Councillor Stephen Parker – HCC
Representative of Friends of Oakley Park

FC FEBRUARY 2023 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted apologies from Cllr Sharma Krishnmurthy due to a work commitment. Cllr Hope was absent. Cllr Engström had provided previous notification of her late arrival due to a HDC training course.

FC FEBRUARY 2023 ITEM 2 DECLARATIONS OF INTEREST

Cllr Oliver declared an interest in Item 14 – Contractual Matters, as a Member of Hart District Council.

FC FEBRUARY 2023 ITEM 3 QUESTIONS FROM THE PUBLIC

There were no questions from the public. The representative from Friends of Oakley Park thanked FTC for the newly installed trim trail at Oakley Park stating it has been well received and used since the installation.

FC FEBRUARY 2023 ITEM 4 CHAIRMAN'S ANNOUNCEMENTS

Cllr Schofield reported his attendance during the period as follows:

- Attended a HDAPTC meeting with Cllr Einchcomb.
- A meeting on The Harlington Lease at HDC with the Executive Officer.
- The Vision meeting on 18th January, notes from this meeting will be issued prior to the second session on 22nd February.

FC FEBRUARY 2023 ITEM 5 HCC/HDC ANNOUNCEMENTS

Cllr Forster gave an update on general matters of interest.

School Strikes

Just under half of schools were open in the area as a result of the recent industrial action.

Rail Land Slip at Hook

A stakeholder meeting was held last week.

Antisocial Behaviour

A dispersal order has been put in place to address the antisocial behaviour in the High Street.

Potholes

A survey has been conducted and some potholes have had temporary repairs. The bad weather has exacerbated the issue and is being followed up.

Roads

The roadworks on Fleet Dip will continue as more CCTV investigations are required. It is not yet been established whether this work will be conducted by the utility company or HCC.

Cllr Forster urged everyone to report severe potholes.

Cllr Collet advised on the following matter.

Cove Road Waterworks

The roadworks will start again next week for approximately one week, to enable the pipes to be connected together. Temporary traffic lights will be in place. It is anticipated that the noise levels of the works will not be as significant as previously experienced.

Cllr Parker advised on general matters of interest.

County Deal

The County Deal proposal for a directly elected leader has been submitted to Central Government and there has been an encouraging response so far.

S106 Funds

A successful meeting was held with the Queen Elizabeth Barracks working party regarding the use of Crookham Park S106 funds for highway improvements/crossings. There is £3m in the fund for highway improvements.

20mph Limit

A Member asked for an update on the 20MPH consultation. Cllr Parker replied that it will be considered by HCC in June.

Cllr Schofield thanked Cllr Forster for his support of the provision of new equipment for the Fleet SpeedWatch.

Cllr Oliver reported on the following issues.

Traffic and On-Street Parking Agency Agreement

The Traffic and On-Street Parking agency agreement will transfer from HDC to HCC during March, to take effect in April. HDC highways staff will be transferring to HCC.

Thermal Imaging Camera

A purchase order has been completed. Fleet Town Council and Hook have agreed to be part of the trial.

Cllr Forster left the meeting at 7.30pm.

FC FEBRUARY 2023 ITEM 6

MINUTES OF PREVIOUS MEETINGS

RESOLVED

The minutes of the Council held on Wednesday 4th January 2023 were approved and signed by the Chairman, subject to the following amendments:

- Page 1, Present – amend C Cottrell to K. Cottrell.
- Item 5, Page 2 - amend traffic lights to streetlights.

- Item 9, Page 4 - remove 2023 from the April RPI.

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

RLA (inc. Confidential)
Development Control

21st December 2022
9th January & 2nd January 2023

FC FEBRUARY 2023 ITEM 7 COMMUNITY TRANSPORT - FLEET LINK FARES

Members reviewed a revised proposal, Option C, from Hampshire County Council for the Fleet Link bus fares. The proposal now allows for the phasing of the fare increases at a slower rate until October 2024. The single fare will also be removed.

Cllr Woods provided background information from the meeting held with HCC on 11th January 2023.

Cllr Engström arrived at 7.40pm.

Members discussed the option of bus sponsorship in the future and some concerns were raised, although the matter is being driven by financial uncertainty.

RESOLVED

Members approved the Fleet Link bus fare proposal Option C and agreed for this option to be funded from the Council's share of the contract surplus.

FC FEBRUARY 2023 ITEM 8 ANNUAL RESIDENTS' MEETING

Members considered the format and content for the Annual Residents' Meeting on 21st March 2023. A request was received to have the meeting live streamed, if possible.

The final agenda will be shared at the next meeting and the meeting will be promoted via social media.

RESOLVED

- a) That the format and content for the Annual Residents' Meeting were approved as presented, subject to adding a public Q & A section straight after the Annual Review. A general Q & A section will still take place at the end.
- b) That Cllr Schofield and Cllr Tilley will be the presenters at the Annual Residents' Meeting and that guest speakers will also be invited from the community.

FC FEBRUARY 2023 ITEM 9 ACTION DAY

Members considered the proposed date for the Action Day on 29th April 2023. Members discussed if there was any conflict with the pre-election period for holding a public event that day. It is to be noted that this is not an election year for Fleet Town Council, however, the Council does have Members who are also elected Members of HDC. **Action: Executive Officer** to verify with the Monitoring Officer at HDC.

Members who are also members of a political party were instructed that there should be no promotion regarding the Action Day on social or other media, including photographs.

Members noted that the Action Day will be promoted at the Annual Resident's meeting.

RESOLVED

Members agreed that the Action Day will take place on Saturday, 29th April 2023, 9.30am to 12.00pm on and around the High Street subject to confirmation from HDC that it does not contravene the pre-election period rules.

FC FEBRUARY 2023 ITEM 10 VISION DAY

Members noted the brief update following the first Vision Day session. Members were urged to submit input if unable to attend the next session but encouraged to attend. A report will be issued prior to the next Vision Day session on 22nd February 2023.

FC FEBRUARY 2023 ITEM 11 COMPLAINTS

Members noted that one complaint had been received and that the matter is under consideration by the HDC Monitoring Officer.

FC FEBRUARY 2023 ITEM 12 EXECUTIVE OFFICER’S REPORT

Members received and noted the Executive Officer’s report.

The schools climate change competition to be organised by the Council was discussed. It was suggested that Cllr Cottrell contacts Stephanie King at HDC regarding additional support for the competition.

Cllr May requested that if the winning entry is a piece of artwork, for it to be considered as part of the Ancells Farm Pavilion mural.

FC FEBRUARY 2023 ITEM 13 DATE AND TIME OF NEXT MEETING

The date of the next meeting of the Council is on Wednesday 1st March 2023 at 7pm in The Function Room of The Harlington.

FC FEBRUARY 2023 ITEM 14 CONTRACTUAL MATTERS

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

RESOLVED

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

All members of the public left and the remainder of the meeting was conducted in confidential session.

The meeting closed at 9.04pm.

Signed.....

Date:.....

Chairman



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

held on

Wednesday 8th February 2023 at 7pm

PRESENT

Councillors: K. Cottrell, P. Einchcomb, L. Holt, R. Robinson, B. Schofield, G. Woods (Chairman)

Also Present:

Rochelle Halliday – Executive Officer
Sarah Moore – Finance and Administration Manager

EST February 2023 ITEM 1 APOLOGIES

Cllr Wildsmith was absent.

EST February 2023 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

EST February 2023 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

EST February 2023 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes and confidential minutes of the Establishment Committee meeting held on 30th November 2022 were approved and signed by the Chairman, subject to the following amendment:

- Confidential minutes item 10b - to add 'a further' to the resolution wording.

EST February 2023 ITEM 5 MINIMUM WAGE INCREASE FROM APRIL 2023

Members noted the minimum wage increases to take effect from 1st April 2023, as shown in table 1.

Table 1

AGE RANGE	2021-22 National Minimum wage	2022-23 National Minimum wage	Percentage increase	2023-24 National Minimum wage
over 23	£8.91	£9.50	9.7%	£10.42
21-22	£8.36	£9.18	10.9%	£10.18
18-20	£6.56	£6.83	9.7%	£7.49
16-17	£4.62	£4.81	9.7%	£5.28

EST February 2023 ITEM 6

TRAINING UPDATE

Members noted the current report on staff training.

A Member asked if the online training courses are effective. The Finance and Administration Manager confirmed that they are generally good and contain training videos, although they are not as interactive as face-to-face training.

EST February 2023 ITEM 7

DATE AND TIME OF NEXT MEETING

Members noted the next meeting of the Committee is scheduled to be held on Wednesday 13th September 2023 at 7pm in the Harlington but requested that additional meeting is held on 12th July 2023. This is to be agreed at the next Council meeting.

Part 3 CONFIDENTIAL ITEMS

The Chairman stated the reasons that the remainder of the meeting should be held in confidential session.

RESOLVED

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

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

Chairman

There being no further business the meeting closed at 9.40pm.



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 13th February 2023
at 7pm in The Meeting Room, The Harlington

Present:

Cllr Schofield
Cllr Robinson
Cllr Holt
Cllr May

Officers: Charlotte Benham

1	<p>Apologies</p> <p>Cllr Hope</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared</p>
3	<p>Public Session</p> <p>None.</p>
4	<p>Approval of the Notes</p> <p>The minutes of the development and control advisory group meeting held on Monday 23rd January were accepted as a correct record of the meeting.</p>
5	<p>23/00069/HOU 40 The Lea Fleet Hampshire GU51 5AU Erection of a single storey side and rear extension following demolition of existing rear extension and formation of replacement hard standing patio to rear garden Comments required by 7 February</p> <ul style="list-style-type: none"> • No significant issues but the rear extension is timber clad and uses dark grey surround windows which is out of keeping with the main dwelling. • Should the extension be complementary or deliberately different? • Under Hart's standards parking 3 in a row is not accepted <p>NO OBJECTION in principle but extension material could be more in keeping with main dwelling</p>

23/00080/HOU

83 Albert Street Fleet Hampshire GU51 3RN

[Demolition of exiting ground floor kitchen, bathroom and shed and erection of a single storey rear extension, conversion of loft into habitable accommodation, replacement of roof on first floor bathroom and new bathroom window on first floor.](#)

Comments required by 9 February

OBJECTION

- Rear elevation has no set design
- Main concern is the impact on the immediate neighbours either side - looks to potentially infringe the 45° rule and take natural light from the rear of both neighbours.
- Due to increase from 2 to 3 bedrooms increased parking and cycle storage arrangements are needed that meet Hart's new guidelines. Inadequate on-site parking.

23/00106/HOU

123 Clarence Road Fleet Hampshire GU51 3RR

[Alterations to windows and doors, raised patio and dropped kerb.](#)

Comments required by 9 February

WITHDRAWN

22/03039/ADV

Land Outside 178 - 180 Fleet Road Fleet Hampshire GU51 4DA

[Display of two internally illuminated digital 75 inch LCD display screens, one on each side of the proposed street hub unit](#)

Comments required by 10 February

OBJECTION

- Major concern over the location on the pavement edge which is a significant obstruction to someone of limited sight
- It is also close to the first pedestrian crossing on Fleet Road and would present a significant distraction to drivers with large bright active display screens.
- Have these been approved by Hampshire Highways in such close proximity to the highway?

22/03038/ADV

Land Outside 164 Fleet Road Fleet Hampshire GU51 4BE

[Display of two internally illuminated digital 75 inch LCD display screens, one on each side of the proposed street hub unit](#)

Comments required by 10 February

OBJECTION

- Concern over the location on the pavement which is a significant obstruction to someone of limited sight. - suggest replacing a dilapidated phone box
- It is also close to the road and would present a significant distraction to drivers with large bright active display screens
- Have these been approved by Hampshire Highways in close proximity to the road?

22/03037/ADV

Land To The Front Of 126 - 134 Fleet Road Fleet Hampshire

[Display of two internally illuminated digital 75 inch LCD display screens, one on each side of the proposed street hub unit](#)

Comments required by 10 February

OBJECTION

- Concern over the location on the pavement which is a significant obstruction to someone of limited sight and congests a lot of street furniture in a limited space- suggest relocating on the dilapidated phone box site. This would reduce the impact on road users.
- Have these been approved by Hampshire highways in close proximity to the highway?

