



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

Wednesday 3rd July 2024 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

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

Rita Tong, Executive Officer
26th June 2024

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 of the Council meeting held on 5 th June 2024 (<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: <ul style="list-style-type: none">• Development Control 10th and 24th June 2024 (if available)• RLA 19th June 2024 (if available)

Part 1 – ITEMS FOR DECISION	
7.	<p>COUNCILLOR CO-OPTION TO FILL A CASUAL VACANCY To consider the application received for co-option to fill a casual vacancy and to agree the appointment (<i>copy attached</i>).</p> <p>RECOMMENDATION To approve co-opting a Council Member to fill the vacancy, if all qualification requirements have been met.</p>
8.	<p>FINANCIAL MONITORING REPORT a) To receive the bank reconciliation and list of payments for May 2024 (<i>copies attached</i>). b) To receive a statement from Councillor Robinson that the bank reconciliation and list of payments for May 2024 have been verified and signed off against the original bank statement.</p> <p>RECOMMENDATIONS a) To receive and accept the bank reconciliation and list of payments for May 2024. b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for May 2024 have been verified and signed.</p>
9.	<p>APPOINTMENT OF INTERNAL AUDITOR FOR 2024/2025 To consider a report from the Executive Officer on the appointment of an Internal Auditor for Fleet Town Council for 2024/25 (<i>copy attached</i>).</p> <p>RECOMMENDATION Members are asked to consider the report and:</p> <ol style="list-style-type: none"> 1. Determine whether they wish to reappoint Eleanor Green, Do The Numbers, as the internal auditor for Fleet Town Council for 2024/25 or appoint a new provider. 2. If Members decide to re-appoint Eleanor Green, Do The Numbers, authorise the Executive Officer to submit a formal letter of engagement. 3. If Members decide to appoint a new provider, authorise the Executive Officer to select and engage a suitable alternative.
10.	<p>COMMUNICATIONS STRATEGY a) To receive an update on progress made on the Council's new website. b) To receive an update on the use of social media in Council communications.</p> <p>RECOMMENDATION a) To receive and accept the report on the progress made on the Council's new website. b) To receive and accept the report on the use of social media in Council communications and approve the discontinuance of Twitter.</p>
Part 2 – ITEMS TO NOTE	
11.	<p>ANNOUNCEMENTS To receive and note announcements from the Executive Officer or any Member by permission of the Chair.</p>
12.	<p>DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 4th September 2024 at 7pm in the Harlington.</p>
Part 3 – CONFIDENTIAL ITEMS	
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ol 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.

	<p>d. The early stages of any dispute.</p> <p>e. Matters of a commercial nature.</p>
13.	<p>THE HARLINGTON TENDER</p> <p>To receive an update on appointing architectural services for The Harlington development (<i>copy attached</i>).</p> <p>RECOMMENDATION</p> <p>Members to note the progress in appointing an architect to design the refurbishment of The Harlington and agree next steps.</p>
14.	<p>FLEET MARKET CIC</p> <p>To consider a report from Councillor Taylor on the Fleet Market CIC (<i>copy attached</i>).</p> <p>RECOMMENDATION</p> <p>Members to determine whether the information presented should result in rescinding their previous decision.</p>
15.	<p>COMMUNITY TRANSPORT CONTRACT</p> <p>To consider the request by Hampshire County Council to extend the contract for Community Transport for six months (<i>copy attached</i>).</p> <p>RECOMMENDATION</p> <p>Members to consider the proposal by Hampshire County Council to extend the Community Transport contract by six months and indicate whether they agree, in principle, to that extension.</p>
16.	<p>HARLINGTON LEASE</p> <p>To receive a verbal update from the Chairman on the progress of the Harlington Lease.</p> <p>RECOMMENDATION</p> <p>To note the report on the progress of the Harlington Lease.</p>



FLEET TOWN COUNCIL

MINUTES OF COUNCIL MEETING

held on

Wednesday 5th June 2024 at 7pm

PRESENT

Councillors: R. Schofield (Chairman), G. Chenery, K. Cottrell, P. Einchcomb, R. Fang, L. Holt, A. Hope, A. Oliver, R. Richmond, R. Robinson, D. Taylor, S. Tilley, B. Willcocks and G. Woods

In Attendance: Rochelle Halliday – Executive Officer
Sarah Moore – Finance and Administration Manager
Louise Rogers – Administration Support Officer
Councillor Stephen Parker – HCC
2 representatives from Fleet Lions Community Store
2 candidates for co-option
Representative from the Friends of Oakley Park

FC JUNE 2024 ITEM 1

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors May (unavailable) and Wildsmith (family commitments).

An apology of absence was also received from Cllr Forster (HCC).

FC JUNE 2024 ITEM 2

DECLARATIONS OF INTEREST

Councillors Fang and Tilley declared an interest for item 13 - Council Lease, due to being members of the Lions (Fleet and Hart branches respectively).

FC JUNE 2024 ITEM 3

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

FC JUNE 2024 ITEM 4

CHAIRMAN'S ANNOUNCEMENTS

Cllr Schofield reported his attendance since the last meeting as follows:

14th May – Attended the Fleet and Church Crookham Society Annual General Meeting.

20th May – Formally opened the tenders for the Harlington refurbishment contract.

21st May – Along with the Executive Officer, met with the Leader and Chief Executive of Hart District Council.

24th May – Along with the Facilities and Open Spaces Manager, met with Hart District Council Rangers for a tour of Basingbourne Park and particularly the SINC's. Some notes of the visit and future advice on the management of the SINC's will be forwarded by the Rangers.

28th May – Attended a Teams meeting with the Executive Officer and the Council’s solicitor regarding the Harlington Lease.

3rd June – Attended a review and update meeting of the Fleet Phoenix Hart Youth Achievement Awards. The event will be held in the Council Chamber at Hart District Council. Sufficient funds have been raised to support the event and all the awards have been sponsored.

5th June – Along with the Executive Officer, attended a Teams Meeting with the Hart District Council’s Chief Executive to progress matters on the Harlington Lease.

FC JUNE 2024 ITEM 5

HCC/HDC ANNOUNCEMENTS

The following reports were received from Hampshire County Council and Hart District Council.

Cllr Stephen Parker (HCC)

- The sewerage tankers on Hitches Lane have caused traffic issues as they are queuing whilst waiting to be put into service. This is, however, necessary to deal with the sewerage issues in the area.
- The HCC Future Funding Consultation decisions will be delayed until September, due to the elections taking place in July.

FC JUNE 2024 ITEM 6

MINUTES OF PREVIOUS MEETINGS

The main and confidential minutes of the Annual Meeting of the Town Council held on 8th May 2024 were approved and signed by the Chairman.

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

- Development Control 13th and 28th May 2024
- Policy & Finance 15th May 2024

Members agreed to take item 13 next.

FC JUNE 2024 ITEM 7

COUNCILLOR CO-OPTION TO FILL A CASUAL VACANCY

There were two applications for co-option on to the Council, to fill one vacancy.

Members received a presentation from each candidate.

The candidates and members of the public left the room whilst voting took place.

Cllr Parker left the meeting at 7.45pm.

RESOLVED

To approve Samantha Neves to be co-opted as a Member of Fleet Town Council.

Samantha Neves signed the Declaration of Acceptance of Office form.

Samantha Neves and the representative from the Friends of Oakley Park returned to the meeting room.

FC JUNE 2024 ITEM 8

**FINANCIAL REPORTING FOR THE YEAR ENDING
31ST MARCH 2024**

- a) Asset Register
Members received a copy of the Asset Register, as at 31st March 2024. Members were advised that the full register is available for inspection.
- b) Financial Statements
Members received the summary of financial statements report for the year ending 31st March 2024. This document provides a summary of the Council's actual (unaudited) year end position, to support the information contained in the Annual Governance and Accountability Return.

RESOLVED

- 1) To approve the Asset Register valued at £848,544 at 31st March 2024.
- 2) Members noted the summary of financial statements report for the year ending 31st March 2024.

FC JUNE 2024 ITEM 9

INTERNAL AUDIT FOR THE YEAR ENDING 2023/24

Members received and discussed the internal audit report 2023/2024, following the year end visit on Wednesday 8th May 2024.

