



**Notice is hereby given of  
A MEETING OF FLEET TOWN COUNCIL**

**Wednesday 4<sup>th</sup> January 2023 at 7pm at The Harlington**

All members are summoned to attend

**To Councillors:**

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

Rochelle Halliday, Executive Officer  
23<sup>rd</sup> December 2022

**AGENDA**

<b>1.</b>	<b>APOLOGIES</b> 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.
<b>2.</b>	<b>DECLARATIONS OF INTEREST &amp; REQUESTS FOR DISPENSATIONS</b> a) 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.  b) To receive and grant dispensations to the Council Members to enable review and agreement of the budget.
<b>3.</b>	<b>QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
<b>4.</b>	<b>CHAIRMAN'S ANNOUNCEMENTS</b> To receive any updates from the Chairman of Fleet Town Council.
<b>5.</b>	<b>HCC/HDC</b> (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
<b>6.</b>	<b>MINUTES OF PREVIOUS MEETINGS</b> To receive and approve as a correct record the main and confidential minutes of the Council Meeting held on 7 <sup>th</sup> December 2022 ( <i>copy 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"><li>• Development Control                      19<sup>th</sup> December</li></ul>

<b>Part 1 – ITEMS FOR DECISION</b>	
<b>7.</b>	<p><b>BUDGET AND PRECEPT FOR 2023/24 FINANCIAL YEAR</b></p> <p>To review and approve the budget and precept for the 2023/24 financial year. The following supporting papers are attached (<i>included in agenda pack and FTC portal</i>):</p> <ul style="list-style-type: none"> <li>a) Draft Budget Update report – including recommendation from Budget Working Group</li> <li>b) Draft Budget 2023/24</li> <li>c) Draft Budget Summary by Net Income over Expenditure / Precept Options</li> <li>d) Projected Movements on Reserves by Precept Options</li> <li>e) Precept Options by Month / Week</li> </ul> <p><b>RECOMMENDATIONS</b></p> <ul style="list-style-type: none"> <li>a) To approve the budget for the 2023/24 financial year.</li> <li>b) To set the precept request for the 2023/24 financial year.</li> <li>c) To agree that any budget deficit is balanced from General Reserves.</li> </ul>
<b>8.</b>	<p><b>FINANCIAL MONITORING REPORT</b></p> <ul style="list-style-type: none"> <li>a) To receive the bank reconciliation and list of payments for November 2022 (<i>copies available on the FTC portal and website</i>).</li> <li>b) To receive a statement from Councillor Robinson that the bank reconciliation and list of payments for November 2022 have been verified against the original bank statement.</li> </ul> <p><b>RECOMMENDATIONS</b></p> <ul style="list-style-type: none"> <li>a) To receive and accept the bank reconciliation and list of payments for November 2022.</li> <li>b) To accept that the bank reconciliation and list of payments for November 2022 have been verified and signed by Councillor Robinson.</li> </ul>
<b>9.</b>	<p><b>GROUNDS MAINTENANCE CONTRACT</b></p> <p>To consider the recommendation from the RLA Committee and approve the renewal of the grounds maintenance contract (<i>copy attached</i>).</p>
<b>10.</b>	<p><b>ANNUAL RESIDENTS' MEETING</b></p> <p>The annual Residents' Meeting is scheduled to take place on 21<sup>st</sup> March 2023.</p> <p>Preparation of the format and content for this meeting needs to start as soon as possible.</p> <p><b>RECOMMENDATION</b></p> <p>That a Working Group is set up to prepare and progress the content of the Annual Residents' Meeting.</p>
<b>11.</b>	<p><b>COUNCIL MEETING DATES</b></p> <p>To agree the revised Council meeting dates for 2023/24, which show an amended date for the Annual Meeting of the Town Council in May 2023 (<i>copy attached</i>).</p> <p><b>RECOMMENDATION</b></p> <p>To agree the attached Council meeting dates for 2023/24.</p>
<b>12.</b>	<p><b>EVENT APPLICATION CALTHORPE PARK</b></p> <p>To consider and approve a revised request for a Classic Car show to be held in Calthorpe Park (<i>copies to follow</i>).</p> <p><b>RECOMMENDATION</b></p> <p>To approve the request subject to the conditions outlined at the RLA Committee meeting on 21<sup>st</sup> December 2022 being satisfied.</p>

13.	<p><b>HAMPSHIRE ASSOCIATION OF LOCAL COUNCIL EXTRAORDINARY AGM</b> To agree the Council representative to attend the AGM and vote on behalf of the Council (<i>copies attached</i>).</p> <p>Hampshire Association of Local Councils (HALC) is holding an Extraordinary AGM on 23<sup>rd</sup> February 2023, 6.00pm (virtual and in person) to consider new Articles of Association. The proposed Articles and associated paperwork are attached.</p> <p><b>RECOMMENDATION</b> To agree the Council representative to attend the HALC AGM and to confirm that they will vote on behalf of the Council.</p>
<b>Part 2 – ITEMS TO NOTE</b>	
14.	<p><b>VISION DAY</b> The vision development sessions will take place over two sessions on Wednesday 18th January 2023 and Wednesday 22nd February 2023 at 7pm in The Harlington. The sessions will provide an input into developing the Council’s strategy for the coming three years. Some preliminary work will be provided to aid discussions at the meetings.</p>
15.	<p><b>COMPLAINTS</b> No complaints received.</p>
16.	<p><b>EXECUTIVE OFFICER’S REPORT</b> To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
17.	<p><b>DATE AND TIME OF NEXT MEETING</b> The next meeting of the Council is scheduled to be held on Wednesday 1<sup>st</sup> February 2023 at 7pm in the Harlington.</p>
<b>Part 3 – CONFIDENTIAL ITEMS</b>	
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> <li>a. Engagement, terms of service, conduct and dismissal of employees</li> <li>b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts</li> <li>c. Receipt of professional legal advice and preparation of cases in legal proceedings</li> <li>d. The early stages of any dispute</li> <li>e. Matters of a commercial nature</li> </ul> <p><b>There are no confidential items.</b></p>



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 19<sup>th</sup> December 2022  
at 7pm in The Meeting Room, The Harlington

**Present:**

Cllr Schofield  
Cllr Robinson  
Cllr Holt  
Cllr Hope

**Officers:** Charlotte Benham

1	<p><b>Apologies</b></p> <p>Cllr May</p>
2	<p><b>Declarations of interest to any item on the agenda</b></p> <p>None declared</p>
3	<p><b>Public Session</b></p> <p>None.</p>
4	<p><b>Approval of the Notes</b></p> <p>The minutes of the development and control advisory group meeting held on Monday 28<sup>th</sup> November were accepted as a correct record of the meeting.</p>
5	<p>22/02540/FUL 258 Oatsheaf Parade Fleet Road Fleet Hampshire GU51 4BX <a href="#">Change of use from a Restaurant (Class E) to hot food takeaway (Sui Generis) on the ground floor only.</a> Comments required by 9 December</p> <ul style="list-style-type: none"> <li>Existing and proposed floor plan look identical</li> <li>The main issue would appear to be the ability to sell a wider range of food than just pizza which has a significant amount of competition in Fleet, in close proximity to this proposal</li> <li>D&amp;A statement makes the point that there is plenty of parking to the rear of the establishment which is untrue</li> </ul>

- Question what range of food is anticipated? Is the extractor system adequate for dealing with more fat or stronger smells?
- It is currently a takeout not a restaurant anyway

NO OBJECTION

22/02019/FUL

156 Fleet Road Fleet Hampshire GU51 4BE

Change of use of 1st and 2nd floors from B1 (office) to C3 (residential) to form 1 x one bed flat and 1 x two bed flat, insertion of one velux window and replacement of one velux window with a dormer window to the rear to facilitate the conversion of the loft to habitable accommodation (part retrospective)

Comments required by 12 December

- This is a retrospective application
- Has no impact on the street scene, but 1 x 1 bed and 1 x 2 bed room flat according to Harts Technical advice note requires 5 cycle parking places, 3 allocated parking spaces and 1 unallocated. They are squeezing in 3 spaces

NO OBJECTION

22/02803/HOU

11 Fairmile Fleet Hampshire GU52 7UT

Erection of a two storey rear extension, conversion of loft into habitable accommodation with rear dormer, single storey rear extension to garage and removal of sheds.

Comments required by 12 December

- This application cannot be considered in isolation of 13 Fairmile otherwise it would be dismissed on the grounds of the impact on the neighbouring property due to taking away light from the back of the adjoining property.
- Fully support the Drainage Officer's objection.  
In combination with No.13 this occupies a significant area of the plot, increases the roof area that needs to be drained without any impact on local flooding and there is no SUDs design included in the application.  
The rear neighbour has a concern that the proposed rear roof extension with French doors and Juliet balcony will result in serious overlooking and loss of privacy.
- proposed layout requires conversion of front garden to parking in breach of Fleet Neighbourhood Plan Policy 15 Residential Gardens as it will result in a loss of ecological and landscape value
- Overdevelopment of the plot – continuous development to rear boundary of the plot

OBJECTION on the following grounds;

1. subject only to No.13 receiving approval,
2. drainage being resolved through a SUDS system and
- 3.the removal of Juliet balcony to stop overlooking

22/02813/GPDCOM

Branksome Chambers Branksomewood Road Fleet Hampshire

Conversion of three vacant ground floor retail units into three 1 bedroom apartments with single storey side extension and alterations to fenestration

Comments required by 12 December

- Has taken account of previous objection that the flats extended out to the pavement edge.
- The flats now reflect the footprint of the original retail units, set back under the overcroft. This removes our major objection.
- Parking and cycle provision is close to the Technical Advice note standards
- No comment from the Waste Officer. Existing flats must have waste disposal and assume this is repeated for the new units.

NO OBJECTION

22/02805/HOU

84 Greenways Fleet Hampshire GU52 7XD

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

Comments required by 13 December

NO OBJECTION

22/02786/HOU

13 Fairmile Fleet Hampshire GU52 7UT

[Erection of a two storey rear extension and conversion of loft into habitable accommodation with rear dormer.](#)

Comments required by 13 December

- All comments related to 11 Fairmile apply.
- One cannot go ahead without the other, but this creates another problem with overlooking neighbours rear gardens through inclusion of french doors and Juliet balcony

OBJECTION

1. subject only to No. 11 being approved,
2. drainage being resolved through a SUDS system and
3. the removal of Juliet balcony to stop overlooking

22/02850/FUL

299-303 Just Pine Just Cane Ltd Fleet Road Fleet Hampshire GU51 3BU

[Change of use from retail to restaurant, installation of ventilation extraction and blocking up of two windows to the rear and installation of shop front to the front](#)

Comments required by 19 December

- The environmental health officer has raised some serious issues regarding the control of noise and odour and this must be a significant concern for residents above and adjacent to an Indian restaurant
- A close neighbour has raised an issue of noise and disturbance from the existing Indian restaurant that has not been acted upon by Hart's Environmental Officers
- Not a planning issue but already have several Indian restaurants
- Odour control systems only work as well as they are maintained, both from noise and odour control.