23/00100/HOU

15 Carthona Drive Fleet Hampshire GU52 7SF

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

Comments required by 10 February

NO OBJECTION in principle but suggest that:

Slightly changing the angle of the front catslide roof to match the ridge level of the existing property would possibly improve the design

23/00082/HOU

28 Dukes Mead Fleet Hampshire GU51 4HE

[Erection of a front porch and extension of the living room creating a bay window.](#)

Comments required by 13 February

NO OBJECTION

22/02978/HOU

7 Foxwood Fleet Hampshire GU51 2TY

[Conversion of existing garage to habitable accommodation to include the replacement of the garage doors with windows and insertion of a door to ground floor side of the dwelling](#)

Comments required by 15 February

OBJECTION

- Conversion of garage into study but with WC, sink and shower this could become an additional bedroom.
- Loss of garage means all parking to front garden. Hart Technical Advice Note requires 3 parking spaces and 1 unallocated (visitor). Block plan shows 3 spaces that occupy most of front garden which is contrary to FNP Policy 15 residential gardens which aims to maintain 50% of front gardens to soft landscaping to support biodiversity and climate change.

23/00057/ADV

287 Fleet Road Fleet Hampshire GU51 3BT

[Installation of a replacement fascia sign on the rear elevation of the building](#)

Comments required by 15 February.

NO OBJECTION

23/00095/HOU

5 Pondtail Road Fleet Hampshire GU51 3JN

[Erection of a first floor rear extension and insertion of roof light](#)

Comments required by 15 February

- Has been submitted before
- Nothing specific but next door neighbour (No.7) has objected on the basis of the French Doors and Juliet balcony which will allow overlooking of their garden. Do not understand objection as from plans shown, due to the geometry there will be less overlooking by advancing the French doors.

Generally do not support French doors and Juliet balconies but **NO MAJOR OBJECTIONS**

23/00044/HOU

46 Church Road Fleet Hampshire GU51 4NB

[Installation of roof mounted solar photovoltaic panels](#)

Comments required by 20 February

- It is noticeable that the first house in Avenue Road also in the conservation area has photovoltaic panels on the roof.
- The only potential issue is at para 9.2 of the NFCA Character Appraisal and Management Proposals which states:
The need to prevent unsympathetic changes to the existing houses, such as oversize extensions or changes to the elevations and details
It does clarify that "it was decided not to impose planning constraints on individual owners in relation to minor changes to their houses which are usually considered to be permitted development. This covers changes such as the installation of plastic windows, a change in roof materials, or the addition of a front porch.
This could be deemed a minor change to a roof material
- Supporting climate change
- Well screened and colours blend in

Therefore **NO OBJECTION**

23/00009/HOU

43 Greenways Fleet Hampshire GU52 7XG

[Demolition of existing garage and erection of a single storey side and rear extension,](#)

[alterations to windows and doors](#)

Comments required by 22 February

OBJECTION

No issue with the proposed structural changes as is well designed, but issue with additional bedroom that requires increased parking but with no garage all parking would be to front of the property. 3 spaces would completely fill the front garden in breach of Fleet Neighbourhood Plan Policy 15

6	To Note: Review of weekly lists
7	Noted: Hart Planning Meeting Dates 15 th February
8	Date of Next Advisory Group Meeting 27 th February

Meeting closed: 8.05pm

Signed:.....

Date:



Item 6d

FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Wednesday 15th February 2023 at 7pm
At The Harlington**

PRESENT

Councillors: P. Einchcomb, S. Engström, L. Holt (Chairman), R. Richmond, R. Robinson, B. Schofield, S. Tilley and G. Woods

Also Present: Rochelle Halliday – Executive Officer
Alex Robins – Harlington General Manager
Leanne Walmsley - Carnival Committee Chairman
Charlotte Tickner and 1 other member of Fleet Phoenix

PF February 2023 ITEM 1 APOLOGIES

Cllr Fang was absent from the meeting. All other Committee Members were present.

PF February 2023 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

PF February 2023 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

PF February 2023 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Wednesday 19th October 2022 were approved and signed by the Chairman.

It was agreed that Item 6 would be considered next.

PF February 2023 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT

This item was considered after Item 7.

Members considered the financial reports for the period ending 31st December 2022, together with the reports below:

- a) Quarterly Report
- b) Harlington Monthly Performance Totals
- c) 2022/23 Year to Date and Budget Projections report
- d) Balance sheet as at 31st December 2022
- e) Statutory Income & Expenditure

- f) Bank & Investments Reconciliation
- g) List of Purchase Ledger Payments
- h) List of Debtors

The following matters were raised and discussed:

- A small surplus is currently being projected for the year end, which is subject to change. A likely variance may come from the actual figures charged for new The Harlington being considerably less than budgeted.
- An up-turn in ticket sales is likely due to a wider brochure distribution – The General Manager to look at the statistics and bring to the next RLA meeting.
- That customer data would be useful to understand customer profiles for future projections.
- To check if there are any outstanding maintenance costs eligible for recharge to Hart District Council.
- To check is the energy recharge for the Library is based on a percentage of the bill received (addendum: confirmed that the amount recharged is 35% of total bill for water, sewerage and gas).
- To bring an up to date balance sheet to the next council meeting.

Members noted that Councillor Robinson confirmed that the bank reconciliation and payments for December 2022 have been checked.

RESOLVED

A. To receive and accept for the quarter ending 31st December 2022:

- a) Quarterly Report
- b) Harlington Monthly Performance Totals
- c) 2022/23 Year to Date and Budget Projections report
- d) Balance sheet as at 31st December 2022
- e) Statutory Income & Expenditure
- f) Bank & Investments Reconciliation
- g) List of Purchase Ledger Payments
- h) List of Debtors

B. To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for December 2022 have been verified and signed.

PF February 2023 ITEM 6

COUNCIL BUDGET 2023/24

Members discussed the approach to managing next financial year's budget deficit and use of reserves. It was agreed at the Council meeting in January that the 2023/24 budget deficit would be funded from reserves and prudent financial management.

Members discussed whether to amend the budget to remove specific projects, however, it was agreed that the budget should be managed as agreed by the Council.

Members discussed the use of grants where possible and also to explore if the Council is eligible for hospitality and leisure Business Rates relief for 2023/24 and 2024/25. **Action: Executive Officer** to investigate.

RESOLVED

- a) To continue as agreed by Council - the expenditure of all amounts up to the budgeted limits, with prudent financial management to reduce the deficit where possible.
- b) To investigate any hospitality/leisure business rates relief for 2023/24 & 2024/25

Members received the record of the 2022-2023 grants awarded to date.

7a) Fleet Carnival (requesting £1,000) - it was noted that:

- The Carnival Committee hold £6,000 in reserves as a contingency and that the requested grant is to go towards the overall running of the event, although it could fund the traditional fete games area.
- The Carnival plans to promote sponsors on the front page of the website, on social media and in the carnival programme.
- Other Council's have been approached for grants.
- The Carnival is on 1st July 2023.

Leanne Walmsley left the meeting at 7.30pm.

7b) Mustard Seed Autism Trust (requesting £200)

Members discussed and agreed that more information was required on the relationship between the Trust and Fleet and how many families are supported from the local area. The relationship with Autism Friendly Fleet was also queried.

The Trust has very healthy reserves.

7c) Fleet Phoenix (requesting £1,200 rent waiver) - it was noted that:

- Fleet Phoenix hold 3 months of running costs in reserve due to the employment of staff and to enable applying for grants.
- They are £6,000 down on budget predictions next financial year.
- Attendees stand at 1126 young people – due to the impact of covid and more daytime 1-1 support referrals which are often complex.
- They would ensure that FTC features in their newsletter and on social media.

Members thanked Fleet Phoenix for their good work.

Charlotte Tickner and the other representative from Fleet Phoenix left the meeting at 7.47pm.

7d) Royal British Legion (requesting £120)

Members discussed funds held by the RBL and that a grant towards lamppost poppies would only be granted on this occasion.

It was noted that the Council will continue supporting the Royal British Legion through the Remembrance Sunday activities, as normal.

RESOLVED

- a) To approve the grant of £1,000 to the Carnival Committee towards the cost of running the event, to be paid from this financial year's budget.
- b) To refuse a grant of £200 to the Mustard Seed Autism Trust due to the organisation having sufficient reserves to cover their renovation project.
- c) To approve a £1,200 rent waiver for use of the office and storage space to Fleet Phoenix for the next financial year.
- d) To approve a one-off grant of £120 to the Royal British Legion for the replacement of the damaged lamp-post poppies.

Members noted the record of the 2022-2023 grants awarded to date.

Item 5 was considered next.

PF February 2023 ITEM 8

COUNCIL FEES AND CHARGES FOR 2023/24

Members received and reviewed The Harlington and FTC fees for implementation with effect from 1st April 2023.

It was discussed that:

- The Harlington fees are in the top tier of room/hire charges in the area and that an increase would not be desirable to stay competitive. Increases could however be applied to service elements and extras.
- The Ancells Farm Community Centre rates have been increased as on average charges are small. A 5% increase on regular users and 10% on the casual rate have been proposed.
- Evidence should be sought on how expensive FTC venues are compared to other community halls.
- Usage for Ancells Farm Community Centre and ways to improve utilisation should be investigated.

Members noted that only the fees shown in red on the fee proposal document have been increased.

RESOLVED

- a) Members approved the proposed revised Fleet Town Council fees to take effect from 1st April 2023.
- b) That a hall hire comparison exercise is completed with other local venues.
- c) That usage for Ancells Farm Community Centre and ways to improve utilisation is investigated.

PF February 2023 ITEM 9

ASSET REGISTER

Members received the Asset Register as at 31st January 2023. Following discussion it was requested that the following be brought to the next meeting:

Page 1 – Edenbrook: the list of equipment was transferred from the developer and not from Hart District Council.

Page 6 – Confirmation from the Internal Auditor whether the Edenbrook play equipment should be noted on the Asset Register as £1, since the equipment was not gifted from the Local Authority.

Page 4 –

- Confirmation whether the £225k figure for Calthorpe Park includes installation labour costs and if that can be included. If a change is required as a result, should the asset register value on last year's Annual Governance and Accountability Return be restated.
- Confirmation whether any other equipment includes the installation labour cost.
- Confirmation whether the cherry trees should be included on the register.

RESOLVED

To defer this item to the next meeting until the information requested above has been reviewed.

PF February 2023 ITEM 10

INVESTMENT REPORT

Members considered the quarterly investment report.

£800k has been transferred from the Nationwide Instant Saver account to the Nationwide Business Fixed 18 month saver account. This will provide a higher rate of interest. Unfortunately, the new Nationwide account does not accept new transfers in, so the £100k in the Cambridge Building Society account was rejected.

Members enquired what other bank accounts may be suitable for £100k with a relatively short notice period for withdrawal.

RESOLVED

- a) Members noted the balances held in the Fleet Town Council Accounts.
- b) To look into what short withdrawal notice accounts may be suitable for a £100k deposit.

PF February 2023 ITEM 11 CREDIT CARD LIMITS

Members considered a temporary adjustment of credit card limits.

RESOLVED

To approve the temporary adjustment of credit card limits as follows:

- Bar and Catering Supervisor – decreased from £2,000 to £500.
- The Harlington General Manager – increased from £1,000 to £2,500.

It was noted that the original credit card limits will resume once the staffing situation returns to normal.

PF February 2023 ITEM 12 POLICIES

Members received and discussed the following policies:

12a) Asbestos Management Plan

It was noted:

- That warning stickers are part of the legal requirement and are as discreet as possible.
- That staff members, new and existing contractors are made aware of the Asbestos Plan immediately.

12b) Control and Management of Contractors Policy

It was noted that the following amendments need to be made:

- Any references to 'Town Clerk' should be replaced with 'Executive Officer'.
- In section 5 'Management of Contractors Checklist' be amended to 'Contractor Management checklist'.
- In section 3, the final line before the bullet list be amended to 'These will cover areas of high risk including but not limited to'.

12c) Contractor Management Checklist

It was questioned whether commercial hirers are given a similar document or risk assessment.

Action: Executive Officer to determine the process.

RESOLVED

- a) To approve the Asbestos Management Plan.
- b) To approve the Control and Management of Contractors Policy subject to the amendments listed above.

- c) To approve the Contractor Management Checklist.

PF February 2023 ITEM 13

EXECUTIVE OFFICER'S REPORT

Members noted the report of the Executive Officer.

Health and Safety Consultancy

It was noted that:

- the operational contract is due for review in March.
- That extensive systems and work have been put in to support the Council's health and safety processes and that Council should now be able to manage this in house.