Members noted the proposed actions report, prepared by the Executive Officer in response to the internal audit.

RESOLVED

- 1) To note the Internal Audit report for the year ending 31st March 2024.
- 2) To approve the audit actions report.

FC JUNE 2024 ITEM 10

**ANNUAL GOVERNANCE AND ACCOUNTABILITY
RETURN (AGAR) 2023/24**

- a) BDO Conflict of Interest Form
Members received the BDO conflict of interest form for the external auditor.

It was confirmed that Members do not have any known conflict of interests with BDO.
- b) The Review of the Effectiveness of the System of Internal Control for the year Ending 31st March 2024
This report provides the supporting evidence to enable the Council to submit an affirmative response to the Annual Governance Statement (Section 1) in the AGAR.

Members performed the review and confirmed that they were satisfied that the Council's system of internal control for each area is effective.
- c) Annual Internal Audit Report 2023/24, Internal Audit visit report and the Internal Audit Actions Report

Members reviewed the Annual Internal Audit Report in the AGAR.

d) Annual Governance and Accountability Return (AGAR) Section 1 - Annual Governance Statement 2023/24

The Council considered the Annual Governance Statement for 2023/24 by reviewing each section and the response.

The Council confirmed affirmative responses to each of the Annual Governance Statements numbered one to eight. A response of 'not applicable' was recorded for statement number nine, as the Council does not operate any trust funds.

AGAR Section 1 - Annual Governance Statement 2023/24 was duly approved by the Council.

e) AGAR Section 2 – Accounting Statements 2023/24

The Accounting Statements for 2023/24 were considered in detail by the Council.

The Council confirmed that the Accounting Statements are an accurate record of the Council's financial position for the year ending 31st March 2024.

AGAR Section 2 – Accounting Statements 2023/24 was duly approved by the Council.

The Chairman signed the sections 1 and 2 of the AGAR.

Exercise of Public Rights

The Executive Officer informed the Council that the exercise of public rights, for members of the public to inspect the Council's accounts, will commence on 7th June and end on 18th July 2024.

RESOLVED

- 1) To confirm that the Council and its Members do not have any known conflict of interest with the external auditors BDO.
- 2) To approve the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2024.
- 3) To note the Annual Internal Audit Report (within the AGAR) and the Internal Audit year end report and to approve the actions report in response to the Internal Audit report.
- 4) To approve the AGAR Section 1 – Annual Governance Statement 2023/24.
- 5) To approve the AGAR Section 2 – Accounting Statements 2023/24.

FC JUNE 2024 ITEM 11

EARMARKED RESERVES

Members received the report from the Executive Officer proposing a transfer between reserves to support a future refurbishment project of the skate park at The Views, as recommended by the Policy and Finance Committee.

The proposal has been made possible due to the Council being in a stronger financial position at year end, than originally budgeted.

Members discussed that the skate park and The Views playground are both in need of a major refurbishment. It would be useful to have a discussion with young people as there may be alternative options for the facility, such as 'street' level skating.

It was noted that although the proposed transfer is earmarked for the skate park refurbishment, the Council can reappropriate the funding to another playground project, if there is a more urgent requirement.

RESOLVED

To approve moving £60,000 from the General Fund to the Play Equipment earmarked reserve.

FC JUNE 2024 ITEM 12

FINANCIAL MONITORING REPORT

Members noted receipt of:

- a) The bank reconciliation and a list of payments for April 2024.
- b) A statement from Councillor Robinson confirming that the bank reconciliation and list of payments for April 2024 have been verified and signed off against the original bank statement.

RESOLVED

- 1) To receive and accept the bank reconciliation and list of payments for April 2024.
- 2) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for April 2024 have been verified and signed off.

FC JUNE 2024 ITEM 13

COUNCIL LEASE

A Fleet Lions Community Store representative gave a short presentation and submitted a report to update the Council on their activities over the past year.

There are several community activities that take place at the store, such as the bra bank and baby bank.

A Member asked if there is a separate financial report for the Community Store. The representative advised there isn't a separate report as they are part of the Fleet Lions. They are updating their systems so this should be available in the future.

RESOLVED

To waive the annual rent for the Fleet Lions Community Store of £500 for 2024/25 financial year. Two Members abstained from the vote.

The two representatives of Fleet Lions Community Store left the meeting at 7.26pm.

FC JUNE 2024 ITEM 14

THE HARLINGTON UPDATE

Members received a verbal update from the Chairman on the tender process for The Harlington architectural design service.

The Council has received fourteen tender submissions.

The tender evaluation group, as appointed at the last Council meeting, will be assessing the tenders against the set criteria on 6th June. The top three / four firms will be called for an interview.

The Harlington Working Group members can attend the interviews.

The Council will not appoint a contractor to undertake the work until the lease for The Harlington has been signed. The Harlington lease is currently with the respective solicitors to finalise.

FC JUNE 2024 ITEM 15 COMPLAINTS

The following complaints have been received into the Council Office since the last meeting:

- Two complaints relating to a Facebook post by a Fleet Town Councillor – since the complaints relate to the same subject and are code of conduct matters, the complainants have been asked to redirect their complaint to the Hart District Council Monitoring Officer.
- One complaint about a member of staff – in accordance with the Council's complaints procedure the matter has been dealt with internally. The complainant has stated that they are not expecting any further discussion on the matter.

FC JUNE 2024 ITEM 16 EXECUTIVE OFFICER'S REPORT

Members noted the Executive Officer's report.

Members agreed that the Pop Up Hub, scheduled for 8th June, will move to the Fleet Carnival on 6th July.

FC JUNE 2024 ITEM 17 DATE AND TIME OF NEXT MEETING

The next meeting of the Council is scheduled to be held on Wednesday 3rd July 2024 at 7pm in The Harlington.

CONFIDENTIAL ITEMS – CLOSED SESSION

In accordance with Standing Order 6.a.xx. - to exclude the press and public for all or part of a meeting - a Member of the Council requested that the Council enter into confidential session to discuss a contractual matter.

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.

The Finance and Administration Manager, Administration Support Officer, Samantha Neves and the representative from the Friends of Oakley Park left the meeting at 8:40pm.

FC JUNE 2024 ITEM 18 CONFIDENTIAL MINUTES

Concerns were raised by a Member regarding the potential sharing on social media of an extract from the confidential minutes of the last meeting, regarding Fleet Market.

The Executive Officer and the Chairman will investigate the matter. *Addendum: on investigation the extract on social media was taken from the public minutes from the meeting and, therefore, there has been no breach of confidentiality.*

Due to the brief nature of the discussion, no confidential minutes were required.

The meeting closed at 9:00pm.

Signed.....
Chairman

Date:.....



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 10th June 2024
at 7pm in The Function Room, The Harlington

Present:

Cllr Holt
Cllr Robinson
Cllr Hope
Cllr Schofield

Absent: Cllr Chenery

Officers: Charlotte Benham

1	Apologies None received
2	Declarations of interest to any item on the agenda None declared
3	Public Session None present
4	Approval of the Minutes The minutes of the development and control advisory group meeting held on Tuesday 28 th May were accepted as a correct record of the meeting.
5	24/00847/HOU 68 Clarence Road Fleet Hampshire GU51 3RY <u>Erection of a two storey rear extension.</u> Comments required by 7 June <ul style="list-style-type: none">• First floor extension has been shown to be outside the 45^o line of sight, but it means there is a window to the rear of the neighbouring house close to the boundary The side extension is being raised from approx. 1.8m to 3.3m and the addition of the first-floor extension will take light off the rear of the neighbouring property.• Parking is inadequate and parking statement is irrelevant – the parking provision is a function of the number of bedrooms. Hart’s supplementary planning document establishes the correct number of parking spaces to be provided regardless.

- Clarence Road already has parking issues and any additional on-road parking will only exacerbate an existing problem.

OBJECTION – inadequate on-site parking provision

24/01023/HOU

17 Oakley Drive Fleet Hampshire GU51 3PP

[Demolition of conservatory and erection of a single storey rear, side and front extension and change roof line from hip to gable end \(amendment to 23/02272/HOU\)](#)

Comments required by 11 June

- This an amendment to an earlier approved application.
- The main amendment is to significantly increase the roof space (raised ridge levels).
- Only assumed reason for this amendment is to increase headroom to create more liveable space within the roof.
- Development of the roof space would lead to potential loss of a bungalow (Fleet Neighbourhood Plan Policy 11).