Until such time as the Environmental Officer approves the proposed environmental systems we support an OBJECTION

22/02751/HOU

27 Tamworth Drive Fleet Hampshire GU51 2UW

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

Comments required by 22 December

No issue with proposed extension, but there is an issue with the construction phase and its impact on trees. Need to protect trees from construction work, in particular the tree to the NE corner of the house which will have its root zone impacted by construction work accessing the rear of the property.

NO OBJECTION subject to tree protection measures

22/02842/HOU

4 Old Pump House Close Fleet Hampshire GU51 3DN

[Erection of a rear two storey lift shaft extension for an internal wheelchair lift, replacement door and window on rear elevation and raise new paved patio](#)

Comments required by 22 December

NO OBJECTION

22/02681/HOU

Oakley Drive, Fleet, Hampshire, GU51 3PP

[Demolition of existing garage and erection of a two storey front extension, two storey side extension, two storey rear extension and front porch. Conversion of loft into habitable accommodation and alterations to windows and doors](#)

Amended Plans:

1 Lowered ridge height, loft room removed

Comments required by 19 December

- The plans and the rear elevation do not tie up. The rear elevation appears to show an extension at the ground floor level only whereas the plans do not show a lower roof.
- The application description and the proposal do not agree as the room in the roof space has been removed. This needs to be clarified.
- The Drainage Officer continues to have concern regarding the EA approval of building in close proximity to a main river.

Holding OBJECTION until the EA position is clarified.

Should also be a condition that vegetation and some new tree planting should be reinstated to assist local high water table issues.

22/02865/HOU

2B Aldershot Road Fleet Hampshire GU51 3NG

[Erection of a single storey extension to garage and conversion of garage into habitable accommodation, new roof and alterations to windows and doors \(part retrospective\) To convert into a home office that provides a storage room and a toilet](#)

Comments required by 26 December

Reading the tree report this a retrospective application as the main work has been completed. Little impact and not a critical part of the canal as no heritage buildings so no objection in principle however it should not be a separate dwelling (due to toilet).

22/02743/FUL

Brooklands Reading Road North Fleet Hampshire GU51 4AB

[Erection of single storey side extension in the form of a false outbuilding facade and redevelopment of part of existing carpark to form an outdoor showroom with associated hard surfacing for the siting/display of 4 example cabin/outbuildings](#)

Comments required by 29 December

- New commercial development
- Proposed parking layout looks totally impractical – inadequate turning space between rows of parking
- Use of artificial turf is not supported
- Protection of tree shown in corner of plot

NO OBJECTION in principle but concerns about design of parking arrangement.

22/02888/HOU

62 Dukes Mead Fleet Hampshire GU51 4HE

[Erection of a first floor front extension following demolition of existing flat roof dormer, new windows to rear elevation to replace patio doors, new french doors to rear elevation to replace window, new bi-fold doors to side elevation and new high level windows to opposite side elevation](#)

Comments required by 29 December

Slight change of character with loss of the cat slide roof, but generally acceptable  
NO OBJECTION

22/02859/HOU

17 Warren Close Fleet Hampshire GU52 7LT

[Installation of 14 solar panels, 7 on the front roof slope of the dwelling 2 on the side roof slope of the dwelling, 5 on the flat roof of the garage and the installation of a flue for a ground floor wood burning stove on the West side elevation](#)

Comments required by 30 December

- There is emphasis on the views from the canal as the property is in the BCCA.
- The main impact is on the street scene, away from the canal
- The montage of photographs show the impact of the flue to the wood burning stove, it is a dominant feature that is out of character with the area especially in the colour black
- The solar panels are to be applauded, but again too many facing the street scene

OBJECTION - amendments to the front elevation to be more in keeping with street scene would make the proposal more acceptable:

- removal of three solar panels under the front dormer
- Removal of flue stack or change colour from black to brick coloured
- Preferred option would be a false chimney stack.



6	<b>To Note:</b> Review of weekly lists
7	<b>Noted:</b>  <b>Hart Planning Meeting Dates</b>  18 <sup>th</sup> January 2023
8	<b>Date of Next Advisory Group Meeting</b>  9 <sup>th</sup> January 2023

**Meeting closed: 8.20pm**

**Signed:**.....

**Date:** .....

**FLEET TOWN COUNCIL**

**MINUTES OF THE COUNCIL MEETING**

held on

Wednesday 7<sup>th</sup> December 2022 at 7pm

**PRESENT**

**Councillors:** R. Schofield (Chairman), G. Chenery, P. Einchcomb, R. Fang, L. Holt, A. Hope, E. May, A. Oliver, R. Richmond, R. Robinson S. Tilley, B. Willcocks and G. Woods.

**Also Present:**

Rochelle Halliday – Executive Officer  
Councillor Mark Butcher – HDC  
Councillor Steve Forster – HCC  
Councillor Stephen Parker – HCC  
Councillor Gareth Saunders – Church Crookham Parish Council  
Councillor Annette Whibley – Church Crookham Parish Council  
Michael Rhodes  
Sergeant Mayne and PCSO Page – Hampshire Police  
1 members of the public

**FC DECEMBER 2022 ITEM 1**

**APOLOGIES FOR ABSENCE**

Members received and accepted apologies from Cllr Cottrell and Cllr Engström due to illness and Cllr Krishnmurthy due to caring responsibilities.

Cllr Wildsmith was absent.

Cllr Schofield requested moving items 8 and 9 to be considered after item 6, which was agreed.

**FC DECEMBER 2022 ITEM 2**

**DECLARATIONS OF INTEREST**

Cllr Einchcomb declared a non-pecuniary interest in Item 9, Fleet Link Bus Service Changes, as he is a voluntary driver for Fleet Link.

**FC DECEMBER 2022 ITEM 3**

**QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

**FC DECEMBER 2022 ITEM 4**

**CHAIRMAN'S ANNOUNCEMENTS**

Cllr Schofield reported his attendance during the period as follows:

Cllr Schofield attended four civic events since the last meeting:

- Representing the Council at HDC's chairman's service of dedication at Hook on 6<sup>th</sup> November.
- The RBL's service of Remembrance and Parade on 13<sup>th</sup> November with another amazing turnout. Thanks should be recorded to the Fleet and Church Crookham Branch of the RBL for organising the event and to our Officers and Members who assisted in making this another memorable occasion.

- The Fleet Christmas Festival, which was another great success with a huge turnout. Again, special thanks should be recorded to all our Officers who helped in many ways to make the evening a success and a very special thanks to Councillor Tilley for her amazing efforts to bring this event together.
- The Hampshire and Isle of Wight Police carol concert at Aldershot.

The Executive Officer and Cllr Schofield met with the Chairman and Clerk of Church Crookham Parish Council on the 2<sup>nd</sup> of December to discuss the proposed changes to the Fleet Link fare structure and fares.

Members were asked to confirm their availability to attend the Vision Meeting, if they have not already done so.

Cllr Schofield then welcomed the police officers present and explained that this was an opportunity to ask questions. Sergeant Mayne provided an update on police resourcing, highlighting extended patrols during the World Cup and the Christmas period support across Hart. Currently, there are five Police Officers and 2 PCSO's for Hart but they also provide Officers for grade 1 calls in the wider area.

Members asked questions regarding how to encourage reporting of serious matters that are posted on social media and if there is any extra support for retailers in the town experiencing theft of goods and anti-social behaviour. The use of CCTV in providing evidence was also discussed.

Condolences were given for the loss of a police officer in late November, who was part of the Hart North team.

The Police Officers left the meeting at 7.23pm.

## **FC DECEMBER 2022 ITEM 5      HCC/HDC ANNOUNCEMENTS**

Cllr Parker gave an update on general matters of interest.

### **HCC Reorganisation**

The senior management team at HCC was being streamlined to ensure greater efficiency. The changes come into effect in December 2022.

### **Funding**

The Leader of HCC has written to the Government regarding funding shortfalls.

### **Winter Support**

Winter Support is in place, funded by the Department of Work and Pensions. More information can be found at Connect 4 Communities online

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/connectforcommunities>

### **Rewilding**

Some rural grass verges across Hampshire are being rewilded. This is in focused areas but any suggestions for suitable locations can be put forward.

### **Mineral and Waste Plan**

A consultation in relation to planning rules is currently running.

### **Trees**

A mini-forest scheme is being developed for small pockets of land to improve biodiversity.

Cllr Forster reported as follows.

### **Education, Schools and Libraries**

Under the HCC restructure, the Education, Schools and Libraries Service is a new portfolio responsibility for Cllr Forster.

### **Roads**

Sandy Lane is due to be resurfaced as part of Operation Resilience and other areas are due to be surfaced-dressed in the Fleet area.

### **Youths at Fleet Festivities**

Cllr Butcher reported that the police were now dealing with the reports of groups of youths gathering by KFC at Fleet Christmas Festival and the delayed response by the Police.

### **20mph zones**

An influx of requests has been received to consider removing 20mph zones.

### **Facilities for Young People**

A Community Interest Company has been formed and is working with secondary schools and local partners. Funding requests will be required to develop the provision. Input and ideas on service provision are welcome.

Cllr Butcher left the meeting at 7.45pm.

## **FC DECEMBER 2022 ITEM 6**

## **MINUTES OF PREVIOUS MEETINGS**

### **RESOLVED**

The minutes of the Council held on Wednesday 2<sup>nd</sup> November 2022 were approved and signed as a true record by the Chairman.

The Council received and noted the minutes of the following Committees:  
Development Control                      14<sup>th</sup> November and 28<sup>th</sup> November 2022  
Establishment                                30<sup>th</sup> November 2022

It was agreed that Item 9 would be taken next.

## **FC DECEMBER 2022 ITEM 9**

## **FLEET LINK BUS SERVICE CHANGES**

Members discussed:

- a) The Council's response to changes to the Fleet Link bus fares.
- b) Approval of expenditure from the Fleet Link Vehicle Replacement Fund for replacing the Fleet Link bus.
- c) Considered options for the surplus funds from the community transport contract, as a result of changes to the fare structure.

Cllr Saunders (Church Crookham Parish Council) confirmed that Church Crookham Parish Council is concerned about the pace of the fare rises and that the implementation of a standardised fare structure for community transport across the Council is unsuitable for the Fleet Link service.