Rialtas Business Solutions Asset Inventory Software

It was noted that:

- The Executive Officer recommends subscribing to the Omega Asset Inventory system as part of the Council's existing financial management software.
- The first year cost is approximately £550, including setting up the asset register onto the system, the software, annual support and maintenance and training, to be funded from the Central Administration budget

RESOLVED

- a) It was agreed that as of 31st March 2023 the Health and Safety Consultancy be revised to an ad hoc advice service, paid on an hourly basis, and two health and safety audits per year.
- b) To approve the subscription to the Omega Asset Inventory software.

PF February 2023 ITEM 14

DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 17th May 2023 at 7pm in the Harlington.

There being no further business the meeting closed at 9.20pm.

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

Chairman

Bank Current/Deposit Account

Payments made between 01/01/2023 and 31/01/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
04/01/2023	Booker Limited	DD101	415.46	415.46		500			SUPPLIES
10/01/2023	BACS P/L Pymnt Page 2101	BACS Pymnt	87,358.21	87,358.21		500			BACS P/L Pymnt Page 2101
10/01/2023	HSBC	DD102	13.08	13.08		500			Bank Charges
10/01/2023	HSBC	DD103	92.00	92.00		500			Bank Charges
12/01/2023	Legal and General	DD	3,474.45			516		3,474.45	Pension Jan 23
16/01/2023	NPower - Direct Debits	DD104	71.57	71.57		500			Elec 1/11-30/11
16/01/2023	NPower - Direct Debits	DD105	27.81	27.81		500			Elec 1/11-30/11
16/01/2023	NPower - Direct Debits	DD106	187.64	187.64		500			Elec 1/11-30/11
16/01/2023	NPower - Direct Debits	DD107	274.19	274.19		500			Elec 1/11-30/11
16/01/2023	Payment Sense Ltd	DD108	358.75	358.75		500			Bank charges 1/12- 31/12/22
16/01/2023	Payment Sense Ltd	DD109	74.42	74.42		500			Bank charges 1/12- 31/12/22
16/01/2023	NPower - Direct Debits	DD110	40.18	40.18		500			Elec 1/11-30/11/22
16/01/2023	HSBC	DD119	3,591.13	3,591.13		500			Credit Cards Jan 23
18/01/2023	BACS P/L Pymnt Page 2108	BACS Pymnt	-159.34	-159.34		500			BACS P/L Pymnt Page 2108
18/01/2023	Global Payments - Direct Debit	DD111	817.98	817.98		500			Bank charges Dec22
20/01/2023	Fleet Town Council	DD	8,911.67			515		8,911.67	Inland Revenue Jan 23
20/01/2023	Fleet Town Council	DD	29,126.97			516		110.74	Payroll Jan 23
						520		29,016.23	Payroll Jan 23
20/01/2023	Payment Sense Ltd	DD112	113.94	113.94		500			CARD CHARGES
20/01/2023	Payment Sense Ltd	DD113	17.88	17.88		500			CARD CHARGES
23/01/2023	Central Computer Management Lt	DD114	69.60	69.60		500			PAYROLL DEC 22
25/01/2023	BOC Ltd	DD115	169.87	169.87		500			GAS
27/01/2023	BACS P/L Pymnt Page 2112	BACS Pymnt	18,502.61	18,502.61		500			BACS P/L Pymnt Page 2112
29/01/2023	HSBC	DD116	101.40	101.40		500			BANK CHARGES JAN23
30/01/2023	BT Payment Services Ltd	DD117	93.89	93.89		500			PHONE BILL JAN 23
30/01/2023	Global Payments - Direct Debit	DD118	74.34	74.34		500			BANK CHARGES
30/01/2023	Vodafone Limited	DD120	37.28	37.28		500			MOBILE PHONES
31/01/2023	Booker Limited	DD121	362.81	362.81		500			SUPPLIES
Total Payments:			154,219.79	112,706.70	0.00			41,513.09	

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
20/01/2023	227T40302		BIFFA	BIFFA	639.64	127.93	767.57	4155	204	639.64	WASTE 24/12-20/1/23
20/01/2023	227T40303		BIFFA	BIFFA	115.04	23.01	138.05	4156	204	115.04	RECYCLING WASTE 24/12-20/1/23
20/01/2023	227T40304		BIFFA	BIFFA	103.48	20.70	124.18	4155	205	103.48	WASTE 24/12-20/1/23
20/01/2023	227T40305		BIFFA	BIFFA	43.56	8.71	52.27	4156	204	43.56	GLASS WASTE 24/12-20/1/23
06/01/2023	3071264086		BOC	BOC	141.56	28.31	169.87	4700	201	141.56	GAS
31/01/2023	0167332		BOOKER	BOOKER	63.89	12.78	76.67	4710	201	33.99	SUPPLIES
								4700	201	29.90	SUPPLIES
31/01/2023	0288273		BOOKER	BOOKER	314.47	24.32	338.79	4761	201	88.65	SUPPLIES
								4700	201	5.98	SUPPLIES
								504	0	219.84	CHRISTMAS LUNCH SUPPLIES
20/01/2023	0292864		BOOKER	BOOKER	303.67	59.14	362.81	4700	201	57.04	SUPPLIES
								4761	201	78.80	SUPPLIES
								4710	201	167.83	SUPPLIES
16/01/2023	M0555AJAN23		BT	BT	78.24	15.65	93.89	4487	204	78.24	PHONE BILL JAN 23
06/01/2023	ELEC#1		CAPTURED MOMENT	CAPTUREDMO	32.50	0.00	32.50	4655	150	32.50	Xmas Elec Refund
12/01/2023	51781		CBS	CBS	165.00	33.00	198.00	4170	204	165.00	Heatin labour charge pressuri
12/01/2023	51794		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	CONTRACT
12/01/2023	51795		CBS	CBS	450.08	90.02	540.10	4170	204	450.08	CONTRACT
27/01/2023	51850		CBS	CBS	192.50	38.50	231.00	4170	205	192.50	Repair pipe
06/01/2023	57442		CENTRAL COM LIVEPAY	CCMLPAY	58.00	11.60	69.60	4550	101	58.00	PAYROLL DEC 22
11/01/2023	9692715B		CHUBB FIRE	CHUBB	387.90	77.58	465.48	4187	310	387.90	Fire risk ass
17/01/2023	9721919		CHUBB FIRE	CHUBB	95.98	19.20	115.18	4170	204	95.98	Attendance fee
06/01/2023	INV0087954		ODLINGS LTD	COLUMBARIA	151.00	30.20	181.20	4935	350	151.00	Barbican Garden Tabl
18/01/2023	INV0088106		ODLINGS LTD	COLUMBARIA	99.00	19.80	118.80	4935	350	99.00	Sanctum Tablet
23/01/2023	JAN23		COMEDY COMPANY	COMEDYCOMP	700.00	140.00	840.00	635	0	700.00	STAND UP FOR SAT COMEDY 21/1
01/01/2023	2610		CONNCOMPUT	CONNECT	360.00	72.00	432.00	4484	101	360.00	IT Support Jan 23
31/01/2023	2611		CONNCOMPUT	CONNECT	360.00	72.00	432.00	4484	101	360.00	FEB 23 IT SUPPORT
16/01/2023	2614		CONNCOMPUT	CONNECT	75.00	0.00	75.00	4484	101	75.00	Backup assist 12 months

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/01/2023	05/01ALNEWTON		MOLSON COORS	COORS	832.40	166.48	998.88	4700	201	832.40	BAR SUPPLIES
24/01/2023	19/01AASLOMAN		MOLSON COORS	COORS	1,236.77	247.36	1,484.13	4700	201	1,236.77	BAR SUPPLIES
31/01/2023	27/01EXSHAW		MOLSON COORS	COORS	1,496.93	299.38	1,796.31	4700	201	1,496.93	Bar supplies
31/01/2023	30/01AETHOMAS		MOLSON COORS	COORS	867.43	173.49	1,040.92	4700	201	867.43	bar supplies
12/01/2023	SI-32493		CREST LIFTS	CREST	487.74	97.55	585.29	4170	204	487.74	Maint contract 3 months
06/01/2023	1331		DTM CONTRACTORS LTD	DTM CONTR	163.60	32.72	196.32	4170	204	163.60	Remove/replace lights
06/01/2023	1332		DTM CONTRACTORS LTD	DTM CONTR	756.33	151.27	907.60	4170	320	756.33	Repairing c2 on elec report
06/01/2023	1334		DTM CONTRACTORS LTD	DTM CONTR	32.00	6.40	38.40	4170	208	32.00	Front door fix and toilet bloc
06/01/2023	1335		DTM CONTRACTORS LTD	DTM CONTR	480.00	96.00	576.00	4170	320	480.00	EICR Lions store
08/01/2023	1337		DTM CONTRACTORS LTD	DTM CONTR	210.74	42.15	252.89	4170	208	210.74	Emergency callout
11/01/2023	1338		DTM CONTRACTORS LTD	DTM CONTR	700.00	140.00	840.00	4170	310	700.00	Elec install report
25/01/2023	1347		DTM CONTRACTORS LTD	DTM CONTR	460.00	92.00	552.00	4170	310	460.00	Elec Insp
26/01/2023	1350		DTM CONTRACTORS LTD	DTM CONTR	400.00	80.00	480.00	4170	310	400.00	EICR ON 4 BOARDS
30/01/2023	1353		DTM CONTRACTORS LTD	DTM CONTR	190.22	38.04	228.26	4170	204	190.22	REPAIR LED PANELS
30/01/2023	INV-31754		E-MANGO	E-MAN	120.00	24.00	144.00	4435	101	120.00	QUATERLY BILLING WEB HOSTING
01/01/2023	INV-02011		ENVIROMENTAL H S	ENVIROMENT	1,636.38	327.28	1,963.66	4187	101	1,636.38	H&S Services quarterly
05/01/2023	7812		EUROHIRE	EUROHIRE	1,050.00	210.00	1,260.00	4185	201	1,050.00	Sale of 14 robe 575 lights
05/01/2023	23/01		FLEETJAZZ	FLTJAZ	720.00	0.00	720.00	724	0	720.00	Feb concert
27/01/2023	23/02		FLEETJAZZ	FLTJAZ	757.97	0.00	757.97	723	0	757.97	JAZZ CLUB JAN
06/01/2023	INS		FRIENDS OF OAKLEY PK	FRIENDSOAK	75.00	0.00	75.00	4220	315	75.00	Ins refund
16/01/2023	50363707		GLOBAL PAYMENTS DD	GLOBALDD	61.95	12.39	74.34	4422	201	61.95	BANK CHARGES
16/01/2023	58243894		HCC	HCC	7.58	1.52	9.10	4400	101	7.58	Stationery
23/01/2023	58244700		HCC	HCC	48.38	9.68	58.06	4400	101	48.38	Copier paper, whiteboard
30/01/2023	58245511		HCC	HCC	20.98	4.20	25.18	4400	101	20.98	STATIONERY
26/01/2023	4000010488		HDC	HDC	117.00	23.40	140.40	4752	201	117.00	HIRE OF ANNEX CAR PARK 23
12/01/2023	INV-15722		HOGS BACK	HOGSBACK	181.30	36.26	217.56	4700	201	181.30	Bar supplies
25/01/2023	INV-16371		HOGS BACK	HOGSBACK	362.60	72.52	435.12	4700	201	362.60	Bar supplies
08/01/2023	C/CARD JAN 23		HSBC	HSBC	3,166.52	424.61	3,591.13	4170	204	35.00	CC/BC/Water Temp Probe
								4170	204	29.19	CC/BC/Usher Torches

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4170	204	7.98	CC/BC/Spray Snow
								4170	204	190.43	CC/BC/Doorguards/cable ties
								4761	201	133.00	CC/BC/Bar - candy floss
								4187	204	28.00	CC/BC/ppe
								4657	150	629.08	CC/BC/xmas day lunch turkeys
								4486	101	3.00	CC/BC/microsoft
								4486	101	127.65	CC/BC/microsoft
								4486	101	178.60	CC/BC/microsoft
								4481	204	8.33	CC/AR/SPOTIFY
								4183	201	350.00	CC/AR/LIGHTING DESK
								4182	201	347.80	CC/AR/SUNDRIES
								4185	201	191.58	CC/AR/SLIGHTING REPAIRS
								4763	201	99.61	CC/DD/BAR SNACKS
								4763	201	106.25	CC/DD/BAR SNACKS
								4763	201	165.78	CC/DD/BAR SNACKS
								4420	101	32.00	CC/DD/ANNUAL FEE
								504	0	156.18	CC/CB/XMAS LUNCH GIFTS
								504	0	149.84	CC/CB/XMAS LUNCH GIFTS
								504	0	30.99	CC/CB/XMAS LUNCH SUPPLIES
								504	0	97.25	CC/CB/XMAS LUNCH SUPPLIES
								504	0	101.00	CC/CB/XMAS LUNCH
								504	0	21.76	CC/CB/XMAS LUNCH SUPPLIES
								504	0	19.98	CC/CB/XMAS LUNCH SUPPLIES
								504	0	14.25	CC/CB/XMAS LUNCH SUPPLIES
								504	0	-100.01	CC/CB/XMAS LUNCH SUPPLIES
								4535	105	6.00	CC/CB/CLLR XMAS REFRESHMENTS
								4445	101	6.00	CC/CB/MOBILE SIM
06/01/2023	JAN23		HSBC	HSBC	101.40	0.00	101.40	4420	101	101.40	BANK CHARGES JAN23
23/01/2023	3009107		IBSOFFICE	IBSOFFICE	437.83	87.57	525.40	4400	101	437.83	Print charges