OBJECTION in principle

24/00938/HOU

57 Dinorben Avenue Fleet Hampshire GU52 7SQ

[Removal and raising of the garage roof height by 800mm and installation of a roof light.](#)

Comments required by 11 June

Obvious conversion to living accommodation but causes no harm so NO OBJECTION

24/00857/HOU

22 Beveren Close Fleet GU51 2UB

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

Comments required by 11 June

Simple rear extension. If abuts neighbours rear extension (as shown) then NO OBJECTION

24/00989/GPDBUH

12 Little Copse Fleet Hampshire GU52 7UQ

[Creation of a first floor, replacement of front door, replacement of window to ground floor rear with french doors, blocking up of window to ground floor side and removal of chimney](#)

Comments required by 12 June

- This is a Permitted development application that overrides the locally approved Neighbourhood Plan which seeks to protect bungalows (Fleet Neighbourhood Plan Policy 11)
- The application has duly followed the qualifications required to add an additional floor – as it meets permitted development conditions cannot object

	<p>24/00794/HOU 10 Monks Rise Fleet Hampshire GU51 4HB <u>Erection of a two storey front, side and rear extension, single storey side extension, alterations to fenestration and erection of garden room.</u> Comments required by 18 June</p> <p>The parking proposal is not acceptable under Hart’s design standards. The garage does not count as a parking space and 3 vehicles in a row only counts as 2 parking spaces. However there appears to be adequate room on site for the required parking provision.</p> <p>The major concern is:</p> <ul style="list-style-type: none"> • The proposed front elevation is not in keeping with the appearance of the existing dwelling nor local character of the adjacent properties. It introduces an individual style which would have an impact on the street scene. <ul style="list-style-type: none"> ○ Breaches Fleet Neighbourhood Plan Policy 10.1 and 10.2 and HDC Local Plan Policy GEN1 <p>If homogeneity is not of concern and deemed of limited harm then No Objection subject to the following concerns being dealt with as Conditions:</p> <ul style="list-style-type: none"> • This is a significant increase in floor/roof area. Additional run-off from roof drainage is not dealt with specifically but should be investigated further. SUDS? • The location of the summer house is in the most tree’d area of the site. It also impacts the root zone of trees in the neighbouring property. The use of a piled foundation is essential and should be supervised by a trained tree expert. <p>24/01063/HOU 44 Greenways Fleet Hampshire GU52 7XF <u>Erection of conservatory following demolition of existing conservatory.</u> Comments required by 18th June</p> <p>NO OBJECTION</p>
6	<p>To Note:</p> <p>Review of weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>19th June</p>
8	<p>Date of Next Development Control Committee Meeting</p> <p>24th June</p>

Meeting closed: 7.50pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 24th June 2024
at 7pm in The Function Room, The Harlington

Present:

Cllr Holt
Cllr Robinson
Cllr Hope
Cllr Schofield

Officers: Charlotte Benham

1	<p>Apologies</p> <p>Cllr Chenery</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared</p>
3	<p>Public Session</p> <p>One member of public present.</p>
4	<p>Approval of the Minutes</p> <p>The minutes of the development and control advisory group meeting held on Monday 10th June were accepted as a correct record of the meeting.</p>
5	<p>24/00764/HOU 15 Courtmoor Avenue, Fleet GU52 7UE Erection of a single storey timber outbuilding (Eden design) Comments required by 21 June</p> <p>NO OJECTION as long as tree root protection measures are followed and enforced</p> <p>24/00832/FUL Murco Stop And Shop, 51 Road, Fleet GU51 3AF Demolition of derelict petrol filling station and erection of two dwellings Comments required by 21 June</p> <p>Rejuvenation of the derelict site is welcome however:</p>

- D&A statement totally ignores the existence of the Fleet Neighbourhood Plan and makes no reference to FNP Policy
- Hampshire Highways have submitted a holding objection
- Adding the third level bedroom with dormers makes the street elevation top heavy
- Parking is an issue - these are 3 bedroom units with the potential to be 4 bedroom (study with access to a bathroom). Each unit therefore requires a minimum of three parking spaces.
- Kings Road is a busy road that also includes a bus route - there is no on-site turning space so vehicles will either have to reverse into the site or off the site. Plot 2 access is close to the junction with Kent Road thus increasing the hazard. Site needs reconfiguring – suggest turning the site through 90 degrees so that vehicle access is on Kent Road.
- On road parking in the vicinity is a problem and the derelict site has been used for informal parking by local residents that would be displaced onto the local roads
- It is known that there were no major remediation works at the site to deal with historic contamination. The ground condition report exposes this a seriously contaminated site and yet there are no remedial works identified which may require extensive excavation of the site – report states water remediation, tank removal and removing on contaminated soil as a minimum regardless of site use.

OBJECTION until issues above are resolved

24/01096/HOU

43 Leawood Road, Fleet GU51 5AN

[Erection of a first floor side extension above existing garage, single storey floor front extension, conversion of garage to habitable accommodation and alterations to fenestration.](#)

Comments required by 21 June

- No objection in principle to the modifications to the building structure
- Increase from 3 to 4 and potentially 5 bedrooms requires 4 parking spaces which is shown to be accommodated on site, but potentially breaches Fleet Neighbourhood Plan Policy 15 Residential Gardens

NO OBJECTION in principle but concern might breach Neighbourhood Plan

24/01013/HOU

2 Fitzroy Road, Fleet, Hampshire GU51 4JH

[Erection of a detached outbuilding following demolition of existing](#)

Comments required by 25 June

NO OBJECTION subject to the Condition that the tree protection plan is implemented and supervised by an experienced arboriculturist

24/01074/AMCON

Hartland Village

[Variation of Condition 2 attached to Planning Permission 21/02871/REM dated 29/04/2022 for the approval of reserved matters for the appearance, landscaping, layout and scale pursuant to outline planning permission ref 17/00471/OUT for the erection of 331 units, retail and commercial space, a community space, with associated internal access roads, car parking, open](#)

[space, landscaping and drainage which requires substitutions of the approved plans to permit revisions to the approved parking strategy, the extension of an approved bicycle and bin store, and amendments to the design and siting of the stair lift core from the basement level of Block J](#)

Comments required by 27 June

- Natural England has submitted an objection
- Inadequate parking – any loss of parking will cause further issues on site
- No on-site amenities
- Poor provision of affordable housing – also unclear where parking allocation is for some
- Inadequate SANG contribution
- Proposed SUDS tanks do not have flow control – question if they will be effective during storms if full of normal rainfall water

OBJECTION

24/01161/HOU

18 Sycamore Crescent, Church Crookham, Fleet Hampshire GU51 5NN
[Demolition of existing porch and erection of a single storey front extension](#)

Comments required by 27 June

Located within the Basingstoke Canal Conservation Area but another property of no architectural significance. Proposal has no detrimental impact on the canal nor on the neighbours so NO OBJECTION

24/01141/HOU

Branksome House, Branksomewood Road, Fleet Hampshire
[Erection of a single storey outbuilding](#)

Comments required by 27 June

- The location of this type of development is the rear garden rather than the front garden, but it looks well screened and is remote enough that neighbours should not be impacted by noise from the proposed use
- The use of metal spikes to support the structure from impacting the Root Zone of an adjacent substantial tree is a good solution but should be detailed in drawings rather than text in a Heritage statement.
- The development is in the NFCA but plans appear to have limited to no impact outside the site.

NO OBJECTION subject to condition that root protection measures are put in place

24/00821/HOU

5 Pondtail Road, Fleet, Hampshire GU51 3JN
[Split Bedroom 2 into two bedrooms with a stud wall and a new first floor window](#)

Comments required by 27 June

- Drawings are confusing as they indicate an upstairs extension. Is it a rebuild with cavity walls?

