



NOTICE OF MEETING

Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

On

Wednesday 1st September 2021 at 7pm

in

The Harlington

All members are summoned to attend

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

SIGNED:

Janet Stanton

Janet Stanton,
Town Clerk

Date: 25th August 2021

AGENDA

1. APOLOGIES

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

2. DECLARATIONS OF INTEREST

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

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

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

To receive questions and statements from members of the public.

4. MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Council Meeting held on Wednesday 28th July 2021 (*copy attached*).

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

| | |
|------------------------------|--|
| Policy & Finance | 21 st July 2021 |
| Establishment | 22 nd July 2021 |
| Establishment (CONFIDENTIAL) | 22 nd July 2021 |
| Development Control | 26 th July 2021 |
| | 9 th and 23 rd August 2021 |

Part 1 – ITEMS FOR DECISION

5. CO-OPTION

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

In line with The Representation of the People Act 1985, Members are asked to consider the following valid applications for co-option to the Fleet Town Council (*documents attached*):

- Mohua Chakraborty
- Kumar Kuntikanamata

RECOMMENDATION

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

6. FINANCIAL MONITORING

1. To receive:

- | | |
|--|----------------------------|
| a. The bank reconciliation for July 2021 | on FTC portal and web site |
| b. The list of receipts for July 2021 | on FTC portal and web site |
| c. The list of payments for July 2021 | on FTC portal and web site |

2. Councillor Robinson to confirm that the bank statements match the reconciliation and he has signed the bank statements and payment schedules.

RECOMMENDATION

1.

- a. To accept into the minutes the bank reconciliation for July 2021.
- b. To accept into the minutes the list of receipts for July 2021.
- c. To accept into the minutes the list of payments for July 2021.

2. To accept Councillor Robinson's confirmation that the bank reconciliation for June and, July 2021 equals zero, and the bank statements match the reconciliation.

Part 2 – ITEMS TO NOTE

7. NOTICE OF CONCLUSION OF 2020-2021 EXTERNAL AUDIT

To receive the Annual Governance and Accountability Return from the External Auditor PKF Littlejohn LLP for the year ended 31 March 2021 and to note that there were no qualifications.

RECOMMENDATION

That the Annual Governance and Accountability Return of the external auditor for 2020/2021 be received and accepted by Full Council

8. REMEMBRANCE SUNDAY

This year's Remembrance Sunday service and parade will take place on Sunday 14 November. Further details on the arrangements will be provided once finalised.

9. CHRISTMAS

- The Christmas Lights Switch-on and Festival will take place on Wednesday 24 November. Arrangements have commenced and more details will be provided nearer the time.
- It is intended to revert back to holding the Christmas Day lunch in The Harlington for those residents who would otherwise spend Christmas on their own. The planning and organisation of this event is under way.

10. POLICE UPDATE

To receive an update from Councillor Woods

11. COMPLAINTS

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

12. COVID UPDATE AND TOWN CLERK'S REPORT

To receive an update report from the Clerk

13. HCC/HDC

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

14. DATE AND TIME OF THE NEXT MEETING OF THE RLA COMMITTEE

Due to the show times of the Christmas Pantomime, it will not be possible to hold the RLA meeting on the scheduled date of Wednesday 15 December. The new date for the RLA meeting will need to be brought forward to Wednesday 8 December. Members are asked to note this change of date

15. DATE AND TIME OF NEXT MEETING

The next meeting of the Council is scheduled to be held on Wednesday 6th October 2021 at 7pm in the Harlington.

Part 3 CONFIDENTIAL ITEMS

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

The following types of business will be treated as confidential:

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

16. HARLINGTON AND CIVIC QUARTER UPDATE

To receive and consider the attached report

RECOMMENDATION

To agree the way forward

17. RECOGNITION OF COMMUNITY SERVICE

To receive and consider the attached report

RECOMMENDATION

To determine the recommendation within the report



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 26 July
at 7pm in The Function Room, The Harlington

Present:

Cllr Holt
Cllr Schofield
Cllr Hope - acting chairman

Absent:

Cllr Carpenter

Officers: Charlotte Benham – Projects and Committee Officer

| | |
|----|---|
| 1 | Apologies Cllr Robinson and Jasper |
| 2 | Declarations of interest to any item on the agenda None declared |
| 3. | Public Session One present re Application 11 The Lea |
| 4 | Approval of the Notes The notes of the development and control advisory group meeting held on Monday 12 July were accepted as a correct record of the meeting. |
| 5 | Election of Chair Deferred to next meeting |
| 6 | Election of Vice Chair Deferred to next meeting |
| 7 | 21/01677/HOU 56 Kenilworth Road Fleet Hampshire GU51 3AZ <u>Erection of a single storey rear extension following partial demolition of existing, block up two windows on side elevation and alterations to window to ground floor rear</u> Comments required by 2 August |

NO OBJECTION in principle but question if it breaches the 45 degree rule and whether it takes any light away from back of No.58 in which case possible loss of amenity

21/01629/HOU

22 Copse End Fleet Hampshire GU51 4EQ

[Demolition of single storey rear extension and erection of a single storey rear extension and first floor side extension.](#)

Comments required 3 August

NO OBJECTION in principle but question whether overlooking will be an issue.

Question playroom being located upstairs next to home office, with a French door / balcony – is this to be an extra bedroom?

21/01693/FUL

Crondall Place Church Road Fleet GU51 4NB

[Conversion of the existing loft void to 3 two bedroom flats to include the insertion of 8 rooflights to front, 6 rooflights to rear, 5 rooflights to one side, 7 rooflights to the other side and 7 rooflights to flat roof](#)

Comments required by 3 August

OBJECTION

- Very poor post covid design
- Floor areas stated are 63, 64 and 74m², but a significant area of each flat is under 1.5m high (Min space standard for 2 bed 3 person is 61m⁻² so the real usable area is less than minimum standard)
- Majority of lighting is through Velux windows with very small windows to ends of “dormers”
- There is no access to any personal open space and no immediate access to any amenity space for the whole block
- Additional flats would require 7.5 parking spaces if Hart follow their own parking standard guidance. This would be adding traffic to the narrowest part of Church Road.
- Inadequate parking - The proposal states that 2 parking spaces per flat will be provided but these are in fact unused spaces for current occupants of the premises so no additional spaces are being provided. There would be 15 flats which under Harts standards would require 37 spaces, but at 2 per flat they would only be providing 30 spaces, plus it is still questioned if the current 29 spaces should all be allocated to residential parking as there is no provision for the retail units that back onto this property
- Fleet doesn't need any more 1 or 2 bed flats
- The transport statement is not totally accurate - the F series bus services are in fact Taxi shares one of which only operates 3 trips on a Tuesday

21/01147/HOU

6 Peatmoor Close Fleet Hampshire GU51 4L

[Erection of a first floor side extension, replace porch and flat roof of garage with pitched roof](#)

Comments required by 4 August

NO OBJECTION

Does not appear to detrimentally impact on any neighbour, only issue is the upstairs French Window and Juliet balcony by design but does not appear to overlook any neighbours

21/01572/HOU

15 Reading Road South Fleet Hampshire GU52 7QP

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

Comments required by 5 August

NO OBJECTION

Except first floor French Window and Juliet balcony – will it overlook No. 159a to the rear of the property?

21/01276/HOU

Springfield House Springfield Lane Fleet GU51 4AH

[Erection of three outbuildings \(part retrospective\)](#)

Comments required by 5 August

NO OBJECTION

- There is no indication of the boundary treatment to the property and therefore the visibility of these buildings to neighbouring properties.
- Generally well screened from the immediate properties on Springfield Lane.
- Planning permission usually required if outbuildings within 2m of the boundary but dimensioned outside this limit, so is planning actually needed?
- neighbour has complained and questioned why the structures have balanced flu stacks to them and if multiple structures in what is effectively the front garden is in keeping with the Conservation Area? Is the intended use as stated?
- Should be a planning condition that the outbuildings be for personal use only by the owners of Springfield House

21/01601/HOU

17 Albany Close Fleet GU51 3PY

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

Comments required by 5 August

OBJECTION

- on the drawings it mentions that the adjoining neighbour may carry out a parallel extension which would remove a significant objection to infringement of the 45° rule and creating an area of shadow on No. 16's garden immediately adjacent to the house
- Front elevation is currently brick clad as the adjoining neighbour, but proposal is to white render the whole house creating a completely different character to the adjoining semi-detached property. Out of keeping with street scene.

21/01123/FUL

160 Fleet Road Fleet GU51 4BE

[Erection of a first floor extension to rear with accommodation in the roofspace to form 2 residential units \(1x one bedroom and 1x two bedroom\), including the](#)

[formation of a first floor roof terrace, the installation of 2 roof lights and 5 dormer windows to roof and retention of bin and bicycle storage area to the rear](#)

Comments required by 6 August

OBJECTION

- 2 flats, 3 bedrooms, no parking, 2 cycles in parking store. A minimum of 3 parking spaces should be provided so inadequate parking. Hart approved this plan as 19/00893/FUL with no parking provision
- Reference No 30 and 72 bus services removing the need for parking provision – where do these bus services operate? Not mentioned in Church Road planning application which resorts to Taxi shares to prove public transport provision
- No areas given for flats so don't know if meet minimum space standards
- Access for servicing the flats is difficult
- One flat only has a small terrace area off the master bedroom. Second floor flat has no access to outside space. No private amenity space to any of the flats. Poor design
- No mention made of Fleet Neighbourhood Plan
- Overdevelopment of site
- Poor design post Covid

21/01146/FUL

Millets 158 Fleet Road Fleet Hampshire GU51 4BE

[Creation of a first floor with accommodation in the roofspace to form 2 one bed flats](#)

Comments required by 6 August

OBJECTION

- Another application previously approved 19/00401/FUL not initiated within conditional time
- SANG issue dealt with and drawing appears to show 2 parking spaces, but not clear these are dedicated to the proposed flats
- This development will take significant amount of light away from the side facing windows of the flats at 160 Fleet Road
- Both flats 51m² ; 1 sq m bigger than min space standards – should not be aim to just meet the minimum standards.

21/01746/HOU

18 Tamworth Drive Fleet Hampshire GU51 2UW

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

Comments required by 9 August

NO OBJECTION with the proposal, but would support the Environmental Health Officer that there is a Condition restricting working hours because of the potential negative impact on the neighbours sharing the access road

21/01553/HOU

4 Castle Street Fleet Hampshire GU52 7ST

[Erection of a first floor side extension, to enlarge existing bedroom and provide new access to existing bedroom in loft.](#)

Comments required by 10 August

| | |
|----|--|
| | <ul style="list-style-type: none"> • Not clear why only a limited parking area is shown when the site plan shows a large plot of land associated with No.4 • This is a unique extension, that produces an unusual front elevation. The side extension is to the rear of the property and probably has limited impact on the street scene. A improved design could have been achieved by extending the full depth of the side of the house instead of keeping the conservatory and building behind it <p>DEFER TO NEXT MEETING</p> <p>21/01741/HOU 11 The Lea Fleet GU51 5AX <u>Demolition of conservatory and outbuilding and erection of a part single part two storey rear extension, front porch, alterations to all windows to front elevation, insertion of one window to first floor side, alterations to one window to first floor rear</u> Comments required by 12 August</p> <p>Rear extension may take small amount of light off the rear of the adjoining property in the morning but NO OBJECTION subject to retaining 50% of front garden as soft landscaping and not converting all to hard parking in line with Fleet Neighbourhood Plan Policy 15.</p> |
| 8 | <p>Noted:</p> <p>Planning Enforcement notices</p> |
| 9 | <p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>11th August</p> |
| 10 | <p>Date of Next Advisory Group Meeting</p> <p>9th August at 7pm</p> |

Meeting closed: 7.55pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 23 August
at 7pm in The RVS , The Harlington

Present:

Cllr Holt
Cllr Hope - acting chairman
Cllr Jasper
Cllr Robinson
Cllr Schofield

Absent:

Cllr Carpenter

Officers: Charlotte Benham – Projects and Committee Officer

| | |
|----|---|
| 1 | Apologies None |
| 2 | Declarations of interest to any item on the agenda None declared |
| 3. | Public Session One present – a neighbour to application 24 alton road |
| 4 | Approval of the Notes The notes of the development and control advisory group meeting held on Monday 9 August were accepted as a correct record of the meeting. |
| 5 | Election of Chair Cllr Hope was elected as Chairman of the committee |
| 6 | Election of Vice Chair Cllr Jasper was elected as Vice Chairman of the committee |
| 7 | 21/01853/HOU 24 Alton Road Fleet GU51 3HN |

Erection of a two storey side and rear extension, front porch, conversion of loft into habitable accommodation to include the erection of two dormer windows and insertion of one rooflight to front, insertion of three roof lights to each side, replace one bay window to ground floor front with two windows, block up one door and window to ground floor side, replace one window to ground floor side with one door and window, reduce the size of one window to first floor front and insert two windows to first floor side

Comments required by 27 august

OBJECTION

- This is changing from a modest 3 bedroom house to a substantial 4 bedroom house with a large accessible loft space with two dormer windows as well as roof lights and currently unidentified space that could be used as further bedrooms
- The proposal becomes a three storey house which is totally uncharacteristic in the road and employs materials that do not reflect local character – out of keeping
- The proposal increases the roof area by 191% which needs to be controlled by the introduction of an appropriately designed SUDS system to avoid an increased flooding risk. In addition the property is developing a large structure in the rear garden which will increase the impermeable area again increasing flooding risk.
 - There is no evidence the development employs SUDS to manage surface water run-off sustainably.
- The proposal shows the removal of the front boundary to create 3 parking spaces with the loss of all vegetation contrary to Fleet Neighbourhood Plan Policy 15 - Front Gardens.
 - The open plan frontage is out of character with the local area, reduces biodiversity and carbon absorption through loss of vegetation. All parking will be to the front of the property as the integral garage is inadequately sized to accommodate a vehicle.
- The rear elevation incorporates a French window and Juliet balcony which will give oversight of the neighbouring gardens – loss of privacy
- The bulk and height of the proposed development in close proximity to the NW boundary will cast a significant and persistent shadow onto the side of No.22A
- The proposed development breaches Policy GEN1 as a consequence of bulk mass height and use of materials.
- Breaches Fleet Neighbourhood Plan Policy 10 General Design Management Policy on account of development not complementing and being well integrated with neighbouring properties in the immediate locality in terms of scale, massing, separation, materials and access.
 - The architectural design does not reflect high quality local design references and does not reflect or reinforce local distinctiveness.
- The proposed development will be over- bearing and dominate the existing street scene
- The proposed development is in breach of HDC Policy NBE10 design paragraph a)

21/01907/HOU

13 The Bourne Fleet GU52 6TL

Erection of a replacement porch with pitched roof, conversion of garage to habitable accommodation, insertion of window to first floor front, insertion of door to ground floor side, alterations to doors and windows to ground floor rear and creation of two dropped kerbs

Comments required by 27 august

No issue to modification of the house in principle however issue with the extension to the parking area which will lead to a breach of Fleet Neighbourhood Plan Policy 15.1 and 15.2 - loss to the ecological and landscape value of a private garden and less than 50% of the original garden area being retained as soft landscaping having a negative impact on local area, negative impact on biodiversity and negative impact through loss of carbon absorbing vegetation.