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
09/01/2023	112089		IHASCO	IHASCO	100.00	20.00	120.00	4030	204	100.00	Fire Warden training
31/01/2023	116650		IHASCO	IHASCO	25.00	5.00	30.00	4030	101	25.00	Legionella Training
09/01/2023	12221646		MINTNETWORK	MINTNETWOR	105.49	21.10	126.59	4440	101	105.49	Tel calls Dec22
20/01/2023	1071154		NICHECOM	NICHECOM	360.00	72.00	432.00	4170	320	360.00	BASINGBOURNE GUIDES
20/01/2023	1071164		NICHECOM	NICHECOM	360.00	72.00	432.00	4170	320	360.00	SCOUT HUT
23/01/2023	1071758		NICHECOM	NICHECOM	360.00	72.00	432.00	4170	310	360.00	CRICKET CLUB
23/01/2023	1071761		NICHECOM	NICHECOM	480.00	96.00	576.00	4170	320	480.00	FLEET LIONS STORE
23/01/2023	1071764		NICHECOM	NICHECOM	360.00	72.00	432.00	4170	310	360.00	CALTHORPE SCOUTS
11/01/2023	9692715		NIGEL JEFFRIES	NIGELJEFFR	387.90	77.58	465.48	4187	310	387.90	Fire risk ass
11/01/2023	9692715A		NIGEL JEFFRIES	NIGELJEFFR	-387.90	-77.58	-465.48	4187	310	-387.90	Credit issued to wrong supplie
16/01/2023	IN05951971		NPOWER	NPOWER	7,236.24	1,447.25	8,683.49	4122	204	7,236.24	Elec 1/12-31/12/22
23/01/2023	2942		NPTREEMANAGE	NPTREE	45.00	9.00	54.00	4250	301	45.00	Emergency works the lea
26/01/2023	2957		NPTREEMANAGE	NPTREE	360.00	72.00	432.00	4250	301	360.00	REMOVE DEAD WOOD FROM OAK
06/01/2023	5028319		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	CARD CHARGES
06/01/2023	5028320		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	CARD CHARGES
31/01/2023	001661		CHCLEANING	PRIMA	2,052.50	410.50	2,463.00	4150	204	2,052.50	CLEANING 1/1-31/1/23
31/01/2023	001662		CHCLEANING	PRIMA	572.60	114.52	687.12	4150	205	572.60	CLEANING 1/1-31/1/23
31/01/2023	001663		CHCLEANING	PRIMA	349.85	69.97	419.82	4150	204	349.85	CLEANING 1/1-31/1/23
31/01/2023	001664		CHCLEANING	PRIMA	105.15	21.03	126.18	4150	315	105.15	CLEANING 1/1-31/1/23
31/01/2023	001665		CHCLEANING	PRIMA	52.50	10.50	63.00	4150	310	52.50	CLEANING 1/1-31/1/23
31/01/2023	001666		CHCLEANING	PRIMA	105.15	21.03	126.18	4150	320	105.15	CLEANING 1/1-31/1/23
31/01/2023	001667		CHCLEANING	PRIMA	116.85	23.37	140.22	4150	208	116.85	CLEANING 1/1-31/1/23
31/01/2023	61120		PRONTAPR	PRONTA	930.00	186.00	1,116.00	4432	201	930.00	Posters
06/01/2023	ELEC#2		RENEW HAIR	RENEW	42.50	0.00	42.50	4655	150	42.50	Xmas Elec Refund
17/01/2023	001325		RUPERT PETERS MUSIC	RUPERT P M	150.00	0.00	150.00	723	0	150.00	LIVE SOUND JAZZ CLUB
17/01/2023	JANEXP23		SARAH MOORE	SARAHMOORE	18.99	0.00	18.99	4400	101	18.99	Expenses
20/01/2023	H200123-01		SARSEN	SARSEN	300.00	0.00	300.00	4551	101	300.00	OH CONSULT 1/2/23
16/01/2023	JANEXP		SIAN TAYLOR	SIAN	50.33	0.00	50.33	4445	350	23.33	mobile phone
								4041	350	27.00	mileage

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/01/2023	INV-0087		SIGNATURE CLEANING	SIGNTR CLN	440.00	0.00	440.00	504	0	440.00	Oven cleaning
26/01/2023	INV-1479		SOLUTIONS ON STAGE	SOLUTIONS	532.00	106.40	638.40	4185	201	532.00	SERDAY ONSITE SERVICE, MAINT
07/01/2023	SNOW002		STARBURST	STARBURST	28,721.02	0.00	28,721.02	698	0	28,721.02	Ticket sale final report
30/01/2023	8254		SURREYHILLS	SURREYHILL	440.00	88.00	528.00	4555	160	440.00	Harlington acquisition advice
01/01/2023	INV-1243		SUSX HR HUB	SUX HR HUB	75.00	15.00	90.00	4551	101	75.00	Montly retainer
31/01/2023	23010055		TICKETSOLVE	TICKETSOLV	2,000.63	0.00	2,000.63	4490	201	2,000.63	Sales 1-31/1/23
12/01/2023	275626114/22		TOTALENERGIES	TOT ENG	538.01	26.90	564.91	4120	204	538.01	Gas 30/6-31/7/22
12/01/2023	276820021/22		TOTALENERGIES	TOT ENG	537.38	26.87	564.25	4120	204	537.38	Gas 31/7-31/8/22
12/01/2023	279066452/22		TOTALENERGIES	TOT ENG	531.36	26.57	557.93	4120	204	531.36	Gas 31/8-30/9/22
12/01/2023	284187227/22		TOTALENERGIES	TOT ENG	3,500.34	700.07	4,200.41	4120	204	3,500.34	Gas 30/9-31/10/22
12/01/2023	284309998/22		TOTALENERGIES	TOT ENG	3,575.17	715.04	4,290.21	4120	204	3,575.17	Gas 31/10-30/11/22
12/01/2023	288606653/23		TOTALENERGIES	TOT ENG	5,824.82	1,164.96	6,989.78	4120	204	5,824.82	Gas 30/11-30/12
13/01/2023	288813068/23		TOTALENERGIES	TOT ENG	378.11	75.62	453.73	4120	205	378.11	GAS 30/11-31/12/22
01/01/2023	HI589123		UNITED HYGIENE	UWR	132.76	26.55	159.31	4152	205	132.76	Supplies
01/01/2023	HI589180		UNITED HYGIENE	UWR	589.63	117.93	707.56	4152	204	589.63	Supplies
25/01/2023	OP/1628723		VIMTO	VIMTO	258.22	51.64	309.86	4700	201	258.22	Bar supplies
18/01/2023	B5-581364484		VODAFONE	VODAFONE	31.07	6.21	37.28	4445	204	10.97	MOBILE PHONES
								4445	301	10.08	MOBILE PHONES
								4445	101	10.02	MOBILE PHONES
TOTAL INVOICES					<u>85,787.08</u>	<u>9,970.52</u>	<u>95,757.60</u>			<u>85,787.08</u>	

Bank - Cash and Investment Reconciliation as at 31 January 2023

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/01/2023 HSBC	849,968.29
2	31/03/2022 Petty Cash	100.00
		850,068.29
<u>Other Cash & Bank Balances</u>		
	CCLA Pub Sector Deposit Fund	1,350,000.00
	CO-OP fixed term account	0.00
	Cambridge B.S Savings account	100,000.00
	Cash Floats	2,000.00
	Contra Cheque Account	0.00
	Deposit Bond a/c	0.00
	Nationwide deposit account	800,000.08
	Petty Cash - Harlington	120.00
	Unity Trust deposit account	0.00
		2,252,120.08
		3,102,188.37
<u>Unpresented Payments</u>		
1	27/01/2023 BACS Pymnt	18,502.61
		18,502.61
		3,083,685.76
<u>Receipts not on Bank Statement</u>		
0	31/01/2023 All Receipts Cleared	0.00
		0.00
		3,083,685.76
<u>Closing Balance</u>		
		3,083,685.76
<u>All Cash & Bank Accounts</u>		
1	Bank Current/Deposit Account	831,465.68
2	Petty Cash - FTC	100.00
	Other Cash & Bank Balances	2,252,120.08
	Total Cash & Bank Balances	3,083,685.76

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
101	Debtors Control	39,617
120	Vat Control	(1,395)
150	Stock - Bar	9,701
200	Bank Current/Deposit Account	831,466
210	Petty Cash - FTC	100
211	CCLA Pub Sector Deposit Fund	1,350,000
216	Nationwide deposit account	800,000
218	Cambridge B.S Savings account	100,000
220	Cash Floats	2,000
251	Petty Cash - Harlington	120
	Total Current Assets	3,131,608
	<u>Current Liabilities</u>	
500	Creditors Control	50,052
503	Christmas Festivities Town Cen	5,132
504	Christmas Day Lunch	4,765
507	Jubilee 2022	8,187
515	Paye/NI Due	9,024
516	Pension Due	(0)
520	Wages Control Account	0
591	Martin Kemp Sept 21 Cancelled	86
623	Northsyde Mar 22	75
624	RU40 Oct 22	63
634	80s Rewind Nov 22	8,099
635	Comedy Jan 2022	(700)
636	Comedy Feb 2022	700
637	Comedy March 2022	1,204
642	Staying Alive Feb 23	1,086
648	Terry Alderton Sep21 Cancelled	14
654	Doors Alive Mar 23	1,439
658	Mainly Madness – December 22	5,067
659	Christmas Comedy – Dec 22	2,564
662	Dom Martin Band – Oct 22	(25)
663	The Mentulls Nov 22 Canecelled	3
664	Ian Parker Band – Nov 22	814
667	The Jam'd – NOV 22	1,566
668	The Bohemians – NOV 22	1,193
669	Bad Manners - NOV 22	1,397
670	Black Sabbath – OCT 22	90
671	Comedy – APR 22	(142)
672	Comedy – MAY 22	273
673	Comedy – JUN 22	305
674	Comedy – SEPT 22	50
675	Comedy – OCT 22	1,163
676	Comedy – NOV 22	(588)
679	Jazz – JUN 22	263
680	Jazz – JUL 22	341
681	Jazz – SEPT 22	155
682	Jazz – OCT 22	1,355
689	Rollin Stoned - Oct 22	493
690	Fleet Jazz – Nov 22	945
691	Fleet Jazz – Dec 22	1,579
693	Elles Bailey Nov 22	1,202