### **RESOLVED**

- a) To write jointly with Church Crookham Parish Council to convey the following points:
  - The partner Councils are concerned at the pace of change in passenger fares, which will impact the most vulnerable in our community.

- The scale of the changes, leading up to April 2024, amounts to an 87% increase, further exacerbated by the removal of the concessionary bus pass on the service.
  - The attempt to standardise the fare structure across the county does not take into the account how the Fleet Link service is used in our area, namely that the majority of trips are only around a mile long.
  - Current usage is buoyant, and the Councils are concerned that the scale of the fare increases may impact demand and, therefore, the future viability of the service.
  - Whilst the Councils accept that the service is operating in a difficult financial climate, as co-funders of the scheme, there has been insufficient engagement with us regarding the determination of the new fares and fare structure.
- b) To approve expenditure of up to £42,000 to be spent from the Fleet Link Vehicle Replacement Fund for Rushmoor Voluntary Service to purchase a replacement vehicle subject to the following questions:
- Is leasing a bus an alternative that has been considered, rather than purchase?
  - Does the old bus have a re-sale value that can be offset against the replacement cost?
  - What will the re-sale cost be after two years when the contract ends/is renewed in 2025?
- c) Agreed to receive as a reimbursement the share of the surplus funds arising from the Fleet Link contract.

It was agreed that Item 8 would be taken next.

## **FC DECEMBER 2022 ITEM 8 VACANCY**

## **COUNCILLOR CO-OPTION TO FILL A CASUAL**

Further to the Casual Vacancy for Fleet Central Ward having been advertised and 10 registered voters not coming forward to request a by-election, Council Members were given the option to co-opt a Councillor. In line with The Representation of the People Act 1985, members were asked to consider valid applications for co-option to Fleet Town Council from the following applicant:

- Mr Michael Rhodes

The candidate completed a two-minute presentation to elaborate on their co-option application submission to the Council, with questions from members to follow.

The candidate was thanked for their presentation. Members questioned the candidate on a number of points made in the application and arising from the presentation, to verify accuracy.

Members of the public and all external guests at the meeting were asked to leave the meeting at 8.40pm, to allow the Council to debate the application and vote.

### **RESOLVED**

Members resolved that Mr Rhodes application and subsequent presentation did not demonstrate that he meets the Council's Co-option policy in relation to:

- A record of commitment to Fleet Town area including support for the local community by voluntary or charitable actions;
- Particular skills that would benefit the Council in the discharge of its public duty.

Mr Rhodes, all members of the public and guests returned to the meeting at 8.52pm.

Mr Rhodes was informed of the decision and advised that with increased community involvement and development of beneficial skills, the Council would be happy to consider an application in the future.

Mr Rhodes left the meeting at 8.55pm.

#### **FC DECEMBER 2022 ITEM 7            FINANCIAL MONITORING REPORT**

Members noted receipt of:

- a. The bank reconciliation for October 2022
- b. The list of payments for October 2022

Cllr Robinson confirmed inspection of the October 2022 bank reconciliations which were in order, and that he has signed the bank statements and payment schedules.

#### **RESOLVED**

- To accept the bank reconciliation for October 2022
- To accept the list of payments for October 2022
- To confirm that the bank reconciliations for October 2022 equal zero and that the bank statements match the reconciliations.

#### **FC DECEMBER 2022 ITEM 10            COUNCIL MEETING DATES**

Members discussed the proposed meeting dates.

#### **RESOLVED**

- a) To change of the next Establishment Committee meeting from 11<sup>th</sup> January 2023 to 8<sup>th</sup> February 2023.
- b) To agree the attached Council meeting dates for 2023/24 subject to further discussion regarding the May Annual Meeting of the Council dates for 2023 and 2024.

#### **FC DECEMBER 2022 ITEM 11            HART DISTRICT COUNCIL CORPORATE PLAN 2023-2027**

Members considered convening a working group meeting to draft and to submit a response for the HDC Corporate Plan consultation on behalf of the Council.

#### **RESOLVED**

- To form a working group comprising of Cllrs May, Holt, Schofield, Tilley and Woods.
- To devise and submit a response to the Hart District Council Corporate Plan 2302 – 2027 consultation.

#### **FC DECEMBER 2022 ITEM 12            BUDGET AND PRECEPT FOR 2023/24**

Members received an update from the Executive Officer on the draft budget for next financial year. A Budget Working Group meeting for all Members is currently being arranged and is likely to be 21<sup>st</sup> December 2022 at 5.30pm (to be confirmed shortly). Members to submit comments and questions to the Executive Officer if they are unable to attend.

Cllr Fang informed Members that he has been speaking with residents regarding the Council's budget and The Harlington. Members asked Cllr Fang to share the questions and comments received with the Council.

**FC DECEMBER 2022 ITEM 13      COMPLAINTS**

Members noted one complaint via the HDC Monitoring Officer, which at the time of the meeting had been finalised with no further action required.

**FC DECEMBER 2022 ITEM 14      EXECUTIVE OFFICER’S REPORT**

Members received and noted the Executive Officer’s report.

**FC DECEMBER 2022 ITEM 15      DATE AND TIME OF NEXT MEETING**

The date of the next meeting of the Council is on Wednesday 4<sup>th</sup> January 2022 at 7pm in The Function Room of The Harlington.

**FC DECEMBER 2022 ITEM 16      FLORAL HANGING BASKETS AND DISPLAYS CONTRACT**

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.

Cllr Schofield wished everyone a Happy Christmas and the public left the meeting.

The remainder of the meeting was conducted in confidential session.

The meeting closed at 9.50pm.

**Signed**.....

**Date**.....

**Chairman**

Fleet Town Council DRAFT Budget 2023/24 - Approval Version for Council Meeting 04.01.23

Print Date: 23.12.22

		Year to Date Month 8 £	Projections 30.11.22 £	Current Year Budget 22/23 £	Draft Budget 23/24 £	NOTES
<b>101</b>	<b>Central Administration</b>					
1053	Grant money and funding	143	99	0	0	
1870	Interest Income	11,097	15,000	500	14,000	
	<b>Total Income</b>	<b>11,240</b>	<b>15,099</b>	<b>500</b>	<b>14,000</b>	
4000	Salaries	88,411	134,000	140,511	163,764	+10% increase & extra resource
4001	Employers National Insurance	8,685	13,500	14,051	16,376	In line with salary
4002	Employers Pension	4,775	7,230	7,026	9,145	In line with salary
4005	Contracted Staffing	200	200	0	0	
4011	Staff Recruitment	300	300	500	500	
4015	Recharge staff hours	-9,700	-14,000	-19,219	-8,700	Estimate 15% of time to be spent on Harlington dev.
4020	COVID19	0	0	1,000	0	
4030	Training	987	2,800	3,000	3,000	
4041	Mileage/Travel/Sustenance	104	150	100	100	
4130	Insurance	9,196	9,196	9,675	10,575	15% increase allowed based on broker's estimate
4156	Recycling	6	100	500	500	
4175	Equipment Maintenance	497	600	600	600	
4185	Equipment	426	2,500	6,750	5,000	Includes lease of new copier
4187	Health & Safety	5,021	8,000	8,000	8,800	H&S advisor contract
4400	Stationery & Consumables	2,240	3,100	3,640	3,600	Now to included tea, coffee etc
4401	Document Management	0	0	5,000	3,000	May be re-allocated to for new IT server if document mgt not required
4420	Bank Charges	1,171	2,000	3,182	3,000	
4430	Promotion/Publicity/Vision	2,169	7,425	7,425	8,122	3 x newsletters and delivery and other leaflets
4435	Website	360	700	900	900	Hosting and domain fees only
4440	Telephone & Broadband	601	2,000	2,496	3,000	Broadband £950, cloud based phone licences £2,050
4445	Mobile Phones	88	300	680	300	
4455	Postage	239	340	106	150	
4460	Subscriptions	2,694	3,130	3,208	3,200	Includes NALC, HALC & SLCC
4480	Computer Maintenance	545	800	1,060	1,500	
4481	Software/Licenses	108	2,600	2,600	3,000	
4484	Computer Support	3,263	5,500	6,360	6,300	New contract may be required - estimated cost included
4485	Computer Storage	671	1,500	1,800	1,800	
4486	E-mail Exchange	2,301	3,500	3,712	3,850	+10% increase on projected
4550	Payroll Services	465	700	650	800	
4551	HR Services and staff welfare	1,009	2,590	2,590	2,500	HR consultancy and staff welfare support
4555	Legal Fees and Costs	738	2,120	2,120	3,000	Increased to cover finalising leases and associated advice
4560	Accountancy fees	558	1,115	990	1,450	Revised RBS fees for year end and checking accounts
4561	VAT Consultancy fees	200	200	210	250	
4564	Procurement fees	0	500	3,120	0	Removed as no expected expenditure
4580	Audit Fees	1,492	3,550	3,640	3,700	
4997	Unplanned Expenditure	670	470	0	0	
	<b>Total Overhead Expenditure</b>	<b>130,490</b>	<b>208,716</b>	<b>227,983</b>	<b>263,082</b>	
	<b>Net Income over Expenditure</b>	<b>-119,250</b>	<b>-193,617</b>	<b>-227,483</b>	<b>-249,082</b>	