OBJECTION - parking plans need to meet Harts standards and meet Fleet Neighbourhood Plan Policy 15

21/01980/HOU

10 Forest Dean Fleet GU51 2UQ

[Erection of replacement boundary wall \(part retrospective\)](#)

Comments required by 1 September

OBJECTION

- Location plan incorrectly shows the extent of the work area and the area of ownership – all lines should not be in RED
- Question if claiming public land as part of the site
- Extending the full height wall further and very close to the pavement means there is little opportunity for greening the wall and will present an expanse of brick wall which together with the exposed brick wall on the opposite side of the road creates an uncharacteristic expanse of brickwork which is out of character with the general green environment of the estate.
- Original Planning Application 20/02580/House indicated the wall set back from the edge of the pavement to allow planting to the front of the wall, maintaining the green aspect of the area. The wall has in fact been constructed to the very edge of the pavement eliminating the opportunity to green the wall.
- Statement is made that “In terms of highway safety, the proposed wall would be set back from the back edge of the footway to ensure that it would not impede visibility.” Question if this is the case? Bringing the full height wall further to the front of the property reduces visibility on the bend and creates a potential traffic hazard.

21/01886/FUL

Business Park Ively Road Farnborough Hampshire

[Erection of an extension to A105 Data Centre, a visitor reception centre, water treatment plant, reconfiguration of car park, drainage infrastructure, landscaping and associated works](#)

Comments required by 2 September

NO OBJECTION

But query has been raised about the car park drainage system and the loading of the balancing ponds.

21/01949/HOU

15 Albert Street Fleet GU51 3RL

[Erection of railings and gates to front boundary \(part retrospective\)](#)

Comments required by 2 September

OBJECTION

- The works are complete and are completely out of character with the rest of Albert Street.
- There is a total lack of greenery to the front of this bungalow to accommodate 2 parking spaces. Loss of all soft landscaping is in breach of Fleet Neighbourhood Plan Policy 15.1 and 15.2.
- Metal railings and gates are completely out of character and in breach of Policy GEN1
- Does not conform with Fleet Neighbourhood Plan Policy 10.1, 10.2 and 10.5 10.8.

21/01140/HOU

2 Little Copse, Fleet, Hampshire, GU52 7UQ

Erection of a two storey side extension following demolition of existing two storey element and garage, two storey front extension, single storey rear extension, removal of chimney and alterations to ground floor rear door and window. Dropped kerb and extend entrance

AMENDED PLANS

1 Tree Survey, Bat Survey, amendment to proposed design and highway visibility information.

NO OBJECTION

- Concern of neighbours in No.1 Little Copse about loss of light to the garden but the new development is to the NW of the side of No.1 so only shadow will be cast from late afternoon onwards and unlikely, except for a very low sun to cast shadow onto the house. If there are side windows new development may infringe the 45° rule?
- There is a significant increase in mass of the house, but appears to have limited impact on the street scene and immediate neighbours.
- Ground protection work to tree root zone is identified as temporary, but if cars to be kept on the drive and will regularly manoeuvre within the root zone this should be permanent.

Comments required by 23 August

21/02056/HOU

78 Westover Road Fleet Hampshire GU51 3DF

Erection of a single storey side and rear extension.

Comment required by 7 September

OBJECTION

- 7.2m long rear extension would infringe the 45° rule with the adjoining neighbour.
- When the sun is due south and tracking west there will likely be a shadow cast onto the back of the neighbouring property and take light off their rear ground floor windows.
- Current gap to the side of the house is barely 2m so limited opportunity to park to the side of the property

21/02010/HOU

8 Haywood Drive Fleet GU52 7RZ

Erection of a porch, single storey rear extension following demolition of existing conservatory and conversion of garage to habitable accommodation to include the replacement of the garage door with a window and alterations to the roof

Comments required by 7 September

Distance from kerb to front of house shown as a 4.6m standard parking space, 2.4x 4.8m so cars need to be parked sideways. Arrangement as shown is impractical, but is likely the current mode of parking as the existing garage is not wide enough to accommodate most modern cars – so no change in parking arrangement

NO OBJECTION subject to parking plan that meets Hart's standards

21/01986/HOU

50 Connaught Road Fleet GU51 3LR

Erection of a single storey rear extension following demolition of existing conservatory and veranda, two storey side extension following demolition of existing single storey side extension and creation of new access to the public highway to facilitate new parking space

Comments required by 7 September

OBJECTION

- Proposed additional access off Connaught Road only allows for drive in reverse out or reverse in. Connaught Road is at times a busy road and heavily parked so reversing out is not supported. Dangerous.
 - Additional parking if required should be made off Church Road, on site.
- Two Juliette balconies incorporated, one facing Connaught Road which is out of character with the local street scene, and rear balcony has overview of adjoining properties.

21/01971/FUL

175A Fleet Road Fleet GU51 3PD

Erection of a single storey rear extension following demolition of existing, insertion of door to ground floor side, insertion of double doors to ground floor other side and alterations to rooflights

Comments required by 8 September

OBJECTION

- According to the block plan that indicates the limit of ownership, the side boundary steps out, but in again towards the back of the property. The proposed development appears to go beyond the limit of ownership.
- Residents in Orchard Place have raised the issue of the practicality of building this extension as there is no land within the ownership to carry out building work and as explained the car parking area is used both by the residents of Orchard Place and commercially by the Dry Cleaners and the Carpet Shop.
 - Access to the site is a very narrow passage with steps or from the car park not owned by the developer
- Close proximity to the flats - should it be approved there should be strict limits on working hours Monday to Friday and Saturday mornings only.

21/02057/HOU

Bindal Broomrigg Road Fleet GU51 4LS

Erection of a two storey side extension, demolition of garage and erection of a replacement garage and alterations to windows and doors.

Comments required by 9 September

NO OBJECTION subject to comment by the tree officer and retention of trees to maintain privacy

- the balcony on the end of the new extension. Although there is a belt of trees on the boundary with the neighbouring property, if there is any thinning of the screen there will be an overview of the neighbour's garden and thus a loss of privacy.
- Tree protection is critical, proposed methodology for protecting the root zone during construction work is unusual? Need comment from the tree officer.

21/02024/FUL

83 Elvetham Road Fleet GU51 4HL

[Erection of a 4 bedroom house, detached garage and extension of existing driveway](#)

Comment required by 9 September

OBJECTION

- Falls within North Fleet Conservation Character Area 7 – Policy URB18(i) - 1 dwelling per 0.2 Ha = 2.000 sq m plots. Plot sizes quoted as 1604 sq m so only 80% of Policy
- Deliberately quote that adjacent plots allowed to be divided into 1455 and 1313 sq m respectively due to lack of Hart's implementation of their own Policies and support of Approved Document, North Fleet Conservation Area Character Appraisal and Management Proposals.
- The original house Merridown was characteristic of the area - a large family house set in the middle of a large plot distant from the site boundaries. This proposals cramps Merridown onto the boundary of the plot in close proximity to the new proposed development.
- The fact that Harts retained Policy URB 18 (Appendix 6 Saved Local Plan Policies that will NOT be superseded) shows a commitment to retain the character of the North Fleet Conservation Area. The Management Plan at Section 9, Issues and Recommendations, under recommendations, the second and third bullet points state:
 - The District Council will resist applications that fail to preserve or enhance the special characteristics of the conservation area
 - The District Council will resist applications for new buildings which do not follow the established historic form of development in terms of heigh, bulk **and plot ratios**
- Fleet Neighbourhood Plan Policy 16 North Fleet Conservation Area states at 3 Development shall (i) respect historic plot boundaries: the amalgamation or the sub-division of the existing plots will not be supported.
- Hart have allowed the progressive erosion of the historic form and character of the North Fleet Conservation Area and further loss should be dismissed before the special character of the area is lost and it becomes a piecemeal estate development
 - Previous applications on this site have been refused and two planning appeals dismissed.
- They quote relevant planning Policies that have not been saved in the Local Plan - Strategy and Sites 2016-32, GEN4, URB12.(i) and CON 13. They also fail to make reference to Fleet Neighbourhood Plan

21/02005/HOU

18 Beveren Close Fleet GU51 2UB

[Erection of an enclosed porch to replace existing open porch](#)

Comments required by 9 September

NO OBJECTION

| | |
|----|---|
| | <p>21/01254/REM Land North Of Netherhouse Copse, Hitches Lane, Fleet, Hampshire Reserved matters application seeking the approval of access, appearance, layout and scale of 39 residential dwellings pursuant to 16/01651/OUT Amended plans - making minor alterations to layout and house designs Comments required by 26 August</p> <p>OBJECTION Fleet Town Council would support any concern about the under provision of parking as evidenced by recent developments such as Edenbrook's early phases and Ancells Farm where parking issues have manifested themselves in neighbour disputes, lack of access for emergency and service vehicles and general unsightliness of random parking in cul-de-sacs.</p> |
| 8 | <p>Noted:</p> <p>Planning Enforcement notices</p> |
| 9 | <p>Noted:</p> <p>Weekly List</p> |
| 10 | <p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>8th September</p> |
| 11 | <p>Date of Next Advisory Group Meeting</p> <p>13th September at 7pm</p> |

Meeting closed: 8.45

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 9 August
at 7pm in The RVS , The Harlington

Present:

Cllr Holt

Cllr Hope - acting chairman

Cllr Jasper

Absent:

Cllr Robinson

Officers: Charlotte Benham – Projects and Committee Officer

| | |
|----|--|
| 1 | Apologies Cllr Schofield and Carpenter |
| 2 | Declarations of interest to any item on the agenda None declared |
| 3. | Public Session None present |
| 4 | Approval of the Notes The notes of the development and control advisory group meeting held on Monday 26 July were accepted as a correct record of the meeting. |
| 5 | Election of Chair Deferred to next meeting |
| 6 | Election of Vice Chair Deferred to next meeting |
| 7 | 21/01334/HOU 10A Oakley Drive Fleet GU51 3PP <u>Demolition of existing garage, erection of a two storey front extension, two storey side extension, single storey rear extension, alterations to roof and windows to ground floor side and first floor side and rear</u> Comments required by 16 August |

OBJECTION

- Proposed development will turn a modest detached house into a large detached house occupying a large proportion of the plot
- This increases the overall footprint and therefore impermeable area by over 50%. This is an area of known surface water flooding and a stream course is identified in the neighbouring property. Details of how additional run-off from the increased roof area will be dealt with without an adverse impact on surface water conditions and details of a SUDS is required.
- Require detailed parking plan that demonstrates meeting Fleet Neighbourhood Plan Policy 15 - retention of 50% of front garden area to soft landscaping, to protect local character and minimise impact on biodiversity and carbon capture
- Materials for extension should match existing building to reduce impact on street scene

21/01791/HOU

27 Broom Acres Fleet Hampshire GU52 7UX

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

Comments required by 16 August

Near 50% increase in impermeable area within a Flood Zone 3, details provided to protect the property from flood impact but no details of treating additional rapid runoff from increased roof area

NO OBJECTION subject to details of how additional runoff from increased roof area will be dealt with

21/01380/HOU

Foxcote House 13 Fitzroy Road Fleet Hampshire GU51 4JJ

[Erection of fences and gates and painting and rendering of existing block piers to match main property \(part retrospective\)](#)

Comments required by 17 August

OBJECTION

This is principally retrospective. Fitzroy Road falls within North Fleet Conservation Area URB18(1) and character area 1.

Para 6.1 (Character Areas) highlights the negative features of Area 1

- Use of brick walling to define boundaries
- Inappropriate entrance gates and new white painted house on north side of Fitzroy Road is rather dominant

Section 7 Issues - the most important issues to be addressed

- The need to preserve and protect existing front boundaries and ensure that new works do not detract from the sylvan character of the conservation area.
- The protection of front gardens, including resistance to the creation of parking areas
- The use of timber fencing and brick walls
- The application of the existing Article 4 Direction including enforcement

Section 9.2 makes recommendations for maintaining the existing buildings and their boundaries

- The District Council will continue to enforce the existing Article 4 direction and will encourage property owners to keep existing vegetation if carrying out works to their front gardens

- The district Council will enforce against owners who carry out unauthorised works to their frontages

May attract positive comments from passers by but this is one of prime areas of the Conservation Area and Para 1.3 of the Character Appraisal and Management Plan succinctly states that “a conservation area is defined as an area of special architectural or historic interest the character and appearance of which it is desirable to PRESERVE or ENHANCE.”

Section 72 of the Planning (Listed Buildings and Conservation Areas Act 1990 specifies that **in making a decision on an application for development within a conservation area, special attention must be paid to the desirability of preserving or enhancing the character and appearance of that area.** This development neither preserves nor enhances the character and appearance of the conservation area. It uses elements of walling and fencing that are totally out of character and has extensively used gravel to define parking areas. The overall effect is to detract from the generally sylvan character of the area. Providing some new front boundary planting does not balance or negate the negative impacts of this development.

21/01812/HOU

Kaikoura 6 Spruce Way Fleet GU51 3JB

[Erection of a single storey front extension and alterations to all windows and doors to front elevation](#)

Comments required by 17 August

OBJECTION

- Unusual to come forward off the main dwelling by 7m and to clad the front extension with timber which is uncharacteristic in the area which is predominantly red brick. It is also proposed to clad part of the front elevation with timber which is similarly uncharacteristic. Out of keeping with street scene
- Although the extension does not appear to infringe the 45° rule for the neighbouring properties the extension will be very visible from the approaches from the SE.
- This will result in an extensive loss of front garden which is out of character with the surrounding area – does it meet Fleet Neighbourhood Plan Policy 15, retention of 50% of front garden as soft landscaping?
- The proposed home office is supported by a shower room which extends the length of the extension and backs onto a downstairs cloakroom so could be used as extra bedroom

21/01778/HOU

57 Avondale Road Fleet Hampshire GU51 3BS

[Erection of two storey front extension following demolition of existing porch, single storey rear extension following demolition of existing conservatory, conversion of loft to habitable accommodation to include the insertion of three rooflights to the front and three dormer windows to the rear, alterations to all doors and windows, replacement of flat roof on garage with pitched roof, extension of driveway, dropped kerb and replacement of wall to front and fencing to both sides and rear](#)

Comments required by 18 August

OBJECTION

- Significant increase in bulk mass and height - raising the ridge height over 1m.
- New bedroom windows in the NE elevation overlook the front of No.59 and three new dormer windows at the second floor overlook the rear gardens of the adjoining properties - loss of privacy to neighbours
- Rear design makes rear elevation top heavy. Front elevation is out of proportion to adjacent properties and proposed two storey front porch details are out of character with the local area. Poor design

21/01802/HOU

Limewell Guildford Road Fleet GU51 3ES

[Erection of a single storey rear extension and alterations to windows and doors on side elevation](#)

Comments required by 18 August

OBJECTION

- The proposed alterations to the internal layout create a bedroom, en-suite and a kitchen; a self-contained annex which would allow independent access via the side door for a suggested "tenant". Could be used as an independent dwelling.
- Question if the additional side door creates a loss of privacy?
- Proposed parking provision indicates complete block paving to the front garden which is against Fleet Neighbourhood Plan Policy 15 that 50% of the front garden should be retained as soft landscaping to protect local character, bio-diversity and carbon capture.