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
694	Gig for Ukraine 10 April 22	(559)	
695	Gig Ukraine stream 10 Apr 22	684	
697	Legends of Music - Jul 22	4,071	
698	Snow White - Dec 22	19,110	
699	Francis Rossi - May 23	5,614	
700	The Paul Young Show – Oct 23	3,496	
703	Fleet Film – 10th Oct 22	5	
706	Fleet Film – 28th Nov 22	20	
707	AC/DC UK Jan 23	7,138	
708	Oasish Feb 23	5,566	
709	The Floyd Effect Oct 23	2,604	
711	Purple Zepplin Feb 23	1,251	
712	ELO Encounter Feb 23	3,829	
713	Guns 2 Roses Mar 23	1,805	
714	Santas Grotto Nov 22	47	
715	Genesis Connected Mar 23	2,920	
716	Voodoo Room Jun 23	300	
717	Comedy Jan 23	2,488	
718	Comedy Feb 23	1,014	
719	Comedy Mar 23	175	
721	Comedy May 23	100	
723	Jazz Jan 23	1,747	
724	Jazz Feb 23	(247)	
730	Fleet Film 9 Jan 23	10	
736	90s Rewind Apr 23	1,892	
737	Forever Jackson Mar 23	1,711	
738	Creedence Clearwater Mar 23	1,194	
739	Rock for Heroes Apr 23	917	
740	Ultimate Elton May 23	993	
741	Money for Nothing Jun 23	522	
742	ABBA Fever Mar 23	2,151	
743	Legend Live Apr 23	1,298	
744	Maet Live May 23	940	
745	Black Sabbitch May 23	47	
746	Commitments & Blues Jun 23	467	
747	Bootleg Blondie Jun 23	526	
748	Benidorm Tom Jul 23	533	
749	Buble meet Sinatra Nov 23	354	
	Total Current Liabilities	<u>186,022</u>	
	Net Current Assets		2,945,586
	Total Assets less Current Liabilities		<u>2,945,586</u>
	<u>Represented by :-</u>		
300	Current Year Fund	487,494	
310	General Fund	123,398	
321	EMR - Pension Obligation	30,000	
329	EMR - Cemetery Mem Test 2024	3,425	
330	EMR - CP Tennis Sinking 2026	51,563	
332	EMR - S106 Sensory Garden 21	51,579	
360	Harlington Development Fund	2,198,127	
	Total Equity	<u>2,945,586</u>	

Do the Numbers Limited
37 Upper Brownhill Road
Southampton
S016 5NG

25th January 2023

Rochelle Halliday, Executive Officer
 Fleet Town Council
 The Harlington Centre
 Fleet,
 GU51 4BY

Dear Rochelle,

Subject: Review of matters arising from interim Internal Audit for 31 March 2023

Following my visits to the office today and last year, please find below the interim list of matters arising. I found the records of the council to be in extremely good order and that the review went well.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2022](#)

Test	Matter arising	Recommended Action
<i>A</i>	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
Purchase invoice filing	PDF electronic storage of purchase invoices is permitted both by HMRC and good practice	Invoices received on paper that have then been scanned and linked to the digital ledger need not be kept on paper.
Credit card statements	The credit card statements and supporting documents are on paper.	This should be continued as they are effectively bank statements.
<i>B</i>	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Agenda papers	It is not a requirement for lists of receipts or full cashbooks to be published in the agenda packs. Also raised last year	The paper pack can be reduced by the removal of these pages.
Confidential minutes	All spending and contract decisions of the council should be publicly recorded.	Where contracts are discussed in closed session, the name of the winner and the value should be included in the public minutes.
<i>C</i>	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Risk assessment	The council does not appear to have updated its web published Risk Assessment since the change in Proper Officer.	It is good practice to review risks whenever there are significant staff changes, particularly in the Finance team.
<i>D</i>	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Budget	The budget presented to council for	Great care should be taken to

reporting	precept setting was based on a spreadsheet to allow the options to be shown.	ensure that the agreed budget and all in year budget monitoring are included in the Rialtas software linked to actual figures.
<i>E</i>	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
Event accounts	The balance of ticketed events is held in the balance sheet until they are settled. With COVID, some events have been delayed multiple times.	Those events that are definitely complete should be released to the I&E without delay.
<i>F</i>	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
The records of the council comply with this test.		
<i>G</i>	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
Detailed payroll report	The nature of the council means that there are starters and leavers every month. The full payroll report should be checked every month.	Please ensure that the March year to date report is also sent to the Internal Auditor for checking.
Staff timings	The council has multiple casual and shift staff and officer time is expended logging shifts and sick leave and holidays.	It may be beneficial to purchase one of the automation systems that would allow efficient and effective staff management.
<i>H</i>	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Asset register	The fixed asset register of the council is now an up to date and accurate record.	To assist its maintenance, it may be worth adding the Fixed Asset module to Rialtas.
Asset valuations	The council has been matching the asset register and equipment inventory to Insurance values each year which is not required.	Assets should always be recorded at historic cost in the accounts. Councils are allowed to use self insurance for some assets and inventory items may be more usefully grouped than itemised.
<i>I</i>	<i>Periodic Bank reconciliations were carried out during the year</i>	
Current account balance	The council holds significantly more in its current account than is prudent. The council spends on average £65k per month.	The current account should hold no more necessary. Three months of revenue expenditure would mitigate risk.
Savings account balances	At present the bulk of the Council's reserves – some of which may not be drawn down for some time – are held in low interest savings accounts.	With interest rates rising, a spread of notice periods and returns should be used to enhance security and generate a little return
Long term funds	Parts of the councils reserves are only likely to be drawn upon with several months notice. These could be beneficially invested until needed.	These could be invested in a fund such as that run by CCLA to generate returns
<i>J</i>	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	

The records of the council comply with this test.		
<i>K</i>	<i>Certified Exempt in prior year</i>	
Not applicable to Fleet Town Council		
<i>L</i>	<i>Transparency Code</i>	
Web policies and financial documents	Not all of the documents published on the main sections of the website are up to date (eg AGAR External Audit certificate and Asset register)	Members of the council should review the website to ensure that published documents are up to date.
<i>M</i>	<i>Public Rights</i>	
	Not tested at this visit	
<i>N</i>	<i>Publication of prior year AGAR</i>	
The records of the council comply with this test.		
<i>O</i>	<i>Trust funds</i>	
Not applicable to Fleet Town Council		
<i>P</i>	<i>Borrowing</i>	
Not applicable to Fleet Town Council		

I will return to the council in May to complete my review.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene

Actions from Internal Auditor's report from visit on 25th January 2023

AGAR Certificate Reference	Matter Arising	Recommended Action	Action Taken
<p>A - Appropriate accounting records have been properly kept throughout the financial year.</p>	<p>Purchase invoice filing - PDF electronic storage of purchase invoices is permitted both by HMRC and good practice.</p>	<p>Invoices received on paper that have then been scanned and linked to the digital ledger need not be kept on paper.</p>	<p>Requires SharePoint access to be set up with the Omega system – to be investigated.</p>
	<p>Credit card Statements - The credit card statements and supporting documents are on paper.</p>	<p>This should be continued as they are effectively bank statements.</p>	<p>Noted.</p>
<p>B - This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.</p>	<p>Agenda Papers - It is not a requirement for lists of receipts or full cashbooks to be published in the agenda packs.</p>	<p>The paper pack can be reduced by the removal of these pages.</p>	<p>Papers have been reduced to include essential documents.</p>
	<p>Confidential Minutes - All spending and contract decisions of the council should be publicly recorded.</p>	<p>Where contracts are discussed in closed session, the name of the winner and the value should be included in the public minutes.</p>	<p>Noted. Contract awards discussion to only be treated as confidential if there is commercial sensitivity.</p>
<p>C - The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<p>Risk Assessment - The council does not appear to have updated its web published Risk A Assessment since the change in Proper Officer.</p>	<p>It is good practice to review risks whenever there are significant staff changes, particularly in the Finance team.</p>	<p>Risk management meeting held on 02.02.23 and resulting update to risk register is pending.</p>

AGAR Certificate Reference	Matter Arising	Recommended Action	Action Taken
<p>D - The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves are appropriate.</p>	<p>Budget reporting - The budget presented to council for precept setting was based on a spreadsheet to allow the options to be shown.</p>	<p>Great care should be taken to ensure that the agreed budget and all in year budget monitoring are included in the Rialtas software linked to actual figures.</p>	<p>The spreadsheet data was loaded into Omega prior to Council approval to validate the numbers. Subsequent budget monitoring will be reported via the source document from Omega.</p>
<p>E - Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.</p>	<p>Event Accounts - The balance of ticketed events is held in the balance sheet until they are settled. With COVID, some events have been delayed multiple times.</p>	<p>Those events that are definitely complete should be released to the I&E without delay.</p>	<p>Executive Officer checks the balance sheet regularly. A batch of released were made in January, however, further released are required before year end.</p>
<p>F - Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</p>	<p>The records of the council comply with this test.</p>		<p>n/a</p>
<p>G – Salaries to employees and allowances to members were paid in accordance with this authority’s approvals and PAYE and NI requirements were properly applied.</p>	<p>Detailed payroll report - The nature of the council means that there are starters and leavers every month. The full payroll report should be checked every month.</p>	<p>Please ensure that the March year to date report is also sent to the Internal Auditor for checking.</p>	<p>Noted.</p>
	<p>Staff timings - The council has multiple casual and shift staff and officer time is expended logging shifts and sick leave and holidays.</p>	<p>It may be beneficial to purchase one of the automation systems that would allow efficient and effective staff management.</p>	<p>Noted and being investigated.</p>

AGAR Certificate Reference	Matter Arising	Recommended Action	Action Taken
<p>H – Asset and investment registers were complete and accurate and properly maintained.</p>	<p>Asset Register - The fixed asset register of the council is now an up to date and accurate record.</p>	<p>To assist its maintenance, it may be worth adding the Fixed Asset module to Rialtas.</p>	<p>P&F 15.02.23 agreed to purchase the Rialtas Asset module.</p>
	<p>Asset Valuations - The council has been matching the asset register and equipment inventory to Insurance values each year which is not required.</p>	<p>Assets should always be recorded at historic cost in the accounts. Councils are allowed to use self insurance for some assets and inventory items may be more usefully grouped than itemised.</p>	<p>Asset register for Council approval updated accordingly.</p>
<p>I – Periodic Bank reconciliations week carried out during the year.</p>	<p>Current Account balance - The council holds significantly more in its current account than is prudent. The council spends on average £65k per month.</p>	<p>The current account should hold no more necessary. Three months of revenue expenditure would mitigate risk.</p>	<p>Noted.</p>
	<p>Savings account balances - At present the bulk of the Council's reserves – some of which may not be drawn down for some time – are held in low interest savings accounts.</p>	<p>With interest rates rising, a spread of notice periods and returns should be used to enhance security and generate a little return</p>	<p>Noted. Cash funds for The Harlington may soon be required so transfer into higher rate accounts with short notice period.</p>
	<p>Long term Funds - Parts of the councils reserves are only likely to be drawn upon with several months notice. These could be beneficially invested until needed.</p>	<p>These could be invested in a fund such as that run by CCLA to generate returns</p>	<p>Noted.</p>

AGAR Certificate Reference	Matter Arising	Recommended Action	Action Taken
J - Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by an adequate audit trail and debtors and creditors were properly recorded.	The records of the council comply with this test.		n/a
K – Certified exempt in prior year.	Not applicable to Fleet Town Council.		n/a
L – Transparency Code.	Web policies and financial documents - Not all of the documents published on the main sections of the website are up to date (e.g. AGAR External Audit certificate and Asset register)	Members of the council should review the website to ensure that published documents are up to date.	The audit documents were published on a different page to the finance page (auditor informed). Pages to be merged. Review of all transparency documents published on web required.
M – Public Rights.	Not tested at this visit.		n/a
N – Publication of prior year AGAR.	The records of the council comply with this test.		n/a
O – Trust funds.	Not applicable to Fleet Town Council.		n/a
P – Borrowing.	Not applicable to Fleet Town Council.		n/a



**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 David Robert Munn
Home Address	[REDACTED] GU51 [REDACTED]
Home Telephone	[REDACTED]
Mobile Telephone	[REDACTED]
Email Address	[REDACTED]
Which Ward are you applying for?	Fleet Central

About You

Please provide the Council with some background information about yourself.

Firstly, I would like to thank you for taking the time to consider my application for the vacant Fleet Town Councillor role.

To provide some background on myself...

From a personal context, I grew up in Guildford, and then Farnborough where I studied before heading to University in Southampton to gain my bachelors in Business and economic. I entered the world of Professional at the age of 22 and was lucky enough to work and live in London for several years before moving to New York, USA to. I have also had the opportunity to travel the world and experience many different cultures both from a social and from a corporate perspective.

I moved back to the UK at the end of 2020, and decided to settle in Fleet due to family connections, with my Sister and her family living in the Pondtail area for the last 10 years. Since moving back I have become a father to a gorgeous little girl who now rules the home that my fiancé and I live in on Reading Road North, just off Fleet highstreet.

We purchased the house towards the end of 2021 which had been vacant for a few years due to the old owners passing. We subsequently set out to bring what was a dilapidated house back to life and making the perfect forever home for our family.

Since moving back to the UK, my focus has been on adjusting to family life, growing as a father, and

building our family home. Therefore I have had little time to invest till now on community or passion projects. Prior to the change in my family circumstances I have been hugely active in supporting several charities, children's sports programs, and development of students in a mentor capacity through work experience and university schemes.

Now that our family is settled, I am keen to take on a more active role in our community where I believe my background and skills would be a hugely valuable asset in the right role.