<b>105</b>	<b>Civic and Democratic</b>						
4012	Pension Liability	0	0	0	10,000	Top up EMR for pension liability - annually recurring	
4041	Mileage/Travel/sustenance	0	80	160	160		
4430	Promotion/Publicity/Vision	246	4,000	3,550	2,500	Coffee morning postage and sundries. Reduced as Vision Day in current year only	
4530	Councillor Development	354	500	1,110	1,000		
4535	Chairman's Allowance	316	1,230	1,230	1,230	Includes RBL wreath	
4537	Members Allowances	59	600	2,120	1,000	Allowance per member £245 pa. Reduced to be closer to actual spend	
4540	Elections	7,900	7,900	25,000	6,250	£25k election cost spread over 4 yrs	
	<b>Total Overhead Expenditure</b>	<b>8,875</b>	<b>14,310</b>	<b>33,170</b>	<b>22,140</b>		
	<b>Net Income over Expenditure</b>	<b>-8,822</b>	<b>-14,310</b>	<b>-33,170</b>	<b>-22,140</b>		
<b>110</b>	<b>Grants</b>						
4538	Community Support	0	1,500	6,590	7,200	£1.2k additional FP rent waiver request, £1k ad hoc requests & Coronation £5k	
4800	Fleet Link	11,729	11,729	11,560	12,902	+10% to cover running costs	
4810	Basingstoke Canal	18,309	18,309	19,041	19,041		
4855	Community grants	9,140	11,244	11,244	3,704	23/24 Now excludes £7,540 for Sacha's Project as new code created	
New	Fleet Phoenix	0	0	0	10,656	Fleet Phoenix hire of The Point	
New	Sasha's Project	0	0	0	7,540	Sasha's project hire of The Point	
	<b>Total Overhead Expenditure</b>	<b>39,178</b>	<b>42,782</b>	<b>48,435</b>	<b>61,043</b>		
	<b>Net Income over Expenditure</b>	<b>-39,178</b>	<b>-42,872</b>	<b>-48,435</b>	<b>-61,043</b>		
<b>115</b>	<b>Precept</b>						
1900	Precept - operational	733,824	733,824	733,823	733,823	2022/23 precept	
	<b>Total Income</b>	<b>733,824</b>	<b>733,824</b>	<b>733,823</b>	<b>733,823</b>		
	<b>Net Income over Expenditure</b>	<b>733,824</b>	<b>733,824</b>	<b>733,823</b>	<b>733,823</b>		
<b>120</b>	<b>Projects</b>						
4235	Play Equipment	0	0	0	20,000	To create EMR for future playground renovations	
4435	Website	0	0	0	10,000	New FTC and The Harlington websites	
4440	Telephone & Broadband	0	0	0	3,500	New phone system - infrastructure only	
	<b>Total Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33,500</b>		
	<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-33,500</b>		
<b>150</b>	<b>Events, Town Centre and Climate Change</b>						
1051	Ghurkha Square Market	0	0	7,800	7,800		
	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>7,800</b>	<b>7,800</b>		
4041	Mileage/Travel/sustenance	0	34	0	0		
4176	Action Day	476	600	954	900		
4210	Floral Displays	16,847	16,847	18,610	19,837	Agreed contract price	
4222	Friends Group Get Together	0	0	150	100		
4655	Town Centre Xmas Decorations	17,314	22,880	22,880	22,880	Fixed price contract until 2024	
4656	Christmas Gurkha Square	440	4,342	4,342	4,300	Last year spend £2.6k	
4657	Christmas Day Lunch	265	1,060	1,060	1,166	+10% food costs and staffing. Last year spend £548	
4660	Remembrance Day	222	222	315	439	Based on 19/20 actuals - refreshments	
4661	Gurkha Sq Market	0	0	7,200	7,200	Cost of licence for market - awaiting confirmation of next year's arrangement.	
4832	Climate Change	0	200	0	5,000		
	<b>Total Overhead Expenditure</b>	<b>35,564</b>	<b>46,185</b>	<b>55,511</b>	<b>61,822</b>		
	<b>Net Income over Expenditure</b>	<b>-35,564</b>	<b>-46,185</b>	<b>-47,711</b>	<b>-54,022</b>		

<b>160</b>	<b>Harlington Development</b>					
1902	Precept - New Harlington	412,017	412,017	412,017	412,017	
	<b>Total Income</b>	<b>412,017</b>	<b>412,017</b>	<b>412,017</b>	<b>412,017</b>	
4015	Recharge staff hours	14,200	28,219	28,219	13,900	
	Transfer to Harlington EMR	0	383,798	383,798	398,117	
	<b>Total Overhead Expenditure</b>	<b>14,200</b>	<b>412,017</b>	<b>412,017</b>	<b>412,017</b>	
	<b>Net Income over Expenditure</b>	<b>397,817</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>201</b>	<b>Harlington - Events</b>					
1000	Hall Hire	76,138	90,000	90,000	102,000	Potential loss of NHS income
1002	POINT Hall Hire	126	80	0	18,196	Expensed from 4855/110 Fleet Phoenix (£10.6k) & Sasha's Project (£7.5k)
1033	Fleet Phoenix	0	1,000	1,000	0	Reduced to nil subject to approval of rent waiver request. Expense shown in 4538/110
1036	Fleet Baptist Preschool	2,994	4,500	4,500	4,750	
1420	Bar Sales	61,794	85,000	112,500	107,000	In line with ticket sales
1431	Confectionery	110	2,500	3,000	2,750	
1432	Ices	288	2,500	2,500	2,750	
1433	Snacks	1,324	2,500	2,500	3,000	
1435	Box Office Charges	7,138	10,000	17,500	15,000	In line with ticket sales
1436	Technical Income	0	0	5,000	0	Miscode in current year - no allocation for next year
1450	Ticket Sales	51,213	140,000	190,000	207,000	Full programme of shows with minimally reduced attendance for some
	<b>Total Income</b>	<b>201,125</b>	<b>338,080</b>	<b>428,500</b>	<b>462,446</b>	
4000	Salaries	118,373	164,500	189,500	225,772	+10% & NLW
4001	Employers National Insurance	10,676	15,000	15,950	17,124	In line with salary
4002	Employers Pension	5,608	8,500	9,500	8,562	In line with salary
4015	Recharge staff hours	-3,500	-7,000	-7,000	-5,200	Estimate 10% of time to be spent on Harlington dev.
4182	Technical Equipment Sundries	8	1,000	1,000	1,000	
4183	Technical Equipment Hire	60	500	500	500	
4185	Equipment	181	3,000	3,000	3,000	Minimal spend to replace/repair. No improvements budgeted.
4422	Bank & Card Transactions	4,956	8,000	12,000	11,000	In line with increased ticket sales
4432	Marketing	971	18,000	18,000	20,000	Slight increase to partially offset printing increases
4433	Marketing Support	1,800	8,000	8,000	10,000	Slight increase to partially offset delivery increases
4455	Postage	8	0	0	0	
4481	Software/Licences	-840	-840	0	0	
4490	Sales System Costs	6,056	9,500	13,500	12,000	In line with increased ticket sales
4700	Bar Purchases	26,141	34,000	45,000	42,800	In line with increased bar sales
4710	Bar Consumables	1,027	2,000	2,000	2,000	
4715	Stocktaking	0	175	175	500	
4720	Performance Costs	35,745	98,000	124,000	132,500	In line with increased number of shows.
4728	Till App	560	1,000	1,200	1,200	
4740	Licences	6,214	6,200	7,000	7,000	PRS / PPL / Vimeo
4752	Hospitality	43	500	500	500	
4761	Confectionery	724	1,500	1,800	1,650	
4762	Ices	0	1,000	1,000	1,050	
4763	Snacks	584	1,125	1,125	1,350	
	<b>Total Overhead Expenditure</b>	<b>215,395</b>	<b>373,660</b>	<b>447,750</b>	<b>494,308</b>	
	<b>Net Income over Expenditure</b>	<b>-14,270</b>	<b>-35,580</b>	<b>-19,250</b>	<b>-31,862</b>	

<b>204</b>	<b>Building</b>						
1031	HCC Library	-2,629	13,371	16,000	16,000	Income dependent on re-opening of Harlington entrance	
1053	Grant money and funding	16,051	16,051	0	0		
	<b>Total Income</b>	<b>13,422</b>	<b>29,422</b>	<b>16,000</b>	<b>16,000</b>		
4000	Salaries	28,695	78,500	78,500	62,485	+10% & NLW. Reduced from current year as allocations have changed.	
4001	Employers National Insurance	2,844	7,850	7,850	6,248	In line with salary	
4002	Employers Pension	1,454	4,000	4,000	3,124	In line with salary	
4011	Staff Recruitment	2	400	400	500		
4015	Recharge staff hours	-1,000	-2,000	-2,000	0	Removed recharge	
4030	Training	570	1,000	750	1,000		
4041	Mileage/Travel/sustenance	151	500	500	500		
4110	Rates	14,710	15,000	15,000	15,000		
4115	Water & Sewerage	1,645	5,000	10,500	5,500	+10% applied but actual increase unknown at this stage	
4120	Gas	6,312	24,000	21,000	25,200	+20% applied to budget but actual increase unknown at this stage	
4122	Electricity	18,110	36,000	34,000	40,800	+20% applied to budget but actual increase unknown at this stage	
4150	Cleaning	19,168	34,000	34,000	37,400	+10% applied but actual increase unknown at this stage	
4151	Cleaning - Equipment	7	500	500	500		
4152	Cleaning - Supplies	4,384	10,000	10,000	10,000		
4155	Refuse Collection	4,701	6,250	6,250	6,875	+10% applied	
4156	Recycling	1,175	2,000	2,000	2,200	+10% applied	
4170	Building Maintenance	25,472	22,000	18,000	21,000	Maintenance costs rising due to failing systems / equipment	
4172	Building Compliance	3,473	2,000	1,000	2,000	Maintenance costs rising due to failing systems / equipment	
4185	Equipment	662	1,000	1,000	1,000		
4187	Health & Safety	278	1,000	1,000	1,000		
4188	Fire and Intruder Monitoring	77	500	500	550	+10% applied	
4207	Fire & Intruder Systems	1,913	1,750	1,750	1,925	+10% applied	
4400	Stationery & Consumables	19	1,000	1,000	1,000		
4445	Mobile Phones	337	500	500	500		
4455	Postage	108	400	400	400		
4481	Software/Licenses	1,978	1,750	500	2,000		
4487	Wi-Fi	626	1,500	1,700	1,700		
4745	Uniforms	0	300	300	300		
4997	Unplanned Expenditure	3,268	3,268	0	0		
	<b>Total Overhead Expenditure</b>	<b>141,139</b>	<b>259,968</b>	<b>250,900</b>	<b>250,707</b>		
	<b>Net Income over Expenditure</b>	<b>-127,717</b>	<b>-230,546</b>	<b>-234,900</b>	<b>-234,707</b>		
<b>205</b>	<b>Ancells Community Centre</b>						
1000	Hall Hire	17,286	25,000	25,000	26,000		
	<b>Total Income</b>	<b>17,286</b>	<b>25,000</b>	<b>25,000</b>	<b>26,000</b>		
4000	Salaries	9,983	16,000	17,500	25,564	+10% / NLW. Increased from current year as allocations have changed.	
4001	Employers National Insurance	844	1,500	1,750	2,014	In line with salary	
4002	Employers Pension	1,144	1,800	2,000	2,167	In line with salary	
4041	Mileage/Travel/sustenance	280	500	500	500		
4115	Water & Sewerage	-642	750	750	825	+10% applied but actual increase unknown at this stage	
4120	Gas	911	2,000	1,600	1,920	+20% applied to budget but actual increase unknown at this stage	
4122	Electricity	1,050	2,000	1,500	1,800	+20% applied to budget but actual increase unknown at this stage	
4150	Cleaning	4,008	7,000	7,350	8,100	+10% applied but actual increase unknown at this stage	
4152	Cleaning - Supplies	2,109	2,900	1,500	1,500		
4155	Refuse Collection	680	1,000	1,000	1,100	+10% applied	
4170	Building Maintenance	2,132	2,800	2,000	3,000		
4280	Ancells Car Park	5,869	5,869	7,500	7,500		
4445	Mobile Phones	200	300	300	300		
4455	Postage	0	100	100	100		