21/01834/HOU

12 The Lea Fleet GU51 5AU

[Erection of a single storey side and rear extension following demolition of existing conservatory and blocking up of two windows to first floor side](#)

Comments required by 19 August

NO OBJECTION

But concern could infringe 45⁰ rule to rear of No.14 if window in rear extension and will cast a permanent shadow over part of No.14's garden in the early mornings.

21/01833/HOU

54 Church Road Fleet GU51 4LY

[Installation of entrance gates](#)

Comments require by 19 August

OBJECTION

- Tall steel gates are out of character with the conservation area
- Section 7.2 of the Character Appraisal and Management Proposals highlights the need to "preserve and protect existing front boundaries and ensure new works do not detract from the sylvan character of the conservation area." This is repeated in Section 9.2 of the Management Plan.

- Breaches Fleet Neighbourhood Plan Policy 16 NFCA, Item 5 ... **“modest wooden gates to driveways. The replacement of hedges with wooden fences or brick walls and the use of metal gates will not be supported.”**

21/01809/HOU

1 Lapwings Fleet Hampshire GU51 5BT

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

Comments required by 23 August

NO OBJECTION however as there is no pavement in this area of Edenbrook, the biggest risk is how close the extension gets to the lamp post and it should be ensured that the works do not affect the electricity feed. The block plan should have clearly identified the limits of ownership.

21/01842/HOU

27 Avondale Road Fleet GU51 3LE

[Part demolition of garage and erection of a single storey rear extension and replacement of shallow pitch roof, single storey side extension to provide storage and alterations to windows.](#)

Comments required by 23 August

Loss of a garage which was probably not accessible so NO OBJECTION subject to:

- Proposed bicycle store accommodating refuse bins
- Minimum of three parking places required on site – there looks to be adequate space but front garden layout should meet Fleet Neighbourhood Plan Policy 15 Residential Gardens – retain at least 50% of original garden area to soft landscaping

21/01745/HOU

Silvertrees 87 Elvetham Road Fleet GU51 4HL

[Erection of a single storey rear extension and insertion of two windows to ground floor rear](#)

Comments required by 26 August

NO OBJECTION

Subject to a tree protection plan to ensure construction traffic does not impact on tree root zones.

Deferred from last meeting:

21/01553/HOU

4 Castle Street Fleet Hampshire GU52 7ST

[Erection of a first floor side extension, to enlarge existing bedroom and provide new access to existing bedroom in loft.](#)

Comments required by 10 August

NO OBJECTION however it is an unusual design that does not enhance the street scene – could be improved by extending the full depth of the house instead of keeping the conservatory and building behind it. Also a limited parking area is shown but the site plan shows a large plot of land associated with No.4

| | |
|----|--|
| 8 | Noted: Planning Enforcement notices |
| 9 | Noted: Hart Planning Meeting Dates 11 th August |
| 10 | Date of Next Advisory Group Meeting 23 rd August at 7pm |

Meeting closed: 7.50pm

Signed:.....

Date:



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

Thursday 22nd July 2021 at 7pm

At The Harlington

PRESENT

Councillors: K. Jasper, P. Einchcomb, L. Holt, B. Schofield, G. Woods.

Also Present: Janet Stanton - Town Clerk
Susanna Walker - Committee Clerk
Wendy Allen - Office Manager

EST July 2021 ITEM 1 ELECTION OF CHAIRPERSON 2021/2022

The Town Clerk called for nominations for the office of Chairman. One nomination for Councillor George Woods was received and seconded.

RESOLVED

That Councillor Woods be elected to the office of Chairman of Establishment for the local government year 2021/2022.

EST July 2021 ITEM 2 ELECTION OF VICE-CHAIRPERSON 2021/2022

The Chairman called for nominations for the office of Vice-Chairman. One nomination for Councillor Jasper was received and seconded.

RESOLVED

That Councillor Jasper be elected to the office of Vice-Chairman of Establishment for the local government year 2021/2022.

EST July 2021 ITEM 3 APOLOGIES

Members received and accepted apologies from Councillor Robinson due to ill health, Councillor Tilley due to ill health and Councillor Wildsmith due to ill health.

EST July 2021 ITEM 4 DECLARATIONS OF INTEREST

There were no declarations of interest.

EST July 2021 ITEM 5 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

EST July 2021 ITEM 6**MINUTES OF PREVIOUS MEETING**

The minutes and confidential minutes of the Establishment Committee meeting held on Wednesday 13th January 2021 were approved and signed by the Chairman.

EST July 2021 ITEM 7**QUEEN'S JUBILEE EXTENDED BANK HOLIDAY**

Members noted that there will be an additional bank holiday in May 2022, to celebrate Her Majesty The Queen's Platinum Jubilee. Members also noted that the original May bank holiday will be moved to Thursday 2nd June 2022 and the additional bank holiday will be held on Friday 3rd June 2022.

Members discussed FTC to organise extra activities for the bank holiday and agreed that this to be put on the RLA agenda in September 2021.

EST July 2021 ITEM 8**TRAINING UPDATE**

Members noted a report on staff training for 2020/2021. Members noted that 3 FTC staff have attended a three day First Aid Course and 2 Councillors will attend a Future of the High Street training course in September.

EST July 2021 ITEM 9**APPRAISALS**

Members noted that all appraisals for members of staff within the council operations excluding the Town Clerk and the General Manager have been completed. Members discussed the appraisals for the Harlington staff, with a date to be set for the remaining few outstanding.

Members discussed the following:

- The Clerk's request that Town Clerk and General Manager's appraisals to be completed before staff appraisals in future years
- The appraisals are operational, between staff and line manager.
- Appraisal training for the Town Clerk and Office Manager was completed in 2019.
- Councillor Woods to meet with the Town Clerk and review the objectives set for staff and report back to the next meeting that this has been carried out.

EST July 2021 ITEM 10**COVID19 WORK PRACTICE**

Members noted that new workplace risk assessments continue to be produced to accommodate any changes in line with government guidelines. Members noted the following:

- The risk assessments are reviewed every month.
- The FTC offices are still COVID secure.
- All FTC staff are now working in the office.
- Harlington staff are working both in the office and from home.
- Members of the public do not enter the office.
- PCR testing / vaccinations.
- Majority of event transactions are being made online.

EST July 2021 ITEM 11**ROLLED UP HOLIDAY PAY**

Members noted that the legislation regarding rolled up holiday pay (RUHP) recently changed in April 2020. Members noted that FTC will report any implications that affect the Council or staff.

EST July 2021 ITEM 12 FURLOUGHING

Members noted that the flexible furloughing of permanent Harlington staff continues in line with Government guidelines. Members discussed the following:

- As of 1st July 2021, the rate of reimbursement is reduced to 70%.
- As of 1st August 2021, the rate of reimbursement is reduced to 60%.
- The furlough scheme finishes at the end of September 2021.
- FTC staff could not be furloughed.
- Harlington staff are now flexi-furloughing, whereby they both work and are furloughed.
- The Clerk is not aware of the work and furlough pattern for Harlington staff
- More presence is required in the building.
- During the first lockdown, staff were furloughed 80/20, with 1 day a week being holiday.
- There is a potential problem if staff are working on 100% pay, including furlough, and then taking holiday on top.
- General Manager to provide more details to FTC regarding staff working hours and patterns.

EST July 2021 ITEM 13 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held Wednesday 12th January 2022 at 7.00pm in the Harlington.

There being no further business the meeting closed at 8.34pm.

Part 3 CONFIDENTIAL ITEMS

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

EST July 2021 ITEM 14 STAFF CHANGES

Members noted the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre as at 30th June 2021.

EST July 2021 ITEM 15 LEAVE

Members received and discussed a report relating to leave.

RESOLVED

To approve the proposals within the report.

Signed: Date.....

Chairman



FLEET TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

held on

Wednesday 28th July 2021

at the Harlington

PRESENT

Councillors: R. Schofield (Chairman), L. Holt, A. Hope, K. Jasper, A. Oliver, S. Tilley, S. Wheale, G. Woods, J. Wright.

Also Present: Janet Stanton - Town Clerk
Wendy Allen – Office Manager
Mr Kumar Kuntikanamata
Mr Benjamin Wilcocks
Mr Xiaoyu (Roy) Fang
Councillor Steve Forster - HCC
Councillor Katie Davies - HCC
Councillor Parker - HDC
1 member of the public

FC July 2021 ITEM 1 APOLOGIES FOR ABSENCE

The Chairman welcomed all members to the first face to face Council meeting since March 2020.

Members received and accepted apologies of absence from Councillor Robinson, Councillor Chenery, Councillor Einchcomb and Councillor Richmond.

FC July 2021 ITEM 2 DECLARATIONS OF INTEREST

Councillor Oliver declared an interest in Item 12 - COVID – Thank you event.

FC July 2021 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

The Chairman updated members on the following:

- **Hartley Wintney Council new bus service**
 - Commercial element dropped.
 - Sharing with Rosie bus.
 - No confirmed costs yet.
 - Bus purchased partly from S106 money.
 - 16-seater bus.
 - Drivers are employed by Hartley Wintney Parish Council
- **Fleet Link**

- FTC have a contract with Fleet Link for 1 year.
- HCC further budget cuts, therefore, the bus support could be removed.

FC July 2021 ITEM 4 MINUTES OF PREVIOUS MEETINGS

Members received and approved as a correct record the minutes of the Council Meeting held on Wednesday 5th May and the Extraordinary Council Meeting held on Thursday 6th May 2021.

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

| | |
|---------------------|--|
| Development Control | 12 th & 26 th April 2021 |
| | 10 th & 24 th May 2021 |
| | 14 th & 28 th June 2021 |

Members discussed the following:

- Parking and gardens remain an issue with many applications.
- HDC don't have a parking policy only an advisory document,
- FTC Neighbourhood Plan for bungalows is not enforceable so HDC are unable to refuse permission. I would challenge this – it was a statement by Cllr Oliver
- Permitted development – size of flats initially not controlled by legislation. But minimum space standards can now be enforced.
- HDC is not going to refuse any applications that can't be defended with the Planning Inspector at an appeal.

FC July 2021 ITEM 5 CO-OPTION

Further to the two Casual Vacancies (one for the Courtmoor Ward and one for the Pondtail Ward) having been advertised and 10 registered voters not coming forward to request a by-election, Council Members were given the option to co-opt two Councillors. In line with The Representation of the People Act 1985, members were asked to consider valid applications for co-option to Fleet Town Council from the following applicants:

- Mr Kumar Kuntikanamata
- Mr Benjamin Wilcocks
- Ms Samantha Allen
- Mr Xiaoyu (Roy) Fang

Members were advised that Ms Samantha Allen had withdrawn her application.

All candidates were given the opportunity to give a 2-minute presentation to elaborate on their application submission and themselves to the Full Council, with questions from members following each presentation.

All candidates were thanked for their presentations and their enthusiasm and passion in standing for Councillor. The Chairman impressed upon all candidates that should they be elected to Fleet Town Council; social media should be used impartially and factually.

The Chairman reminded members that there will be another vacancy available in September. Members of the public and all external guests at the meeting were asked to leave the meeting, to allow the Full Council to conduct a confidential vote.

RESOLVED

Members determined to appoint Mr Benjamin Wilcocks and Mr Xiaoyu (Roy) Fang to the roles of Councillor to Courtmoor Ward and Pondtail Ward

Members of the public and all external guests were allowed back into the meeting, where the Chairman announced that Mr Benjamin Wilcocks and Mr Xiaoyu (Roy) Fang were the successful candidates as co-opted Councillors. Thanks were given to all candidates for their presentations and participation in the meeting. Members noted that Mr Benjamin Wilcocks and Mr Xiaoyu (Roy) Fang could both join the Council's meetings from September 2021, once all the relevant documents had been signed.

FC July 2021 ITEM 6 SPEED INDICATOR DISPLAYS (SIDS)

1. Members noted that due to budget constraints, no funds were available for installing SIDS during the last financial year. Members noted and approved the locations proposed.
2. Members were made aware that FTC has been asked if it would like to become the custodians of the SID Boards. Members discussed the following:
 - HDC remain the owners and undertake all repairs.
 - FTC would be responsible for charging and downloading data,
 - FTC would be responsible for the installation, and any loss or damage to the boards whilst being used by the council.
 - The custodianship and installation would not be exclusively for FTC.
 - SIDS boards important to gather data.
 - Valuable for police and can be used as evidence.
 - FTC would have to manage the data collected.
 - Unsure about FTC being custodian for other parishes.
 - Locations and roads to be used for SIDS.
 - Some clarity would be sought from HDC
 - Defer decision until Council meeting in September.

RESOLVED

1. Members agreed to defer the decision to consider the offer and implications of becoming the custodians of the SID Boards until the Council meeting in September.
2. Members to defer the decision to prioritise the location lists of SIDs until the September Council meeting.

FC July 2021 ITEM 7 LEASES

Members were reminded that the annual rentals stated in the respective lease agreements were:

| | |
|---|-----------|
| Lion's Community Store in Basingborne Park | £500.00 |
| Scout buildings in Basingborne & Calthorpe Park | £500.00 |
| Cricket Club | £3,750.00 |

However, the decision of the Council of 6th July 2016 was re-affirmed that the rent be waived for: those tenants who complied fully with the terms of the lease and had demonstrated good community relations.

RESOLVED

Members approved and waived the rent set out in the Particulars to the leases for the year April 2021 - March 2022 for:

| | |
|---|-----------|
| Lion's Community Store in Basingborne Park | £500.00 |
| Scout buildings in Basingborne & Calthorpe Park | £500.00 |
| Cricket Club | £3,750.00 |

FC July 2021 ITEM 8 INTERNAL AUDITORS REPORT AND ACTION PLAN

Members receive the internal Auditor's report and action plan for 2020/2021 after the year end

visit on Thursday 13th May 2021.

RESOLVED

To approve the action plan to accommodate the points raised in the Internal Auditor's report.

FC July 2021 ITEM 9

APPOINTMENT OF INTERNAL AUDITOR FOR 2021/2022

Members were made aware that the current internal auditor, Eleanor Green from Do The Numbers, has successfully worked with FTC for a number of years and keeps abreast of all good accounting and governance practises.

RESOLVED

To confirm the re-appointment of Eleanor Green, Do The Numbers, as the internal auditor for Fleet Town Council for 2021/2022.

FC July 2021 ITEM 10

LAND AT ANCELLS FARM

Members noted that Fleet Town Council had been approached by Ancells Farm Business Park Management to enquire if the Council is interested in acquiring 2 titles of land that have been retained by the company following the development of the business park. Members also noted that Hart District Council was initially offered the land but was not interested in the proposal. Members were made aware that a brief visit to the site had taken place by the Clerk and The Facilities & Open Spaces Manager, who found that access was difficult and there was a risk of flooding.