From a professional context, I am currently the Chief Solutions Officer and part of the Global Operations Board for one of the largest independent marketing services organisations in the world, with 46 offices across 33 countries with revenues in excess of €550m+. I have been with the organization for 14+ years which demonstrates my loyalty and desire for long term impact and investment.

My role as CSO has me oversee a team of over 75 employees around the world, that cover disciplines such as Strategy and Solutions, Technology, Project Management, and Compliance. Below is an example of the 5 key pillars of my teams responsibility, as I feel this will she some insight in to my skill set and capabilities.

Client Solutions	Technology Solutions	Growth Solutions	Business Strategy	Visionary
Impactful client solutions that launch innovation, evaluate and improve business process, support business transformation, develop client strategies and growth solutions, and development of Value journey and creation	Local & regional technology development projects, client technology requirements, process improvements / changes, business analysis, data migration, technology digitalisation	Business development, due-diligence, new client solutions, new client implementations, and growth strategy	Large transformational & business strategy solutions eg: Entering new markets, new verticals, and new categories	Future looking solutions, what is the next big thing, the next area of investment eg: AR / Digital

A large part of my role has me working closely with clients, internal stakeholders, and external stakeholders to identify and understand complex challenges... and then break these down in to targeted and impactful solutions and business cases which I would then present / pitch to clients or Executive board level sponsorship for alignment before then taking these through to implementation / execution / monitoring.

The field of work that our organization is in, is marketing procurement. This involves strategic design, procurement, and management of complex local vs global sourcing and supply chains. This means I have an extremely strong background in procurement, sourcing negotiations, and P&L management, which I feel would be a huge value when in a Town Councilor role.

I believe that I have both a strong personal and professional background that would provide valuable experience and skills should I be successful in my application for this role.

I would be more than happy to share further information about my personal or professional life should you want a more broader / more detailed context.

Reasons for applying

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

I have always been someone who is active in the community, whether that be simply supporting neighbours whenever they need, or keeping up with local happenings, groups, and politics. Since I returned from living in the USA, I have had to place certain elements of my passions on hold as we settled in to our new home whilst renovating, and whilst we have been spending time as a family during the first year of our daughters life.

I am now eager to support my community in a more proactive and front line way, and lead from the front on points / that truly matter to our residents.

I am a keen follower of many of the Fleet message boards, and facebook groups of which one of them I am an admin moderator, and therefore I not only see what people are writing, I truly understand what they are feeling.

I believe Fleet is a truly amazing place to live with so many benefits to residents, couples, families, retired parents, and everything in between... But I do believe we have some fundamental questions being asked of Town Councilors and Hart council as a whole. These questions have sometimes boiled over in to passionate pleas for support, change, and continual improvement... and I believe I have the passion, enthusiasm, and skills to help support and in some cases accelerate change and improvement.

We should always strive to be better... but as a Town Councilor, we cannot fix every problem / issue / challenge... We must take time to analyse, evaluate, prioritise, and work within our means to build a sustainable future for our residents and the next generation of Fleet.

This is what I do... My role focuses on analysing challenges, requirements, and asks... truly listening and understanding these, and then evaluating and developing business cases that evolve around a framework of sustainable practice and best in class delivery.

These skills combined with my passion to make change, plus my overarching desire to always help others... I believe would see me become a valued member of the Fleet Town Council team.

I would love the opportunity to openly discuss my background, my personal life, my work life, with any of the team in order for you to evaluate if I would be the right fit to join you supporting our community.

Hopefully I will get the opportunity to discuss/meet soon.

Thanks
David

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 David Munn, 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 16/02/2023

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

CO-OPTED COUNCILLOR PERSON SPECIFICATION

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



**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	Peter Hawton.
Home Address	[REDACTED]
Home Telephone	GU17 [REDACTED]
Mobile Telephone	
Email Address	[REDACTED]
Which Ward are you applying for?	

About You

Please provide the Council with some background information about yourself.

educated at Egham secondary School, a keen interest in Agriculture having won medals at Chelsea Flower Show, other interest, Preserving our Heritage I have a lot of experience in planning have taken two planning appeals at Runnymede Council and winning, we are coming in to very difficult times with half the shops in our high streets closed or on the verge of closing we need to come up with ways to help the high streets before they disappear for ever.

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, PETER HAWTON 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 ~~18/11/22~~ 15/02/2023

Reasons for applying

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

Good communication skills.

Large skills set.

Negotiated €1.3m and €1.8m contacts with EUROPEAN markets.

Familiar with working for disadvantaged people.

Very good health and safety awareness.

Fast learner.

Good team player and leader.

Able to take orders

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.



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 Daniel Taylor
Home Address	[REDACTED] [REDACTED] GU52 [REDACTED]
Home Telephone	[REDACTED]
Mobile Telephone	[REDACTED]
Email Address	[REDACTED]
Which Ward are you applying for?	Fleet Central

About You

Please provide the Council with some background information about yourself.

I am very fortunate to be a resident of Fleet, living adjacent to the canal, with my wife and 3 children [REDACTED]. We moved to Fleet over 10 years ago, drawn here by the great environment for raising a family and were soon followed by my parents and grandmother. I previously lived in Salisbury and studied in Bristol; I was born in Hertfordshire and grew up in Italy and Australia.

Living on the edge of Velmead common and on the canal provides my family and I with great opportunities to enjoy the local area. We paddle along the canal in our canoe, often litter picking as we go. We also walk and cycle around Fleet pond, Velmead Common and Ceasars Camp and enjoy the local parks and playgrounds.

As a family unit we are very active in the community, enjoying many of the local events including the carnival, festivals and street parties. [REDACTED] They all and attend Swimming lessons [REDACTED], Scouts [REDACTED] and the older two train with [REDACTED]. My wife, [REDACTED] and I share family and community duties: she runs a Beaver colony [REDACTED] and is a school governor at [REDACTED]. I am a Scout Treasurer and Trustee as well as helping at school association events.

I work full time as an Aviation Consultant at a small firm based in Leatherhead, Surrey. Previously I have worked at British Airways, L3Harris and QinetiQ.

Reasons for applying

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

Fleet has welcomed my family and I; now that we are established here, I want Fleet to continue to thrive. I will represent the residents of Fleet Central to ensure our local environment is enhanced and maintained, helping to shape the community by driving new ideas.

Personal attributes

I have been part of the local community for over a decade and wish to help drive Fleet's future. I come from an engineering background and bring strong data analysis and project management skills.

Experience, skills, knowledge and ability

I practice many of the essential skills in my professional role as an aviation consultant, for example:

- Listening to all stakeholders and elucidating complex requirements.
- Running my team with a careful balance of direction and demonstrating high-quality work.
- Maintaining relationships across departments, at all levels, to ensure the customer benefits from a wide range of expertise.
- Representing my company at industry events and delivering webinars (~500 attendees).
- Managing long term projects to ensure timely delivery in an environment with many ad hoc, quick-delivery requests.
- Delivering complex reports, both in written formats and as formal presentations.
- Budgeting and cost control for my department and clients.
- Guiding clients by presenting complex arguments to enable them to make the best decisions with the available information.

In my role as a local charity trustee and treasurer (6th Fleet Scouts) I am responsible for:

- Booking and paying for the hire of Ancells Farm Community Centre
- Processing gift aid returns
- Agreeing the annual budget
- Maintaining group accounts and ensuring compliance with finance regulations
- Working as part of the Executive Committee

If selected to join the council I would be interested in enhancing my skills through both training and learning from the experiences of other members.

Circumstances

Although working full-time I work from home 2-3 days per week. I travel for work infrequently and have the support of wider family so expect to be able to attend any commitments, especially those in the evening and weekends.

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:

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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, Daniel J Taylor, 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 16/02/2023

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

CO-OPTED COUNCILLOR PERSON SPECIFICATION

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

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	Hart Voluntary Action Ltd. (HVA) C/O Civic Offices, Harlington Way, Fleet, GU51 4AE Please note HVA are applying on behalf of the Odiham District Scout Group (ODSG) due to the emergency nature of the funding and the short lead-time given that the Explorer leader is a working parent and volunteers as a leader in his spare time. HVA will ring-fence and hold any secured funding on behalf of ODSG – this is common practise for a Council for Voluntary Services (CVS). Nat West Ltd. Fleet Branch [REDACTED] [REDACTED]
2.	Name, Address and Status of Contact & position E-mail address	Sue Vincent – Volunteer Manager C/O Civic Offices, Harlington Way, Fleet, GU51 4AE [REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the Organisation a Registered Charity?	Yes/No Charity Number: 1119912
5.	Date of establishment of Organisation	1997
6.	Details of purpose of Grant (please use additional sheet to include details)	The grant is to enable 24 scout explorers from across the district to travel to their silver Duke of Edinburgh expedition in the Forest of Dean on the 31.03.23. The reason behind the request is as follows: In order for the group to hire transport from either the voluntary sector / HCC Transport (as they had pre-Covid) nominated drivers must hold a current MiDAS certificate. The group have no one meeting this criteria and only one leader with a D1 on their driving license – therefore whilst they can hire one mini-bus privately (£620 plus fuel) they cannot a) fund a 2nd bus privately b) have anyone able to drive it. Exhaustive attempts in the week of the 06.02.23 by both the group's leaders and HVA to secure a 2nd minibus with a volunteer/paid driver from the Hampshire CVS network / other voluntary groups i.e. Rosie's, Yelabus, have proved unsuccessful due to the distances involved - 200 mile round trip x 2 (drop off Friday eve / collect Monday evening) and some buses being no longer available

		<p>to hire i.e. Fleet Phoenix. Coupled with the fact that the group's budget (£800) has been decimated by having to hire the initial bus privately.</p> <p>The only remaining realistic option is to hire a 34 seater coach. This would enable all of the youngsters, leaders and their significant luggage to travel together. Additionally this option increases safety as the group would be transported by an experienced driver rather than someone who infrequently (if ever) has driven a large vehicle over several hundred miles at night and lastly better for the environment than taking 2 mini buses and several car loads of luggage. However costs are currently prohibitive for the group with quotes coming in at circular £1600 – they have a budget of £800.</p>					
7.	Amount applied for	£200					
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	As of the 14.02.23 there are 40 explorers (Arrowheads & Chieftains) across the 6 Fleet based units (this does not include EH). Of these 10 are hoping to take part in the expedition. FTC's donation will therefore directly help those youngsters and their parents.					
9.	Projected income and expenditure of project/event	The coach quotes are in the region of £1600. £800 will come from current secured funding. Leaving a shortfall of £800.					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		HCC CC Grant	£200		X		
		Rotary of Hart	£200				X
		CCPC	£200				X
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	<p>Given the positive response from the other funders we feel confident in securing 75% of the amount required to meet the shortfall.</p> <p>If however FTC decline the request of 'partnership' match-funding to enable us to secure the full £800 one option might be to request that the shortfall is met by the parents of the explorers living within the FTC ward, a further option would be to ask parents to transport their own child to the camp. Both options have the potential to prevent the children participating as with inflation running at over 10% and many families struggling to make ends meet this would be the last resort.</p>					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	N/A					

13.	How will you publically acknowledge Fleet Town Council's contribution?	The explorers would be delighted to deliver a post expedition presentation with an acknowledgement of the funders who made it feasible. It will also be noted in their AGM report. HVA are also happy to post on their social media channels followed by over 3000 residents.
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You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed... [REDACTED]

Date.....14.02.23.....

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

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

Office Use

	Officer	Date
Grant Application verified?		
Committee decision?		
Applicant notified?		
If approved funds released?		
Press Release and Photo?		

