



Notice is hereby given of
A MEETING OF FLEET TOWN COUNCIL

Wednesday 2nd November 2022 at 7pm at The Harlington

All members are summoned to attend

To Councillors: R. Schofield, G. Chenery, K. Cottrell, P. Einchcomb, S. Engström, R. Fang, L. Holt, A. Hope, S. Sharma Krishnmurthy, E. May, A. Oliver, R. Richmond, R. Robinson, S. Tilley, P. Wildsmith, B. Willcocks, G. Woods.

Rochelle Halliday, Executive Officer
26 October 2022

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. | CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council. |
| 5. | HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda. |
| 6. | MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record the minutes and confidential minutes of the Council Meeting held on 5 th October 2022 and confidential minutes of the Council meeting held on 7 th September 2022 (<i>copies attached</i>). To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: RLA Policy and Finance Development Control |

| | |
|--|--|
| | 28 th September 2022 |
| | 19 th October 2022 (<i>to follow</i>) |
| | 10 th October and 24 th October 2022 |

Part 1 – ITEMS FOR DECISION

7. COUNCIL STANDING ORDERS AND FINANCIAL REGULATIONS

To approve the following Council documents, as reviewed by the Policy & Finance Committee (*copies attached*):

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

RECOMMENDATION

To accept the recommendation of the Policy & Finance Committee to adopt the revised Standing Orders and Financial Regulations.

8. INVESTMENT REPORT

- a) To receive the corrected investment report for the period ending 30th September 2022 (*copy attached*).
- b) To agree transferral of £400,000 from the Nationwide Business Instant Saver account to a higher interest account.

Please note that £400,000 was already agreed for transfer into the Nationwide Business 1 Year Saver Account at the Policy and Finance Committee meeting on 19th October.

RECOMMENDATIONS

- a) To note the balances held in the Fleet Town Council bank accounts.
- b) To agree the transferral of £400,000 from the Nationwide Business Instant Saver account to the Nationwide Business 1 Year Saver Account (interest 2.75% per annum).

9. CORONATION OF KING CHARLES III AND THE QUEEN CONSORT

To agree the Council's role in the Coronation celebrations on 6th May 2023.

It has now been announced that the Coronation of King Charles III will be held on Saturday May 6 next year, with the Queen Consort being crowned alongside him.

Following the successful Jubilee Celebrations, it is proposed that Fleet Town Council should facilitate the celebration of this second landmark event. As with the Jubilee, it is recommended that the Town Council should invite representatives of our voluntary organisations to an inaugural meeting so that views can be exchanged on what should take place and a Coronation Committee formed to take forward plans for a celebration in our town.

RECOMMENDATION

That Fleet Town Council facilitates the celebrations to be held in Fleet to mark the Coronation of King Charles III on Saturday 6th May 2023.

Part 2 – ITEMS TO NOTE

10. COMMITTEE AND WORKING GROUP MEMBERSHIP

To receive and note a revised list of the Membership of Committees and Working Groups (*copy attached*).

11. BUDGET AND PRECEPT FOR 2023/24

To receive a verbal update following the Budget Preparation Working Group meeting on 1st November 2022.

| | |
|------------------------------------|--|
| 12. | <p>INTERIM INTERNAL AUDIT REPORT To receive the interim Internal Audit report and to note the audit actions report (<i>copies attached</i>).</p> |
| 13. | <p>CIVIC QUARTER REGENERATION PROJECT To receive a verbal update report following the Working Group meeting on 1st November 2022.</p> |
| 14. | <p>COMPLAINTS No complaints received.</p> |
| 15. | <p>EXECUTIVE OFFICER'S REPORT To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p> |
| 16. | <p>DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 7th December 2022 at 7pm in the Harlington.</p> |
| Part 3 – CONFIDENTIAL ITEMS | |
| 17. | <p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the Meeting</p> <p style="padding-left: 40px;">The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> a. Engagement, terms of service, conduct and dismissal of employees b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts c. Receipt of professional legal advice and preparation of cases in legal proceedings d. The early stages of any dispute e. Matters of a Commercial nature <p>There are no confidential items.</p> |



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

Wednesday 2nd November 2022 at 7pm at The Harlington

All members are summoned to attend

To Councillors: R. Schofield, G. Chenery, K. Cottrell, P. Einchcomb, S. Engström, R. Fang, L. Holt, A. Hope, S. Sharma Krishnmurthy, E. May, A. Oliver, R. Richmond, R. Robinson, S. Tilley, P. Wildsmith, B. Willcocks, G. Woods.

Rochelle Halliday, Executive Officer
26 October 2022

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. | CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council. |
| 5. | HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda. |
| 6. | MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record the minutes and confidential minutes of the Council Meeting held on 5 th October 2022 and confidential minutes of the Council meeting held on 7 th September 2022 (<i>copies attached</i>). To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: RLA 28 th September 2022 Policy and Finance 19 th October 2022 (<i>to follow</i>) Development Control 10 th October and 24 th October 2022 |

Part 1 – ITEMS FOR DECISION

7. COUNCIL STANDING ORDERS AND FINANCIAL REGULATIONS

To approve the following Council documents, as reviewed by the Policy & Finance Committee (*copies attached*):

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

RECOMMENDATION

To accept the recommendation of the Policy & Finance Committee to adopt the revised Standing Orders and Financial Regulations.

8. INVESTMENT REPORT

- a) To receive the corrected investment report for the period ending 30th September 2022 (*copy attached*).
- b) To agree transferral of £400,000 from the Nationwide Business Instant Saver account to a higher interest account.

Please note that £400,000 was already agreed for transfer into the Nationwide Business 1 Year Saver Account at the Policy and Finance Committee meeting on 19th October.

RECOMMENDATIONS

- a) To note the balances held in the Fleet Town Council bank accounts.
- b) To agree the transferral of £400,000 from the Nationwide Business Instant Saver account to the Nationwide Business 1 Year Saver Account (interest 2.75% per annum).

9. CORONATION OF KING CHARLES III AND THE QUEEN CONSORT

To agree the Council's role in the Coronation celebrations on 6th May 2023.

It has now been announced that the Coronation of King Charles III will be held on Saturday May 6 next year, with the Queen Consort being crowned alongside him.

Following the successful Jubilee Celebrations, it is proposed that Fleet Town Council should facilitate the celebration of this second landmark event. As with the Jubilee, it is recommended that the Town Council should invite representatives of our voluntary organisations to an inaugural meeting so that views can be exchanged on what should take place and a Coronation Committee formed to take forward plans for a celebration in our town.

RECOMMENDATION

That Fleet Town Council facilitates the celebrations to be held in Fleet to mark the Coronation of King Charles III on Saturday 6th May 2023.

Part 2 – ITEMS TO NOTE

10. COMMITTEE AND WORKING GROUP MEMBERSHIP

To receive and note a revised list of the Membership of Committees and Working Groups (*copy attached*).

11. BUDGET AND PRECEPT FOR 2023/24

To receive a verbal update following the Budget Preparation Working Group meeting on 1st November 2022.

| | |
|------------------------------------|--|
| 12. | <p>INTERIM INTERNAL AUDIT REPORT To receive the interim Internal Audit report and to note the audit actions report (<i>copies attached</i>).</p> |
| 13. | <p>CIVIC QUARTER REGENERATION PROJECT To receive a verbal update report following the Working Group meeting on 1st November 2022.</p> |
| 14. | <p>COMPLAINTS No complaints received.</p> |
| 15. | <p>EXECUTIVE OFFICER'S REPORT To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p> |
| 16. | <p>DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 7th December 2022 at 7pm in the Harlington.</p> |
| Part 3 – CONFIDENTIAL ITEMS | |
| 17. | <p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the Meeting</p> <p style="padding-left: 40px;">The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> a. Engagement, terms of service, conduct and dismissal of employees b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts c. Receipt of professional legal advice and preparation of cases in legal proceedings d. The early stages of any dispute e. Matters of a Commercial nature <p>There are no confidential items.</p> |



FLEET TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

held on

Wednesday 5th October 2022 at 7pm

PRESENT

Councillors: R. Schofield (Chairman), G. Chenery, K. Cottrell, R. Fang, S. Engström, L. Holt, A. Hope, S Sharma Krishnmurthy, E. May, R. Richmond, R. Robinson, B. Willcocks, G. Woods.