Following a brief discussion, it was agreed that the land would be a liability for FTC with a maintenance requirement but no community value.

RESOLVED

To notify the Ancells Farm Business Management Company that there was no benefit in Fleet Town Council taking ownership of this land and no further action would be taken.

FC July 2021 ITEM 11

REFRESHMENTS – CALTHORPE PARK

Members noted that a request has been received from a private company to sell refreshments from the 'Pavilion' in Calthorpe Park, as was the case prior to FTC coming into being in April 2010.

Members discussed the following:

- HDC Planning Department have confirmed that the usage of the pavilion for the sale of light refreshments (i.e. hot and cold drinks, sandwiches, cakes ice creams etc) is permissible.
- The pavilion structure is safe.
- All licences and legal requirements for selling food will be completed.
- Town Clerk to work with the Lease Working Group to negotiate terms of use, licenses etc.

RESOLVED

- a. To approve the Calthorpe Park Pavilion being used to sell light refreshments.
- b. To authorise the Clerk in conjunction with Members of the Lease Working Group to negotiate with the company the terms of use.

FC July 2021 ITEM 12

COVID - THANK YOU EVENT

Members noted that throughout the last 6 months, The Harlington has been a very successful vaccination centre, and this could not have happened without the time, energy and enthusiasm given by the many local volunteers and key workers involved in the vaccination delivery.

Members discussed the following:

- The free Thank You event will be by invitation only to the volunteers and key workers, to show the appreciation of the town.
- The event would be held at the end of August.
- Entertainment would include 2 live bands and a paid compere.
- Event potentially to be streamed with the community encouraged to watch the event at home.
- FTC working with NHS and HVA to get invitation list and work out numbers.
- Social distancing to be adhered.
- Proposed event is potentially too soon.
- FTC to contribute £5,000.00 from the Community Grant budget to pay for the acts.

RESOLVED

- a. To approve a Thank You event for the COVID Vaccination delivery volunteers and workers.
- b. To approve up to £5,000.00 funding to be paid from the Community Grant Budget.

FC July 2021 ITEM 13

TOWN CENTRE PARKLETS

Members received and noted an HDC Cabinet report, including a paper from Fleet BID requesting funding from the Welcome Back Fund to install Parklets along Fleet Road in the town centre. Members considered the BID's request for FTC's support of this project and discussed the following:

- 3 proposals under the Welcome Back Fund have been put forward and supported by HDC.
- Formal support from FTC sought.
- Parklets will provide seating amenity area.
- Design will be modern and attractive seating areas.
- Process is to go out to tender by HDC.
- Sites to be approved and licensed by HCC Highways.
- Benches located at the junction of Victoria Road and Fleet Road could be relocated in parks.
- Potential long-term maintenance costs to FTC.

RESOLVED

To support the installation of Parklets in Fleet Road.

FC July 2021 ITEM 14

TOWN CENTRE REGENERATION

Members had not received a recent update on the Civic Quarter nor Harlington lease developments. Members discussed a date for the Harlington / Civic Quarter Working Group to meet.

Members noted that Councillor Wheale wished to join the Working Group.

RESOLVED

That a meeting of the Harlington/Civic Quarter Working Group be arranged for Monday 2nd August 2021 at 17.30.

FC July 2021 ITEM 15

**REVIEW OF PARLIAMENTARY BOUNDARY
CONSTITUENCIES**

Members noted that a review is now taking place of the Parliamentary constituencies, resulting in changes to the number of constituencies in each of the regions. Members noted that although

in the South East, there will be an increase of 7 constituencies, this doesn't directly affect FTC. Members were made aware that feedback on the proposed new boundary lines and constituency names is required and a consultation is now open until Monday 2nd August 2021

RESOLVED

As the consultation does not directly affect the town centre; members to submit their own reply to this consultation.

FC July 2021 ITEM 16

FLOOD ALLEVIATION SCHEME

Members noted details of the Flood Alleviation Scheme produced by the Surrey & N. Hampshire Partner Strategic Overview Team of the Environment Agency. Members noted the following:

- Oakley Park and Basingbourne Park are potential sites for natural flood alleviation schemes.
- Flow meter installed under the bridge in Kings Road.
- FTC advised EA that they are landowners.

FC July 2021 ITEM 17

DELEGATED DECISIONS

Members noted that with the recommencement of face-to-face meetings, the delegated authority to the Town Clerk has now expired. Members also noted the following decision made by the Town Clerk under the scheme of delegation which was in place between 7th May 2021 to 19th July 2021.

- a. Approval for the Odiham District Scouts to hold a District Recognition Event on The Views on Sunday 4th July 2.00pm – 4.30pm.

The Chairman, on behalf of all the Fleet Town Councillors, thanked Officers for effectively and efficiently running the Council

FC July 2021 ITEM 18

COMPLAINTS

Members noted that there were 4 complaints, which had all been dealt with. Matters discussed included:

- More rats are visible when it rains.
- Encourage people not to put grass cuttings over the fence in the parks, as this nesting sites for rats.

FC July 2021 ITEM 19

COVID UPDATE AND TOWN CLERK'S REPORT

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

- **VACCINATION CENTRE**
 - Original contract is due to expire on 25th August 2021.
 - From September, the Harlington will be used 3 days a week on fixed, agreed dates.
 - Discussions are on-going regarding vaccinations during December.
- **CHAIRMAN'S COFFEE MORNINGS**
 - The first confirmed date is Saturday 4th September 2021 for Courtmoor Ward.
- **CEMETERY EXTENSION**
 - Waiting for a response from HDC.
 - Shortage of available plots.

The Chairman welcomed Councillor Parker and congratulated him on his recent election to HCC. He updated members on the following:

- Pavement works in Castle Street, due to take 6 weeks.

Councillor Davies asked when FTC Action Day would be taking place and was pleased to hear it was to be held in the autumn. She stated that it was great to get children involved.

- **Antisocial Behaviour in parks**
 - Councillor Davies to hold regular walkabouts in parks, so that people can chat. Anyone is invited to join her.
 - Police and Community Safety Officer involved in antisocial behaviour.
 - Advertise community safety and engage with community.
 - Share Facebook posts on FTC page.

Councillor Forster updated members on the following:

- **Fleet Road Planters**
 - These have been removed and will be stored at Edenbrook Country Park.
 - No plan on what to do with them.
 - Potentially sold on or donated – in discussion with FTC.
- **HCC Budget**
 - Consultation is now closed.
 - HCC take note of consultation responses.
- **Antisocial Behaviour**
 - Quarterly review with the police.
 - Some parishes only working with police.
 - FTC working with Community Safety Officer.
- **Parklets**
 - Delayed due to lack of approval from HCC.
- **Property & Estates**
 - Library replacing aging windows and installing more thermally efficient units; 420 tonnes of carbon emissions saved on Library project
- **Roadworks**
 - Cove Road – closed for essential water mains installation works. They are timed for school holidays to minimise disruption.

The date and time of the next meeting of the Council is on Wednesday 1st September 2021 at 19.00.

There being no further business the meeting closed at 21.00.

Signed.....

Date.....

Chairman

Part 3 CONFIDENTIAL ITEMS

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

There were no confidential items.

DRAFT



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

Wednesday 21st July 2021 at 7pm

The Harlington

PRESENT

Councillors: L. Holt (Chairman), P. Einchcomb, B. Schofield, G. Woods.

Also Present: Janet Stanton - Town Clerk

Susanna Walker - Committee Clerk

Wendy Allen - Office Manager

Alex Robins - Harlington General Manager

PF July 2021 ITEM 1 ELECTION OF CHAIRMAN

The outgoing Chairman, Councillor Holt, called for nominations for Chairman. One nomination was received for Councillor Leslie Holt.

RESOLVED

That Councillor Holt be re-elected to the office of Chairman of Policy and Finance for the local government year 2021/2022.

PF July 2021 ITEM 2 ELECTION OF VICE CHAIRMAN

The Chairman called for nominations for the office of Vice-Chairman. One nomination was received for Councillor Woods.

RESOLVED

That Councillor Woods be re-elected to the office of Vice-Chairman of Policy and Finance for the local government year 2021/2022.

PF July 2021 ITEM 3 APOLOGIES

Members received and accepted apologies for absence from Councillor Wildsmith due to ill health, Councillor Robinson due to ill health and Councillor Tilley due to ill health.

PF July 2021 ITEM 4 DECLARATIONS OF INTEREST

There were no declarations on interest.

PF July 2021 ITEM 5 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

The minutes of the Policy and Finance Committee held on Monday 15th February 2021 were approved and signed by the Chairman.

With reference to Councillors present, it was noted that Councillor Einchcomb attended the meeting and Councillor Wildsmith presented his apologies.

With reference to Item 5 – Quarterly Financial Monitoring Report, members noted that FTC has now received a start-up grant of £1500.00.

PF July 2021 ITEM 7**QUARTERLY FINANCIAL MONITORING REPORT**

The members considered the commentary of the Town Clerk with an overview of the financial performance up to the year end March 2021, together with both the Year End 2021 and the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring up until the end of June 2021. Special thanks were given to the Town Clerk and all the officers for the reports and for all their hard work in reducing the projected deficit from £217,500.00 to £54,718.00.

The members considered:

- a. a. Year End 2020-2021 Report
 - aa. Harlington Monthly Performance totals
- b. Final Year End Accounts
- c. Balance sheet as at 31st March 2021
- d. Budget detail as at 31st March 2021
- e. Income & expenditure detail – 31st March 2021
- f. Bank Reconciliation – February & March 2021
- g. Cash Book – 28th February & 31st March 2021
- h. List of Payments – February & March 2021
- i. List of receipts – February & March 2021
- j. Q4 2020-2021 VAT return

2021-2022

- k. Balance sheet as at 30th June 2021
- l. Budget detail as at 30th June 2021
- m. Income & expenditure detail – 30th June 2021
- n. 2021/2022 Budget Actual and Projections
- o. Bank Reconciliation – April, May & June 2021
- p. Cash Book – 30th April, 31st May, 30th June 2021
- q. List of Receipts – April, May & June 2021
- r. List of Payments – April, May & June 2021
- s. List of Debtors
- t. Q1 VAT return April – June 2021

The following matters were raised and discussed:

- The last quarterly report showed a budget shortfall of £140,331.00 but has now been reduced to £54,718.00. This is due to income received from the Job Retention Scheme (JRS) and the cemetery.
- Reduction in number of grant applications received, leaving £9,150.00 unallocated.
- Income from Cemetery should be retained as maintenance for the Cemetery and existing plots.
- Cemetery plots have a 99 year maintenance lease.
- FTC to look at the Cemetery and future options, including a new piece of land or an extension to the existing plot.
- Full programme of events in the Harlington from September 2021.

- Shows from September will be as standard, and without social distancing.
- FTC has a corporate responsibility to its staff.
- End date of vaccination centre is Wednesday 25th August 2021, with a possibility to use the Harlington for additional dates from 6th September – 16th December.
- Vaccination centre has had community value.
- Live streaming at the Harlington.
- Work with the Arts Council to use live streaming equipment to enable local bands to film videos.
- Cost of livestreaming equipment to be provided
- Live streaming to be advertised as part of the show at the Harlington.
- Live streaming can be used for conference events.
- Income & expenditure detail paperwork to be accessed via portal and website only,
- Harlington stock count.
- Bar Sales and Purchases
- £700 credit from brewery back to the Harlington, due to refund for unopened kegs and refund of duty on opened kegs.
- Furlough (JRS) scheme finishes end of September 2021.
- CCTV in Calthorpe Park.
- Cost of shutting the Harlington due to another COVID outbreak or lockdown.

Members noted that Councillor Robinson confirmed that the bank reconciliation for February, March, April and May 2021 equals zero, and the bank statements match the reconciliation and has signed the bank statements and payment schedules.

RESOLVED

1. To receive and accept into the minutes

- a. Year End 2020-2021 Report
- aa. Harlington Monthly Performance totals
- b. Final Year End Accounts
- c. Balance sheet as at 31st March 2021
- d. Budget detail as at 31st March 2021
- e. Income & expenditure detail – 31st March 2021
- f. Bank Reconciliation – February & March 2021
- g. Cash Book – 28th February & 31st March 2021
- h. List of Payments – February & March 2021
- i. List of receipts – February & March 2021
- j. Q4 2020-2021 VAT return

2021-2022

- k. Balance sheet as at 30th June 2021
- l. Budget detail as at 30th June 2021
- m. Income & expenditure detail – 30th June 2021
- n. 2021/2022 Budget Actual and Projections
- o. Bank Reconciliation – April, May & June 2021
- p. Cash Book – 30th April, 31st May, 30th June 2021
- q. List of Receipts – April, May & June 2021
- r. List of Payments – April, May & June 2021
- s. List of Debtors
- t. Q1 VAT return April – June 2021

2. To accept Councillor Robinson's confirmation that the bank reconciliation for February, March, April and May 2021 equals zero, and the bank statements match the reconciliation.

PF July 2021 ITEM 8**INVESTMENT REPORT**

Members received and considered the quarterly investment report and discussed the following:

- The benefits of moving money from the HSBC Current Account to the Nationwide Building Society.
- Move £400,000.00 from the HSBC Current Account.
- Only £100,000.00 can be authorised and withdrawn at a time from the HSBC Current Account.
- To amend the resolution 'to reinvest £200,000.00' to reflect the change 'to reinvest £400,000.00 into Nationwide Building Society'.

RESOLVED

1. To note the balances held in the Fleet Town Council Accounts.
2. To reinvest £400,000.00 into Nationwide Building Society.

PF July 2021 ITEM 9**GRANTS**

- a. Members considered a grant application from Victim Support for £200.00 for security items for the home. Members requested that Victim Support provide detailed information on how the money is spent.

RESOLVED

To approve the grant application from Victim Support Grant.

- b. Members received and noted a record of the grants awarded by FTC for 2020-2021. Members agreed that it was useful for the grants in kind to be presented as part of the record, and that this information should be included in the next copy of TownTalk.
- c. Members noted that the quarterly report from Sacha's Project as agreed at the April 2021 Council meeting is still to be presented.

PF July 2021 ITEM 10**RESERVES**

Members received a copy of the Earmarked Reserves and considered possible future General Reserves, discussing the following:

- Money received from the Cemetery to be used as a maintenance fund.
- The cost of another COVID related lockdown to FTC and the Harlington.
- The Earmarked Reserves to be amalgamated as one pot of money.
- The abandoning of ideals set up by FTC if Reserves are combined.
- FTC to have more ambition for achieving projects in and for the town.
- Projects that residents agree on and accept.
- Council tax increase.
- FTC website development.
- General reserves need to be increased.

RESOLVED

- a To approve the balance of the Earmarked Reserves being carried forward into the 2021/2022 budget.
- b To accept the General Reserves at the current level, and look at what it ought to be, with a report to be brought back to the Policy & Finance Committee Meeting in October 2021, with input from the Town Clerk and General Manager of the Harlington.