Self-evaluation form of Event sent?		
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HART DISTRICT COUNCIL (1)

[FLEET TOWN COUNCIL] (2)

DATA PROCESSING AGREEMENT
In relation to **[CCTV]**

Daryl Phillips
Monitoring Officer
Hart District Council
Civic Offices
Harlington Way
Fleet
Hampshire
GU51 4AE

DATA PROCESSING AGREEMENT

THIS AGREEMENT IS MADE ON

XXXXX

20XX

BETWEEN

- 1) **HART DISTRICT COUNCIL** of Civic Offices, Harlington Way, Fleet, Hampshire, GU51 4AE ('the Council')
- 2) **FLEET TOWN COUNCIL** of 236 Fleet Road, Fleet, GU51 4BY

1 DEFINITIONS AND INTERPRETATION

- 1.1 In this DPA, capitalised terms not defined in this DPA shall have the meaning given to them in the Services Agreement and, unless the context indicates otherwise:

Data	has the meaning given in the Data Protection Legislation and more specifically means data as described in Appendix 1 to be made available by the Data Controller to the Data Processor for the purposes of providing the Services;
Data Controller	has the meaning given in the Data Protection Legislation;
Data Processor	has the meaning given in the Data Protection Legislation;
Data Protection Legislation	means, for the periods in which they are in force in the United Kingdom, the Data Protection Act 2018, the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, the Electronic Communications Data Protection Directive 2002/58/EC, the Privacy and Electronic Communications (EC Directive) Regulations 2003, the UK GDPR and all applicable Laws and regulations relating to processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner, in each case as amended or substituted from time to time;
Data Subject	has the meaning given to it by the Data Protection Legislation;

DPA	means this Data Processing Agreement, comprising its clauses and any appendices that may be attached to it;
Effective Date	means the date of this DPA;
UK GDPR	means UK specific data protection regime which came into effect from 1 January 2021 following amendments to the DPA 2018 by the DPPEC (Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019;
Personal Data	has the meaning as set out in the Data Protection Legislation which forms part of the Data;
Personal Data Breach	has the meaning as set out in the Data Protection Legislation;
Processing	has the meaning as set out in the Data Protection Legislation and “Process” and “Processed” shall be construed accordingly;
Services	means the services to be provided by the Data Processor pursuant to the Services Agreement, as [appended to this DPA/follows:] <ul style="list-style-type: none"> • [CCTV monitoring and maintenance contract]
Services Agreement	means the Services Agreement in relation to the provision of [CCTV monitoring and maintenance] by Fleet Town Council to the Council dated [];
Special Categories of Personal Data	means Sensitive Personal Data or Special Categories of Personal Data, as defined in the Data Protection Legislation, which is Processed by the Data Processor on behalf of the Data Controller pursuant to or in connection with this Agreement;
Sub-Contract	means any contract between the Data Processor and a third party whereby that third party agrees to provide the Data Processor with any part of the Services;
Sub-Contractor	means the contractors or suppliers that enter into a Sub-Contract with the Data Processor;
Term	[insert the term of the Services]

2 COMMENCEMENT AND DURATION

- 2.1 This DPA shall commence on the Effective Date and shall continue in force unless and until terminated in accordance with this DPA.

3 ROLE OF THE PARTIES

- 3.1 The Parties shall duly observe all their obligations under the Data Protection Legislation which arise in connection with this DPA and shall not perform their obligations under this DPA in such a way as to cause any other Party to breach any of its obligations under the Data Protection Legislation.

- 3.2 With respect to the Parties' rights and obligations under this DPA, the Parties agree that the Council is the Data Controller and that the Data Processor is the Data Processor.

- 3.3 The Data Controller shall not disclose any Personal Data to the Data Processor save where it is lawful and in a form which is lawful.

- 3.4 The subject-matter and duration of the Processing, nature and purpose of the Processing, types of Personal Data, and categories of Data Subjects are set out in Appendix 1 to this DPA.

- 3.5 The Data Controller may make reasonable amends to Appendix 1 by written notice to the Data Processor from time to time as the Data Controller considers necessary to meet the requirements of the Data Protection Legislation.

4 OBLIGATIONS OF THE DATA PROCESSOR

- 4.1 The Data Processor agrees to only Process the Data in accordance with the terms and conditions set out in this DPA and, subject to the overriding requirements of Data Processing Legislation, the Data Processor undertakes to:

- 4.1.1 only process the Personal Data for and on behalf of the Data Controller, strictly in accordance with the written instructions of the Data Controller, unless the Processing is required by applicable laws to which the Data Processor is subject, in which case the Data Processor shall to the extent permitted by such applicable laws inform the Data Controller of that legal requirement before Processing;
- 4.1.2 ensure that any personnel with access to Personal Data are subject to a duty of confidentiality (whether contractual or statutory) and ensure that access is strictly limited to those individuals who need to know/access the Personal Data;
- 4.1.3 taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of Processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, the Data Processor shall, in relation to the Personal Data, implement appropriate technical and organisational measures to ensure a level of security appropriate to that risk, including, as appropriate, the measures referred to in Article 32(1) of the UK GDPR;

- 4.1.4 only engage Sub-Contractors with the prior written consent of the Data Controller and under a written contract, imposing the same data protection obligations as set out in this DPA, remaining liable to the Data Controller for compliance of any Sub-Contractor engaged and informing the Data Controller of any changes concerning the addition or replacement of Sub-Contractors giving the Data Controller sufficient opportunity to object to such changes;
- 4.1.5 assist the Data Controller by appropriate technical and organisational measures, insofar as possible, for the fulfilment of the Data Controller's obligations to respond to requests for exercising the Data Subject's rights laid down in the Data Protection Legislation;
- 4.1.6 notify the Data Controller within five (5) Working Days if it receives a request from a Data Subject under the Data Protection Legislation in respect of the Personal Data and not respond to any such request without the written authorisation of the Data Controller or as required by the Data Protection Legislation to which the Data Processor is subject but only after informing the Data Controller of such legal requirement before responding to the request;
- 4.1.7 notify the Data Controller without undue delay, and at least within 48 hours, upon becoming aware of a Personal Data Breach, providing the Data Controller with sufficient information to allow it to meet its obligations under the Data Protection Legislation and to enable the Data Controller to report the breach to the Information Commissioner's Office within the 72 hour deadline imposed by the UK GDPR and assist the Data Controller, as directed, in the investigation, mitigation and remediation of such Personal Data Breach;
- 4.1.8 assist, at its own cost, the Data Controller in ensuring compliance with the obligations pursuant to the Data Protection Legislation taking into account the nature of the Processing for the purposes of this DPA and the information available to the Data Processor, including but not limited to those obligations relating to:
- (a) security of processing;
 - (b) notification of a Personal Data Breach to the Information Commissioner's Office;
 - (c) communication of a Personal Data Breach to the Data Subject; and
 - (d) Data Protection impact assessments and any subsequent consultations with the Information Commissioner's Office;
- 4.1.9 on the expiry or termination of this DPA, promptly upon request from the Data Controller (at the Data Controller's discretion) either:

(a) return all Personal Data to the Data Controller and delete all existing copies, or procure such deletion; or

(b) securely destroy such Personal Data, unless an applicable law requires storage of the Personal Data but only to the extent and for such period as required by such law;

4.1.10 notify the Data Controller of the deletion of Personal Data in accordance with Clause 4.1.9 within 21 days of the expiry or termination of this DPA;

4.1.11 not transfer Personal Data outside the UK without the prior written consent of the Data Controller;

4.1.12 make available to the Data Controller on request all information reasonably necessary to demonstrate compliance with the Data Protection Legislation, and allow for and contribute to audits, including inspections, by the Data Controller or an auditor mandated by the Data Controller including to permit the Data Controller or its external advisers (subject to reasonable and appropriate confidentiality undertakings) to inspect and audit the Data Processor's data processing activities and those of its agents, subsidiaries and sub-contractors and comply with all reasonable requests or directions by the Data Controller to enable the Data Controller to verify and procure that the Data Processor is in full compliance with its obligations under this DPA.

4.2 The Data Processor shall, at all times during and after the Term, indemnify the Data Controller and keep the Data Controller indemnified against all losses, damages, costs or expenses and other liabilities (including legal fees) incurred by, awarded against or agreed to be paid by the Data Controller arising from any breach of the Data Processor's obligations under this DPA except and to the extent that such liabilities have resulted directly from the Data Controller's instructions or any breach by the Data Controller of its obligations under this Clause or the Data Protection Legislation.

4.3 The provisions of this DPA shall apply during the continuance of the DPA and for so long as Personal Data is retained by the Data Processor.

5 TERMINATION

5.1 [insert termination provision in accordance with the Services]

5.2 Termination of this DPA shall not affect any rights, remedies, obligations or liabilities of the Parties that have accrued up to the date of termination, including the right to claim damages in respect of any breach of the DPA which existed at or before the date of termination or expiry. Any provision of this DPA that expressly or by implication is intended to come into or continue in force on or after termination of this DPA shall remain in full force and effect.

APPENDIX 1 TO DPA: DATA PROCESSING

This Appendix includes certain details of the Processing of Personal Data as required by the Data Protection Legislation.

1 THE SUBJECT-MATTER AND DURATION OF THE PROCESSING

1.1 The subject-matter and duration of the Processing of Personal Data in accordance with this DPA shall consist of:

1.1.1 *[CCTV data processed for the prevention and detection of crime, disorder and antisocial behaviour as well as asset protection. Out of hours calls information also processed].*

2 THE NATURE AND PURPOSE OF THE PROCESSING

2.1 The nature and purpose of the Processing of Personal Data in accordance with this DPA shall consist of:

2.1.1 *[The nature of the processing us that necessary for the performance of the Supplier's obligations under this agreement. CCTV data is processed for the prevention and detection of crime, disorder and antisocial behaviour as well as asset protection. Out of hours call information us also processed].*

3 THE TYPES OF PERSONAL DATA TO BE PROCESSED

3.1 The types of Personal Data that shall be processed in accordance with this DPA will be:

3.1.1 *[The personal data processed shall be that which is necessary for the performance of the Supplier's obligations under this agreement. Personal data may be captured through several avenues – through use of CCTV surveillance; if using the Out of Hours service and/or if requesting access to personal information – known as a Subject Access Request.*

3.2 **[To be included if applicable]** The types of Special Categories of Personal Data that shall be processed in accordance with this DPA will be:

3.2.1 ***[Special categories of personal data are information revealing: racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation]***

4 CATEGORIES OF DATA SUBJECTS TO WHOM PERSONAL DATA RELATES

4.1 The categories of individuals whose Personal Data is processed in accordance with this DPA will be:

- 4.1.1 *[The Data Subjects shall be those individuals whose data is processed in the performance of the Supplier's obligations under this agreement. Special category data is processed as part of the CCTV service].*

5 SECURITY MEASURES

- 5.1 The Data Processor shall implement and maintain adequate security measures to standards no less than those imposed on the Data Controller under the Data Protection Legislation whilst it continues to Process the Data on behalf of the Data Controller, [such measures shall include (but not be limited to):
 - 5.1.1 [Encryption]
 - 5.1.2 [Backup]
 - 5.1.3 [Resilience]
 - 5.1.4 [Disaster recovery]
 - 5.1.5 [Incident notification]

6 RECIPIENTS OF PERSONAL DATA

- 6.1 The Data Processor shall not sub-contract any elements of the Services without prior agreement, in writing, of the Data Controller

EXECUTED by the parties on the date first before written

Signed on behalf of
Hart District Council)
by [insert name])
in the presence of:)

.....
Signature

W Signature

I Name
T Address
N
E
S
S Occupation

Signed on behalf of [Fleet Town Council])
by [insert name])
in the presence of:)

.....
Signature

W Signature
I Name
T Address
N
E
S
S Occupation



Annual Residents' Meeting

Tuesday 21st March 2023

7pm start

with refreshments & a community exhibition from 6pm

The Harlington, Fleet Road, Fleet

A G E N D A

1. Welcome
Approval of the Minutes of the last Annual Residents' Meeting held on the 22nd March 2022.
2. Community updates including Fleet Phoenix, the local medical practices, Frimley Park Hospital, Hart Police and Hart Citizens Advice
3. An Annual Review and Future Work from the Town Council: including events, projects and how we are supporting the community

A short Q&A session will be held for questions relating to this section
4. His Majesty The Kings' Coronation - Plans for Fleet
5. Voter ID update from Hart District Council
6. General Public Q&A Session

**The bar will be open after the meeting.
Stay and meet your Councillors and other residents.**

Timings (are approx.)	Activities
6.00pm – Exhibition/Refreshments	<ul style="list-style-type: none"> • Refreshments • Community exhibition in coffee shop area <p><i>Attending so far: Citizens Advice, Fleet Library, Friends of Fleet Hospital/Community, Hart Voluntary Action, Fleet Film, Police, Communicare, Local GP's</i></p>
7.00pm – Welcome	<ul style="list-style-type: none"> • Sign off minutes from 2022 meeting • Introduce community updates section with guest speakers below
7.05pm – Fleet Phoenix <i>Charlotte Tickner attending</i>	<ul style="list-style-type: none"> • Presentation (5min)
7.10pm – GP's <i>Dr Durasamy & Dr Sinclair attending</i>	<ul style="list-style-type: none"> • Presentation + Q&A (15min)
7.25pm – Frimley Park Hospital <i>Nicky Seargent - Associate Director of Community Services and Older Peoples Medicine attending</i>	<ul style="list-style-type: none"> • Presentation + Q&A (15min)
7.40pm – Hart Police <i>Inspector Andy Mooge attending</i>	<ul style="list-style-type: none"> • Presentation + Q&A (15min)
7.55pm – Citizens Advice <i>Samantha Mabbott, Chief Officer of CAB attending</i>	<ul style="list-style-type: none"> • Presentation + Q&A (15min)
8.10pm – Annual Review & Future Work <i>(FTC - Bob)</i>	<ul style="list-style-type: none"> • Presentation + Q&A (20min)
8.30pm – The Coronation Celebrations <i>(FTC – Sue)</i>	<ul style="list-style-type: none"> • Presentation (5min)
8.35pm – Voter ID <i>Vicci Pepper from Elections attending</i>	<ul style="list-style-type: none"> • Presentation (5min)
8.40pm – Public Q&A	
9.00pm – End	

OFFICER: Rochelle Halliday, Executive Officer
DATE: 23rd February 2023
MEETING: Council 1st March 2023
SUBJECT: Item 18 - Executive Officer's Report

1. Contract Renewal for Fleet Link Service (Item 8.)

The contract renewal for the Fleet Link service has now been received from Hampshire County Council for the 2023/24 financial year. Given the current operating environment, the County believes a one year proposal is adequate at this time.