4740	Licences		0	2,500	2,500	3,000	
	<b>Total Overhead Expenditure</b>		<b>28,568</b>	<b>47,019</b>	<b>47,850</b>	<b>59,390</b>	
	<b>Net Income over Expenditure</b>		<b>-11,282</b>	<b>-22,019</b>	<b>-22,850</b>	<b>-33,390</b>	
<b>208</b>	<b>Ancells Farm Park and Pavilion</b>						
1060	Pitch Hire		984	2,700	2,250	2,300	
	<b>Total Income</b>		<b>984</b>	<b>2,700</b>	<b>2,250</b>	<b>2,300</b>	
4110	Rates		1,185	1,185	1,232	1,300	Rounded up but didn't apply increase as rates tend to stay the same
4115	Water & Sewerage		164	350	400	440	+10% increase on budget
4120	Gas		134	460	800	960	+20% applied to budget but actual increase unknown at this stage
4122	Electricity		202	430	350	420	+20% applied to budget but actual increase unknown at this stage
4150	Cleaning		806	1,445	1,445	1,590	+10% increase on budget
4170	Building Maintenance		2,644	4,455	4,455	4,500	Kept the same
4175	Equipment Maintenance		580	485	485	500	
4187	Health & Safety		242	325	325	325	
4200	Grounds Maintenance		14,087	24,485	23,566	25,923	+10% increase on budget
4202	Additional Ground Works		541	1,808	1,808	1,800	
4205	CCTV		0	111	111	100	
4220	Friends Group support		90	122	122	120	
4225	South and South East in Bloom		80	80	110	100	
4230	Playground Maintenance		420	5,300	5,300	5,300	
4250	Tree Surgery		315	2,120	2,120	2,000	
	<b>Total Overhead Expenditure</b>		<b>21,490</b>	<b>43,161</b>	<b>42,629</b>	<b>45,377</b>	
	<b>Net Income over Expenditure</b>		<b>-20,506</b>	<b>-40,461</b>	<b>-40,379</b>	<b>-43,077</b>	
<b>301</b>	<b>Open Spaces</b>						
4000	Salaries		8,671	14,125	13,987	15,534	+10% increase
4001	Employers National Insurance		1,107	1,674	1,398	1,553	In line with salary
4002	Employers Pension		509	710	699	777	In line with salary
4041	Mileage/Travel/sustenance		313	600	848	800	
4169	Street and Park Furniture		0	1,060	1,060	1,100	
4170	Building Maintenance		40	328	328	0	
4185	Equipment		342	1,591	1,591	1,500	
4200	Grounds Maintenance		8,916	15,500	14,917	17,050	+10% increase on projected. Will be based on April 23 RPI rate.
4202	Additional Ground Works		3,691	3,691	1,144	2,500	
4206	Lamppost Maintenance		-34	210	210	200	
4208	Speedwatch and SIDS		0	1,040	1,040	1,040	
4250	Tree Surgery		625	1,080	1,080	1,188	+10% increase on budget
4445	Mobile Phones		72	150	432	150	Look to reduce cost with PAYG SIMs
4740	Licences		0	100	100	100	
4745	Uniforms		63	116	116	100	
	<b>Total Overhead Expenditure</b>		<b>24,315</b>	<b>41,975</b>	<b>38,950</b>	<b>43,592</b>	
	<b>Net Income over Expenditure</b>		<b>-21,294</b>	<b>-41,975</b>	<b>-38,950</b>	<b>-43,592</b>	
<b>310</b>	<b>Calthorpe Park</b>						
1050	Outdoor Space Hire		245	300	300	300	
1057	Fleet Football Club Rent		1,000	2,000	2,000	2,000	
1059	Refreshment Kiosk		417	2,500	0	5,500	Subject to annual RPI increase in April 23 - 10% allowed for
1060	Pitch Hire		816	2,043	0	1,800	
1064	Tennis Membership card		7,567	7,800	7,800	8,500	
1065	Tennis Hire		1,765	2,000	2,000	2,000	
	<b>Total Income</b>		<b>11,810</b>	<b>16,643</b>	<b>12,100</b>	<b>20,100</b>	
4115	Water & Sewerage		268	550	500	550	
4122	Electricity		831	600	300	720	+20% increase on projected
4150	Cleaning		473	1,544	1,544	1,698	+10% increase on budget

4170	Building Maintenance	4,968	4,267	1,622	1,600	
4175	Equipment Maintenance	0	830	830	300	Reduced based on nil spend prior financial years
4185	Equipment	0	919	919	900	
4187	Health & Safety	242	328	328	330	
4200	Grounds Maintenance	23,959	41,644	40,872	45,808	+10% increase on projected
4202	Additional Ground Works	3,882	3,072	3,072	4,500	larger increase based on spend in prior years
4205	CCTV	1,702	3,000	3,000	3,000	
4220	Friends Group support	-107	110	110	110	
4225	South and South East in Bloom	55	55	74	70	
4230	Playground Maintenance	-719	1,040	1,040	2,000	larger increase based on spend in prior years
4250	Tree Surgery	1,479	3,000	3,000	3,300	+10% increase on budget
4590	Repairs and Renewals	0	7,000	7,000	7,000	EMR for tennis court refurbishment as required by LTA agreement
4651	LTA Registration - membership	360	962	962	1,000	
4653	Tennis Software	820	820	825	902	+20% increase on projected
4740	Licences	70	70	72	70	
	<b>Total Overhead Expenditure</b>	<b>38,283</b>	<b>69,811</b>	<b>66,070</b>	<b>73,859</b>	
	<b>Net Income over Expenditure</b>	<b>-26,473</b>	<b>-53,168</b>	<b>-53,970</b>	<b>-53,759</b>	
<b>315</b>	<b>Oakley Park</b>					
1050	Outdoor Space Hire	173	200	100	100	
1053	Grant money and funding	0	7,000	0	0	
1060	Pitch Hire	709	2,127	2,177	2,127	
	<b>Total Income</b>	<b>882</b>	<b>9,327</b>	<b>2,277</b>	<b>2,227</b>	
4122	Electricity	301	550	350	660	+20% increase on projected
4150	Cleaning	736	1,379	1,379	1,517	+10% increase on budget
4170	Building Maintenance	407	1,080	1,080	1,080	
4175	Equipment Maintenance	0	58	58	60	
4187	Health & Safety	424	328	328	330	
4200	Grounds Maintenance	12,771	22,200	21,366	24,420	+10% increase on projected
4202	Additional Ground Works	9,117	9,117	1,638	1,700	
4205	CCTV	1,153	1,260	1,260	1,260	
4220	Friends Group support	0	108	108	110	
4225	South and South East in	90	90	90	90	
4230	Playground Maintenance	328	1,080	1,080	1,188	+10% increase on budget
4250	Tree Surgery	385	1,620	1,620	1,782	+10% increase on budget
	<b>Total Overhead Expenditure</b>	<b>25,712</b>	<b>38,870</b>	<b>30,357</b>	<b>34,197</b>	
	<b>Net Income over Expenditure</b>	<b>-24,830</b>	<b>-29,543</b>	<b>-28,080</b>	<b>-31,970</b>	
<b>320</b>	<b>Basingbourne Park</b>					
1050	Outdoor Space Hire	30	30	0	0	
1060	Pitch Hire	1,381	1,420	4,249	2,130	
	<b>Total Income</b>	<b>1,411</b>	<b>1,450</b>	<b>4,249</b>	<b>2,130</b>	
4115	Water & Sewerage	43	300	550	330	+10% increase on projected
4122	Electricity	180	360	250	432	+20% increase on projected
4150	Cleaning	736	1,382	1,382	1,520	+10% increase on budget
4170	Building Maintenance	767	2,160	2,160	2,376	
4185	Equipment	0	328	328	361	+10% increase on budget
4187	Health & Safety	242	328	328	330	
4200	Grounds Maintenance	10,861	18,880	18,168	20,768	+10% increase on projected
4202	Additional Ground Works	6,656	6,000	1,390	1,529	+10% increase on budget
4205	CCTV	1,153	1,248	1,248	1,250	
4220	Friends Group support	-115	118	118	120	
4225	South and South East in Bloom	90	90	108	100	
4230	Playground Maintenance	16	1,080	0	1,188	+10% increase on projected