Members received and reviewed the following policies:

- a. **Health and Safeguarding Policy**
Members reviewed and approved the Health & Safeguarding Policy.
- b. **Risk Management Policy**
Members reviewed and approved the Risk Management Policy.
- c. **Complaints and Procedures Policy**
Members reviewed the Complaints and Procedures Policy. Members agreed to review the policy to reflect the disciplinary policy, as there were several discrepancies, including:
 - The Chairman's email needs to be added to the policy.
 - The policy should include any Officer in item 4.3.
 - Confusion over how different complaints would be dealt with and by whom.
- d. **Memorials Policy**
Members reviewed and approved the Memorials Policy. Members noted the following amendments:
 - Item 2.5 – scattering of ashes **with agreement of the Town Clerk**
 - Item 2.10 – memorials placed with the public parks or **open spaces**.
 - Item 3.3 – the **applicant** will have responsibility
 - Item 5.1 – must be met to ensure that neither use of the park **nor** users
- e. **Cemetery Rules and Regulations Policy**
Members reviewed and approved the Cemetery Rules and Regulations Policy. Members noted the following amendments:
 - Graves – **The owner of the exclusive rights of burial is responsible to remove any flowers from the grave once the flowers have died.**
 - Ashes plots within the Cemetery - **The owner of the exclusive rights of burial is responsible to remove any flowers from the grave once the flowers have died.**
- f. **Time Off In-Lieu Policy**
Members agreed to review and approve the Time Off In-Lieu Policy at the Establishment Committee meeting on Thursday 22nd July 2021.
- g. **Connection to Electricity on The Views Policy.**
Members reviewed and approved the Connection to Electricity on The Views Policy. Members noted the following amendments:
 - Item 3 – These hirers must first have **obtained** formal approval
 - Item 8 – to remove **after the event**
 - Item 9 – the Town Council will **invoice** the hirer
 - Item 10 – removed the charge of **£42**
 - Item 15 – is a repeat of item 8 and 9, and to be removed from the policy
 - Item 10 – to be removed from the policy as well
- h. **Media Policy**
Members reviewed and approved the Media Policy. Members noted the following:
 - Anyone can film in a public place without asking permission.
 - In the Harlington, all Council meetings and people present are allowed to be filmed, as it is a public place.

RESOLVED

Members agreed approve the following policies:

- a. Health and Safety Policy
- b. Risk Management Policy
- d. Memorials Policy
- e. Cemetery Rules and Regulations Policy
- g. Connection to Electricity on The Views Policy
- h. Media Policy

PF July 2021 ITEM 12

BUDGET PREPARATION WORKING GROUP 2022/2023

Members received a copy of the proposed timetable for the preparation of the draft budget 2022/2023. Members discussed the following:

- Any budget requests to be brought forward to the Town Clerk between 21st July and 5th September 2021.
- Any requests put forward to have outlined costs associated with it.
- FTC to use the CPI for August 2021 when preparing the budget
- Grants policy.
- Councillor Schofield and Councillor Tilley to produce a joint paper regarding FTC and Grants by 6th September 2021.

RESOLVED

- a. To approve the draft timetable.
- b. To agree to be appointed to serve on the Budget Preparation Working Group.
- c. To agree to give any guidance to officers to aid the preparation of the 2022/2023 budget.

PF July 2021 ITEM 13

INTERNAL AUDIT REPORT

Members received a copy of the internal Auditor's report for 2020/2021 after the year end visit on Thursday 13th May 2021. Members noted the following:

- Overdue debts have been outstanding since 2019 but there is a repayment plan in action.

RESOLVED

To receive the Internal Auditor's Report and approve the action plan.

PF July 2021 ITEM 14

CLERK'S REPORT

Members noted that there was nothing to report.

PF July 2021 ITEM 15

DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 20th October at 7pm in the Harlington.

There being no further business the meeting closed at 9.35pm.

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

Chairman

Application for Co-option Part 1



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

| | |
|----------------------------------|------------------------|
| Full Name & Title | Mr KUMAR KUNTIKANAMATA |
| Home Address | [REDACTED] |
| Home Telephone | [REDACTED] |
| Mobile Telephone | [REDACTED] |
| Email Address | [REDACTED] |
| Which Ward are you applying for? | CENTRAL WARD |

About You

Please provide the Council with some background information about yourself.

Kumar Kuntikanamata, Bpharm. M.B.A (From UK)
Director, Aras Marketing Htd; moved to UK from India in 2000.
worked As pharmacist in NHS.

worked in pharmaceutical Industry in Marketing

Providing Consultancy Services since Last Three years.

Living in Fleet since last 3 year with wife (IT contractor)
& two children.

Reasons for applying

| | |
|--|--|
| | |
|--|--|

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

To provide my Expertise & Knowledge to Refurb Fleet as one of the Best place to live with Good Schools, Health Care & low Crime Rate.

- 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, KUMAR KUNTIKANAMATA..... 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..... 17/08/21

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) | <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 |

To work with local Community in emergencies.

To Provide Health Care Related Knowledge & Issues To Fleet Council
with my clinical background.

To ~~provide a network~~ ^{act as bridge between} Indian Community living in Fleet &
other community with the help of Fleet Council.

To Help Elderly, children in need. To develop and maintain
reputation of Schools in Fleet.

Signature

17/08/2021

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

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 | MRS. MOHUA CHAKRABORTY |
| Home Address | [REDACTED] |
| Home Telephone | [REDACTED] |
| Mobile Telephone | [REDACTED] |
| Email Address | [REDACTED] |
| Which Ward are you applying for? | Central Ward |

About You

Please provide the Council with some background information about yourself.

I have been residing in Fleet for last 14 years. Ancells Farm has been my home for nearly 10 years, before I shifted to Eichelham Heath. I am a mother to a 13 year old autistic girl, who is born here in Fleet and goes to school locally. Over last 8 years, I have been actively involved in our local community in various capacity, doing various charity work. With my personal life now mixed up with autism, along with a little band of ladies from Fleet, I started a charity: Autism Friendly Fleet (Charity no: 1179531). Our Charity is working in raising awareness of Autism to local businesses and community. I have also been actively working in making all our local Fleet events like Christmas lights celebration, Carnival, Food Festival etc, more accessible to all residents of Fleet, specially the families with special needs. I love to work with other local charities & ☐ groups to make our town more beautiful.

Reasons for applying

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

As mentioned above, I have been working very closely with various charities and local groups in Fleet for nearly 8 years. I have been actively interactive with our local residents and have been working towards making our town more beautiful and a happy

happy place to live in; and a proper healthy + safe environment for our children to grow up. With being nominated as a Town Councillor, it would give me the advantage of working more closely with this team of people (Councillors) who are working to make our town more amazing and inclusive for all communities. Being a Councillor, will help me to create more plans as to how much we can utilise and develop our parks and playgrounds. As we know, mental health and wellbeing is so so important specially now; being a Councillor will help me create and develop more spaces and community centers (Hurlingham + Ancells) and our high street, to become the hub of our community. A close contact with our local residents will help me to understand and work for this town.

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

Signature [Redacted] Date 18/08/2021

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). | <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 |

| | | |
|----------------------|--|--|
| | <ul style="list-style-type: none"> • Ability and willingness to undertake induction training and other relevant training. | |
| 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. | |

Fleet Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 July 2021

| | | <u>Account Description</u> | <u>Balance</u> |
|---------------------------------------|------------|---------------------------------------|---------------------|
| <u>Bank Statement Balances</u> | | | |
| 1 | 31/07/2021 | HSBC | 856,164.51 |
| 2 | 31/03/2021 | Petty Cash | 100.00 |
| | | | 856,264.51 |
| <u>Other Cash & Bank Balances</u> | | | |
| | | CCLA Pub Sector Deposit Fund | 1,050,000.00 |
| | | 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 | 400,000.08 |
| | | Petty Cash - Harlington | 120.00 |
| | | Unity Trust deposit account | 0.00 |
| | | | 1,552,120.08 |
| | | | 2,408,384.59 |
| <u>Receipts not on Bank Statement</u> | | | |
| 0 | 31/07/2021 | All Receipts Cleared | 0.00 |
| | | | 0.00 |
| Closing Balance | | | 2,408,384.59 |
| <u>All Cash & Bank Accounts</u> | | | |
| 1 | | Bank Current/Deposit Account | 856,164.51 |
| 2 | | Petty Cash - FTC | 100.00 |
| | | Other Cash & Bank Balances | 1,552,120.08 |
| | | Total Cash & Bank Balances | 2,408,384.59 |

Bank Current/Deposit Account

Receipts received between 01/07/2021 and 31/07/2021

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------|-----------------------------------|-----------------|-----------|-------|------|--------|----------|-------------------------|
| | Banked: 01/07/2021 | 234.00 | | | | | | |
| | Ticket sales | 18.00 | | 0.86 | 560 | | 17.14 | Ticket sales |
| | Ticket sales | 90.00 | | 4.28 | 557 | | 85.72 | Ticket sales |
| | Ticket sales | 44.00 | | 2.10 | 591 | | 41.90 | Ticket sales |
| | Ticket sales | 70.00 | | 3.33 | 600 | | 66.67 | Ticket sales |
| | Charges | 12.00 | | 2.00 | 1435 | 201 | 10.00 | Charges |
| | Banked: 01/07/2021 | 37.55 | | | | | | |
| | STRIPE | 37.55 | | 6.26 | 1065 | 310 | 31.29 | TENNIS HIRE-Calthorpe |
| | Banked: 01/07/2021 | 5.00 | | | | | | |
| | Ticket sales | 17.50 | | 0.83 | 558 | | 16.67 | Ticket sales |
| | Ticket refund | -35.00 | | -1.67 | 600 | | -33.33 | Ticket refund |
| | Ticket sales | 22.00 | | 1.05 | 580 | | 20.95 | Ticket sales |
| | Charges | 2.00 | | 0.33 | 1435 | 201 | 1.67 | Charges |
| | Refund charges | -1.50 | | -0.25 | 1435 | 201 | -1.25 | Refund charges |
| | Banked: 01/07/2021 | 37.00 | | | | | | |
| | Ticket sales | 35.00 | | 1.67 | 600 | | 33.33 | Ticket sales |
| | Charges | 2.00 | | 0.33 | 1435 | 201 | 1.67 | Charges |
| | Banked: 01/07/2021 | 16.44 | | | | | | |
| | HSBC - Nationwide | 16.44 | | | 1870 | 101 | 16.44 | FTC Nationwide Interest |
| | Banked: 01/07/2021 | 41.16 | | | | | | |
| | GC C1 GO CARDLESS | 41.16 | | 6.86 | 1064 | 310 | 34.30 | Tennis Membership- |
| | Banked: 01/07/2021 | 94.00 | | | | | | |
| | Ticket sales | 40.00 | | 1.90 | 596 | | 38.10 | Ticket sales |
| | Ticket sales | 48.00 | | 2.29 | 618 | | 45.71 | Ticket sales |
| | Charges | 6.00 | | 1.00 | 1435 | 201 | 5.00 | Charges |
| | Banked: 02/07/2021 | 60.00 | | | | | | |
| | Sales Recpts Page 4298 | 60.00 | 60.00 | | 101 | | | Sales Recpts Page 4298 |
| | Banked: 02/07/2021 | 27.07 | | | | | | |
| | PublicSectorDepositFund/CCLA | 27.07 | | | 1870 | 101 | 27.07 | FTC Dividens Statement |
| | Banked: 02/07/2021 | 31.33 | | | | | | |
| | STRIPE | 31.33 | | 5.22 | 1065 | 310 | 26.11 | TENNIS HIRE-Calthorpe |
| | Banked: 02/07/2021 | 41.16 | | | | | | |
| | GC C1 GO CARDLESS | 41.16 | | 6.86 | 1064 | 310 | 34.30 | Tennis Membership- |
| | Banked: 02/07/2021 | 234.00 | | | | | | |
| | Ticket sales | 216.00 | | 10.28 | 618 | | 205.72 | Ticket sales |
| | Charges | 18.00 | | 3.00 | 1435 | 201 | 15.00 | Charges |
| | Banked: 02/07/2021 | 940.00 | | | | | | |
| | Cemetery cheques(2x)AW Goddard | 170.00 | | | 1100 | 350 | 170.00 | IntermPlot2319 Patricia |
| | Cemetery cheques(2x)AW Goddard | 270.00 | | | 1100 | 350 | 170.00 | Interm KB0010 |
| Subtotal Carried Forward: | | 1,798.71 | 60.00 | 58.53 | | | 1,080.18 | |

Bank Current/Deposit Account

Receipts received between 01/07/2021 and 31/07/2021

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------|-----------------------------------|-----------------|-----------|--------|------|--------|----------|------------------------|
| | | | | | 1137 | 350 | 100.00 | GoRAshDigKB0010 |
| | Cemetery cheques(2x)AW Goddard | 500.00 | | 83.33 | 1132 | 350 | 416.67 | KerbMemKB0010 |
| | Banked: 03/07/2021 | 110.00 | | | | | | |
| | Ticket sales | 80.00 | | 3.81 | 596 | | 76.19 | Ticket sales |
| | Ticket sales | 24.00 | | 1.14 | 618 | | 22.86 | Ticket sales |
| | Charges | 6.00 | | 1.00 | 1435 | 201 | 5.00 | Charges |
| | Banked: 04/07/2021 | 124.00 | | | | | | |
| | Ticket sales | 120.00 | | 5.71 | 613 | | 114.29 | Ticket sales |
| | Charges | 4.00 | | 0.67 | 1435 | 201 | 3.33 | Charges |
| | Banked: 05/07/2021 | 70.00 | | | | | | |
| | Sales Recpts Page 4299 | 70.00 | 70.00 | | 101 | | | Sales Recpts Page 4299 |
| | Banked: 05/07/2021 | 12.44 | | | | | | |
| | STRIPE | 12.44 | | 2.07 | 1065 | 310 | 10.37 | TENNIS HIRE-Calthorpe |
| | Banked: 05/07/2021 | 12.25 | | | | | | |
| | Ticket sales | 12.00 | | 0.57 | 618 | | 11.43 | Ticket sales |
| | Charges | 0.25 | | 0.04 | 1435 | 201 | 0.21 | Charges |
| | Banked: 05/07/2021 | 145.00 | | | | | | |
| | ANNE CRISP Transfer | 145.00 | | | 1130 | 350 | 145.00 | Anne Crisp Transfer |
| | Banked: 06/07/2021 | 18.00 | | | | | | |
| | Sales Recpts Page 4300 | 18.00 | 18.00 | | 101 | | | Sales Recpts Page 4300 |
| | Banked: 06/07/2021 | 342.00 | | | | | | |
| | Sales Recpts Page 4301 | 342.00 | 342.00 | | 101 | | | Sales Recpts Page 4301 |
| | Banked: 06/07/2021 | 6.22 | | | | | | |
| | STRIPE | 6.22 | | 1.04 | 1065 | 310 | 5.18 | TENNIS HIRE-Calthorpe |
| | Banked: 06/07/2021 | 177.00 | | | | | | |
| | Ticket sales | 60.00 | | 2.86 | 613 | | 57.14 | Ticket sales |
| | Ticket sales | 110.00 | | 5.24 | 598 | | 104.76 | Ticket sales |
| | Charges | 7.00 | | 1.17 | 1435 | 201 | 5.83 | Charges |
| | Banked: 06/07/2021 | 79.00 | | | | | | |
| | Ticket sales | 40.00 | | 1.90 | 596 | | 38.10 | Ticket sales |
| | Ticket sales | 35.00 | | 1.67 | 600 | | 33.33 | Ticket sales |
| | Charges | 4.00 | | 0.67 | 1435 | 201 | 3.33 | Charges |
| | Banked: 06/07/2021 | 205.80 | | | | | | |
| | GC C1 GO CARDLESS | 205.80 | | 34.30 | 1064 | 310 | 171.50 | Tennis Membership- |
| | Banked: 07/07/2021 | 22.00 | | | | | | |
| | Ticket sales | 20.00 | | 0.95 | 617 | | 19.05 | Ticket sales |
| | Charges | 2.00 | | 0.33 | 1435 | 201 | 1.67 | Charges |
| | Banked: 07/07/2021 | 6.22 | | | | | | |
| | STRIPE | 6.22 | | 1.04 | 1065 | 310 | 5.18 | TENNIS HIRE-Calthorpe |
| Subtotal Carried Forward: | | 3,128.64 | 430.00 | 208.04 | | | 2,430.60 | |