As part of the previous discussions on the fare structure, the Fleet Link service has not been subject to budget cuts, due to absorbing the Fleet Taxishare scheme into the service.

The contribution required from Fleet Town Council for 2023/24 is set out in Table 1.

Service	Annual Contract contribution 2023/24 (4.9% inflation)	Annual Vehicle Replacement 2023/24 (4.9% inflation)	Total annual contribution for 2023/24
Fleet Link	£12,304	£0	£12,304

Table 1 – Contribution value 2023/24

The contribution has been calculated on the basis of the contribution for 2022/23, plus an amount allocated for inflation at 4.9%. The County has not offset any additional income generated from the change in fares, as previously agreed. Please see Table 2 below for the workings.

Service	Funder contract contribution 22/23	Estimated funder proportion of fare income	23/24 funder contribution (without inflation)	23/24 funder contribution (with inflation at 4.9%)
Fleet Link	£11,728.83	£0	£11,728.83	£12,303.54

Table 2 – Contract with inflation applied

Please note that £12,902 has been included in the 2023/24 budget for the Fleet Link service.

RECOMMENDATION

To approve extending the Fleet Link contract for one year for the period 1 April 2023 – 31 March 2024.

2. Council Insurance (Item 9.)

The Council's main Insurance Policy

The Council's insurance is due for renewal on 1st April 2023. The tender request for the Council's insurance was placed on Contracts Finder to comply with financial regulations.

Insurers were provided with a copy of the Council's latest asset register. The cover limits for the contract were reviewed.

It is proposed that the Council enters into a three year long term agreement, starting on 1st April 2023, to secure the price for the duration of the contract. The two suppliers detailed below are all mainstream insurers.

Quotes Received – Only two suppliers returned quotes

Term/ Supplier	Supplier A (current provider)	Supplier B
1 Year	£10,125.87	£13,136.88
3 Years (cost per year)	£9,171.46	£13,136.88

Prices include Insurance Premium tax

Please note that the current premium including Insurance Premium tax is £9,195.97 per year.

Members are asked to approve suspending Financial Regulation 11.1g – the requirement to obtain three quotes – in order to agree this item.

Insuring the Coronation Event

Members are asked to consider providing insurance cover for the King's Coronation celebration on 7th May.

Quotes were requested as part of the quotation process, however, a full risk assessment was requested by the insurers to provide a quote and this is not yet available. The insurance cost for the Jubilee event was £170. This year's cost is likely to be close to this amount, as the event is very similar.

RECOMMENDATIONS

- a) To approve Supplier A for the provision of the Council's insurance contract, starting on 1st April 2023 for a period of three years, at a cost of £9,171.46 per year.
- b) To approve providing insurance cover for the Coronation event on 7th May 2023.

3. Councillor Co-Option to Fill a Casual Vacancy (Item 11.)

Three applications have been received for the Councillor vacancy for the Fleet Central Ward.

One of the applications has been included in the agenda pack, however, the applicant has not completed the eligibility criteria correctly. The applicant has been contacted and their application will be accepted if they provide the correct information before the meeting, otherwise it will be voided.

All applicants have been invited to the meeting to present to the Council.

RECOMMENDATION

To approve the Co-Option application to fill the one vacancy for the Fleet Central Ward, if all requirements have been met.

4. CCTV Monitoring – Data Protection Agreement (Item 13.)

The Council has an agreement in place with Hart District Council for the provision of CCTV cameras at Oakley Park, Basingbourne Park and Calthorpe Park. These cameras are currently monitored by the control centre at Rushmoor Borough Council, however this service is due to transfer to Runnymede Borough Council on 1st March 2023.

The Council has been asked to sign a new Data Processing Agreement to effect this change, as attached. Members are asked to approve the agreement subject to the final information being finalised.

RECOMMENDATION

To approve the Data Protection Agreement, subject to final amendments, for sign off by two Council Members after the meeting.

5. Vision Day – Session 2 (Item 16.)

The second Vision Day session took place on 22nd February. The following points were discussed from the meeting:

- The Council's values – Members discussed the Council's core values and identified the top six.
- The key emerging themes from the last meeting were discussed, covering community facilities, supporting youth, supporting wellbeing, supporting the community, being environmentally conscious, supporting sustainability and supporting the High Street.
- Other themes were discussed and will be integrated into the plan.
- The Harlington operation, present and future, crosses over all of the key themes.
- The Council should explore delivering more through partnership working and engaging with the volunteer community.
- The draft outline of areas to include in the strategic plan were reviewed.

The full notes from the meeting will be shared with Members, along with the first draft of the strategic plan.

6. Complaints (Item 17.)

At the time of writing, no new information has been received regarding the Code of Conduct complaint referred to the Hart District Council Monitoring Officer on 17th January 2023. The Council has submitted a response to the complaint.

No new complaints have been received since the last meeting.

7. Action Day

Following the last meeting, the Hart District Council's Monitoring Officer was contacted for advice regarding the timing of the Action Day, on 29th April.

Response

The pre-election period (informally known as 'purdah') begins with the publication of the Notice of Election for an election and runs until the election has taken place. The latest date to publish the Notice of Election is Wednesday 22 March 2023.

During this period, there is a ban in place on publicising the views of political parties, issuing press releases, or promoting initiatives with quotes and photos from a particular councillor, which could be seen as unfairly promoting one political agenda over another. The Government published a Code of Recommended Practice on Local Authority Publicity in 2011 - please see link below:

[1878324.pdf \(publishing.service.gov.uk\)](#)

This code applies to all local authorities in England specified in section 6 of the Local Government Act 1986 which includes parish and community councils even if they have no elections.

The basic principle is that any activity which could call into question the Council's political impartiality or give rise to criticism that public resources are being used for party political purposes or 'electioneering' is suspended for this time.

However, this does not mean that the business of the Council will cease. Work to deliver services continues as normal and all enquiries made will be dealt with in the appropriate way.

Full guidance on the pre-election period was issued by Hart District Council on 23rd February, and this was shared with all Members.

Conclusion

The pre-election period rules apply to all Councils, regardless of whether it is an election year or not.

The Action Day should go ahead on 29th April but that Members who are also affiliated with a political party should refrain from publicising their involvement on any media platform (on or offline) from 22nd March onwards until after the elections on 4th May.

8. Oakley Park – Right of Way

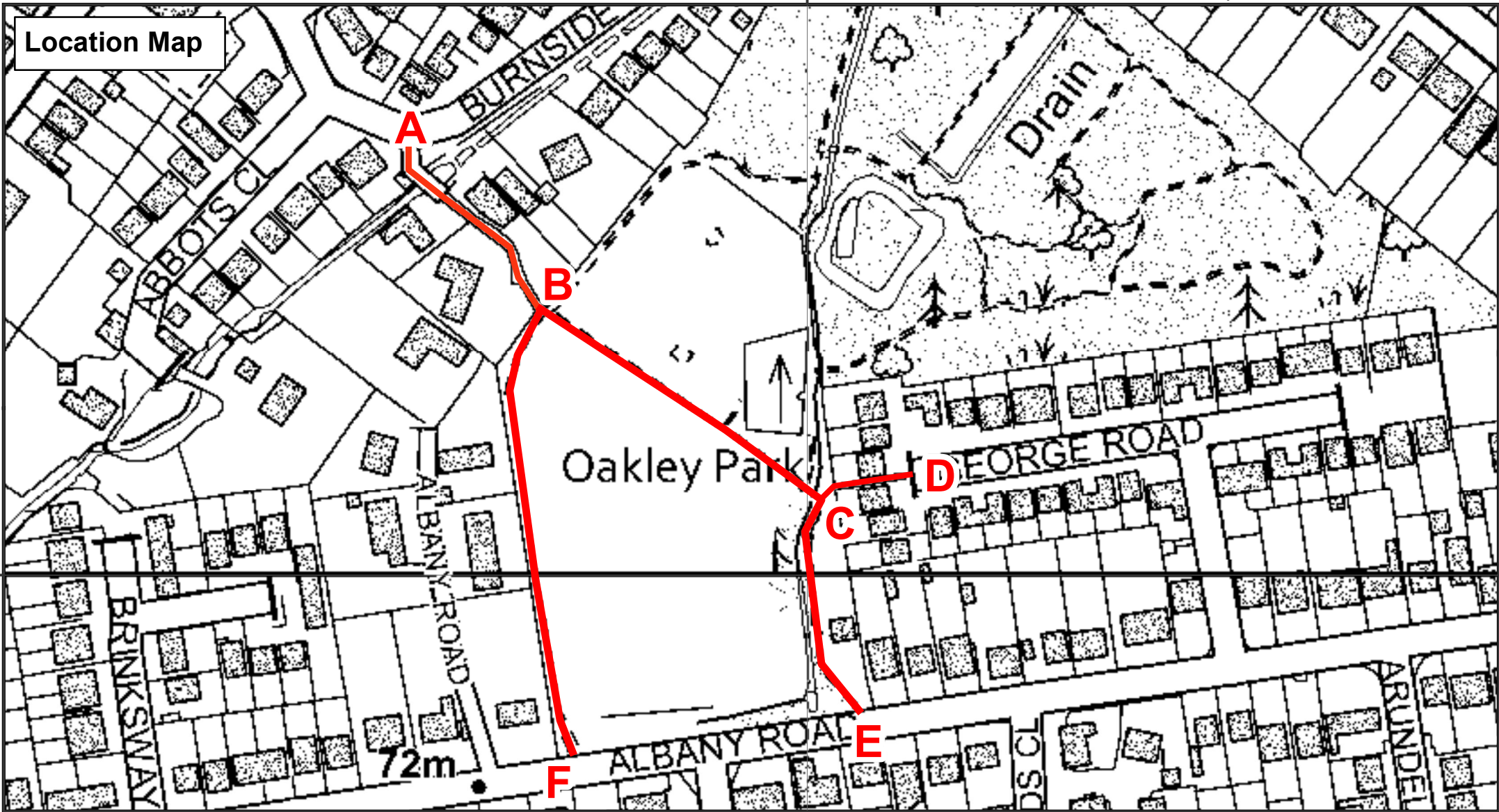
I took a call last week from the Hampshire County Council Map Review Officer, who deals with Rights of Way requests, regarding a proposal to join up a Right of Way through Oakley Park, from Burnside (see attached map).

This matter can be fully reviewed at the next RLA meeting, but the Map Review Officer was interested in the Council's initial opinion before she makes a recommendation to dedicate the path across Oakley Park as a Right of Way.

Action: Members are asked to provide an initial opinion on this proposal.

9. Upcoming Council Meeting Dates

- 1st March, 6.30pm – Climate Change Working Group
- 13th March, 7pm – Development Control Committee
- 15th March, 7pm – RLA Committee
- 21st March, 6pm – Annual Residents' Meeting
- 27th March, 7pm – Development Control Committee
- 5th April, 7pm – Council



Application for a Definitive Map Modification Order to record a public footpath in Fleet

Ref- DMMO 1048



Hampshire
County Council

LEGEND

 Claimed route

Countryside Access Team
Universal Services
Hampshire County Council
Three Minsters House
76 High Street
WINCHESTER
SO23 8UL

1:1,850

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