4250	Tree Surgery	1,580	2,705	2,705	2,700	
	<b>Total Overhead Expenditure</b>	<b>22,209</b>	<b>34,979</b>	<b>28,735</b>	<b>33,004</b>	
	<b>Net Income over Expenditure</b>	<b>-20,798</b>	<b>-33,529</b>	<b>-24,486</b>	<b>-30,874</b>	
<b>325</b>	<b>The Views</b>					
1050	Outdoor Space Hire	1,427	1,500	1,000	1,500	
	<b>Total Income</b>	<b>1,427</b>	<b>1,500</b>	<b>1,000</b>	<b>1,500</b>	
4122	Electricity	195	415	200	504	Unit rate up 21.4%
4169	Street and Park Furniture	836	836	0	0	
4185	Equipment	54	110	110	100	
4200	Grounds Maintenance	4,500	7,825	7,529	8,608	+10% increase on projected
4202	Additional Ground Works	29,844	29,844	575	633	+10% increase on projected
4230	Playground Maintenance	126	4,284	4,284	4,712	+10% increase on budget
4250	Tree Surgery	0	328	328	361	+10% increase on budget
	<b>Total Overhead Expenditure</b>	<b>35,555</b>	<b>43,642</b>	<b>13,026</b>	<b>14,917</b>	
	<b>Net Income over Expenditure</b>	<b>-34,128</b>	<b>-42,142</b>	<b>-12,026</b>	<b>-13,417</b>	
<b>330</b>	<b>Edenbrook</b>					
4200	Grounds Maintenance	1,903	3,310	3,182	3,641	+10% increase on projected
4202	Additional Ground Works	340	340	240	400	
4230	Playground Maintenance	126	2,163	2,163	1,500	Reduced in line with prior years' spend
	<b>Total Overhead Expenditure</b>	<b>2,369</b>	<b>5,813</b>	<b>5,585</b>	<b>5,541</b>	
	<b>Net Income over Expenditure</b>	<b>-2,093</b>	<b>-5,813</b>	<b>-5,585</b>	<b>-5,541</b>	
<b>350</b>	<b>Cemetery</b>					
1053	Grant money and funding	55,000	55,000	0	0	
1100	Interment Fees	11,230	18,000	18,000	18,600	
1110	Scattering of Ashes	0	0	500	500	
1120	Sale of Exclusive Rights	17,200	20,000	17,000	20,000	
1121	Transfer of Exclusive Rights	1,040	2,000	1,750	1,750	
1130	Memorial Cemetery Fees	5,030	7,000	7,000	7,000	
1132	Memorial Kerbstones	1,405	3,000	3,000	3,000	
1133	Memorial Sanctums	10,524	15,000	10,000	12,000	
1134	GoR Planted Area	423	700	700	700	
1137	GoR Ashes digging	350	1,000	1,000	1,000	
1140	Bench contribution	2,985	2,985	0	0	
	<b>Total Income</b>	<b>105,187</b>	<b>124,685</b>	<b>58,950</b>	<b>64,550</b>	
4000	Salaries	3,140	5,975	5,928	7,592	+10% increase
4002	Employers Pension	157	300	592	400	In line with salary
4041	Mileage/Travel/sustenance	309	400	294	450	
4110	Rates	2,445	2,445	2,542	2,500	
4115	Water & Sewerage	235	230	230	253	+10% increase on budget
4150	Cleaning	0	520	520	572	+10% increase on budget
4155	Refuse Collection	1,710	2,120	2,120	2,332	+10% increase on budget
4170	Building Maintenance	117	540	540	500	
4200	Grounds Maintenance	6,747	17,415	15,826	19,157	+10% increase on budget
4202	Additional Ground Works	45,998	56,040	1,040	1,000	
4203	General Upkeep	-345	1,600	1,600	1,200	Reduced in line with prior years' spend
4220	Friends Group support	0	108	108	110	
4225	South and South East in Bloom	75	75	145	75	
4250	Tree Surgery	652	1,080	1,080	1,100	
4400	Stationery & Consumables	49	13	0	0	
4445	Mobile Phones	163	280	265	100	Look to reduce cost with PAYG SIM
4460	Subscriptions	95	95	100	100	
4481	Software/Licenses	466	705	705	760	Includes new testing software licence (£60 pa)

4935	GoR Memorial inscriptions		1,290	2,000	1,040	1,800	
4936	GoR Ashes digging		0	500	500	500	
4938	Bench Memorial Costs		525	525	0	0	
4942	H and S Memorial repairs		0	325	325	325	EMR set aside annually for memorial testing and repairs
4944	H and S Memorial inspections		0	1,550	1,550	1,000	EMR set aside annually for memorial testing and repairs
		<b>Total Overhead Expenditure</b>	<b>63,828</b>	<b>94,841</b>	<b>37,050</b>	<b>41,826</b>	
		<b>Net Income over Expenditure</b>	<b>41,359</b>	<b>29,844</b>	<b>21,900</b>	<b>22,725</b>	
<b>475</b>	<b>Lengthsman Scheme</b>						
1053	Grant money and funding		3,300	3,300	3,300	3,300	
		<b>Total Income</b>	<b>3,300</b>	<b>3,300</b>	<b>3,300</b>	<b>3,300</b>	
4202	Additional Ground Works		0	3,300	3,300	3,300	
		<b>Total Overhead Expenditure</b>	<b>0</b>	<b>3,300</b>	<b>3,300</b>	<b>3,300</b>	
		<b>Net Income over Expenditure</b>	<b>3,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<i>Operational Precept</i>	£733,824	£733,824	£733,823	-
<i>New Harlington Precept</i>	£412,017	£412,017	£412,017	-
<i>All Other Income</i>	£368,074	£567,206	£561,926	£622,353
<b>Total Budget Income</b>	<b>£1,513,915</b>	<b>£1,713,047</b>	<b>£1,707,766</b>	-
<i>New Harlington Expenditure</i>	£14,200	£412,017	£412,017	£412,017
<i>All Other Expenditure</i>	£832,970	£1,369,032	£1,377,301	£1,541,605
<b>Total Budget Expenditure</b>	<b>£847,170</b>	<b>£1,781,049</b>	<b>£1,789,318</b>	<b>£1,953,622</b>
Plus transfer from EMR	£0	£29,130	£0	
<b>Surplus / Deficit</b>	<b>£666,745</b>	<b>-£38,872</b>	<b>-£81,552</b>	-
		<b>Deficit excluding precept</b>	<b>-£1,331,269</b>	

Transfer from Sensory Garden s106 fund

#### PRECEPT OPTIONS

	% Increase		
<b>Option 1</b>		<b>Deficit</b>	<b>-£185,429</b>
Tax base 10,755.27	0%	<b>Precept =</b>	<b>£1,145,840</b>
			Band D equiv = £106.54 pa (-£0.79 pa v 2022/23 precept)
<b>Option 2</b>		<b>Deficit</b>	<b>-£176,927</b>
Tax base 10,755.27. Net gain £8,501	0.74%	<b>Precept =</b>	<b>£1,154,341</b>
			Band D equiv = £107.33 pa (+£0.00 pa v 2022/23 precept)
<b>Option 3</b>		<b>Deficit</b>	<b>-£128,137</b>
	5%	<b>Precept =</b>	<b>£1,203,132</b>
			Band D equiv = £111.86 pa (+£4.53 pa v 2022/23 precept)
<b>Option 4</b>		<b>Deficit</b>	<b>-£70,845</b>
	10%	<b>Precept =</b>	<b>£1,260,424</b>
			Band D equiv = £117.19 pa (+£9.86 pa v 2022/23 precept)
<b>Option 5</b>		<b>Balanced Budget</b>	<b>£0</b>
	16.2%	<b>Precept =</b>	<b>£1,331,269</b>
			Band D equiv = £123.78 pa (+£16.45 pa v 2022/23 precept)

Options 3 to 5: the percentage increase is calculated using the 2022/23 precept amount of £1,145,840 and the Band D equivalent values are calculated using the Precept value divided by the new 23/24 tax base of 10,755.27, as this is what would actually be charged next year for that option. Please see detailed option by band on next sheet.



## Fleet Town Council Draft Budget Summary by Net Income over Expenditure 2023/24

					Draft Budget 2023/24 Options				
Cost Centre	Item Description	Actual 2021/22 £ Tax Base 10,601.11	Current Year 2022/23 Tax Base 10,676.06 (+4% on prior yr) £	2022/23 Net Projections	Option 1 £ 0% Tax Base 10,755.27	Option 2 £ 0.74% Tax Base 10,755.27	Option 3 £ 5% Tax Base 10,755.27	Option 4 £ 10% Tax Base 10,755.27	Option 5 £ 16.2% Tax Base 10,755.27
<b>Total Precept &amp; Band D value</b>		<b>£1,089,794</b> Band D = £102.80 per year	<b>£1,145,840</b> Band D = £107.33 (+£4.13) per year		<b>£1,145,840</b> Band D = £106.54 (- £0.79) per year	<b>£1,154,341</b> Band D = £107.33 (+£0.00) per year	<b>£1,203,132</b> Band D = £111.86 (+£4.53) per year	<b>£1,260,424</b> Band D = £117.19 (+£9.86) per year	<b>£1,331,269</b> Band D = £123.78 (+£16.45) per year
115	Precept - Operational	-677,777	-733,823	-733,824	-733,823	-742,324	-791,115	-848,407	-919,252
101	Central Admin	173,478	227,483	193,617	249,082	249,082	249,082	249,082	249,082
105	Civic & Democratic	2,265	33,170	14,310	22,140	22,140	22,140	22,140	22,140
110	Grants and Contributions								
110	Committed Grants	40,226	48,435	42,872	61,043	61,043	61,043	61,043	61,043
110	Civic Grants								
120	Projects	0	0	0	33,500	33,500	33,500	33,500	33,500
150	Events, Town Centre and Climate Change	39,896	47,711	46,185	54,022	54,022	54,022	54,022	54,022
201	Harlington - Events	-8,542	19,250	35,580	31,862	31,862	31,862	31,862	31,862
204	Building	191,775	234,900	230,546	234,707	234,707	234,707	234,707	234,707
205	Ancells Community	24,634	22,850	22,019	33,390	33,390	33,390	33,390	33,390
208	Ancells Farm Park	36,766	40,379	40,461	43,077	43,077	43,077	43,077	43,077
301	Open Spaces	34,958	38,950	41,975	43,592	43,592	43,592	43,592	43,592
310	Calthorpe Park	51,527	53,970	53,168	53,759	53,759	53,759	53,759	53,759
315	Oakley Park	25,849	28,080	29,543	31,970	31,970	31,970	31,970	31,970
320	Basingbourne Park	29,443	24,486	33,529	30,874	30,874	30,874	30,874	30,874
325	The Views	13,576	12,026	42,142	13,417	13,417	13,417	13,417	13,417
330	Edenbrook	3,407	5,585	5,813	5,541	5,541	5,541	5,541	5,541
350	Cemetery	-37,435	-21,900	-29,844	-22,724	-22,724	-22,724	-22,724	-22,724
475	Lengthsman	0	0	0	0	0	0	0	0
<b>SUB TOTAL</b>		<b>-£55,954</b>	<b>£81,552</b>	<b>£68,002</b>	<b>£185,429</b>	<b>£176,928</b>	<b>£128,137</b>	<b>£70,845</b>	<b>£0</b>
160	Precept - New Harlington £412,017	0	0	0	0	0	0	0	0
In year transfer from reserves				-29,130					
<b>NET SURPLUS / DEFICIT</b>		<b>-£55,954</b>	<b>£81,552</b>	<b>£38,872</b>	<b>£185,429</b>	<b>£176,928</b>	<b>£128,137</b>	<b>£70,845</b>	<b>£0</b>