Bank Current/Deposit Account

Receipts received between 01/07/2021 and 31/07/2021

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|-------------|------------------------|-----------------|-----------|--------|------|--------|----------|------------------------|
| | Banked: 07/07/2021 | -35.00 | | | | | | |
| | Refund tickets | -35.00 | | -1.67 | 600 | | -33.33 | Refund tickets |
| | Banked: 08/07/2021 | 18.00 | | | | | | |
| | Sales Recpts Page 4302 | 18.00 | 18.00 | | 101 | | | Sales Recpts Page 4302 |
| | Banked: 08/07/2021 | 60.00 | | | | | | |
| | Sales Recpts Page 4304 | 60.00 | 60.00 | | 101 | | | Sales Recpts Page 4304 |
| | Banked: 08/07/2021 | 31.10 | | | | | | |
| | STRIPE | 31.10 | | 5.18 | 1065 | 310 | 25.92 | TENNIS HIRE-Calthorpe |
| | Banked: 08/07/2021 | 123.48 | | | | | | |
| | GC C1 GO CARDLESS | 123.48 | | 20.58 | 1064 | 310 | 102.90 | Tennis Membership- |
| | Banked: 08/07/2021 | 65.00 | | | | | | |
| | Ticket sales | 35.00 | | 1.67 | 600 | | 33.33 | Ticket sales |
| | Ticket sales | 26.00 | | 1.24 | 545 | | 24.76 | Ticket sales |
| | Charges | 4.00 | | 0.67 | 1435 | 201 | 3.33 | Charges |
| | Banked: 08/07/2021 | 264.00 | | | | | | |
| | Sales Recpts Page 4308 | 264.00 | 264.00 | | 101 | | | Sales Recpts Page 4308 |
| | Banked: 09/07/2021 | 6.22 | | | | | | |
| | STRIPE | 6.22 | | 1.04 | 1065 | 310 | 5.18 | TENNIS HIRE-Calthorpe |
| | Banked: 09/07/2021 | 205.80 | | | | | | |
| | GC C1 GO CARDLESS | 205.80 | | 34.30 | 1064 | 310 | 171.50 | Tennis Membership- |
| | Banked: 09/07/2021 | 182.00 | | | | | | |
| | Ticket sales | 36.00 | | 1.71 | 557 | | 34.29 | Ticket sales |
| | Ticket sales | 24.00 | | 1.14 | 618 | | 22.86 | Ticket sales |
| | Ticket sales | 70.00 | | 3.33 | 600 | | 66.67 | Ticket sales |
| | Ticket sales | 40.00 | | 1.90 | 617 | | 38.10 | Ticket sales |
| | Charges | 12.00 | | 2.00 | 1435 | 201 | 10.00 | Charges |
| | Banked: 10/07/2021 | 826.50 | | | | | | |
| | Sales Recpts Page 4306 | 826.50 | 826.50 | | 101 | | | Sales Recpts Page 4306 |
| | Banked: 10/07/2021 | 826.50 | | | | | | |
| | Sales Recpts Page 4307 | 826.50 | 826.50 | | 101 | | | Sales Recpts Page 4307 |
| | Banked: 10/07/2021 | 105.00 | | | | | | |
| | Ticket sales | 70.00 | | 3.33 | 617 | | 66.67 | Ticket sales |
| | Ticket sales | 26.00 | | 1.24 | 545 | | 24.76 | Ticket sales |
| | Charges | 9.00 | | 1.50 | 1435 | 201 | 7.50 | Charges |
| | Banked: 10/07/2021 | 771.55 | | | | | | |
| | Bar sales | 771.55 | | 128.59 | 1420 | 201 | 642.96 | Bar sales |
| | Banked: 10/07/2021 | 16.20 | | | | | | |
| | Bar sales | 16.20 | | 2.70 | 1420 | 201 | 13.50 | Bar sales |

Subtotal Carried Forward:

6,594.99

1,995.00

418.49

3,691.50

Bank Current/Deposit Account

Receipts received between 01/07/2021 and 31/07/2021

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------|------------------------|-----------------|-----------|--------|------|--------|----------|------------------------|
| | Banked: 11/07/2021 | 266.00 | | | | | | |
| | Ticket sales | 68.00 | | 3.24 | 565 | | 64.76 | Ticket sales |
| | Ticket sales | 88.00 | | 4.19 | 591 | | 83.81 | Ticket sales |
| | Ticket sales | 24.00 | | 1.14 | 618 | | 22.86 | Ticket sales |
| | Ticket sales | 72.00 | | 3.43 | 584 | | 68.57 | Ticket sales |
| | Charges | 14.00 | | 2.33 | 1435 | 201 | 11.67 | Charges |
| | Banked: 12/07/2021 | 240.00 | | | | | | |
| | THE SOUTHERN CO-OP | 240.00 | | | 1100 | 350 | 170.00 | Interment AP0010 Nora |
| | | | | | 1130 | 350 | 70.00 | Memorial AP0010 Nora |
| | Banked: 12/07/2021 | 6.22 | | | | | | |
| | STRIPE | 6.22 | | 1.04 | 1065 | 310 | 5.18 | TENNIS HIRE-Calthorpe |
| | Banked: 12/07/2021 | 164.64 | | | | | | |
| | GC C1 GO CARDLESS | 164.64 | | 27.44 | 1064 | 310 | 137.20 | Tennis Membership- |
| | Banked: 12/07/2021 | -27.70 | | | | | | |
| | Ticket refund | -44.00 | | -2.10 | 566 | | -41.90 | Ticket refund |
| | Bar sales | 16.30 | | 2.72 | 1420 | 202 | 13.58 | Bar sales |
| | Banked: 13/07/2021 | 25.11 | | | | | | |
| | STRIPE | 25.11 | | 4.18 | 1065 | 310 | 20.93 | TENNIS HIRE-Calthorpe |
| | Banked: 13/07/2021 | 82.32 | | | | | | |
| | GC C1 GO CARDLESS | 82.32 | | 13.72 | 1064 | 310 | 68.60 | Tennis Membership- |
| | Banked: 13/07/2021 | 31.00 | | | | | | |
| | Ticket sales | 30.00 | | 1.43 | 613 | | 28.57 | Ticket sales |
| | Charges | 1.00 | | 0.17 | 1435 | 201 | 0.83 | Charges |
| | Banked: 14/07/2021 | 12.44 | | | | | | |
| | STRIPE | 12.44 | | 2.07 | 1065 | 310 | 10.37 | TENNIS HIRE-Calthorpe |
| | Banked: 14/07/2021 | 41.16 | | | | | | |
| | GC C1 GO CARDLESS | 41.16 | | 6.86 | 1064 | 310 | 34.30 | Tennis Membership- |
| | Banked: 14/07/2021 | 580.00 | | | | | | |
| | Ticket sales | 60.00 | | 2.86 | 613 | | 57.14 | Ticket sales |
| | Ticket sales | 200.00 | | 9.52 | 596 | | 190.48 | Ticket sales |
| | Ticket sales | 220.00 | | 10.48 | 591 | | 209.52 | Ticket sales |
| | Ticket sales | 72.00 | | 3.43 | 618 | | 68.57 | Ticket sales |
| | Charges | 28.00 | | 4.67 | 1435 | 201 | 23.33 | Charges |
| | Banked: 15/07/2021 | 31.56 | | | | | | |
| | STRIPE | 31.56 | | 5.26 | 1065 | 310 | 26.30 | TENNIS HIRE-Calthorpe |
| | Banked: 15/07/2021 | 510.00 | | | | | | |
| | Sales Recpts Page 4309 | 510.00 | 510.00 | | 101 | | | Sales Recpts Page 4309 |
| | Banked: 15/07/2021 | 140.00 | | | | | | |
| | Ticket sales | 60.00 | | 2.86 | 613 | | 57.14 | Ticket sales |
| | Ticket sales | 72.00 | | 3.43 | 618 | | 68.57 | Ticket sales |
| Subtotal Carried Forward: | | 8,697.74 | 510.00 | 532.86 | | | 5,161.88 | |

Bank Current/Deposit Account

Receipts received between 01/07/2021 and 31/07/2021

| Nominal Ledger Analysis | | | | | | | | |
|---------------------------|------------------------|-----------------|-----------|--------|------|--------|-----------|------------------------|
| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| | Charges | 8.00 | | 1.33 | 1435 | 201 | 6.67 | Charges |
| | Banked: 15/07/2021 | 3,260.83 | | | | | | |
| | HMRC | 3,260.83 | | | 1053 | 101 | 3,260.83 | JRS grant |
| | Banked: 15/07/2021 | 1,500.00 | | | | | | |
| | Hart District Council | 1,500.00 | | | 1053 | 101 | 1,500.00 | Business grant |
| | Banked: 16/07/2021 | 43.54 | | | | | | |
| | STRIPE | 43.54 | | 7.26 | 1065 | 310 | 36.28 | TENNIS HIRE-Calthorpe |
| | Banked: 16/07/2021 | 123.48 | | | | | | |
| | GC C1 GO CARDLESS | 123.48 | | 20.58 | 1064 | 310 | 102.90 | Tennis Membership- |
| | Banked: 16/07/2021 | 390.00 | | | | | | |
| | Sales Recpts Page 4311 | 390.00 | 390.00 | | 101 | | | Sales Recpts Page 4311 |
| | Banked: 16/07/2021 | 26.00 | | | | | | |
| | Ticket sales | 24.00 | | 1.14 | 618 | | 22.86 | Ticket sales |
| | Charges | 2.00 | | 0.33 | 1435 | 201 | 1.67 | Charges |
| | Banked: 16/07/2021 | 27.50 | | | | | | |
| | Tocket sales | 12.00 | | 0.57 | 618 | | 11.43 | Tocket sales |
| | Charges | 0.50 | | 0.08 | 1435 | 201 | 0.42 | Charges |
| | Bar sales | 15.00 | | 2.50 | 1420 | 201 | 12.50 | Bar sales |
| | Banked: 17/07/2021 | 93.00 | | | | | | |
| | Ticket sales | 90.00 | | 4.28 | 613 | | 85.72 | Ticket sales |
| | Charges | 3.00 | | 0.50 | 1435 | 201 | 2.50 | Charges |
| | Banked: 18/07/2021 | 62.00 | | | | | | |
| | Ticket sales | 60.00 | | 2.86 | 613 | | 57.14 | Ticket sales |
| | Charges | 2.00 | | 0.33 | 1435 | 201 | 1.67 | Charges |
| | Banked: 19/07/2021 | 11,136.00 | | | | | | |
| | Sales Recpts Page 4312 | 11,136.00 | 11,136.00 | | 101 | | | Sales Recpts Page 4312 |
| | Banked: 19/07/2021 | 37.39 | | | | | | |
| | STRIPE | 37.39 | | 6.23 | 1065 | 310 | 31.16 | TENNIS HIRE-Calthorpe |
| | Banked: 19/07/2021 | 205.80 | | | | | | |
| | GC C1 GO CARDLESS | 205.80 | | 34.30 | 1064 | 310 | 171.50 | Tennis Membership- |
| | Banked: 19/07/2021 | 12,445.74 | | | | | | |
| | HMRC | 12,445.74 | | | 120 | | 12,445.74 | VAT Q1 |
| | Banked: 19/07/2021 | 38.00 | | | | | | |
| | Ticket sales | 36.00 | | 1.71 | 547 | | 34.29 | Ticket sales |
| | Charges | 2.00 | | 0.33 | 1435 | 201 | 1.67 | Charges |
| | Banked: 19/07/2021 | 36.60 | | | | | | |
| | Bar snacks | 36.60 | | 6.10 | 1433 | 201 | 30.50 | Bar snacks |
| | Banked: 19/07/2021 | 30.25 | | | | | | |
| Subtotal Carried Forward: | | 38,153.87 | 11,526.00 | 623.29 | | | 22,979.33 | |

Bank Current/Deposit Account

Receipts received between 01/07/2021 and 31/07/2021

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|-------------|--------------------|-----------------|-----------|-------|------|--------|----------|-----------------------|
| | Ticket sales | 30.00 | | 1.43 | 613 | | 28.57 | Ticket sales |
| | Charges | 0.25 | | 0.04 | 1435 | 201 | 0.21 | Charges |
| | Banked: 20/07/2021 | 44.00 | | | | | | |
| | STRIPE | 44.00 | | 7.33 | 1065 | 310 | 36.67 | TENNIS HIRE-Calthorpe |
| | Banked: 20/07/2021 | 294.00 | | | | | | |
| | Ticket sales | 80.00 | | 3.81 | 596 | | 76.19 | Ticket sales |
| | Ticket sales | 199.00 | | 9.48 | 594 | | 189.52 | Ticket sales |
| | Charges | 15.00 | | 2.50 | 1435 | 201 | 12.50 | Charges |
| | Banked: 20/07/2021 | 246.96 | | | | | | |
| | GC C1 GO CARDLESS | 246.96 | | 41.16 | 1064 | 310 | 205.80 | Tennis Membership- |
| | Banked: 21/07/2021 | 103.00 | | | | | | |
| | Ticket sales | 80.00 | | 3.81 | 596 | | 76.19 | Ticket sales |
| | Ticket sales | 18.00 | | 0.86 | 584 | | 17.14 | Ticket sales |
| | Charges | 5.00 | | 0.83 | 1435 | 201 | 4.17 | Charges |
| | Banked: 21/07/2021 | 12.44 | | | | | | |
| | STRIPE | 12.44 | | 2.07 | 1065 | 310 | 10.37 | TENNIS HIRE-Calthorpe |
| | Banked: 21/07/2021 | 340.20 | | | | | | |
| | Bar sales | 324.00 | | 54.00 | 1420 | 201 | 270.00 | Bar sales |
| | Bar sales | 15.20 | | 2.53 | 1420 | 201 | 12.67 | Bar sales |
| | Snacks | 1.00 | | 0.17 | 1433 | 201 | 0.83 | Snacks |
| | Banked: 22/07/2021 | 105.00 | | | | | | |
| | Ticket sales | 100.00 | | 4.76 | 596 | | 95.24 | Ticket sales |
| | Charges | 5.00 | | 0.83 | 1435 | 201 | 4.17 | Charges |
| | Banked: 22/07/2021 | 74.24 | | | | | | |
| | STRIPE | 74.24 | | 12.37 | 1065 | 310 | 61.87 | TENNIS HIRE-Calthorpe |
| | Banked: 22/07/2021 | 123.48 | | | | | | |
| | GC C1 GO CARDLESS | 123.48 | | 20.58 | 1064 | 310 | 102.90 | Tennis Membership- |
| | Banked: 23/07/2021 | 37.32 | | | | | | |
| | STRIPE | 37.32 | | 6.22 | 1065 | 310 | 31.10 | TENNIS HIRE-Calthorpe |
| | Banked: 24/07/2021 | 107.00 | | | | | | |
| | Ticket sales | 36.00 | | 1.71 | 557 | | 34.29 | Ticket sales |
| | Ticket sales | 66.00 | | 3.14 | 591 | | 62.86 | Ticket sales |
| | Charges | 5.00 | | 0.83 | 1435 | 201 | 4.17 | Charges |
| | Banked: 24/07/2021 | 213.00 | | | | | | |
| | Ticket sales | 108.00 | | 5.14 | 881 | | 102.86 | Ticket sales |
| | Ticket sales | 30.00 | | 1.43 | 563 | | 28.57 | Ticket sales |
| | Ticket sales | 20.00 | | 0.95 | 547 | | 19.05 | Ticket sales |
| | Ticket sales | 44.00 | | 2.10 | 598 | | 41.90 | Ticket sales |
| | Charges | 11.00 | | 1.83 | 1435 | 201 | 9.17 | Charges |
| | Banked: 26/07/2021 | 580.48 | | | | | | |