	<ul style="list-style-type: none"> • Effectively increasing by one bedroom to 4. • Car parking space 3 is not accessible and a garage does not count as a parking space under Hart’s regulations • Study with shower room can be counted as a 5th bedroom <p>OBJECTION - unclear as to the actual extent of the work, parking issues and potentially a 5 bed house</p> <p>24/01028/HOU 9 Dinorben Close, Fleet, GU52 7SW Erection of single storey (flat roofed) front, rear (and part side) extensions Comments required by 4 July</p> <p>The extensions are of a very modern design compared with the original house. Do they complement the original structure? Is it acceptable that a very stark contrast defines the extensions? Apart from the new front door the extension is all to the rear and not visible in the street scene.</p> <p>Out of keeping with original building but as to the rear NO OBJECTION in principle - suggest painting the extensions white would improve design and be more in keeping</p> <p>24/01195/HOU 3 Tavistock Road, Fleet, Hampshire, GU51 4EH Erection of a single storey side extension following demolition of existing garage and playroom Comments required by 4 July</p> <ul style="list-style-type: none"> • No change in footprint and no increase in number of bedrooms. • There should be some restrictions on works carried out in the tree root zone such a limiting storage of materials etc. • It could very easily become an annexe in the future • Parking 3 in a row not accepted under Hart’s standards. Use of extension as residential accommodation would increase parking demand. <p>OBJECTION</p>
6	<p>To Note:</p> <p>Review of weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>17th July</p>
8	<p>Date of Next Development Control Committee Meeting</p> <p>8th July</p>

Meeting closed: 8.20pm

Signed:.....

Date:



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 19th June 2024 at 7pm

* Councillor Einchcomb (Chairman)
0 Councillor Woods (Vice Chairman)

0 Councillor Chenery
Councillor Fang
* Councillor Holt
0 Councillor May
0 Councillor Oliver

* Councillor Schofield
* Councillor Taylor
* Councillor Tilley
Councillor Wildsmith
0 Councillor Willcocks

* Present # Absent & No Apology Received 0 Apology for Absence L Late

Also in attendance:

Rita Tong – Executive Officer
Alex Robins - The Harlington General Manager
Ben Crane – Facilities and Open Spaces Manager
Sian Taylor – Cemetery Clerk
Friends of Oakley Park Representative

RLA JUNE 2024 ITEM 1

ELECTION OF CHAIRMAN

Councillor Paul Einchcomb was nominated and seconded for the position of Chairman. There were no other nominations.

RESOLVED

That Councillor Einchcomb be re-elected to the office of Chairman of Recreation, Leisure and Amenities Committee for the local Government year 2024/2025.

RLA JUNE 2024 ITEM 2

ELECTION OF VICE CHAIRMAN

Councillor George Woods was nominated and seconded for the position of Vice Chairman. There were no other nominations.

RESOLVED

That Councillor Woods be elected to the office of Vice Chairman of Recreation, Leisure and Amenities Committee for the local government year 2024/2025.

RLA JUNE 2024 ITEM 3

APOLOGIES

Members received and accepted the apologies as noted above.

RLA JUNE 2024 ITEM 4

DECLARATIONS OF INTEREST

Councillor Tilley declared an other registerable interest in Agenda Item 13 on the grounds that she is the organizer of the event.

RLA JUNE 2024 ITEM 5

QUESTIONS FROM THE PUBLIC

There were no questions from the public present at the meeting.

RLA JUNE 2024 ITEM 6

MINUTES OF PREVIOUS MEETING

Members received and approved as a correct record the minutes of the Recreation, Leisure and Amenities Committee meeting held on 20th March 2024.

RLA JUNE 2024 ITEM 7

THE CEMETERY CLERK'S REPORT

Members received a verbal update from the Cemetery Clerk.

Members noted that there is approximately 5-7 years of full body burial capacity remaining at the Cemetery. Options to purchase vacant land for a new cemetery either within or close to Fleet will need to be investigated.

RESOLVED

Members resolved to note the report.

RLA JUNE 2024 ITEM 8

THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

Members received the report from The General Manager of the Harlington and Ancells Farm Community Centre.

Members noted that the year end result referred to in the General Overview referred to the 2023/24 financial year and not 2022/23 as stated in the report.

At the request of Members, the Harlington General Manager confirmed that Fleet Town Council reimbursed the Ancells Management Company for the Council's proportion of the management company's claimed expenses in 2023/24 of £6,000 and that £7,500 has been budgeted in 2024/25.

RESOLVED

Members resolved to note the report.

RLA JUNE 2024 ITEM 9

FACILITIES AND OPEN SPACES MANAGER'S REPORT

Members received the report from the Facilities and Open Spaces Manager.

Members noted that only two of the five boilers servicing The Harlington are currently operating and that there is a significant risk that the remaining two could fail due to their age and the inability to source parts required for maintenance. Members further noted that whilst the issue of energy supply would be addressed within the refurbishment project, an intermediary solution may be required.

Members queried the requirement to plant five trees to replace one tree with a Tree Protection Order.

RESOLVED

Members resolved to note the report.

Members further resolved that once the Design Architects have been appointed, the boiler issue should be raised as a priority issue for guidance regarding resolution.

Members instructed the Facilities and Open Spaces Manager to challenge Hart District Council's requirement to plant five trees to replace one tree with a TPO.

RLA JUNE 2024 ITEM 10

EDENBROOK PLAY AREAS PUBLIC SURVEY RESULTS

Members received the report from the Facilities and Open Spaces Manager on the results of the recent survey conducted on Edenbrook's play areas.

RESOLVED

Members resolved to note the report.

Members instructed the Facilities and Open Spaces Manager to develop proposals for replacing the play equipment at both sites with full costing and to separately identify the cost of installing improved drainage.

Members have requested that Officers develop a comprehensive Playpark Strategy. This strategy should encompass short-term, medium-term, and long-term funding requirements, as well as detailed options for the maintenance and replacement of play equipment. The completed strategy should be presented to this Committee for review.

RLA JUNE 2024 ITEM 11

HART FOODBANK STORAGE

Members considered a request from Hart Foodbank to provide storage space for food items at Basingbourne Park Pavilion.

RESOLVED

Members approved in principle the use of Basingbourne Park Pavilion for the storage of food items for the Hart Foodbank.

RLA JUNE 2024 ITEM 12

HARLINGTON FIRE DOOR ASSESSMENT

Members received the report from the Facilities and Open Spaces Manager on the results of the recent Fire Door Inspection performed by Woodstock Security in response to a recent Fire Safety Risk Assessment.

Members noted that replacement of all fire doors would not make the building safer due to the combustible nature of the construction materials used throughout the building and the inherent design of the building. The primary concern of the Council was public safety.

RESOLVED

Members agreed that the issues with the fire doors and overall fire safety of the building would be addressed within the refurbishment project. Meanwhile, the frequency of fire evacuation drills would be increased from the minimum two per annum to ensure public safety.

RLA JUNE 2024 ITEM 13

MUSIC ON THE VIEWS UPDATE

Members received and noted the update from Councillor Tilley on the proposed Music on The Views event in 2024.

RLA JUNE 2024 ITEM 14

SKATE PARK AND OTHER PARKS

Members received and noted the report from the Facilities and Open Spaces Manager on the skate park and The Views play area.

RLA JUNE 2024 ITEM 15

EXECUTIVE OFFICER’S REPORT

The Executive Officer had nothing to report.

RLA JUNE 2024 ITEM 16

FUTURE EVENTS

Members noted the following future events:

Brass Band Concert	23 rd June 2024	Oakley Park
Fleet Carnival	6 th July 2024	High Street/Calthorpe Park
SCAM JAM	20 th July 2024	The Views
Summer Project (Fleet Phoenix)	27 th July- 29 th August 2024	The Views
Music on The Views (FTC event)	25 th August 2024	The Views
Lions Fireworks Fiesta	2 nd November 2024	Calthorpe Park

Councillor Tilley informed Committee members that a Pop Up Hub would be held at the Fleet Carnival and requested sign up from Councillors for one-hour slots.

RLA JUNE 2024 ITEM 17

DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 18th September 2024 at 7pm at The Harlington.

The meeting closed at 9:08pm.