Also Present

Rochelle Halliday – Executive Officer
Councillor Mark Butcher – HDC
Councillor Adrian Collett – HCC
Councillor Steve Forster – HCC
Councillor Stephen Parker - HCC

FC OCTOBER 2022 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted apologies from Cllr Einchcomb due to a medical issue, Cllr Tilley due to a medical issue, Cllr Oliver due to a family anniversary event and Cllr Wildsmith due to ill-health.

FC OCTOBER 2022 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

FC OCTOBER 2022 ITEM 3 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FC OCTOBER 2022 ITEM 4 CHAIRMAN'S ANNOUNCEMENTS

Councillor Schofield gave an official welcome to Rochelle Halliday on her first Full Council meeting. On behalf of all of Councillor's thanks were recorded for the loyal and dedicated service delivered by Janet Stanton over the last 12 years and asked for approval that a small token of the Council's appreciation be sent on behalf of the Town Council.

He reported his attendance during the period as follows:

8th September - met with Hart Officers regarding the Harlington Lease.

17th September - along with Councillor Oliver and the Clerk met with residents from the Courtmoor Ward. Well attended and some lively conversations.

18th September - attended the National Moment of Reflection organised in collaboration with the Fleet and Crookham District Branch of the Roya British Legion. Very well attended by residents.

19th September - along with fellow Councillors and members of staff, supported the screening of the Queen's Funeral at The Harlington.

22nd September - attended the AGM of Fleet and District Neighbourhood Watch. Unfortunately, it was not well attended but a Police Report was given by our new Sergeant Mayne and PCSO Sam. Generally local crime by way of theft is down but Anti-Social Behaviour has increased significantly. In addition to our Sergeant and 2 PCSO's we now have 5 PCs who are all in their first 3 years of training. Some are part time as they are completing degree courses.

Despite previous criticism of our local police force, Cllr Schofield extend the Council's thanks to the police representatives for the rapid response and action of the police in removing travellers who had invaded Ancells Farm Park. They entered the park around mid-day but were removed at 8pm that same evening fortunately, with insufficient time to cause serious damage to the area.

27th September - attended the Fleet BID Board Meeting along with Cllr Fang. Starting to put in place a programme of events to attract footfall into the town and support our local businesses.

29th September - along with the Clerk and the Executive Officer had a follow up meeting with Hart's Officers regarding the Harlington Lease.

29th September - attended RAF Odiham's Annual Reception.

30th September - along with Cllr Woods attended the ASB Trigger meeting. An interesting concept that regrettably comes to the support of victims of ASB when virtually all else has failed and the victims have endured a prolonged period of abuse. More information on the Trigger mechanism will be distributed once copies of the slide presentations are received.

There should have been a meeting of the Civic Quarter Development Working Group, but this has been deferred until 1st November.

FC OCTOBER 2022 ITEM 5 HCC/HDC ANNOUNCEMENTS

Anti- Social Behaviour

Cllr Butcher gave an update. There is a disconnect between what ASB is being reported and the actual levels of ASB and cycle thefts. There is a new team based in the HDC office. Police are working on improving communication especially over social media.

Complaints have been received about Popworld, mainly related to assaults, vandalism, and drug taking in The Views.

Local events in response to the death of HM The Queen

Cllr Forster thanked all involved in the local events surrounding the death of HM The Queen.

Recent Crime Issue

The issue of stalking and a recent arrest were raised.

Transport

Fast train services are due to be reinstated in December. Various road works are currently taking place in Fleet.

Trees

Suggestions for locations of new trees can be submitted via the HDC website.

Planning

A planning application has been received for the former park and ride area in Elvetham Heath for retailer and a drive-through restaurant.

Cllr Collett then updated members:

South East Water

There is concern about the potential volume of traffic that will use Ancells Farm Road as a short cut to the motorway. There are some issues with the diversion signage. There may be a break in the works in early December, recommencing in January, to allow the temporary opening of Cove Road, if work progresses to plan.

Ancells School Bus

There is currently no official escort on the Ancells Farm School Bus, currently someone from Fleet Infant School is assisting. HCC are currently recruiting for Transport Escorts.

Sewage Farm

The odour from the Sewage Farm is an issue for Thames Water to resolve.

Traveller Sites

It is a District Council responsibility to make the case for a transit site for travellers and it is the lack of this facility that had led travellers to seek their own sites.

Cllr Parker reinforced earlier comments on the need for all crime to be reported so that action can be taken.

A287 Farnham Road Roundabout

The roundabout is scheduled to open at the end of October.

FC OCTOBER 2022 ITEM 6 MINUTES OF PREVIOUS MEETINGS

The minutes of the Annual Council held on Wednesday 7th September 2022 were approved and signed as a true record by the Chairman. The confidential minutes from the meeting held on Wednesday 7th September 2022 will be returned to the next Council meeting for approval.

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

| | |
|---------------------|--|
| Development Control | 12 September (notes) and 26 September 2022 |
|---------------------|--|

FC OCTOBER 2022 ITEM 7

NOTICE OF CONCLUSION OF 2021-2022 EXTERNAL AUDIT

Members received the Annual Governance and Accountability Return from the External Auditor PKF Littlejohn LLP for the year end 31st March 2022. Members noted that there were no qualifications. Congratulations were given to the Town Clerk and her team on an outstanding financial report.

RESOLVED

That the Annual Governance and Accountability Return of the external auditor for 2021/2022 be received and accepted by Full Council.

FC OCTOBER 2022 ITEM 8 FINANCIAL MONITORING

Members noted receipt of

- a. The bank reconciliation for August 2022
- b. The list of receipts for August 2022
- c. The list of payments for August 2022

Cllr Robinson confirmed inspection of the August 2022 bank reconciliation which were in order, he signed the bank statements and payment schedules.

RESOLVED to accept into the Minutes

- The bank reconciliation for August 2022
- The list of receipts for August 2022
- The list of payments for August 2022
- To confirm that the bank reconciliations for August 2022 equal zero and that the bank statements match the reconciliations.

FC OCTOBER 2022 ITEM 9 COMMITTEE AND WORKING GROUP MEMBERSHIP

Members received a revised list of the Membership of Committees and Working Groups. Cllr Chenery subsequently resigned from the Policy and Finance Committee. The final membership list is to be provided at the next meeting for noting.

RESOLVED

To approve the revised membership of

- RLA Committee
- Climate Change Working Group
- Community Emergency Working Group
- Parks and Open Spaces Working Group
- Risk Management Working Group

FC OCTOBER 2022 ITEM 10 COMPLAINTS

Members noted that there had been no complaints.

FC OCTOBER 2022 ITEM 11 EXECUTIVE OFFICER'S REPORT

The Clerk reported that:

- Officers have been working on next year's budget, with the first draft to go to the Policy & Finance Committee meeting on 19th October.
- Members were asked to contact the Council Office if available to help at the Christmas lights switch on event on 23rd November.
- The Notice for a Casual Vacancy was posted on 21st September and will end on 5th October – *Addendum*: Hart subsequently advised that the end date for applications is 12th October.
- Members are reminded that the commemorative service for Remembrance Sunday will take place at The Harlington on 13th November.

FC OCTOBER 2022 ITEM 12 DATE AND TIME OF NEXT MEETING

The date of the next meeting of the Council is on Wednesday 2nd November 2022 at 7pm in The Function Room of The Harlington.

FC OCTOBER 2022 ITEM 13 LEASE and CONTRACTURAL ISSUES

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

RESOLVED

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

Cllrs Butcher, Collett, Forster and Parker left the meeting at 7.45pm.

The remainder of the meeting was conducted in confidential session.

Signed.....

Date.....

Chairman

DRAFT

FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

Wednesday 19th October 2022 at 7pm
At The Harlington

PRESENT

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

Also Present: Rochelle Halliday – Executive Officer
Sarah Moore – Finance and Administration Manager
Alex Robins – Harlington General Manager
No public were present

PF October 2022 ITEM 1 APOLOGIES

Members received and accepted apologies for absence from Councillor Chenery due to standing down from the Policy and Finance Committee.

Councillor Fang was absent.

PF October 2022 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

PF October ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

PF October 2022 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Wednesday 20th July 2022 were approved and signed by the Chairman.