Subtotal Carried Forward:

40,434.99

0.00

815.20

24,518.31

Bank Current/Deposit Account

Receipts received between 01/07/2021 and 31/07/2021

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|-------------|--------------------------------|-----------------|-----------|-------|------|--------|----------|-------------------------|
| | Sales Recpts Page 4313 | 580.48 | 580.48 | | 101 | | | Sales Recpts Page 4313 |
| | Banked: 26/07/2021 | 24.88 | | | | | | |
| | STRIPE | 24.88 | | 4.15 | 1065 | 310 | 20.73 | TENNIS HIRE-Calthorpe |
| | Banked: 26/07/2021 | 205.80 | | | | | | |
| | GC C1 GO CARDLESS | 205.80 | | 34.30 | 1064 | 310 | 171.50 | Tennis Membership- |
| | Banked: 26/07/2021 | 51.00 | | | | | | |
| | Ticket sales | 22.00 | | 1.05 | 591 | | 20.95 | Ticket sales |
| | Ticket sales | 26.00 | | 1.24 | 545 | | 24.76 | Ticket sales |
| | Charges | 3.00 | | 0.50 | 1435 | 201 | 2.50 | Charges |
| | Banked: 26/07/2021 | 340.00 | | | | | | |
| | SMALLEY NC/ Plot0160 AnnSutton | 340.00 | | | 1100 | 350 | 340.00 | Interment Plot0160 Ann |
| | Banked: 26/07/2021 | 140.00 | | | | | | |
| | SMALLEY NC/ Plot0160 AnnSutton | 140.00 | | | 1130 | 350 | 140.00 | Plot0160 Ann Sutton Add |
| | Banked: 26/07/2021 | 290.00 | | | | | | |
| | SMALLEY NC/ Plot0160 AnnSutton | 290.00 | | | 1121 | 350 | 290.00 | DOGTransfer Plot0160 |
| | Banked: 27/07/2021 | 31.10 | | | | | | |
| | STRIPE | 31.10 | | 5.18 | 1065 | 310 | 25.92 | TENNIS HIRE-Calthorpe |
| | Banked: 27/07/2021 | 246.96 | | | | | | |
| | GC C1 GO CARDLESS | 246.96 | | 41.16 | 1064 | 310 | 205.80 | Tennis Membership- |
| | Banked: 27/07/2021 | 270.00 | | | | | | |
| | Ticket sales | 76.00 | | 3.62 | 590 | | 72.38 | Ticket sales |
| | Ticket sales | 180.00 | | 8.57 | 606 | | 171.43 | Ticket sales |
| | Charges | 14.00 | | 2.33 | 1435 | 201 | 11.67 | Charges |
| | Banked: 27/07/2021 | 34.80 | | | | | | |
| | Ticket sales | 72.00 | | 3.43 | 606 | | 68.57 | Ticket sales |
| | Ticket refund | -35.00 | | -1.67 | 600 | | -33.33 | Ticket refund |
| | Charges | -2.20 | | -0.37 | 1435 | 201 | -1.83 | Charges |
| | Banked: 28/07/2021 | 37.92 | | | | | | |
| | Sales Recpts Page 4315 | 37.92 | 37.92 | | 101 | | | Sales Recpts Page 4315 |
| | Banked: 28/07/2021 | 513.00 | | | | | | |
| | Sales Recpts Page 4316 | 513.00 | 513.00 | | 101 | | | Sales Recpts Page 4316 |
| | Banked: 28/07/2021 | 25.11 | | | | | | |
| | STRIPE | 25.11 | | 4.18 | 1065 | 310 | 20.93 | TENNIS HIRE-Calthorpe |
| | Banked: 28/07/2021 | 205.80 | | | | | | |
| | GC C1 GO CARDLESS | 205.80 | | 34.30 | 1064 | 310 | 171.50 | Tennis Membership- |
| | Banked: 28/07/2021 | 290.00 | | | | | | |

Subtotal Carried Forward:

43,141.36

1,131.40

957.17

26,241.79

Bank Current/Deposit Account

Receipts received between 01/07/2021 and 31/07/2021

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|-----------------|--------------------------------|-----------------|-----------|----------|------|--------|-----------|--------------------------|
| | STRINGER JS,PLOT NO. 1908 | 290.00 | | | 1121 | 350 | 290.00 | DOGTTransfPlot908AllanFu |
| | Banked: 29/07/2021 | 62.04 | | | | | | |
| | STRIPE | 62.04 | | 10.34 | 1065 | 310 | 51.70 | TENNIS HIRE-Calthorpe |
| | Banked: 29/07/2021 | 123.48 | | | | | | |
| | GC C1 GO CARDLESS | 123.48 | | 20.58 | 1064 | 310 | 102.90 | Tennis Membership- |
| | Banked: 29/07/2021 | 240.00 | | | | | | |
| | ANNE CRISP, Plot1908 TeresaSln | 240.00 | | | 1100 | 350 | 170.00 | IntermentPlot1908 |
| | | | | | 1130 | 350 | 70.00 | Memorial Plot1908 |
| | Banked: 30/07/2021 | 12.44 | | | | | | |
| | STRIPE | 12.44 | | 2.07 | 1065 | 310 | 10.37 | TENNIS HIRE-Calthorpe |
| | Banked: 30/07/2021 | 164.64 | | | | | | |
| | GC C1 GO CARDLESS | 164.64 | | 27.44 | 1064 | 310 | 137.20 | Tennis Membership- |
| | Banked: 30/07/2021 | 27.36 | | | | | | |
| | Sales Recpts Page 4318 | 27.36 | 27.36 | | 101 | | | Sales Recpts Page 4318 |
| | Banked: 31/07/2021 | 590.40 | | | | | | |
| | Sales Recpts Page 4314 | 590.40 | 590.40 | | 101 | | | Sales Recpts Page 4314 |
| Total Receipts: | | 44,361.72 | 16,270.16 | 1,017.60 | | | 27,073.96 | |

List of Payments made between 01/07/2021 and 31/07/2021

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 05/07/2021 | CASTLE WATER | DD | 170.92 | | Water CalthP 28Feb-30Sep2021 |
| 09/07/2021 | HSBC | DDR | 45.80 | | HSBC ELECTR BKG CHARGES May21 |
| 09/07/2021 | HSBC | DDR | 12.42 | | HSBC ELECTR BKG CHARGES May21 |
| 12/07/2021 | NPOWER | DD | 357.08 | | ElectricityAFCC 01Feb -31May21 |
| 13/07/2021 | CommercialCards/HSBC | DD | 280.56 | | CommercialCard-GM HC Jun/Jul21 |
| 13/07/2021 | CommercialCards/HSBC | DD | 531.10 | | CommercialCard OS&FM Jun/Jul21 |
| 13/07/2021 | CommercialCards/HSBC | DD | 2,006.99 | | CommercialCard DM HC Jun/Jul21 |
| 13/07/2021 | CommercialCards/HSBC | DD | 491.99 | | CommercialCard PACA Jun/Jul21 |
| 13/07/2021 | CommercialCards/HSBC | DD | 908.90 | | CommercialCard TechS Jun/Jul21 |
| 13/07/2021 | CommercialCards/HSBC | DD | -0.81 | | CommercialCard TechS Jun/Jul21 |
| 14/07/2021 | BACS P/L Pymnt Page 1884 | BACS Pymnt | 30,132.93 | | BACS P/L Pymnt Page 1884 |
| 14/07/2021 | FDMS/Paymentsense | DD | 39.56 | | MonthlyServiceFeeHCEventsJun21 |
| 14/07/2021 | FDMS/Paymentsense | DD | 24.95 | | MonthlyServiceFeeHCEventsJun21 |
| 16/07/2021 | GLOBAL PAYMENTS | DD | 90.23 | | MonthlyServ29May-30Jun21/Inv54 |
| 20/07/2021 | BACS P/L Pymnt Page 1887 | BACS Pymnt | 9,761.67 | | BACS P/L Pymnt Page 1887 |
| 20/07/2021 | CENT COMP MANG LTD/LivePay | DD | 57.60 | | Payroll records process 300621 |
| 20/07/2021 | Legal and General | DD | 3,689.76 | | Pension August 2021 |
| 20/07/2021 | Fleet Town Council | DDR | 22,248.94 | | Payroll Aug 2021 |
| 22/07/2021 | Inland Revenue | DDR | 7,105.39 | | Payroll Aug 2021 |
| 23/07/2021 | PAYMENTSENSE LTD | DD | 113.94 | | MonthlyServiceFeeHCEventsMay21 |
| 23/07/2021 | PAYMENTSENSE LTD | DD | 17.88 | | MonthlyServiceFeeHCEventsJun21 |
| 23/07/2021 | BOC MANCHESTER ACC | DD | 38.66 | | HCEvGas for HarlingtonBarJun21 |
| 28/07/2021 | VODAFONE LTD | DD | 33.25 | | Mobile Phones 18Jun-17Jul21 |
| 29/07/2021 | HSBC | DDR | 21.82 | | HSBC Total Charges 8Jun-7Jul21 |
| 30/07/2021 | British Telecom/BT Group PLC | DD | 159.58 | | Harlington&CafeWifi 01-30Jul21 |
| 30/07/2021 | PAY AND SHOP | DD | 22.80 | | TransactionChargesHCEvnt Jun21 |
| Total Payments | | | 78,363.91 | | |

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|----------|-------------|---------|
| BIFFA Biffa Waste Services Ltd | | | | | | | |
| 227T20483/Biffa Waste Services | 25/06/2021 | 227T20483 | 1 | 753.00 | 0.00 | 753.00 | 0.00 |
| 227T20484/Biffa Waste Services | 25/06/2021 | 227T20484 | 1 | 135.18 | 0.00 | 135.18 | 0.00 |
| 227T20485/Biffa Waste Services | 25/06/2021 | 227T20485 | 1 | 123.24 | 0.00 | 123.24 | 0.00 |
| 227T20486/Biffa Waste Services | 25/06/2021 | 227T20486 | 1 | 49.50 | 0.00 | 49.50 | 0.00 |
| | | | | | 0.00 | 1,060.92 | |
| Above paid on 30/06/2021 by Online Payment Ref BIFFA | | | | | | | |
| ENVIROMENT All Environmental Health Services Ltd | | | | | | | |
| INV-01075/All Environmental He | 01/07/2021 | INV-01075 | 1 | 1,963.66 | 0.00 | 1,963.66 | 0.00 |
| | | | | | 0.00 | 1,963.66 | |
| Above paid on 30/06/2021 by Online Payment Ref AllEnviron | | | | | | | |
| ICCM ICCM | | | | | | | |
| 13662/ICCM | 01/07/2021 | 13662 | 1 | 162.00 | 0.00 | 162.00 | 0.00 |
| | | | | | 0.00 | 162.00 | |
| Above paid on 30/06/2021 by Online Payment Ref ICCM | | | | | | | |
| SGPOS SG POS/Shelfguard Systems | | | | | | | |
| INV-17461/SG POS/Shelfguard Sy | 01/07/2021 | INV-17461 | 1 | 84.00 | 0.00 | 84.00 | 0.00 |
| | | | | | 0.00 | 84.00 | |
| Above paid on 30/06/2021 by Online Payment Ref SGPOS | | | | | | | |
| SIAN Sian Taylor | | | | | | | |
| JUN2021 ST/Sian Taylor | 02/07/2021 | JUN2021 ST | 1 | 63.83 | 0.00 | 63.83 | 0.00 |
| | | | | | 0.00 | 63.83 | |
| Above paid on 30/06/2021 by Online Payment Ref SIANT | | | | | | | |
| SUX HR HUB The Sussex HR Hub Ltd | | | | | | | |
| INV-0719/The Sussex HR Hub Ltd | 01/07/2021 | INV-0719 | 1 | 109.20 | 0.00 | 109.20 | 0.00 |
| | | | | | 0.00 | 109.20 | |
| Above paid on 30/06/2021 by Online Payment Ref TheSussexH | | | | | | | |