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

Chairman



**Application for Co-option
Part 1**

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

Full Name & Title	Mr Declan James
Home Address	[Redacted]
Home Telephone	[Redacted]
Mobile Telephone	[Redacted]
Email Address	[Redacted]
Which Ward are you applying for?	Councillor Vacancy - Pondtail Ward

About You

Please provide the Council with some background information about yourself.

I have resided in Fleet since April 2021 with my wife Victoria and our 9-month-old son Bruno. Between 2011 and 2023, I served as a Police Officer and Detective in the Metropolitan Police Service in London. During my tenure, I worked in various roles, developing subject matter expertise in gang-related crime, serious youth violence, and drug trafficking. Additionally, I was a reservist in the Army for two years while attending university.

In August 2023, I transitioned to J.P. Morgan, where I currently work in financial crime investigations. This role has further honed my analytical and problem-solving skills, as well as my ability to navigate complex regulatory environments.

Beyond my professional career, I am deeply committed to community service. I was a trustee of a local charity, Autism Friendly Fleet, where we delivered autism awareness training to businesses and individuals in the community. We supported local events such as the Fleet Carnival and Christmas Market by providing dedicated autism-friendly spaces. Our efforts also included fundraising for neuroinclusive workshops for autistic individuals. Moreover, I have volunteered on a neurodivergent Criminal Justice project with Neurodiversity in Business, advocating for better understanding and support for neurodivergent individuals within the criminal justice system.

My key skills include problem-solving, project management, teamwork, research, communication with diverse audiences, analytical thinking, and attention to detail. These experiences and skills equip me to effectively contribute to the Council and serve the local community of Fleet.

Reasons for applying

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

My desire to become a Town Councillor stems from a lifelong commitment to public service and community improvement. Throughout my career as a Police Officer and Detective in the Metropolitan Police Service, I have consistently worked to resolve issues and protect the well-being of the community. This dedication has carried over into my voluntary work with local charities, where I have been actively involved in supporting neurodivergent individuals and fostering inclusivity.

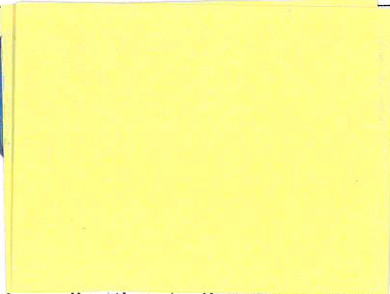
Since moving to Fleet in April 2021, I have developed a deep appreciation for our town and its residents. I am passionate about becoming more involved in local affairs and contributing to the betterment of our community. As a trustee of Autism Friendly Fleet, I witnessed firsthand the positive impact that local initiatives can have on the lives of residents. This experience reinforced my belief in the importance of local governance and the role it plays in enhancing community life.

I am eager to bring my problem-solving skills, project management experience, and ability to work collaboratively to the Council. I believe that effective teamwork and open communication are essential for addressing the needs and concerns of our community. By working together with fellow councillors and engaging with residents, I am confident that we can implement meaningful changes and improvements.

Furthermore, I am committed to representing the diverse voices within our town and ensuring that all residents feel heard and valued. I am particularly interested in initiatives that promote safety, inclusivity, and sustainability in Fleet. By leveraging my background in law enforcement and financial crime investigations, I aim to contribute to creating a safer and more resilient community.

In summary, my motivation to become a Town Councillor is driven by a strong sense of civic duty and a desire to make a positive difference in Fleet. I am dedicated to working hard for the betterment of our town and its residents, and I look forward to the opportunity to serve our community in this capacity.

Signature



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

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

Co-option Eligibility Form Part 2

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

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

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

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

This disqualification for bankruptcy ceases in the following circumstances:

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

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

DECLARATION

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

Signature.....Date...11/06/2024

.....

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

CO-OPTED COUNCILLOR PERSON SPECIFICATION

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

Fleet Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 May 2024

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/05/2024 HSBC	858,087.53
2	30/04/2024 Petty Cash	10.75
3	31/05/2024 HSBC Savings	301,579.54
		1,159,677.82
<u>Other Cash & Bank Balances</u>		
	CCLA Pub Sector Deposit Fund	2,200,000.00
	Cash Floats	2,000.00
	Nationwide deposit account	824,735.07
	Petty Cash - Harlington	120.00
		3,026,855.07
		4,186,532.89
<u>Receipts not on Bank Statement</u>		
0	31/05/2024 All Receipts Cleared	0.00
		0.00
		4,186,532.89
<u>Closing Balance</u>		
<u>All Cash & Bank Accounts</u>		
1	Bank Current/Deposit Account	858,087.53
2	Petty Cash - FTC	10.75
3	HSBC Savings Account	301,579.54
	Other Cash & Bank Balances	3,026,855.07
	Total Cash & Bank Balances	4,186,532.89

Date: 07/06/2024

Fleet Town Council Current Year

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Time: 11:31

Cashbook 1

User: SM

Bank Current/Deposit Account

Payments made between 30/04/2024 and 31/05/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
30/04/2024	BACS P/L Pymnt Page 2412	BACS Pymnt	54,846.52	54,846.52		500			BACS P/L Pymnt Page 2412
30/04/2024	Global Payments - Direct Debit	dd514	36.00	36.00		500			bank charges 1/3-31/3/24
30/04/2024	BT Payment Services Ltd	dd515	130.63	130.63		500			Broadband 1/4-30/4/24
30/04/2024	Vodafone Limited	dd516	42.41	42.41		500			Purchase Ledger DDR Payment
01/05/2024	Hart District Council - DD	dd517	210.00	210.00		500			Business rates 2024/25
01/05/2024	Hart District Council - DD	dd518	1,634.00	1,634.00		500			Business rates 2024/25
01/05/2024	Hart District Council - DD	dd519	119.00	119.00		500			Business rates 2024/25
08/05/2024	Booker Limited	dd520	42.04	42.04		500			bar supplies
10/05/2024	Total Energies	dd521	60.49	60.49		500			gas 29/2-31/3/24
10/05/2024	Information Commissioner's Off	dd537	55.00	55.00		500			GDPR/Protection 2024/25
13/05/2024	Fleet Town Council	DD	4,214.62			516		4,214.62	Pension May 24
13/05/2024	HSBC	dd522	67.72	67.72		500			Bank charges 1/3-31/3/24
13/05/2024	HSBC	dd523	13.41	13.41		500			Bank charges 1/3-31/3/24
14/05/2024	Total Energies	dd524	1,837.04	1,837.04		500			gas 29/2-31/3/24
14/05/2024	Total Energies	dd525	199.96	199.96		500			gas 29/2-31/3/24
15/05/2024	Payment Sense Ltd	dd535	154.01	154.01		500			Card charges 1/4-30/4/24
15/05/2024	Payment Sense Ltd	dd536	26.75	26.75		500			Card charges 1/4-30/4/24
16/05/2024	NPower - Direct Debits	dd526	47.66	47.66		500			elec 1/3-31/3/24
16/05/2024	NPower - Direct Debits	dd527	29.87	29.87		500			elec 1/3-31/3/24
16/05/2024	Castle Water Limited	dd528	95.68	95.68		500			water 1/4-30/4/24
16/05/2024	NPower - Direct Debits	dd529	127.43	127.43		500			elec 1/3-31/3/24
16/05/2024	NPower - Direct Debits	dd530	101.57	101.57		500			elec 1/3-31/3/24
16/05/2024	NPower - Direct Debits	dd531	34.91	34.91		500			elec 1/3-31/3/24
16/05/2024	HSBC	DD546	3,660.82	3,660.82		500			Credit Card May 24
17/05/2024	Castle Water Limited	dd532	20.23	20.23		500			water 1/4-30/4/24
17/05/2024	Global Payments - Direct Debit	dd533	425.20	425.20		500			bank charges 29/3-30/4/24
20/05/2024	Fleet Town Council	DD	31,891.23			516		133.36	Payroll May 24
						520		31,757.87	Payroll May 24
20/05/2024	Central Computer Management Lt	dd534	72.00	72.00		500			Payroll Apr 24
22/05/2024	Croner Group Ltd	dd538	408.98	408.98		500			HR and H&S May 24
22/05/2024	Fleet Town Council	DDR	10,473.33			515		10,473.33	Inland Rev May 24
24/05/2024	Payment Sense Ltd	dd539	113.94	113.94		500			card charges 1/5-
Subtotal Carried Forward:			111,192.45	64,613.27	0.00			46,579.18	