PF October 2022 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT

Members considered the commentary of the Town Clerk with an overview of the financial performance for the period ending 30th September 2022, together with the reports below:

- a. Quarterly Report
- b. Harlington Monthly Performance totals
- c. 2022/23 Projections at 30 September 2022
- d. Balance sheet as at 30 September 2022
- e. Budget detail as at 30 September 2022
- f. Earmarked Reserves
- g. Detailed Income & Expenditure – Sept 2022
- h. Bank Reconciliation – September 2022
- i. Cash Book Receipts – September 2022
- j. List of Payments – September 2022

- k. List of Purchase Ledger Payments
- l. List of Debtors
- m. Q 2 VAT return 2022/23

The following matters were raised and discussed:

- Two shows at The Harlington have sold out. The last quarter of the financial year is likely to be a difficult trading period. Sales in the last two months have been at a similar level to the pre-covid period.
- Hall hire for the vaccination service will end but there is potential for other health services to be delivered in the facility.
- It is difficult to get enough bar staff for higher capacity shows, the possibility of sharing staff with other venues in Fleet proposed.
- Lightning strips are required on The Harlington building and an entry door with a new security system was replaced at a cost of approximately £2,000.
- Utility bills were discussed, the contract status for the gas supply to be identified.
- It was noted that on the balance sheet a number of show balances in the control accounts date back to last year – the Executive Officer / Finance and Administration Manager to investigate.
- The Committee confirmed that the ongoing permission for the Executive Officer to automatically transfer the Harlington development share of the precept to the Council's CCLA account remains in place.
- Following the interim Internal Audit, the Committee were conducive to the streamlining of financial papers issued to the Council to make the review process more effective.

Members noted that Councillor Robinson confirmed that the bank reconciliation for September 2022 and equals zero, and the bank statements match the reconciliation and has signed the bank statements and payment schedules.

RESOLVED

- A. To receive and accept into the minutes:
 - a. Quarterly Report
 - b. Harlington Monthly Performance totals
 - c. 2022/23 Projections at 30 September 2022
 - d. Balance sheet as at 30 September 2022
 - e. Budget detail as at 30 September 2022
 - f. Earmarked Reserves
 - g. Detailed Income & Expenditure – Sept 2022
 - h. Bank Reconciliation – September 2022
 - i. Cash Book Receipts – September 2022
 - j. List of Payments – September 2022
 - k. List of Purchase Ledger Payments
 - l. List of Debtors
 - m. Q 2 VAT return 2022/23

- B. To accept Councillor Robinson's confirmation that the bank reconciliations for September 2022 equal zero and Councillor Robinson to confirm that the bank statements match the reconciliations and has signed the bank statements and payment schedules.

PF October 2022 ITEM 6 FOR 2022 To 2026

BRIEFING PAPER – BAKCGROUND AND CHALLENGES

Members received and considered the briefing paper and discussed the following:
Item 1 – Background to local Government Finances

- The Community Infrastructure Levy is no longer to be rolled out.

Item 2 – FTC Financial History

- The Executive Officer to check if the High Court ruling on the business interruption insurance case was over-turned.

Item 3 – Financial Challenges for the New Council

- The impact of inflation on household income is prevalent.
- The expansion of new housing is now likely to be spread over a longer period, than previously estimated, which will slow down the tax base increase.
- Target for general reserve to be a minimum of £150,000.
- Build-up of earmarked reserves to create a sinking fund for the replacement of playground equipment, based on an annual percentage of total asset value. Options for how this could be funded were discussed.
- Impact of economic environment on employment to be reflected in budget.
- Consider further the use of the ringfenced Harlington development funds, e.g. for maintenance of the building.

Discussed the need for a strategy meeting for the Council to set its priorities.

RESOLVED

- A. To revise the briefing paper as discussed above.

PF October 2022 ITEM 7

BUDGET 2023/2024

Members received and considered the requested budget options for 2023/24, the timetable and discussed the following points:

- To put together a draft budget that balances income and expenditure, review discretionary projects such as earmarked reserves for playground equipment and identify where contingency is required.
- Agreed date of budget preparation meeting

RESOLVED

- A. To prepare a balanced draft budget.
- B. That a Budget Working Group meeting be held on 1st November at 6pm for Policy and Finance Committee members.

The Harlington General Manager left at 8.30pm.

PF October 2022 ITEM 8

INVESTMENT REPORTS

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

RESOLVED

- A. To note the balances held in the Fleet Town Council Accounts.
- B. To transfer £100,000 from the Cambridge Building Society and £400,000 from the Nationwide Instant Saver Account totalling £500,000 to the Nationwide Business 1 Year Saver Account.
- C. To establish how much is required in the HSBC account for operational funds for the financial year and for the remainder to be moved to the CCLA account.

PF October 2022 ITEM 9

GRANTS

Members received and considered the record of the 2022/2023 grants awarded to date and discussed the following points:

- Revising the spreadsheet to address double counting of community grants.

- Consider how the accounting of rent waiver/grants can be amended to reflect how it is funded as a whole.
- Concern about the lack of communication around the grants awarded by the Council in the wider community.
- The £10,656 for Fleet Phoenix should be recognised in the accounts as a grant.

RESOLVED

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

PF October 2022 ITEM 10 WRITING OFF OF BAD DEBTS

Members received the record of bad debts totalling £501.90 for unpaid periodic hire of Ancells Farm Community Centre.

RESOLVED

- A. To write off both bad debts totalling £501.90.

PF October 2022 ITEM 11 POLICIES

Members received and reviewed the following policies:

- a. Health & Safety
- b. Standing Orders
- c. Financial Regulations
- d. Asbestos Management Plan
- e. Control and Management of Contractors Policy
- f. Contractor Management Checklist

RESOLVED

To approve the following policies:

- A. Health & Safety – To approve in the interim subject to further changes that may be required.
- B. Standing Orders – To approve at full Council.
- C. Financial Regulations – To remove reference to Deputy Town Clerk and then to approve at Full Council.
- D. Asbestos Management Plan – To check whether the items listed on page 11 contain asbestos and check validity of procedure for identifying at risk items with a yellow sticker and return to the next Policy and Finance meeting.
- E. Control and Management of Contractors Policy – Concerns were raised over the very generic policy, identify why it is needed. Officers to report back at the next meeting.
- F. Contractor Management Checklist – To return to the next Policy and Finance meeting, as associated with the Control and Management of Contractors Policy.

PF October 2022 ITEM 12 EXECUTIVE OFFICER'S REPORT

Members noted the report. Members suggested the climate change agenda and also the market gazebos and tables could be suitable for the Parish and Town Council Investment fund. The

qualification criteria will need to be examined to establish whether the fund can be split into two projects.

The office furniture arrangement with Hart District Council was agreed.

PF October 2022 ITEM 13 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 15th February 2023 at 7pm in the Harlington.

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

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

Chairman

FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 28th September 2022 at 7pm

PRESENT

Councillors: G. Chenery, P. Einchcomb (Chairman), L. Holt, E. May, A. Oliver, R. Schofield,
G. Woods

Also Present: Janet Stanton – Town Clerk

Rochelle Halliday – Executive Officer (from 1st October) Clerk for meeting

Alex Robins – Harlington General Manager

Sian Taylor – Cemetery Officer

Mike Bye – Friends of Oakley Park (FoOP)

Dave Harrison – Friends of Basingbourne Park (FoBP)

RLA September 2023

STATEMENT FROM THE CHAIRMAN

The Chairman gave a brief statement covering the local arrangements put in place following the passing of HM The Queen, a recent incursion by Travellers onto Ancells Farm and the success of FTC in the South and South-East in Bloom competition. He also wished Janet Stanton the outgoing Clerk well as she retires from FTC and welcomed the new Executive Officer Rochelle Halliday.

RLA September 2023 ITEM 1

APOLOGIES

Members received and accepted the apologies from Councillor Richmond due to previously having resigned from RLA, Councillor Tilley due to medical reasons, Councillor Fang due to work commitments and Cllr Willcocks due to ill health.

RLA September 2022 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

RLA September 2022 ITEM 3

QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public. Members of the Friends of Groups thank the Council for the new and improved pathways at Oakley Park.

RLA September 2022 ITEM 4

MINUTES OF PREVIOUS MEETING

Members received and approved as a correct record the minutes of the Recreation, Leisure & Amenities Committee meeting held on Wednesday 15th June 2022. The Chairman signed the minutes as a true record of the meeting.