Projected Movement on Reserves as at 30.11.22

Print Date 23.12.22

item 7d

	Current Year		Option 1 (0%) £1,145,840		Option 2 (0.74%) £1,154,341		Option 3 (5%) £1,203,132		Option 4 (10%) £1,260,424		Option 5 (16.2%) £1,331,269		
	31.03.22 Closing Balance	Transfers to/from (Projected)	31.03.23 Closing Balance	Transfers to/from (Draft Budget)	31.03.24 Closing Balance	Transfers to/from (Draft Budget)	31.03.24 Closing Balance	Transfers to/from (Draft Budget)	31.03.24 Closing Balance	Transfers to/from (Draft Budget)	31.03.24 Closing Balance	Transfers to/from (Draft Budget)	31.03.24 Closing Balance
<b>General Reserves</b>	<b>329,407</b>		<b>310,790</b>		<b>109,485</b>		<b>117,987</b>		<b>166,777</b>		<b>224,069</b>		<b>294,914</b>
Net Income / Expenditure (-)		-38,872		-185,429		-176,927		-128,137		-70,845		0	
Net transfers to (-) / from Earmarked Reserves Excluding Harlington Development Fund		20,255		-15,876		-15,876		-15,876		-15,876		-15,876	
<b>Earmarked Reserves</b>													
Pension obligation	30,000	0	30,000	10,000	40,000	10,000	40,000	10,000	40,000	10,000	40,000	10,000	40,000
Playground replacement	0	0	0	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Cemetery memorial testing 2024	1,550	1,875	3,425	1,325	4,750	1,325	4,750	1,325	4,750	1,325	4,750	1,325	4,750
CP tennis sinking fund 2026	44,563	7,000	51,563	7,000	58,563	7,000	58,563	7,000	58,563	7,000	58,563	7,000	58,563
S106 Sensory Garden 21	51,579	-29,130	22,449	-22,449	0	-22,449	0	-22,449	0	-22,449	0	-22,449	0
<b>Total Reserves subtotal</b> Excluding Harlington Development Fund	<b>457,099</b>	<b>-38,872</b>	<b>418,227</b>	<b>-185,429</b>	<b>232,798</b>	<b>-176,927</b>	<b>241,300</b>	<b>-128,137</b>	<b>290,090</b>	<b>-70,845</b>	<b>347,382</b>	<b>0</b>	<b>418,227</b>
<b>Harlington Development Fund</b>	1,992,119	383,798	2,375,917	398,117	2,774,034	398,117	2,774,034	398,117	2,774,034	398,117	2,774,034	398,117	2,774,034
<b>Total Equity</b>	<b>2,449,218</b>		<b>2,794,144</b>		<b>3,006,832</b>		<b>3,015,334</b>		<b>3,064,124</b>		<b>3,121,416</b>		<b>3,192,261</b>

## PRECEPT OPTION BY BAND

	OPTION 1 (0%)			OPTION 2 (0.74%)			OPTION 3 (5%)			OPTION 4 (10%)			OPTION 5 (16.2%)		
	Annual £	Monthly £	Weekly £	Annual £	Monthly £	Weekly £	Annual £	Monthly £	Weekly £	Annual £	Monthly £	Weekly £	Annual £	Monthly £	Weekly £
<b>BAND A (6/9)</b>	71.03	5.92	1.37	71.55	5.96	1.38	74.57	6.21	1.43	78.13	6.51	1.50	82.52	6.88	1.59
<b>BAND B (7/9)</b>	82.86	6.91	1.59	83.48	6.96	1.61	87.00	7.25	1.67	91.15	7.60	1.75	96.27	8.02	1.85
<b>BAND C (8/9)</b>	94.70	7.89	1.82	95.40	7.95	1.83	99.43	8.29	1.91	104.17	8.68	2.00	110.03	9.17	2.12
<b>BAND D (9/9)</b>	106.54	8.88	2.05	107.33	8.94	2.06	111.86	9.32	2.15	117.19	9.77	2.25	123.78	10.32	2.38
<b>BAND E (11/9)</b>	130.22	10.85	2.50	131.18	10.93	2.52	136.72	11.39	2.63	143.23	11.94	2.75	151.29	12.61	2.91
<b>BAND F (13/9)</b>	153.89	12.82	2.96	155.03	12.92	2.98	161.58	13.46	3.11	169.27	14.11	3.26	178.79	14.90	3.44
<b>BAND G (15/9)</b>	177.57	14.80	3.41	178.88	14.91	3.44	186.43	15.54	3.59	195.32	16.28	3.76	206.30	17.19	3.97
<b>BAND H (18/9)</b>	213.08	17.76	4.10	214.66	17.89	4.13	223.72	18.64	4.30	234.38	19.53	4.51	247.56	20.63	4.76

## Bank - Cash and Investment Reconciliation as at 30 November 2022

<b><u>Confirmed Bank &amp; Investment Balances</u></b>			
<b><u>Bank Statement Balances</u></b>			
	30/11/2022	HSBC	969,471.97
	31/03/2022	Petty Cash	100.00
			<b>969,571.97</b>
<b><u>Other Cash &amp; Bank Balances</u></b>			
			<b>2,252,120.08</b>
			<b>3,221,692.05</b>
<b><u>Unpresented Payments</u></b>			
			<b>75,854.60</b>
			<b>3,145,837.45</b>
<b><u>Receipts not on Bank Statement</u></b>			
			<b>0.00</b>
			<b>3,145,837.45</b>
<b><u>Closing Balance</u></b>			
<b><u>All Cash &amp; Bank Accounts</u></b>			
	1	Bank Current/Deposit Account	893,617.37
	2	Petty Cash - FTC	100.00
		Other Cash & Bank Balances	2,252,120.08
		<b>Total Cash &amp; Bank Balances</b>	<b>3,145,837.45</b>

20/12/2022

## Fleet Town Council Current Year

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## List of Purchase Ledger Payments for Month 8

User: RH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BASINGDEAN BASINGSTOKE AND DEANE BOROUGH COUNCIL</b>							
<i>Annual fee</i>	18/12/2022	84004733	1	70.00	0.00	70.00	0.00
					<b>0.00</b>	<b>70.00</b>	
Above paid on 30/11/2022 by Online Payment Ref BASINGDEAN							
<b>BEVDIGWEED The Sewing Box Beeston</b>							
<i>Xmas lights</i>	16/11/2022	20229575829622752	1	12.99	0.00	12.99	0.00
<i>Xmas lights</i>	16/11/2022	20251969919687561	1	11.99	0.00	11.99	0.00
					<b>0.00</b>	<b>24.98</b>	
Above paid on 30/11/2022 by Online Payment Ref BEVDIGWEED							
<b>BIFFA Biffa Waste Services Ltd</b>							
<i>Waste collection 22/10-18/11</i>	18/11/2022	227T 38266	1	44.06	0.00	44.06	0.00
<i>Waste Collection 22/10-18/11</i>	18/11/2022	227T38262	1	663.70	0.00	663.70	0.00
<i>Waste collection 22/10-18/11</i>	18/11/2022	227T38263	1	128.26	0.00	128.26	0.00
<i>Waste collection 22/10-18/11</i>	18/11/2022	227T38264	1	108.82	0.00	108.82	0.00
<i>Waste collectin 24/12 to 31/3/</i>	18/11/2022	227T38265	1	741.72	0.00	741.72	0.00
					<b>0.00</b>	<b>1,686.56</b>	
Above paid on 30/11/2022 by Online Payment Ref BIFFA							
<b>BOC BOC Ltd</b>							
<i>Gas charges</i>	31/10/2022	3070452896	1	149.26	0.00	149.26	0.00
					<b>0.00</b>	<b>149.26</b>	
Above paid on 25/11/2022 by Direct Debit DD70							
<b>BOOKER Booker Limited</b>							
<i>Bar supplies</i>	26/10/2022	0157353	1	413.25	0.00	413.25	0.00
					<b>0.00</b>	<b>413.25</b>	
Above paid on 08/11/2022 by Direct Debit DD59							
<b>BRAND Brand Pest Control</b>							
<i>Pest control November</i>	29/11/2022	3035	1	72.00	0.00	72.00	0.00
					<b>0.00</b>	<b>72.00</b>	
Above paid on 30/11/2022 by Online Payment Ref BRAND							

Continued over page

## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BT</b>	<b>BT Payment Services Ltd</b>						
<i>Boradband Nov22</i>	16/11/2022	M053Y122	1	93.89	0.00	93.89	0.00
					<b>0.00</b>	<b>93.89</b>	
	Above paid on 30/11/2022 by Direct Debit 93.89						
<b>CASTLEWADD</b>	<b>Castle Water Limited</b>						
<i>Water 1/9-28/2/23</i>	01/11/2022	8014856	1	139.67	0.00	139.67	0.00
					<b>0.00</b>	<b>139.67</b>	
	Above paid on 15/11/2022 by Direct Debit DD64						
<b>CASTLEWADD</b>	<b>Castle Water Limited</b>						
<i>Water 1/9-28/2/23</i>	01/11/2022	8021853	1	89.26	0.00	89.26	0.00
					<b>0.00</b>	<b>89.26</b>	
	Above paid on 15/11/2022 by Direct Debit DD65						
<b>CASTLEWATE</b>	<b>Castle Water Limited</b>						
<i>Water 1/10/22-31/3/23</i>	23/11/2022	8118952	1	187.08	0.00	187.08	0.00
					<b>0.00</b>	<b>187.08</b>	
	Above paid on 30/11/2022 by Online Payment Ref CASTLEWATE						
<b>CBS</b>	<b>Comfort Building Services Ltd</b>						
<i>Contract Nov 22</i>	09/11/2022	51531	1	988.80	0.00	988.80	0.00
<i>Contract Nov 22</i>	09/11/2022	51532	1	540.10	0.00	540.10	0.00
					<b>0.00</b>	<b>1,528.90</b>	
	Above paid on 15/11/2022 by Online Payment Ref CBS						
<b>CCMLPAY</b>	<b>Central Computer Management Ltd</b>						
<i>Payroll charges</i>	31/10/2022	56953	1	81.60	0.00	81.60	0.00
					<b>0.00</b>	<b>81.60</b>	
	Above paid on 21/11/2022 by Direct Debit DD67						
<b>CHUBB</b>	<b>Chubb Fire &amp; Security Limited</b>						
<i>Extinguisher contract</i>	01/11/2022	9564697	1	179.28	0.00	179.28	0.00
<i>Annual contract 23/12/22-23</i>	16/10/2022	9596705	1	926.93	0.00	926.93	0.00

## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Charges for access control</i>	24/10/2022	9618526	1	2,623.20	0.00	2,623.20	0.00
<i>Service Extinguishers</i>	01/11/2022	9623896	1	1,527.56	0.00	1,527.56	0.00
					<b>0.00</b>	<b>5,256.97</b>	

Above paid on 30/11/2022 by Online Payment Ref CHUBB

<b>CHUCKL</b>	<b>Chuckl Ltd</b>						
<i>The Bohemians</i>	24/11/2022	INV-0009	1	3,921.24	0.00	3,921.24	0.00
					<b>0.00</b>	<b>3,921.24</b>	

Above paid on 30/11/2022 by Online Payment Ref CHUCKL

<b>CIPP</b>	<b>Chartered Institute of Payroll Professio</b>						
<i>Casual workers webinar</i>	28/11/2022	FTC	1	60.00	0.00	60.00	0.00
					<b>0.00</b>	<b>60.00</b>	