Bank Current/Deposit Account

Payments made between 30/04/2024 and 31/05/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
									31/5/24
24/05/2024	Payment Sense Ltd	dd540	17.88	17.88		500			card charges 1/5-31/5/24
24/05/2024	BOC Ltd	dd541	68.68	68.68		500			gas
29/05/2024	Fleet Town Council	BACS	4,186.91			120		4,186.91	VAT Return 1/1-31/3/24 Payment
29/05/2024	HSBC	dd542	78.06	78.06		500			bank charges 8/4-7/5/24
30/05/2024	BT Payment Services Ltd	dd543	64.24	64.24		500			broadband cancellation charges
30/05/2024	Global Payments - Direct Debit	dd544	36.00	36.00		500			Card charges 1/4-30/4/24
30/05/2024	Vodafone Limited	dd545	42.41	42.41		500			mobile charge 18/5-17/6/24
Total Payments:			115,686.63	64,920.54	0.00			50,766.09	

11/06/2024

Fleet Town Council Current Year

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15:01

PURCHASE LEDGER INVOICE LISTING

User: RH

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
17/04/2024	HAR008		CHRIS ALDEN	ALDEN	900.00	0.00	900.00	810	0	300.00	90s and 80s rewind
								811	0	600.00	90s and 80s rewind
31/05/2024	3078343180		BOC	BOC	218.90	43.76	262.66	4700	201	218.90	gas
02/05/2024	0143943		BOOKER	BOOKER	37.53	4.51	42.04	4700	201	30.54	bar supplies
								4152	204	6.99	bar supplies
31/05/2024	3823		BRANDPEST	BRAND	60.00	12.00	72.00	4187	310	60.00	pest control contract
16/05/2024	M071&T		BT	BT	53.53	10.71	64.24	4487	204	53.53	broadband cancellation charges
31/05/2024	SI-006910	4838	CALOO	CALOO	1,240.00	248.00	1,488.00	4230	310	1,240.00	Engineer table tennis
02/05/2024	10002116398		CASTLE WATER DD	CASTLEWADD	87.48	8.20	95.68	4115	310	87.48	water 1/4-30/4/24
03/05/2024	10002207453		CASTLE WATER DD	CASTLEWADD	18.65	1.58	20.23	4115	204	18.65	water 1/4-30/4/24
03/05/2024	10002207488		CASTLE WATER DD	CASTLEWADD	24.35	1.69	26.04	4115	320	24.35	water 1/4-30/4/24
17/05/2024	10002363590		CASTLE WATER DD	CASTLEWADD	-14.51	0.00	-14.51	4115	350	-14.51	Water 1/4-30/4/24
07/05/2024	10002258075		CASTLEWATER	CASTLEWATE	69.89	7.73	77.62	4115	205	69.89	water 1/4-30/4/24
07/05/2024	10002271440		CASTLEWATER	CASTLEWATE	702.01	78.16	780.17	4115	204	702.01	water 1/4-30/4/24
08/05/2024	53689		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	contract 1/5-31/5/24
08/05/2024	53690		CBS	CBS	463.13	92.63	555.76	4170	204	463.13	contract 1/5-31/5/24
01/05/2024	Z000701	4836	CBS	CBS	118.00	23.60	141.60	4170	208	118.00	maint heating plant
01/05/2024	Z000703	4836	CBS	CBS	944.00	188.80	1,132.80	4170	208	944.00	maint heating plant
31/05/2024	61730		CENTRAL COM LIVEPAY	CCMLPAY	64.00	12.80	76.80	4550	101	64.00	payroll may 24
05/05/2024	442		CHRIS TRIMBY AUDIO	CHRISTRIMB	150.00	0.00	150.00	768	0	150.00	audio engineer to the jamd
05/05/2024	443		CHRIS TRIMBY AUDIO	CHRISTRIMB	150.00	0.00	150.00	769	0	150.00	audio engineer to john lydon
14/05/2024	444		CHRIS TRIMBY AUDIO	CHRISTRIMB	150.00	0.00	150.00	833	0	150.00	audio engineer rem
14/05/2024	271720		CIA	CIA	755.70	151.14	906.84	4590	310	755.70	engineer callout to repair gat
15/05/2024	163		CLIVE PHILLIPS	CLIVEPHILL	3,500.00	700.00	4,200.00	832	0	3,500.00	johnny cash 10/5
01/05/2024	INV-D-03501		CLOUDY IT	CLOUDYIT	378.20	75.64	453.84	4484	101	378.20	IT May 24
24/05/2024	18MAY24		COMEDY COMPANY	COMEDYCOMP	1,000.00	200.00	1,200.00	842	0	1,000.00	comedy 18/5/24
24/05/2024	20APR24		COMEDY COMPANY	COMEDYCOMP	1,000.00	200.00	1,200.00	841	0	1,000.00	comedy 20/4/24
14/05/2024	907664226		MOLSON COORS	COORS	966.13	193.23	1,159.36	4700	201	966.13	bar supplies

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/05/2024	907686230		MOLSON COORS	COORS	1,611.98	322.40	1,934.38	4700	201	1,611.98	bar supplies
19/05/2024	C000846095		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	HR and H&S May 24
								4187	101	154.80	HR and H&S May 24
01/05/2024	INV-0067		FESTIVE LIGHTING	FESTIVELIG	7,486.69	1,497.34	8,984.03	4655	150	7,486.69	year 3 xmas lights 2024
12/05/2024	2408		FLEETJAZZ	FLTJAZ	985.54	0.00	985.54	844	0	265.54	jazz club april
								846	0	720.00	jazz club april
31/05/2024	MAY24		GLOBAL PAYMENTS DD	GLOBALDD	424.50	0.70	425.20	4422	201	424.50	bank charges 29/3-30/4/24
15/05/2024	4000011581		HDC	HDC	99.00	19.80	118.80	4752	201	99.00	hire of annexe car park
17/04/2024	INV-33216		HOGS BACK	HOGSBACK	220.89	44.18	265.07	4700	201	220.89	bar supplies
01/05/2024	INV-33657		HOGS BACK	HOGSBACK	207.04	41.41	248.45	4700	201	207.04	bar supplies
29/05/2024	INV-34576		HOGS BACK	HOGSBACK	207.04	41.41	248.45	4700	201	207.04	bar supplies
28/05/2024	11523389		HSBC	HSBC	52.60	0.00	52.60	4420	101	52.60	bank charges 1/4-30/4/24
28/05/2024	11550944		HSBC	HSBC	13.19	0.00	13.19	4420	101	13.19	bank charges 1/4-30/4/24
07/05/2024	C/CARDMAY		HSBC	HSBC	3,165.95	494.87	3,660.82	4445	101	6.00	CC/CB/MAY24/MOBILE CARD
								4445	101	6.00	CC/CB/MAY24/MOBILE CARD
								4445	101	6.00	CC/CB/MAY24/MOBILE CARD
								4832	150	8.32	CC/CB/MAY24/REPAIR CAFE EQUIP
								4832	150	297.15	CC/CB/MAY24/REPAIR CAFE SUPPLI
								4187	101	10.60	CC/CB/MAY24/1ST AID SUPPLIES
								4400	101	9.89	CC/CB/MAY24/INTERVIEW
								4400	101	12.00	CC/CB/MAY24/INTERVIEW
								4400	101	1.55	CC/CB/MAY24/TENDER DAY
								4400	204	4.16	CC/AR/MAY24/BAGS
								4400	204	7.08	CC/AR/MAY24/STORAGE FOLDER
								4400	204	12.08	CC/AR/MAY24/STORAGE FOLDERS
								4152	204	212.37	CC/CB/MAY24/SOAP DISPENSERS
								4152	204	5.87	CC/CB/MAY24/STORAGE
								4152	204	4.68	CC/CB/MAY24/CLEANING SUPPLIES
								4152	205	14.16	CC/CB/MAY24/HYGIENE SUPPLIES