RLA September 2022 ITEM 5

THE CEMETERY OFFICER'S REPORT

Members received the report of the Cemetery Officer, with the following matters being discussed:

- **Parking**
 - Ongoing issue of cars parking along Cemetery Road outside the Cemetery.
 - Parking restrictions on Cemetery Road have been included in a parking order with HDC. The Parking Order is due to be issued for consultation in three weeks with the order due to be agreed by Christmas. Road markings will be installed when weather permits.
- **Lengthsman Scheme**
 - Ideas have been put forward, but no decision has been made on the residual funds.
- **New Burial Area**
 - The new plots should last approximately 10 years. There is an ongoing maintenance liability.
- **Cemetery Pathways**
 - Pathways are deteriorating and need repairing.

Members considered funding to repair and resurface a section (red section) of pathway in the Cemetery. The repair work will cost £7,965.53, the Rejuvophalt resurfacing will cost £5,669.57. Total cost £13,635.10.

The following proposal was put forward and **RESOLVED**:

1. FTC to proceed to repair and resurface the red section.

This was seconded and agreed by all Councillors.

- **Badgers**
 - FTC is awaiting expert advice on the best course of action prior to applying for the relevant licence from Natural England.

Members **RESOLVED** to

- a. Use General Reserves resulting from surplus cemetery funds for the works.
- b. To cut further costs by using infill on the ends of the green paths by using soil from the digging of graves and grass it.
- c. Note the report of the Cemetery Clerk.

Cemetery Clerk left at 7.30pm.

RLA September 2022 ITEM 6

THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

The report of the General Manager of the Harlington for the period June - August 2022 was presented. Members discussed the following:

- The forecast on projections for The Harlington. Currently a £50K shortfall against whole budget, which is an improvement on previous projections.
- Performances are affected nationwide, sales are slow but starting to improve, autumn is the key period.
- The impact from Covid and now the cost-of-living crisis continues.
- Contractually shows can be cancelled if they are not selling well.
- Energy costs and hiring costs, if charges are raised, the venue will become uncompetitive.
- NHS vaccinations will continue to be delivered in the building until the end of 2022.
- Ancells Car park surface is deteriorating and will need repair soon, this will entail higher costs than normal.
- Plans for the Coronation will need to be considered.

RESOLVED

To note the report of the General Manager of the Harlington.

Harlington General Manager left at 7.50pm.

RLA September 2022 ITEM 7

FACILITIES AND OPEN SPACES MANAGER'S REPORT

Members received the report of the FOSM for the June – August 2022 quarter. The following matters were discussed:

- **Parking on Baker Way/Calthorpe Park**
 - Parking on Baker Way is stopping access for pedestrians at certain times.
 - Consideration should be given to potentially amending the traffic order as the current order does not allow 'no parking' on the Cycleway. If a change is agreed, please advise Cllr Oliver at the next RLA meeting. Additional costs will be incurred for line painting, signs and advertising the traffic order.
 - The ROSPA reports identify no urgent repairs, all other repairs are manageable within budget. Issues identified in Calthorpe park are covered by the warranty.
- **The Harlington**
 - An issue has been identified in relation to The Harlington heating system, which is likely to have financial implications.
- **Basingbourne Park**
 - A picnic bench has been damaged and has been removed from site. A suitable replacement will be considered.
- **Ancells Farm – Green Gym**
 - Location of the new green gym will need careful consideration.
 - Meeting to be convened with Cllrs. Einchcomb, Woods, May, Executive Officer and FOSM to agree equipment choices and location.

Members **RESOLVED** to

- a. Consider a change to the Traffic Order in Baker Way (Calthorpe Park) at the next meeting.
- b. To establish a group to decide on the equipment and location of the Ancells Green Gym.
- c. Note the report of the Facilities and Open Spaces Manager.

RLA September 2022 ITEM 8

SPEED INDICATOR DISPLAYS (SIDS)

Members considered the SIDs data and made the following comments:

- The SID reports showed max speeds of 79mph in a 40mph zone, in one location and similar speeds in other areas.
- General outcome of implementing SIDS should be reported back to residents in the next Town Talk and on social media.
- FTC is currently paying a contractor to put up the SIDS however the funds are limited and additional locations may not be able to have boards installed.

RLA September 2022 ITEM 9

FUTURE EVENTS

Members noted the forthcoming community events.

RLA September 2022 ITEM 10

CLERK'S REPORT

Members received an update from the Clerk, and noted the following:

- A request to replace whips damaged during the recent Traveller incursion on Ancells Farm for the areas behind the Faulkner's Arms.
- To consider further the format for Action Days, to look at improving ways of engaging residents and targeted support to increase turnout. It was agreed that the October Action Day will not go ahead.
- A Climate Change event is taking place across Hart on 1st October.

- HDC are purchasing heat loss guns, residents' access may be co-ordinated through parish councils and a bond will be required to borrow the equipment.

RLA September 2022 ITEM 11 DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure & Amenities Committee will be held on Wednesday 21st December 2022 at 7.00pm at the Harlington. There being no further business the meeting closed at 8.35pm.

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

Chairman

DRAFT



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 10th October 2022
at 7pm in The Function Room, The Harlington

Present:

Cllr Hope
Cllr Holt
Cllr May
Cllr Schofield
Cllr Robinson

Officers: Charlotte Benham

| | |
|---|---|
| 1 | <p>Apologies</p> <p>None received – to note Cllr Krishnmurthy has resigned from the Committee</p> |
| 2 | <p>Declarations of interest to any item on the agenda</p> <p>None declared</p> |
| 3 | <p>Public Session</p> <p>None present</p> |
| 4 | <p>Approval of the Notes</p> <p>The minutes of the development and control advisory group meeting held on Monday 26th September were accepted as a correct record of the meeting.</p> |
| 5 | <p>22/01619/HOU Beechwood Fitzroy Road Fleet Hampshire GU51 4JW Demolition of conservatory and erection of a single storey rear extension Comments required by 10 October</p> <ul style="list-style-type: none"> There appears to be some anomalies in the tree protection report: The fencing to the front of the property cuts off the natural access to the rear of the building for construction access - the main access for construction works appears to be down the side of the property through an extensive area of root zones and yet only limited protection is indicated. It would appear essential that the whole access down the NW |

side of the building should be protected from soil compaction due to construction activity, primarily access.

- No issues with the proposed extension to the main property
- Some concern about the extent of the proposed patio

Holding OBJECTION until the tree protection issues are resolved

22/02109/HOU

3A Church Road Fleet Hampshire GU51 3RU

[Demolition of existing detached single garage and erection of a two storey side extension \(to include replacement garage\) and a single storey rear extension. Alterations to windows and doors](#)

Comments required by 7 October

22/02109/HOU

- This is one of the older parts of Church Road with some very traditional Edwardian brick houses immediately opposite and an older possibly 50's style detached property next door
- The current house is a later edition and is generally out of character with the immediate area, but it is brick with a concrete tile roof.
- It has no outstanding architectural features of value. The proposal would make it a very typical 21st century architectural product with white painted brickwork, black boarding cladding and anthracite coloured window frames. It would stand out more than at present and be more out of character with the immediate area
- The proposed internal garage does not meet Hart's immediate past or present sizing for a garage, it is proposed as 2.5m wide compared to the latest technical guide measurements of 3.0m wide x 7m deep. The front garden is completely concreted over with potentially the space for three vehicles
- Three spaces to the front of the property may be adequate but the suggested new on-site parking spaces are to be 2.5 x 5m. Need a detailed, dimensioned parking plan that meets all of the conditions set out in Section 5 of Harts Technical Advice Note
- The property would remain a 4 bedroom house if the loft room is utilised as a playroom
- The immediate neighbour has objected on the grounds of loss of light to a bedroom – is this classified as a primary living room? Equally the roof of the proposed extension slopes away from the adjacent property so the loss of light to a bedroom would be limited

OBJECTION on grounds of breaching Fleet Neighbourhood Plan Policy 10 General Design Management - particularly 10.1 and 10.2

(development does not complement or is well integrated with neighbouring properties in the immediate locality in terms of materials and access/parking. It also fails to reflect high quality local design references and does not reinforce local distinctiveness)

22/02115/HOU

31A Avondale Road Fleet Hampshire GU51 3LE

[Erection of a single storey extension to one side and a two storey extension to other side following demolition of existing garage and insertion of window to ground floor side](#)

Comments required by 12 October

- Proposed extension merges well with the host building
- Building over the existing garage so upper floor is the width of the garage away from the neighbouring property and the roof slopes away again which minimises the loss of light onto the neighbour's side wall
- The garage is too small to be a garage so development will require 3 parking spaces to the front garden which is already 100% paved - need a dimensioned parking plan that demonstrates it can accommodate three 2.5 x 5m spaces and meet the various condition of Section 5 of the Technical Advice Note

NO OBJECTION subject to demonstrating adequate onsite parking.