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|----------|-------------|---------|
| UWR United Washrooms Limited | | | | | | | |
| <i>HI584916/United Washrooms Limi</i> | 01/07/2021 | HI584916 | 1 | 141.63 | 0.00 | 141.63 | 0.00 |
| <i>HI584985/United Washrooms Limi</i> | 01/07/2021 | HI584985 | 1 | 628.92 | 0.00 | 628.92 | 0.00 |
| | | | | | 0.00 | 770.55 | |
| Above paid on 30/06/2021 by Online Payment Ref UWR | | | | | | | |
| ACETECH A.C. Entertainment Technologies Ltd. | | | | | | | |
| <i>116374613/A.C. Entertainment T</i> | 21/04/2021 | 116374613 | 1 | 1,453.43 | 0.00 | 1,453.43 | 0.00 |
| | | | | | 0.00 | 1,453.43 | |
| Above paid on 14/07/2021 by Online Payment Ref ACETECH | | | | | | | |
| BAKERS W.C.Baker & Son Limited | | | | | | | |
| <i>02112/W.C.Baker & Son Limited</i> | 30/06/2021 | 02112 | 1 | 74.32 | 0.00 | 74.32 | 0.00 |
| | | | | | 0.00 | 74.32 | |
| Above paid on 14/07/2021 by Online Payment Ref BAKERS | | | | | | | |
| BRAND Brand Pest Control | | | | | | | |
| <i>2164/Brand Pest Control</i> | 08/07/2021 | 2164 | 1 | 198.00 | 0.00 | 198.00 | 0.00 |
| | | | | | 0.00 | 198.00 | |
| Above paid on 14/07/2021 by Online Payment Ref BRAND | | | | | | | |
| CBS Comfort Building Services Ltd | | | | | | | |
| <i>49547/Comfort Building Service</i> | 06/07/2021 | 49547 | 1 | 988.80 | 0.00 | 988.80 | 0.00 |
| <i>49548/Comfort Building Service</i> | 06/07/2021 | 49548 | 1 | 509.47 | 0.00 | 509.47 | 0.00 |
| | | | | | 0.00 | 1,498.27 | |
| Above paid on 14/07/2021 by Online Payment Ref CBS | | | | | | | |
| CVP Creative Video Productions Ltd | | | | | | | |
| <i>714543/Creative Video Producti</i> | 24/05/2021 | 714543 | 1 | 756.00 | 0.00 | 756.00 | 0.00 |
| | | | | | 0.00 | 756.00 | |
| Above paid on 14/07/2021 by Online Payment Ref CVP | | | | | | | |

| Supplier and Invoice Details | | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|---|--------------|----------------|--------|------------|-------------|-----------------|---------|
| DAN DUNK | Dan Dunk | | | | | | | |
| <i>EXP DD JUL2021/Dan Dunk</i> | | 13/07/2021 | EXP DD JUL2021 | 1 | 36.11 | 0.00 | 36.11 | 0.00 |
| | | | | | | <u>0.00</u> | <u>36.11</u> | |
| Above paid on 14/07/2021 by Online Payment Ref DANDUNK | | | | | | | | |
| HCC | Hampshire County Council | | | | | | | |
| <i>3611377529/Hampshire County Co</i> | | 12/07/2021 | 3611377529 | 1 | 264.00 | 0.00 | 264.00 | 0.00 |
| | | | | | | <u>0.00</u> | <u>264.00</u> | |
| Above paid on 14/07/2021 by Online Payment Ref HCC | | | | | | | | |
| IBSOFFICE | IBS Office Solutions Ltd | | | | | | | |
| <i>63597/IBS Office Solutions Ltd</i> | | 08/07/2021 | 63597 | 1 | 397.24 | 0.00 | 397.24 | 0.00 |
| | | | | | | <u>0.00</u> | <u>397.24</u> | |
| Above paid on 14/07/2021 by Online Payment Ref IBSOFFICE | | | | | | | | |
| ICCM | ICCM | | | | | | | |
| <i>13802/ICCM</i> | | 08/07/2021 | 13802 | 1 | 150.00 | 0.00 | 150.00 | 0.00 |
| | | | | | | <u>0.00</u> | <u>150.00</u> | |
| Above paid on 14/07/2021 by Online Payment Ref ICCM | | | | | | | | |
| LONDONCAT | London Catering & Hygiene Solutions Ltd | | | | | | | |
| <i>62124/London Catering & Hygien</i> | | 08/02/2021 | 62124 | 1 | 499.51 | 0.00 | 499.51 | 0.00 |
| <i>63155/London Catering & Hygien</i> | | 29/04/2021 | 63155 | 1 | 213.37 | 0.00 | 213.37 | 0.00 |
| | | | | | | <u>0.00</u> | <u>712.88</u> | |
| Above paid on 14/07/2021 by Online Payment Ref LONDONCAT | | | | | | | | |
| NICK HARV | Mr N C Harvey | | | | | | | |
| <i>NH EXP JUL2021/Mr N C Harvey</i> | | 05/07/2021 | NH EXP JUL2021 | 1 | 3,705.98 | 0.00 | 3,705.98 | 0.00 |
| | | | | | | <u>0.00</u> | <u>3,705.98</u> | |
| Above paid on 14/07/2021 by Online Payment Ref NICKHARV | | | | | | | | |
| NIGELJEFFR | Nigel Jeffries Landscapes Limited | | | | | | | |
| <i>13738/Nigel Jeffries Landscape</i> | | 30/06/2021 | 13738 | 1 | 13,157.24 | 0.00 | 13,157.24 | 0.00 |
| <i>13752/Nigel Jeffries Landscape</i> | | 30/06/2021 | 13752 | 1 | 276.00 | 0.00 | 276.00 | 0.00 |

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--------------------------------|--------------|------------|--------|------------|----------|-------------|---------|
| 13802/Nigel Jeffries Landscape | 08/07/2021 | 13802 | 1 | 108.00 | 0.00 | 108.00 | 0.00 |
| | | | | | 0.00 | 13,541.24 | |

Above paid on 14/07/2021 by Online Payment Ref NIGELJEFFR

| | | | | | | | |
|---------------------|------------|----------|---|-----------|------|-----------|------|
| NPOWER | NPOWER Ltd | | | | | | |
| LGWLJP3M/NPOWER Ltd | 03/07/2021 | LGWLJP3M | 1 | -2,034.58 | 0.00 | -2,034.58 | 0.00 |
| LGWLJP3N/NPOWER Ltd | 03/07/2021 | LGWLJP3N | 1 | -1,930.01 | 0.00 | -1,930.01 | 0.00 |
| LGWLJP3P/NPOWER Ltd | 03/07/2021 | LGWLJP3P | 1 | -1,752.29 | 0.00 | -1,752.29 | 0.00 |
| LGWLJP3Q/NPOWER Ltd | 03/07/2021 | LGWLJP3Q | 1 | -1,942.91 | 0.00 | -1,942.91 | 0.00 |
| LGWLJP83/NPOWER Ltd | 03/07/2021 | LGWLJP83 | 1 | 2,503.84 | 0.00 | 2,503.84 | 0.00 |
| LGWLJP84/NPOWER Ltd | 03/07/2021 | LGWLJP84 | 1 | 2,172.80 | 0.00 | 2,172.80 | 0.00 |
| LGWLJP85/NPOWER Ltd | 03/07/2021 | LGWLJP85 | 1 | 2,177.45 | 0.00 | 2,177.45 | 0.00 |
| LGWLJP86/NPOWER Ltd | 03/07/2021 | LGWLJP86 | 1 | 2,101.85 | 0.00 | 2,101.85 | 0.00 |
| LGWLJP88/NPOWER Ltd | 03/07/2021 | LGWLJP88 | 1 | 2,000.46 | 0.00 | 2,000.46 | 0.00 |
| | | | | | 0.00 | 3,296.61 | |

Above paid on 14/07/2021 by Online Payment Ref NPOWER

| | | | | | | | |
|--------------------------------|--|--------|---|--------|------|--------|------|
| PEGASUS | Pegasus Building Services Herriard Ltd | | | | | | |
| SI-301/Pegasus Building Servic | 05/07/2021 | SI-301 | 1 | 907.66 | 0.00 | 907.66 | 0.00 |
| | | | | | 0.00 | 907.66 | |

Above paid on 14/07/2021 by Online Payment Ref PEGASUS

| | | | | | | | |
|-----------------------------|----------------------|--------|---|----------|------|----------|------|
| PRIMA | CH Cleaning Services | | | | | | |
| 001355/CH Cleaning Services | 30/06/2021 | 001355 | 1 | 1,260.00 | 0.00 | 1,260.00 | 0.00 |
| 001356/CH Cleaning Services | 30/06/2021 | 001356 | 1 | 687.12 | 0.00 | 687.12 | 0.00 |
| 001357/CH Cleaning Services | 30/06/2021 | 001357 | 1 | 403.02 | 0.00 | 403.02 | 0.00 |
| 001358/CH Cleaning Services | 30/06/2021 | 001358 | 1 | 126.18 | 0.00 | 126.18 | 0.00 |
| 001359/CH Cleaning Services | 30/06/2021 | 001359 | 1 | 126.18 | 0.00 | 126.18 | 0.00 |
| 001360/CH Cleaning Services | 30/06/2021 | 001360 | 1 | 126.18 | 0.00 | 126.18 | 0.00 |
| 001361/CH Cleaning Services | 30/06/2021 | 001361 | 1 | 140.22 | 0.00 | 140.22 | 0.00 |
| | | | | | 0.00 | 2,868.90 | |

Above paid on 14/07/2021 by Online Payment Ref CHCleaning

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|-------------|--------|------------|----------|-------------|---------|
| TRAVISPERK Travis Perkins Trading Co Ltd | | | | | | | |
| 0120 AKT099/Travis Perkins Tra | 22/06/2021 | 0120 AKT099 | 1 | 98.50 | 0.00 | 98.50 | 0.00 |
| | | | | | 0.00 | 98.50 | |
| Above paid on 14/07/2021 by Online Payment Ref TRAVISPERK | | | | | | | |
| VIKING VIKING DIRECT | | | | | | | |
| 660465/VIKING DIRECT | 21/06/2021 | 660465 | 1 | 57.65 | 0.00 | 57.65 | 0.00 |
| 732617/VIKING DIRECT | 02/07/2021 | 732617 | 1 | 116.14 | 0.00 | 116.14 | 0.00 |
| | | | | | 0.00 | 173.79 | |
| Above paid on 14/07/2021 by Online Payment Ref VIKING | | | | | | | |
| CREST Crest Lifts Limited | | | | | | | |
| SI-26847/Crest Lifts Limited | 13/07/2021 | SI-26847 | 1 | 803.95 | 0.00 | 803.95 | 0.00 |
| | | | | | 0.00 | 803.95 | |
| Above paid on 20/07/2021 by Online Payment Ref CrestLifts | | | | | | | |
| HOGSBACK Hogs Back Brewery Ltd. | | | | | | | |
| INV-02445/Hogs Back Brewery Lt | 14/07/2021 | INV-02445 | 1 | 103.79 | 0.00 | 103.79 | 0.00 |
| | | | | | 0.00 | 103.79 | |
| Above paid on 20/07/2021 by Online Payment Ref HOGSBACK | | | | | | | |
| NORTHSYDE Mr H P Doyle | | | | | | | |
| INV-1202/Mr H P Doyle | 19/07/2021 | INV-1202 | 1 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| | | | | | 0.00 | 1,000.00 | |
| Above paid on 20/07/2021 by Online Payment Ref NORTHSYDE | | | | | | | |
| NPOWER NPOWER Ltd | | | | | | | |
| LGWLL79C/NPOWER Ltd | 15/07/2021 | LGWLL79C | 1 | 1,762.15 | 0.00 | 1,762.15 | 0.00 |
| | | | | | 0.00 | 1,762.15 | |
| Above paid on 20/07/2021 by Online Payment Ref NPOWER | | | | | | | |
| PEGASUS Pegasus Building Services Herriard Ltd | | | | | | | |
| SI-305/Pegasus Building Servic | 19/07/2021 | SI-305 | 1 | 429.58 | 0.00 | 429.58 | 0.00 |
| | | | | | 0.00 | 429.58 | |
| Above paid on 20/07/2021 by Online Payment Ref PEGASUS | | | | | | | |

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|--------------|--------|------------|-------------|------------------|---------|
| SGPOS SG POS/Shelfguard Systems | | | | | | | |
| INV-17434/SG POS/Shelfguard Sy | 14/05/2021 | INV-17434 | 1 | 4,200.00 | 0.00 | 4,200.00 | 0.00 |
| INV-17472/SG POS/Shelfguard Sy | 08/07/2021 | INV-17472 | 1 | 12.00 | 0.00 | 12.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>4,212.00</u> | |
| Above paid on 20/07/2021 by Online Payment Ref SGPOS | | | | | | | |
| TICKETSOLV TicketSolve Ltd | | | | | | | |
| 21050039/TicketSolve Ltd | 31/05/2021 | 21050039 | 1 | 153.58 | 0.00 | 153.58 | 0.00 |
| | | | | | <u>0.00</u> | <u>153.58</u> | |
| Above paid on 20/07/2021 by Online Payment Ref TICKETSOLV | | | | | | | |
| TOTGAS Total Gas & Power Ltd | | | | | | | |
| 241444527/21/Total Gas & Power | 08/07/2021 | 241444527/21 | 1 | 25.23 | 0.00 | 25.23 | 0.00 |
| 241444813/21/Total Gas & Power | 08/07/2021 | 241444813/21 | 1 | 74.73 | 0.00 | 74.73 | 0.00 |
| 241606953/21/Total Gas & Power | 08/07/2021 | 241606953/21 | 1 | 1,196.66 | 0.00 | 1,196.66 | 0.00 |
| | | | | | <u>0.00</u> | <u>1,296.62</u> | |
| Above paid on 20/07/2021 by Online Payment Ref TOTGAS | | | | | | | |
| Total Purchase Ledger Payments for Month 4 | | | | | <u>0.00</u> | <u>44,108.76</u> | |

Section 3 – External Auditor Report and Certificate 2020/21

In respect of

FLEET TOWN COUNCIL – HA0105

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

18/08/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

| Complaints Register - 2021-2022 | | | | | |
|---------------------------------|-----------------|--------------------|------------------------|-------------------------------|-------------------------------------|
| Number | Date of Receipt | Date Response Sent | Complaint details | Link to Previous Complaint no | Number of officer hours to complete |
| COM/05/21 | 18.08.21 | 19.08.21 | Rats in Calthorpe Park | | 3 |

COUNCIL MEETING
Wednesday 1 September, 2021

OFFICER: Janet Stanton
DATE: 25 August 2021
SUBJECT: Clerk's Report

1. Vaccination delivery – September onwards

As it stands at the date of this report, The Harlington will continue to facilitate vaccine delivery within the building from September through to the end of November. Additional dates for December are being discussed.

2. Chairman's coffee mornings

Invitations have been sent out to residents in the Courtmoor Ward inviting them to attend the Chairman's Coffee Morning on Saturday 4 September, 2021. This will be the first event since the pandemic and it will be interesting to hear the views of residents post the COVID lockdowns.

3. COVID Thank You Event

The COVID Thank You event approved at the last Council Meeting was scheduled for the end of August. However, the PCN and HVA feel it would be more appropriate to have the event once the vaccination delivery has been completed. A new date of Saturday 22 January has been set.

4. Fibre data Centre – Calthorpe Park

A draft site lease and Access Head of Terms along with proposed plans for the fibre data centre in Calthorpe park has now been received. A further meeting is scheduled for w/c 31 August to finalise the exact location prior to the plans being completed.

5. Cemetery Extension

It has now been ascertained that the cemetery extension does not require planning permission and we are awaiting confirmation from the Environment Agency that the site is suitable. A tender document and specification is now being drawn up for the work. It is hoped that the Cemetery extension will be completed by the end of the financial year.

6. Climate Change

The clerk recently attended a presentation on Climate Change organised by the Greening Campaign. The Greening Campaign believes that local Councils such as Town and Parish Councils, are the most important link to tackling Climate Change. Local councils are in a legitimate position to be able to guide change. The Greening Campaign is a structured approach which guides communities through a process. It also shares best practice and offers the best chance of succeeding as councils move their community towards being more sustainable.

Further information is being obtained and the Clerk will report back to Members.