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4152	205	18.32	CC/CB/MAY24/HYGIENE SUPPLIES
								4420	101	32.00	CC/CB/MAY24/ANNUAL CARD FEE
								4170	204	232.00	CC/BC/MAY24/THERMOMETER
								4170	204	2.27	CC/BC/MAY24/WOOD SCREWS
								4170	204	71.55	CC/AR/MAY24/PAINT
								4740	310	6.00	CC/BC/MAY24/LAND REGISTRY
								4740	201	75.00	CC/AR/MAY24/MICROPHONE
								4740	201	85.00	CC/AR/MAY24/MICROPHONE
								4486	101	3.30	CC/BC/MAY24/MICROSOFT
								4486	101	88.20	CC/BC/MAY24/MICROSOFT
								4486	101	343.90	CC/BC/MAY24/MICROSOFT
								4700	201	0.90	CC/RM/MAY24/MILK
								4700	201	4.20	CC/RM/MAY24/MILK
								4700	201	1.25	CC/RM/MAY24/MILK
								4700	201	1.99	CC/AR/MAY24/MILK
								4763	201	51.95	CC/RM/MAY24/BAR SNACKS
								4763	201	75.92	CC/RM/MAY24/BAR SNACKS
								4182	201	49.95	CC/AR/MAY24/BATTERIES
								4182	201	260.63	CC/AR/MAY24/HAZE FLUID
								4481	201	1,068.00	CC/AR/MAY24/SOFTWARE
								4481	204	9.16	CC/AR/MAY24/SPOTIFY
								4490	201	50.00	CC/AR/MAY24/POSTCODE
								4455	204	16.55	CC/AR/MAY24/POSTAGE
07/05/2024	MAY24		HSBC	HSBC	78.06	0.00	78.06	4420	101	78.06	bank charges 8/4-7/5/24
21/05/2024	Z2221823CR		INFO COMM	ICO	-5.00	0.00	-5.00	4460	101	-5.00	Credit
13/05/2024	INV-01160		INFINITY	INFINITY	205.00	41.00	246.00	4230	310	205.00	roundabout service q01383
23/05/2024	INV-01168	4842	INFINITY	INFINITY	1,111.82	222.36	1,334.18	4230	208	1,111.82	Remedials to play equip.
23/05/2024	INV-01169	4825	INFINITY	INFINITY	647.50	129.50	777.00	4230	310	647.50	supply and install cord repair
13/05/2024	297922		LAWMANS UK	LAWMANS UK	237.00	47.40	284.40	768	0	237.00	supervisors 27/4

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
15/05/2024	116245		LONDON CATERING	LONDONCAT	321.07	64.21	385.28	4152	204	321.07	cleaning supplies
10/05/2024	04241646		MINTNETWORK	MINTNETWORK	106.54	21.31	127.85	4440	101	106.54	tel calls april 2024
30/05/2024	63301		NEW FOREST ICE CREAM	NEW F ICEC	130.00	26.00	156.00	4762	201	130.00	bar supplies
15/05/2024	17694		NIGEL JEFFRIES	NIGELJEFFR	230.00	46.00	276.00	4202	350	230.00	memorial garden planting
16/05/2024	IN01927163		NPOWER	NPOWER	18.61	0.93	19.54	4122	310	18.61	elec 1/10-31/10/21
16/05/2024	IN01927209		NPOWER	NPOWER	25.67	1.28	26.95	4122	208	25.67	elec 1/10-31/10/21
15/05/2024	IN02702264		NPOWER	NPOWER	2,381.50	476.30	2,857.80	4122	204	2,381.50	lec 1/1-31/1/22
16/05/2024	IN10515937		NPOWER	NPOWER	10.73	2.15	12.88	4122	310	10.73	elec 1/4-30/4/24
16/05/2024	IN10519698		NPOWER	NPOWER	3,493.89	698.78	4,192.67	4122	204	3,493.89	elec 1/4-30/4/24
16/05/2024	IN10573654		NPOWER	NPOWER	161.89	8.09	169.98	4122	205	161.89	elec 1/4-30/4/24
16/05/2024	IN10573611		NPOWER DD	NPOWERDD	155.83	7.79	163.62	4122	310	155.83	elec 1/4-30/4/24
16/05/2024	IN10573613		NPOWER DD	NPOWERDD	29.65	1.48	31.13	4122	315	29.65	elec 1/4-30/4/24
16/05/2024	IN10573616		NPOWER DD	NPOWERDD	26.14	1.31	27.45	4122	320	26.14	elec 1/4-30/4/24
16/05/2024	IN10573653		NPOWER DD	NPOWERDD	45.41	2.27	47.68	4122	208	45.41	elec 1/4-30/4/24
20/05/2024	3569	4834	NPTREEMANAGE	NPTREE	480.00	96.00	576.00	4250	320	480.00	fell tree
22/05/2024	3570	4826	NPTREEMANAGE	NPTREE	640.00	128.00	768.00	4250	310	640.00	t1361 remove deadwood
23/05/2024	3571	4811	NPTREEMANAGE	NPTREE	3,960.00	792.00	4,752.00	4250	310	3,960.00	priority 2 tree work
23/05/2024	3572	4827	NPTREEMANAGE	NPTREE	460.00	92.00	552.00	4250	325	460.00	priority 3 tree work
29/05/2024	3576		NPTREEMANAGE	NPTREE	2,640.00	528.00	3,168.00	4250	310	2,640.00	priority 3 tree work
30/05/2024	3577		NPTREEMANAGE	NPTREE	180.00	36.00	216.00	4250	350	180.00	priority 3 tree work
10/05/2024	5758565		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	card charges 1/5-31/5/24
10/05/2024	5758566		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	card charges 1/5-31/5/24
31/05/2024	001948		CHCLEANING	PRIMA	2,436.70	487.34	2,924.04	4150	204	2,436.70	Cleaning 1/5-31/5/24
31/05/2024	001949		CHCLEANING	PRIMA	661.00	132.20	793.20	4150	205	661.00	Cleaning 1/5-31/5/24
31/05/2024	001950		CHCLEANING	PRIMA	404.00	80.80	484.80	4150	204	404.00	Cleaning 1/5-31/5/24
31/05/2024	001951		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	315	121.00	Cleaning 1/5-31/5/24
31/05/2024	001952		CHCLEANING	PRIMA	61.00	12.20	73.20	4150	310	61.00	Cleaning 1/5-31/5/24
31/05/2024	001953		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	320	121.00	Cleaning 1/5-31/5/24
31/05/2024	001954		CHCLEANING	PRIMA	135.00	27.00	162.00	4150	208	135.00	Cleaning 1/5-31/5/24