21/02933/HOU

35A Basingbourne Road, Fleet, GU52 6TG

[Erection of a single storey rear extension to dwelling \(part of which is completed under permitted development rights\), together with alterations to the front elevation and replacement of double garage with ancillary residential accommodation](#)

Amended Plans:

Revised layout plan submitted

Comment required by 7 October

- Previously had no objection to the latest proposal subject to it being built to the latest plans but there is still some doubt as the plans and elevations do not match
- Local residents concerned about the accuracy of the drawings. The separation between the bungalow and the neighbour is seriously questioned as being smaller than plans show and the construction of the double garage to be converted to (or is existing as) habitable accommodation. Garage currently has a pitched roof and it is to be converted to flat?
- Neighbours are concerned the double garage could become an independent living unit – should be a condition that it does not become so

OBJECTION until the issues with plans/dimensions are resolved

22/02117/HOU

3 Lyndford Terrace Fleet Hampshire GU52 7SE

[Erection of a two storey rear extension following demolition of existing single storey rear extension and insertion of window to first floor rear](#)

Comments required by 18 October

- The extension will stretch from boundary to boundary. It will potentially have an impact on No.2 as the side elevation of the neighbouring property will be totally in the shadow all day. Question if there any windows impacted?

NO OBJECTION as long as no major loss of light to neighbour

22/01226/FUL

Derriford House , Pinewood Hill, Fleet, Hampshire, GU51 3AW

[Erection of a two and a half storey extension to provide 15 additional bedrooms and the erection of a single storey extension to provide communal lounge, office, kitchen facilities, three enlarged bedrooms and other ancillary facilities including](#)

| | |
|---|---|
| | <p>change of use of part of the garden of the neighbouring properties of Tudorbury and Carisbrooke and the removal of a garden shed from Tudorbury</p> <p>Amended Plans: Massing study and revised plans submitted showing more interest in the elevations with high level and obscure glazed windows. Comments required by 13 October</p> <ul style="list-style-type: none"> • Minor alterations to previous application - concerns still remain about on-site parking and overdevelopment of site • Support the drainage officers proposed condition as the site will be majority hard surfaces and primarily roof run off <p>NO OBJECTION in principle but concerns over parking and drainage</p> <p>22/01990/FUL 219-221 Fleet Road Fleet Hampshire GU51 3BW Alterations to shopfront Comments required by 21 October</p> <p>Retrospective – NO OBJECTION</p> <p>22/02185/HOU 50 Westover Road Fleet Hampshire GU51 3DB Erection of a single storey side infill extension following demolition of existing conservatory and replacement of window to ground floor rear with window and door Comments required by 21 October</p> <p>NO OBJECTION</p> |
| 6 | <p>To Note: Review of weekly lists</p> |
| 7 | <p>Noted:</p> <p>Hart Planning Meeting Dates 19th October</p> |
| 8 | <p>Date of Next Advisory Group Meeting 24th October</p> |

Meeting closed: 8pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 24th October 2022
at 7pm in The Function Room, The Harlington

Present:

Cllr Hope
Cllr Holt
Cllr May
Cllr Schofield
Cllr Robinson

Officers: Charlotte Benham

| | |
|---|--|
| 1 | <p>Apologies</p> <p>None received</p> |
| 2 | <p>Declarations of interest to any item on the agenda</p> <p>None declared</p> |
| 3 | <p>Public Session</p> <p>None present</p> |
| 4 | <p>Approval of the Notes</p> <p>The minutes of the development and control advisory group meeting held on Monday 10th October were accepted as a correct record of the meeting.</p> |
| 5 | <p>22/02102/HOU 19 Fitzroy Road Fleet Hampshire GU51 4JJ Erection of a two storey side extension following demolition of existing detached double garage, erection of a two storey rear extension, erection of an attached triple garage with room above and conversion of loft within main house to habitable accommodation. Comments required by 24 October</p> <p>Substantial house within the North Fleet Conservation Area - Currently 6 bedrooms all to the first floor which would become 6 bedrooms all with en-suite facilities over two floors with bedroom 6 in the roof space creating a 3 storey building</p> |

- The proposed triple garage is an oak-framed car barn clad in timber boarding
- There has been some attempt to manage the extensions to mirror the principal property both in style and massing
- The property falls within Character Area 1 of the North Fleet Conservation Area where the dwellings are described as “detached two storey houses”
- The main deviation from the current character and the recommendations in the Management Proposals at paragraph 9.2 – the need to prevent unsympathetic changes to the existing houses such as oversize extensions or changes to the elevations and details
- By increasing the overall mass of the property, the change to a three storey building is not so evident. Because the property is set back substantially from the road and the boundaries are well treed there is no potential overlooking from the second storey windows
- There is no intention to alter the front boundary of the property which will remain well treed
- The car barn is a very substantial addition to the property being 10m wide and 5.880m high. It is only by comparison to the overall mass of development and the retention of dormer windows that reflect the character of the principal property that this addition becomes potentially acceptable.

NO OBJECTION – not totally in keeping but well set back from road and screened by trees

22/02131/FUL

36 Albany Road Fleet Hampshire GU51 3PT

[Erection of a 2 bedroom dwelling to the rear of 36 Albany Road.](#)

Comments required by 24 October

OBJECTION

- Abstracted from the flood report:
*Paragraph 100 of the NPPF states: “Inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at highest risk, **but where development is necessary**, making it safe without increasing flood risk elsewhere.”*
- We have seen this development at least twice before and the issues have been flood related. This is an area of frequent flooding, and the development is NOT necessary - Hart have their development quota and there are other areas of Fleet that could support development outside Flood Zone 3.
- Support the Drainage Officer’s comments/objection

22/01991/ADV

219-221 Fleet Road Fleet Hampshire GU51 3BW

[Display of internally illuminated fascia sign and non illuminated projecting sign](#)

Comments required by 26 October

- Another retrospective application – permission should be sought before work done
- The illustrated “proposed shop front” is not as shown as the shop has only a single door entrance

| | |
|---|---|
| | <p style="text-align: center;">NO OBJECTION</p> <p>22/02261/AMCON 36 Pondtail Road Fleet Hampshire GU51 3JJ Variation of Conditions 2 and 3 attached to Planning Permission 21/01364/HOU dated 06/09/2021 to make some amendments to the positions of the windows and doors and make some amendments to the proposed materials. Comments required by 28 October</p> <ul style="list-style-type: none"> • Original rear elevation was acceptable although FTC objected to the full glazing and the accessible balcony. Now timber cladding surround to the rear glazing has been added which is out of keeping with the host building – should revert back to original design • Amendments to drawings need to be highlighted so that it is clear what amendments have actually been introduced <p>OBJECTION to amendments – previous design should be kept as more in keeping and was a condition of previous approval</p> <p>22/02452/HOU 34 Wellington Avenue Fleet Hampshire GU51 3BF Erection of a single storey side extension following demolition of existing conservatory Comments required by 4 November</p> <p style="text-align: center;">NO OBJECTION</p> <p>22/02401/HOU 33 Knoll Road Fleet Hampshire GU51 4PT Erection of a part two storey part first floor front extension Comments required by 7 November</p> <p>OBJECTION</p> <ul style="list-style-type: none"> • The existing front elevation with the large dormer window over the garage is a recent amendment to the property and has been constructed without planning permission. It cannot be “permitted development” as the condition is “no extension beyond the plane of the existing roof slope of the principal elevation that fronts the highway.” • The Pre App response of HDC dated 31st August 2022 states the proposal brings the front elevation closer to the road than any other immediate development and the concern is that if it comes forward past the immediate neighbouring property it will have a significant impact on the street scene: <ul style="list-style-type: none"> - would not reflect local character - would breach Fleet Neighbourhood Plan Policy 10 in that it does not complement or is well integrated with the neighbouring properties and it does not reinforce local distinctiveness |
| 6 | <p>To Note: Review of weekly lists</p> |

| | |
|---|---|
| 7 | Noted: Hart Planning Meeting Dates 16 th November 2022 |
| 8 | Date of Next Advisory Group Meeting 14 th November 2022 |

Meeting closed: 7.45pm

Signed:.....