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
23/05/2024	INV-25399		PXPRODUCT	PXPRODUCT	825.00	165.00	990.00	546	0	825.00	deposit for 6/6
23/05/2024	INV-25400		PXPRODUCT	PXPRODUCT	1,925.00	385.00	2,310.00	810	0	1,925.00	ultra 90s 14/6
14/05/2024	64916		REDSHANK IT SERVICES	REDSHANK	78.50	15.70	94.20	4400	101	78.50	toner cartridge
29/05/2024	65211		REDSHANK IT SERVICES	REDSHANK	74.00	14.80	88.80	4400	101	74.00	ink cartridge
11/05/2024	110524		REM BY STIPE	REMBYSTIPE	1,500.06	0.00	1,500.06	833	0	1,500.06	rem 11/5/24
07/05/2024	MAYEXP		ROCHELLE HALLIDAY	ROCHELLE	30.41	6.08	36.49	4832	150	30.41	weighing scales
09/05/2024	MAYEXP		SARAH MOORE	SARAHMOORE	29.48	0.00	29.48	4400	101	2.98	staff supplies
								4400	101	3.50	staff supplies
								4400	101	5.70	staff supplies
								4400	101	1.00	staff supplies
								4400	101	2.50	staff supplies
								4041	101	8.55	mileage
								4041	101	5.25	mileage
01/05/2024	INV-18179		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	web services may 24
22/05/2024	INV-18196		SG POS	SGPOS	243.00	48.60	291.60	4481	204	243.00	repair bar till
01/05/2024	APREXP		SIAN TAYLOR	SIAN	20.25	0.00	20.25	4041	350	20.25	april 24 expense
31/05/2024	24050137		TICKETSOLVE	TICKETSOLV	775.40	0.00	775.40	4490	201	775.40	ticket sales may 24
15/05/2024	340408865/24		TOTAL ENERGIES DD	TOTENGDD	2,393.50	478.70	2,872.20	4120	204	2,393.50	gas 31/3-30/4/24
15/05/2024	340408931/24		TOTAL ENERGIES DD	TOTENGDD	187.96	9.40	197.36	4120	205	187.96	gas 31/3-30/4/24
15/05/2024	340408975/24		TOTAL ENERGIES DD	TOTENGDD	69.62	3.48	73.10	4120	208	69.62	gas 31/3-30/4/24
01/05/2024	HI593484		UNITED HYGIENE	UWR	159.83	31.97	191.80	4152	205	159.83	hygiene may 24
23/05/2024	OP/I707250		VIMTO	VIMTO	363.43	72.68	436.11	4700	201	363.43	bar supplies
23/05/2024	GRANTMAY24		VINE CHURCH	VINECHURCH	500.00	0.00	500.00	4855	110	500.00	Grant May 24
19/05/2024	446188-004		VIRGIN MEDIA	VIRGIN	185.83	37.17	223.00	4487	204	185.83	broadband 16/5-15/6
18/05/2024	B5-645036327		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	mobile charge 18/5-17/6/24
								4445	301	11.78	mobile charge 18/5-17/6/24
								4445	101	11.78	mobile charge 18/5-17/6/24
18/05/2024	INV-0588		WAYMEDIA	WAYMEDIA	8,421.76	1,684.35	10,106.11	769	0	8,421.76	john lydon

9. **APPOINTMENT OF INTERNAL AUDITOR 2024/25**

One of the assertions in the Annual Governance Statement is that the Council has maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems (Assertion 6). This requires the Council to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes.

The Joint Panel on Accountability and Governance Practitioners Guide gives some further guidance on what should be considered when appointing an Internal Auditor, of which two key points are:

In addition to ensuring the appointed internal auditor has relevant knowledge of the public sector, there are two key principles an authority must follow in appointing an internal audit provider: independence and competence. (JPAG 4.6)

There is no requirement to rotate auditors, but the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence. (JPAG 4.11)

Fleet Town Council's current internal auditor, Do The Numbers, has been in post since 2010. Using an internal auditor who has been in their position for 14 years can have both advantages and disadvantages. The following are some points to consider:

Pros:

1. In-depth Organizational Knowledge:
 - The auditor has a comprehensive understanding of the organization's operations, systems, and processes.
 - Familiarity with historical data and past audits can provide valuable context for current evaluations and improvements.
2. Established Relationships:
 - Long-standing professional relationships with staff and management can facilitate smoother communication and collaboration.
 - Trust and rapport built over time can lead to more open and honest discussions during audits.
3. Consistency and Stability:
 - Continuity in the audit function can help maintain consistent audit practices and standards.
 - Reduces the learning curve and adjustment period that comes with onboarding new auditors.

4. Institutional Memory:

- The auditor can provide insights into past issues, how they were resolved, and what practices have been successful or unsuccessful.
- Helps in identifying recurring problems and ensuring long-term compliance and improvement.

Cons:

1. Potential for Complacency:

- Long tenure can lead to complacency, reducing the auditor's critical assessment and ability to spot new risks or issues.
- The auditor might become too comfortable with the current processes, potentially overlooking inefficiencies or areas needing improvement.

2. Lack of Fresh Perspectives:

- New auditors can bring fresh ideas and approaches that might be lacking in someone who has been in the same role for a long time.
- Diverse viewpoints are essential for innovation and identifying blind spots.

3. Independence and Objectivity Concerns:

- Close relationships with staff and management might compromise the auditor's independence and objectivity.
- Familiarity might lead to biased assessments or reluctance to highlight problems that could cause friction.

Should Members decide to appoint a new Internal Auditor, the following selection criteria would be used:

- Possess a recognised accounting/auditing qualification.
- Have parish council experience (particularly regarding fixed assets, VAT, the Transparency Code).
- Provide a three-year audit plan that covers standing orders, financial regulations, minutes, risk assessments, insurance, VAT and financial internal controls.
- Have professional indemnity insurance.
- Provide their annual fixed fee estimate.

Members are asked to consider the above and:

- 1. Determine whether they wish to reappoint Eleanor Green, Do The Numbers, as the internal auditor for Fleet Town Council for 2024/25 or appoint a new provider.**
- 2. If Members decide to re-appoint Eleanor Green, Do The Numbers, authorise the Executive Officer to submit a formal letter of engagement.**
- 3. If Members decide to appoint a new provider, authorise the Executive Officer to select and engage a suitable alternative.**

OFFICER: Charlotte Benham - Projects & Committees Officer
DATE: 3rd July 2024
MEETING: Council
SUBJECT: New Websites for the Council and The Harlington

Update

The Fleet Town Council homepage design has been approved and the designers are making good progress on designing the rest of the pages.

The Communications Officer has taken a variety of new photos which have been sent to the web designers for use on the new site.

Officers are currently working on the text for each page of the new site; updating and simplifying content.

A rough Project Timeline is below – at the time of this meeting we should be Week 8.

Week 0	FTC to draft text for webpages and supply photos	Design info sent to company			
Week 1		Two homepage designs created			
Week 2					
Week 3		Feedback on homepage design and alterations Review homepage second draft			
Week 4					
Week 5		Sign off on homepage design			
Week 6		Internal layout designs			
Week 6		Design all other webpages			
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
Week 12					
Week 13		Technical arrangements for domain and agree a live date			
Week 14					
Week 15	Testing and content input by designers				
Week 16					
Live	The go-live date will depend on content input – as you may recall the budget does not cover all the content input for the FTC site so staff will be undertaking some of the work themselves. It is estimated that the new FTC site should be live before the end of September.				

Work on The Harlington homepage has now begun and will be following the same timeframe above but approx. a month or so behind and with all content input undertaken by the designers.

10. **COMMUNICATIONS STRATEGY**

In January 2024 the Council approved its [Communications Strategy](#) aimed at enhancing the use of existing communication tools to build trust and engagement with the community. One of the key pillars of this strategy is the effective use of social media. Although there are many types of social media, the Council currently focuses on Facebook, Instagram, and Twitter. The Communications Officer has been working on increasing the Council’s reach and engagement on these platforms and reports the following:

PLATFORM	No’s at March-June 2024	Percentage growth on year
FTC Instagram Followers	923	+3.8%
FTC Instagram Engagement	86	+8600% 0 interactions
FTC Instagram Reach	977	+105% 242 reach
FTC Instagram Link Clicks	8	+800% 0 clicks
FTC Facebook Followers	1.7k	0%
FTC Facebook Reach	21.4k	+548% 3.3k reach
FTC Instagram Engagement/interactions	901	+254% 254 interactions
FTC Instagram Link Clicks	143	+9.1% 131clicks
FTC Twitter Followers (Harlington have seen a tail off on new followers and interactions) There are little insights available unless we have access to HOOTSUITE	2.2k	0%

After monitoring the Council's reach and engagement, the Communications Officer recommends discontinuing the use of Twitter for the following reasons:

- **Toxic Environment:** The platform's anonymity can lead to negative interactions.
- **Misinformation:** Twitter has been a significant source of misinformation and fake news, making it an untrusted platform.
- **Limited Engagement:** The character limit restricts in-depth discussions.
- **Algorithmic Bias:** The algorithm often creates echo chambers, where users only see content that reinforces their existing beliefs, limiting exposure.
- **Scheduling Limitations:** Unlike Instagram and Facebook, Twitter requires individual live postings, which demands more time to maintain.
- **Decline in Following:** The Harlington has evidenced a decline in following when using Hootsuite.

The Communications Officer has also reviewed the winners of Hampshire ALC's communications awards, noting that successful councils (e.g., Bramshott and Liphook) excel by focusing on one social media platform. Therefore, she believes that discontinuing Twitter will not negatively impact Fleet Town Council's communication objectives.

Members to note the report from the Communications Officer and approve the decision to discontinue using Twitter.