Date:



FLEET TOWN COUNCIL

Standing Orders

As at November 2022

Index

1. Meetings of Full Council and Committees
2. Annual Council meetings
3. Extraordinary meetings
4. Preparation for Council Meetings
5. Motions requiring written notice
6. Motions not requiring written notice
7. Proper Officer
8. Rules of debate
9. Code of conduct (England)
10. Questions
11. Minutes
12. Disorderly conduct
13. Rescission of previous resolutions
14. Voting on appointments
15. Expenditure
16. Execution of legal deeds
17. Committees
18. Sub-committees
19. Working Groups
20. Accounts and Financial Statements
21. Estimates/Precepts
22. Canvassing of and recommendations by Councillors
23. Inspection of documents
24. Unauthorized activities
25. Confidential business
26. General Power of Competence (England)
27. Matters affecting Council employees
28. Responsibilities to provide information
29. Management of Information
30. Responsibilities under Data Protection Legislation
31. Freedom of Information Act 2000
32. Relation with Press/Media
33. Liaison with District/County Councillors
34. Financial Matters
35. Allegations of breaches of code of conduct
36. Variation, revocation and suspension of standing orders
37. Standing orders to be given to Councillors
38. Delegation of terms of reference to Planning Committee
39. Delegation of terms of reference to Policy Finance Committee
40. Delegation of terms of reference to RLA Committee
41. Delegation of Establishment Committee
42. Delegation to the **Executive Officer**
43. Delegation to the Harlington General Manager

FLEET TOWN COUNCIL

Standing Orders

1. Meetings of Full Council and Committees

Emergency Temporary Measures e.g. Pandemic

- Meetings to be held via video (usually Microsoft Teams) for each Committee and Council Meeting during the COVID19 Crisis.
 - Members of the public may “attend” the virtual meeting and will need to contact charlotte.benham@fleet-tc.gov.uk at least 24 hours before the meeting in order for access to be arranged.
 - Questions or statements from the public will need to be emailed to charlotte.benham@fleet-tc.gov.uk at least 24 hours before the meeting.
 - Documents to accompany the agenda for the meeting will all be placed on www.fleet-tc.gov.uk or can be accessed via the Members portal. Confidential documents will be emailed to all Fleet Town Councillors.
 - At the start of the meeting the Chair will state the method of Voting to be used. It will be a recorded vote for all meetings. The two methods of voting are:
 - Verbally - when asked, the Member to give their name and state For, Against or Abstain or
 - Electronically - when asked, in the “Conversation” section of Microsoft Teams to type the Agenda Item Number and For, Against or Abstain.
 - That all agendas are advertised on Fleet Town and Hart District Councils’ web sites.
 - These measures are to be reviewed at as and when required.
- a Meetings do take place in the Harlington which is licensed for the supply of alcohol as this is the most practical venue to hold Council meetings. Alcohol however is not served in the part of the building when the meeting is taking place.**
- b When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion.**
- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. This will be subject to the paragraphs below and will ordinarily occur during the time set aside for public participation at the beginning of the meeting.**
- e The period of time [which is at the Chair’s discretion] OR [which is designated for public participation in accordance with standing order 1(d) above] shall not exceed 15 minutes unless the Chair wishes to use their discretion.**
- f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and must hand a written copy of the question to the **Executive Officer** immediately before the meeting at the latest. The length of the question must not**

exceed 65 words. The total time for public participation shall not exceed 15 minutes.

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

a request shall be made before moving on to the next item of business on the agenda.

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

2. Annual Council meetings

See also standing order 1 above

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

meeting of the Council.

- h** In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.
- i** In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.
- j** Following the election of the Chair of the Council and Vice-Chair of the Council at the Annual General Meeting of the Council, the order of business shall be as follows.

 - i. In an election year, delivery by Councillors of their declarations of acceptance of office.
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
 - iii. Receipt of nominations to existing committees.
 - iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - v. Review and adoption of appropriate standing orders (including Review of delegation arrangements and terms of reference to committees, sub-committees, employees and other local authorities) and financial regulations.in line with the requirement at SO 33b
 - vi. Review of representation on or work with external bodies and arrangements for reporting back.
 - vii. Review of inventory of land and assets including buildings and office equipment.
 - viii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
 - ix. Review of the Council's and/or employees' memberships of other bodies.
 - x. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3 Extraordinary meetings

See also standing order 1 above

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

4. Preparation for Council meetings

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

5. Motions requiring written notice

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

6. Motions not requiring written notice

- a. Motions in respect of the following matters may be moved without written notice.
 - i. To appoint a person to preside at a meeting.
 - ii. To approve the absences of Councillors.
 - iii. To approve the accuracy of the minutes of the previous meeting.
 - iv. To correct an inaccuracy in the minutes of the previous meeting.
 - v. To dispose of business, if any, remaining from the last meeting.
 - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
 - vii. To proceed to the next business on the agenda.
 - viii. To close or adjourn debate.

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

7. Proper Officer

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

7(b)i] and 7(b)ii] above.

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

8. Rules of debate

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

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

9. Code of conduct (England)

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

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

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

10. Questions

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

11. Minutes

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

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

12. Disorderly conduct

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

13. Rescission of previous resolutions

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

14. Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and

none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

15. Expenditure

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

16. Execution of legal deeds

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

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

17. Committees

See also standing order 1 above

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

18. Sub Committees

See also standing order 1 above

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

19. Working Groups

See also standing order 1 above

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

- d Working Groups only have power to investigate and report, unless otherwise delegated.

20. Accounts and Financial Statement

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

21. Estimates/precepts

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

22. Canvassing of and recommendations by Councillors

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

23. Inspection of documents

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

24. Unauthorised activities

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

25. Confidential business

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

26. General power of competence

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

Eligibility criteria

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

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

27. Matters affecting Council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR the establishment committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Subject to the Council’s policy regarding absences from work, the Council’s most senior employee shall notify the Chair, in their absence, the Vice-Chair of any absence occasioned by illness or urgency and that person shall report such absence to the Council at its next meeting if the absence is for more than 5 days.
- c The Chair of the Council and the Chair of Establishment Committee shall in accordance with the Councils Appraisals system conduct a review of the performance and/or appraisal of the **Executive Officer** and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by Policy and Finance Committee.
- d Subject to the Council’s policy regarding the handling of grievance matters, the Council’s most senior employee (or other employees) shall contact the Chair or in their absence, the Vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Establishment committee
- e Subject to the Council’s policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by the **Executive Officer** relates to the Chair or Vice-Chair of the Finance and Policy committee, this shall be communicated to another member of the Finance and Policy committee, which shall be reported back and progressed by resolution of the council.
- f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee’s absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 27(g) and (h) above if so justified.

- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 27(g) and (h) above shall be provided only to the **Executive Officer** and/or the Chair of the Council OR the Chair of the ~~Finance and Policy~~ **Policy and Finance** committee.

28. Responsibilities to provide information

See also standing order 29

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b. ~~[If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.~~

OR

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

29. Management of Information

See also standing order 30

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

30. Responsibilities under data protection legislation

(Below is not an exclusive list).

See also standing order 29.

- a The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- b The Council shall have a written policy in place for responding to and managing a personal data breach.

- c The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- d The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- e The Council shall maintain a written record of its processing activities.

31. Freedom of Information Act 2000

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

32. Relations with the press/media

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

33. Liaison with District and County Councillors

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

34. Financial matters

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated**

value in excess of £25,000 but less than the relevant thresholds in standing order 34(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.

- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer ~~or Deputy Town Clerk~~ or other duly appointed person in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £213,477 for a public service or supply contract or in excess of £5,336,937 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the **Executive Officer** / RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

35. Allegations of breaches of the code of conduct

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

36. Variation, revocation and suspension of standing orders

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

37. Standing Orders to be given to Councillors

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

38. Delegation and terms of reference to the Planning Committee

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

39. Delegation and terms of reference to Policy and Finance Committee

- a. To regulate, manage and control the finance and resources of the Town Council, including the recommendation to Town Council of the annual budgets and precept within the Council's Financial Regulations;
- b. To review the expenditure on capital schemes and all budgets set by the Council;

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

40. Delegation and terms of reference to Recreation Leisure and Amenities Committee

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

41. Delegation to the Establishment Committee

- a. To set the level of staff resources together with matters relating to terms and conditions of employment, and level of salary within budgetary limits and guidelines.
- b. To ensure the Council complies with all legislative requirements relating to the employment of staff.
 - i. To advertise, interview and negotiate acceptable terms and conditions and
 - ii. make recommendations to employ the Senior Officer positions including **Executive Officer** and Senior Line Managers. For the sake of clarity all other positions shall be appointed by the **Executive Officer** or the Harlington General Manager as appropriate in accordance with the staffing resources, terms and conditions and salary levels determined by the Policy and Finance Committee and within budgetary provision.
- c. All members of the Establishment Committee must be members of the Town Council.

The maximum number of this committee shall be 8, including ex-officio members, so that there remains a pool of other councillors from whom 3 can be selected for any employment appeal hearing.

- d. To hear and resolve Grievance and Disciplinary hearing appeals.
- e. To agree annual bonuses in line with Council policy and contracts of employment
- f. To recommend annual pay reviews to be incorporated into annual budgets
- g. To develop policies related to the employment of staff

42. Delegation to the **Executive Officer**

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

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

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



FLEET TOWN COUNCIL
FINANCIAL REGULATIONS

1. GENERAL

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

2. ANNUAL ESTIMATES (BUDGET)

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

3 BUDGETARY CONTROL

3.1 Budget and Responsibilities

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

- 3.1.1 No expenditure may be incurred that will exceed the amount provided in the budget for that Committees expenditure.
- 3.1.2 The RFO shall regularly provide the Policy and Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget and year end projections. These statements are to be prepared at least at the end of each financial quarter.

3.2 Financial Authorities

- 3.2.1 The **Executive Officer** is authorised to spend all budgeted items to deliver the smooth running of the Council.
- 3.2.2 The **Harlington General Manager** may spend, without further authorisation, any amount within budget that falls within the Harlington cost centres 200-205.
- 3.2.3 The **Executive Officer** and **The Harlington General Manager** are authorised to manage the items within a cost centre provided it does not exceed the net cost centre total.
- 3.2.4. The **Executive Officer** may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision subject to a limit of £1000. The **Executive Officer** shall report the action to the Council as soon as practicable thereafter.
- 3.2.5. The **Executive Officer** may arrange in consultation with the Chairman of the Council, to effect an emergency repair to an unlimited amount on any matter which carries a high risk to staff or members of the public, or a high risk in relation to loss of assets.

4. ACCOUNTING AND AUDIT

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

5. BANKING ARRANGEMENTS

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

6 PAYMENT OF ACCOUNTS

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

7 PAYMENT OF SALARIES

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by the Establishment Committee.

- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.

8 LOANS AND INVESTMENTS

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

9 INCOME

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

10 ORDERS FOR WORK, GOODS AND SERVICES

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

11 CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
 - (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external Auditor up to an estimated value of £500
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the **Executive Officer** shall use www.contractsfinder.service.gov.uk.
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Such invitation to tender shall state the general nature of the intended contract and the **Executive Officer** shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the **Executive Officer**. Each tendering firm shall be supplied with a tender for that contract.
- (e) All returned tenders shall be opened at the same time on the prescribed date by the **Executive Officer** in the presence of at least one member of Council.
- (f) If less than three tenders are received for contracts above £25,000 the Council may accept the lowest tender or seek further tenders.
- (g) When it is to enter into a contract less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the **Executive Officer** shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the **Executive Officer** shall obtain more than one quote if it is deemed necessary.
- (h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (i) Where the value of a contract is likely to exceed £213,477 (or other threshold specified by the Office of Government Commerce from time to time the Council must consider whether the Public Contracts Regulations 2015 ("the Regulations") and Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.
For construction works above £5,336,937 the council shall comply with the relevant requirements of the Regulations.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Subject to de minimus levels, any variation to a contract or addition to or omission from a contract must be approved by the **Executive Officer** (in Consultation with the Chairman of Policy & Finance) to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13 STORES AND EQUIPMENT

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

14 ASSETS, PROPERTIES AND ESTATES

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

15 INSURANCE

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

16 CHARITIES

- 16.1 Where the Council is sole trustee of a Charitable body the **RFO** shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The ~~RFO~~ and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17 RISK MANAGEMENT

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

18 REVISION OF FINANCIAL REGULATIONS

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

SUBJECT: INVESTMENT AND CURRENT ACCOUNTSCORRECTED Account balances for Fleet Town Council as at 30 September 2022

| Account | Funds | Interest Rate | Comment |
|---|----------------------|-------------------------|--|
| HSBC Current Bank Account, Account No: 61539272 | £1,103,091.43 | | |
| Nationwide Building Society, Business Instant Saver, Account No: 900041402 | £800,000.08 | 0.35% | Interest paid into HSBC current account |
| The Cambridge Building Society, Account No: CB01348177 | £100,000.00 | 0.1% | Interest paid into HSBC current account |
| CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001 | £1,350,000.00 | 1.9623% Per annum | Interest paid into HSBC current account. |
| TOTAL | £3,353,091.51 | | |

Please note

Interest received in September:

Nationwide

£135.89

CCLA

£1852.87

Cambridge Building Society for the year Jan – Dec 2021

£100.00

Recommendation

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

COMMITTEE MEMBERSHIP

2022/2023

| | | |
|---|---|--|
| ESTABLISHMENT | | |
| Cllr Einchcomb Cllr Holt Cllr Cottrell* | Cllr Richmond ** Cllr Robinson Cllr Schofield | Cllr Woods Cllr Wildsmith |
| PLANNING/DEVELOPMENT CONTROL | | |
| Cllr May Cllr Holt Cllr Hope | Cllr Robinson Cllr Schofield Cllr Sharma Krishnmurthy **** | |
| POLICY & FINANCE | | |
| Cllr Chenery **** Cllr Einchcomb Cllr Engström | Cllr Fang Cllr Holt Cllr Richmond | Cllr Robinson Cllr Schofield Cllr Tilley* Cllr Woods |
| RECREATION, LEISURE & AMENITIES | | |
| Cllr Chenery Cllr Einchcomb Cllr Fang Cllr Holt Cllr Johnson *** | Cllr Cottrell* Cllr May Cllr Oliver Cllr Richmond ** | Cllr Schofield Cllr Sharma Krishnmurthy **** Cllr Tilley Cllr Willcocks* Cllr Woods Cllr Wildsmith |

Approved at Annual Council 18th May 2022

*Approved at Council 13th July 2022

**Approved at Council 7th September 2022

***Approved at Council 5th October 2022

**** To be Approved at Council 2nd November 2022

Do the Numbers Limited

19th October 2022

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

Dear Rochelle,

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

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

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


| Test | Matter arising | Recommended Action |
|-------------------------|--|--|
| A | <i>Appropriate accounting records have been properly kept throughout the financial year</i> | |
| Invoice approval | The procedure for approving invoices in advance of payment contains duplication. | Each stage of each procedure should be reviewed and where possible streamlined |
| Batch payments | At present the Rialtas system combines multiple supplier payments into a single back value that appears on the standard reports and the bank statement | It may be possible to alter the system so that payments are sent individually – making both the ledger entries and bank statements more transparent. |
| Purchase invoice filing | PDF electronic storage of purchase invoices is permitted both by HMRC and good practice | To significantly reduce the storage space taken up by invoices, and to speed up searching for invoices, this should be done. |
| B | <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i> | |
| Agenda papers | It is not a requirement for lists of receipts to be published in the agenda packs. Also raised last year | The paper pack can be reduced by the removal of these pages. |
| Budget reporting | Due to the size of the council the full budget report is large and complex. | Providing the summary report with detail of requested cost centres may aid transparency. |
| C | <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i> | |
| | The records of the council comply | with this test. |
| D | <i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i> | |
| | Not covered at this visit | |
| E | <i>Expected income was fully received, based on correct prices, properly recorded and</i> | |

| | | |
|---|--|--|
| | <i>promptly banked; and VAT was appropriately accounted for</i> | |
| Event accounts | The balance of ticketed events is held in the balance sheet until they are settled. With COVID, some events have been delayed multiple times. | Those events that are definitely complete should be released to the I&E without delay. |
| F | <i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i> | |
| The records of the council comply with this test. | | |
| G | <i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i> | |
| The records of the council comply with this test | | |
| H | <i>Asset and investment registers were complete and accurate and properly maintained</i> | |
| Asset register | The fixed asset register of the council is now an up to date and accurate record. | To assist its maintenance, it may be worth adding the Fixed Asset module to Rialtas. |
| I | <i>Periodic Bank reconciliations were carried out during the year</i> | |
| Current account balance | The council holds significantly more in its current account than is prudent. | The council spends on average £65k per month. The current account should hold no more necessary. |
| Savings account balances | At present the bulk of the Council's reserves – some of which may not be drawn down for some time – are held in low interest savings accounts. | With interest rates rising, a spread of notice periods and returns should be used to enhance security and generate a little return |
| Long term funds | Parts of the councils reserves are only likely to be drawn upon with several months notice. | These could be invested in a fund such as that run by CCLA to generate returns |
| J | <i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i> | |
| The records of the council comply with this test. | | |
| K | <i>Certified Exempt in prior year</i> | |
| Not applicable to Fleet Town Council | | |
| L | <i>Transparency Code</i> | |
| Not tested at this visit | | |
| M | <i>Public Rights</i> | |
| Not tested at this visit | | |
| N | <i>Publication of prior year AGAR</i> | |
| The records of the council comply with this test. | | |
| O | <i>Trust funds</i> | |
| Not applicable to Fleet Town Council | | |
| P | <i>Borrowing</i> | |
| Not applicable to Fleet Town Council | | |

Please find attached my invoice for the interim fee.

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

Regards,



Eleanor S Greene



Actions from Internal Auditor's report from visit on 19th October 2022

| AGAR Certificate Reference | Matter Arising | Recommended Action | Action Taken |
|---|--|---|---|
| <p>A - Appropriate accounting records have been properly kept throughout the financial year.</p> | <p>Invoice approval The procedure for approving invoices in advance of payments contains duplication.</p> | <p>Each stage of each procedure should be reviewed and where possible streamlined.</p> | <p>Process to be reviewed by Officers to reduce duplication.</p> |
| | <p>Batch payments At present the Rialtas system combines multiple supplier payments into a single back value that appears on the standard reports and the bank statement.</p> | <p>It may be possible to alter the system so that payments are sent individually – making both the ledger entries and bank statements more transparent.</p> | <p>Trial disaggregating payments to the bank account, which will mean each payment in the batch will require individual authorisation by Councillors.</p> <p>Executive Officer to cross check the bank reconciliation against the original bank statement, prior to it being checked by a Councillor.</p> |
| | <p>Purchase invoice filing PDF electronic storage of purchase invoices is permitted by both HMRC and good practice.</p> | <p>To significantly reduce the storage space taken up by invoices, and to speed up searching for invoices, this should be done.</p> | <p>PDF files already saved for year to date invoices, alongside paper copy.</p> <p>PDF invoice file to be given the same reference as used in Rialtas.</p> <p>Look to move to electronic only storage of invoices from 2023/24 financial year, once back up procedure has been confirmed.</p> |

| AGAR Certificate Reference | Matter Arising | Recommended Action | Action Taken |
|--|--|---|---|
| <p>B - This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.</p> | <p>Agenda papers It is not a requirement for lists of receipts to be published in the agenda packs.</p> | <p>The paper pack can be reduced by the removal of these pages.</p> | <p>Top level summary reports to be provided. The Council can request further detail on any specific budget area. Reports to be provided:</p> <ul style="list-style-type: none"> • Statutory income and expenditure to allow comparison to prior year end • Bank and investments reconciliation • Balance sheet • Summary budget to enable faster review of anomalies • Summary list of payments. |
| | <p>Budget report Due to the size of the council the full budget report is large and complex.</p> | <p>Providing the summary report with detail of requested cost centres may aid transparency.</p> | <p>Summary report to be provided.</p> |
| <p>C - The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p> | <p>The records of the council comply with this test</p> | | <p>n/a</p> |
| <p>D - The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves are appropriate.</p> | <p>Not covered at this visit.</p> | | <p>n/a</p> |

| AGAR Certificate Reference | Matter Arising | Recommended Action | Action Taken |
|---|---|---|---|
| <p>E - Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.</p> | <p>Events accounts The balance of ticketed events is held in the balance sheet until they are settled. With COVID, some events have been delayed multiple times.</p> | <p>Those events that are definitely complete should be released to the I&E without delay.</p> | <p>Executive Officer to monitor control accounts and discuss with The Harlington General Manager.</p> |
| <p>F - Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</p> | <p>The records of the council comply with this test.</p> | | <p>n/a</p> |
| <p>G – Salaries to employees and allowances to members were paid in accordance with this authority’s approvals and PAYE and NI requirements were properly applied.</p> | <p>The records of the council comply with this test.</p> | | <p>n/a</p> |
| <p>H – Asset and investment registers were complete and accurate and properly maintained.</p> | <p>Asset Register The fixed asset register of the council is now an up to date and accurate record.</p> | <p>To assist its maintenance, it may be worth adding the Fixed Asset module to Rialtas.</p> | <p>Will request quote for adding the module.</p> |

| | | | |
|--|---|---|--|
| I – Periodic Bank reconciliations week carried out during the year. | Current account balance The council holds significantly more in its current account than is prudent. | The council spends on average £65k per month. The current account should hold no more necessary. | Policy & Finance Committee 19.10.22 agreed to reduce balances held in current account. |
| | Savings account balances At present the bulk of the Council's reserves – some of which may not be drawn down for some time – are held in low interest savings accounts. | With interest rates rising, a spread of notice periods and returns should be used to enhance security and generate a little return. | Action to transfer reserves to higher rate account agreed at Policy & Finance Committee meeting on 19.10.22. |
| | Long term funds Parts of the council's reserves are only likely to be drawn upon with several months' notice. | These could be invested in a fund such as that run by CCLA to generate returns. | Discussed at Policy & Finance Committee 19.10.22. May be considered in the future. |
| J - Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by an adequate audit trail and debtors and creditors were properly recorded. | The records of the council comply with this test. | | n/a |
| K – Certified exempt in prior year. | Not applicable to Fleet Town Council. | | n/a |
| L – Transparency Code. | Not tested at this visit. | | n/a |
| M – Public Rights. | Not tested at this visit. | | n/a |
| N – Publication of prior year AGAR. | The records of the council comply with this test. | | n/a |
| O – Trust funds. | Not applicable to Fleet Town Council. | | n/a |
| P – Borrowing. | Not applicable to Fleet Town Council. | | n/a |



OFFICER: Rochelle Halliday
DATE: 26th October 2022
MEETING: Council - 2nd November 2022
SUBJECT: Executive Officer's Report

1. Council Budget for 2023/24

The Budget Preparation Working Group is due to meet on 1st November, 6pm to review the second draft of next year's budget. A verbal report will be made at the meeting regarding the likely direction of travel for the budget and precept, given the challenging financial times ahead.

2. Town Councillor Casual Vacancy – Fleet Central Ward

The Council is now in the position to co-opt any suitable candidates to fill the Fleet Central Ward casual vacancy. The closing date for application is 18th November, after which applicants will be checked against the Council's policy to ensure they meet the criteria, prior to a decision being made at the next Council meeting in December.

3. HDC Thermal Imaging Camera

I have registered with Hart DC for the Council to be on the pilot scheme for the thermal imaging camera. The response received from Hart suggests that parishes and towns will be asked if they wish to coordinate the hiring out the cameras to individual households.

Further information on the pilot scheme is to follow from Hart's Sustainability Officer.

4. Investment Report

Due to an administrative error, the incorrect investment report was issued for the last Policy & Finance Committee meeting. The correct version has been issued for the Council meeting, to enable a further decision to be made regarding the investment of the residual balance in the Nationwide account.

In future, the balances will be checked against the bank statements and balance sheet before issuing to the Council.

5. Remembrance Sunday – 13th November, 2.30pm at The Harlington

Preparations are underway for the Remembrance Sunday commemorations, with the same schedule for the day as previously organised.

Please could Councillors let the office know if you'd like to help with the refreshments on the day.