Above paid on 30/11/2022 by Online Payment Ref CIPP

<b>CONNECT</b>	<b>Connect Computer Consultants Ltd</b>						
<i>Monthly support Dec 22</i>	01/11/2022	2602	1	432.00	0.00	432.00	0.00
					<b>0.00</b>	<b>432.00</b>	

Above paid on 15/11/2022 by Online Payment Ref CONNECT

<b>COORS</b>	<b>Molson Coors Brewing Co (UK) Ltd-ROP</b>						
<i>Bar supplies</i>	18/11/2022	14/11MXENEA	1	2,185.62	0.00	2,185.62	0.00
<i>Bar supplies</i>	22/11/2022	18/11SXHERRID	1	692.31	0.00	692.31	0.00
<i>Bar supplies</i>	22/11/2022	21/11SEMCLUCA	1	98.47	0.00	98.47	0.00
<i>Bar supplies</i>	01/11/2022	28/10AASLOMAN	1	4,595.25	0.00	4,595.25	0.00
<i>Refund for prosecco</i>	08/11/2022	BEERMATE DOCUMENT	1	-53.62	0.00	-53.62	0.00
					<b>0.00</b>	<b>7,518.03</b>	

Above paid on 15/11/2022 by Online Payment Ref COORS

<b>DAVID WLDR</b>	<b>David Wooldridge</b>						
<i>MC host light switch on</i>	24/11/2022	22-64-FCF	1	178.00	0.00	178.00	0.00
					<b>0.00</b>	<b>178.00</b>	

Above paid on 30/11/2022 by Online Payment Ref DAVIDWLDR

## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DTM CONTR DTM Contractors Ltd</b>							
<i>Remove/replace toilet</i>	09/11/2022	1298	1	299.57	0.00	299.57	0.00
<i>EICR report for calthorpe</i>	29/11/2022	1307	1	768.00	0.00	768.00	0.00
					<b>0.00</b>	<b>1,067.57</b>	
Above paid on 30/11/2022 by Online Payment Ref DTMCONTR							
<b>EQAUDIO Mr Simon Taylor</b>							
<i>The bohemians</i>	11/11/2022	HAR BOH04	1	150.00	0.00	150.00	0.00
<i>The Jamd</i>	05/11/2022	HAR JAM03	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>300.00</b>	
Above paid on 15/11/2022 by Online Payment Ref EQAUDIO							
<b>EVAC CHAIR Evac+Chair International Ltd</b>							
<i>Evac Chair Maint Contract</i>	24/11/2022	INV150941	1	240.00	0.00	240.00	0.00
					<b>0.00</b>	<b>240.00</b>	
Above paid on 30/11/2022 by Online Payment Ref EVACCHAIR							
<b>EXTRAMILE The Extra Mile</b>							
<i>Delivery of brochures</i>	01/11/2022	954	1	1,800.00	0.00	1,800.00	0.00
<i>Second Leaflet drop</i>	01/12/2022	955	1	1,800.00	0.00	1,800.00	0.00
					<b>0.00</b>	<b>3,600.00</b>	
Above paid on 30/11/2022 by Online Payment Ref EXTRAMILE							
<b>FESTIVELIG THE FESTIVE LIGHTING COMPANY LTD</b>							
<i>Xmas lights 2022</i>	16/11/2022	20399	1	22,800.03	0.00	22,800.03	0.00
					<b>0.00</b>	<b>22,800.03</b>	
Above paid on 30/11/2022 by Online Payment Ref THEFESTIVE							
<b>FLTJAZ Fleet Jazz Club</b>							
<i>Dec advance</i>	02/11/2022	22/18	1	1,081.41	0.00	1,081.41	0.00
<i>Nov jazz</i>	21/11/2022	22/19	1	347.12	0.00	347.12	0.00
					<b>0.00</b>	<b>1,428.53</b>	
Above paid on 30/11/2022 by Online Payment Ref FLTJAZ							

## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>GC LIGHTNG</b> <b>GC Lighting</b>							
<i>Lighting Operator</i>	11/11/2022	013	1	84.00	0.00	84.00	0.00
					<b>0.00</b>	<b>84.00</b>	
Above paid on 30/11/2022 by Online Payment Ref GCLIGHTNG							
<b>GLOBALDD</b> <b>Global Payments - Direct Debit</b>							
<i>card charges</i>	31/10/2022	31OCT22	1	686.50	0.00	686.50	0.00
					<b>0.00</b>	<b>686.50</b>	
Above paid on 16/11/2022 by Direct Debit DD66							
<b>GLOBALDD</b> <b>Global Payments - Direct Debit</b>							
<i>Service fee</i>	31/10/2022	50360155	1	55.80	0.00	55.80	0.00
					<b>0.00</b>	<b>55.80</b>	
Above paid on 30/11/2022 by Direct Debit DD75							
<b>HCC</b> <b>Hampshire County Council</b>							
<i>Maint charge street lights</i>	09/11/2022	3611568414	1	97.84	0.00	97.84	0.00
<i>Stationery order</i>	21/11/2022	58239491	1	44.16	0.00	44.16	0.00
					<b>0.00</b>	<b>142.00</b>	
Above paid on 30/11/2022 by Online Payment Ref HCC							
<b>HDC</b> <b>Hart District Council</b>							
<i>CCTV Recharges Apr21-22</i>	03/11/2022	4000010362	1	4,173.34	0.00	4,173.34	0.00
<i>CCTV Recharges</i>	03/11/2022	4000010363	1	4,298.54	0.00	4,298.54	0.00
<i>BID Levy</i>	27/10/2022	790008299	1	51.00	0.00	51.00	0.00
					<b>0.00</b>	<b>8,522.88</b>	
Above paid on 15/11/2022 by Online Payment Ref HDC							
<b>HSBC</b> <b>HSBC</b>							
<i>Bank charges</i>	24/10/2022	9875240	1	71.60	0.00	71.60	0.00
					<b>0.00</b>	<b>71.60</b>	
Above paid on 11/11/2022 by Direct Debit DD60							



## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HSBC</b> <b>HSBC</b>							
<i>Bank charges</i>	24/10/2022	9911965	1	12.75	0.00	12.75	0.00
					<b>0.00</b>	<b>12.75</b>	
Above paid on 11/11/2022 by Direct Debit DD61							
<b>HSBC</b> <b>HSBC</b>							
<i>8/10-7/11 Bank charges</i>	01/11/2022	OCTNOV22	1	92.04	0.00	92.04	0.00
					<b>0.00</b>	<b>92.04</b>	
Above paid on 29/11/2022 by Direct Debit DD71							
<b>HSBC</b> <b>HSBC</b>							
<i>Credit Card Nov 22</i>	06/11/2022	CCARDNOV22	1	1,942.69	0.00	1,942.69	0.00
					<b>0.00</b>	<b>1,942.69</b>	
Above paid on 14/11/2022 by Direct Debit DD79							
<b>JAMIEBOND</b> <b>Jamie Bond</b>							
<i>Bad manners sound tech</i>	22/11/2022	007	1	120.05	0.00	120.05	0.00
					<b>0.00</b>	<b>120.05</b>	
Above paid on 30/11/2022 by Online Payment Ref JAMIEBOND							
<b>LAWMANS UK</b> <b>Lawmans UK Ltd</b>							
<i>Security 19/11</i>	27/11/2022	279989	1	504.00	0.00	504.00	0.00
<i>Security80s rewind</i>	27/11/2022	279991	1	1,050.00	0.00	1,050.00	0.00
					<b>0.00</b>	<b>1,554.00</b>	
Above paid on 30/11/2022 by Online Payment Ref LAWMANSUK							
<b>LEXISNEXIS</b> <b>LexisNexis</b>							
<i>Arnold Baker book</i>	31/10/2022	I0925752U	1	171.99	0.00	171.99	0.00
					<b>0.00</b>	<b>171.99</b>	
Above paid on 15/11/2022 by Online Payment Ref LEXISNEXIS							
<b>LIONS CLUB</b> <b>Lions Club of Fleet (CIO) Traffic Mgt</b>							
<i>Temp traffic management</i>	14/11/2022	FL52	1	213.68	0.00	213.68	0.00
					<b>0.00</b>	<b>213.68</b>	
Above paid on 30/11/2022 by Online Payment Ref LIONSCLUB							

## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MRI</b>	<b>Medical Rescue International</b>						
<i>Medical cover for Xmas lights</i>	28/11/2022	1162	1	1,005.00	0.00	1,005.00	0.00
					<b>0.00</b>	<b>1,005.00</b>	
Above paid on 30/11/2022 by Online Payment Ref MRI							
<b>NIGELJEFFR</b>	<b>Nigel Jeffries Landscapes Limited</b>						
<i>New Garden Areas Prep</i>	31/10/2022	15539	1	7,740.00	0.00	7,740.00	0.00
<i>Grnds Maint Contract Oct 22</i>	31/10/2022	15586	1	14,555.86	0.00	14,555.86	0.00
<i>Replace concrete cover</i>	08/11/2022	15638	1	174.00	0.00	174.00	0.00
<i>Replace missing security bolla</i>	15/11/2022	15643	1	108.00	0.00	108.00	0.00
					<b>0.00</b>	<b>22,577.86</b>	
Above paid on 30/11/2022 by Online Payment Ref NIGELJEFFR							
<b>NPOWER</b>	<b>NPOWER Ltd</b>						
<i>Elec Sep 22</i>	31/10/2022	IN04980737	1	3,938.32	0.00	3,938.32	0.00
					<b>0.00</b>	<b>3,938.32</b>	
Above paid on 15/11/2022 by Online Payment Ref NPOWER							
<b>NPOWERDD</b>	<b>NPower - Direct Debits</b>						
<i>Elec 1/9-30/9</i>	31/10/2022	IN05042507	1	50.97	0.00	50.97	0.00
					<b>0.00</b>	<b>50.97</b>	
Above paid on 30/11/2022 by Direct Debit DD73							
<b>NPOWERDD</b>	<b>NPower - Direct Debits</b>						
<i>Elec 1/9-30/9</i>	31/10/2022	IN05042510	1	37.09	0.00	37.09	0.00
					<b>0.00</b>	<b>37.09</b>	
Above paid on 30/11/2022 by Direct Debit DD74							
<b>NPOWERDD</b>	<b>NPower - Direct Debits</b>						
<i>Elec 1/9-30/9</i>	31/10/2022	IN05042549	1	157.03	0.00	157.03	0.00
					<b>0.00</b>	<b>157.03</b>	
Above paid on 30/11/2022 by Direct Debit DD76							

## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>NPOWERDD</b> <b>NPower - Direct Debits</b>							
<i>Elec 1/9-30/9</i>	31/10/2022	IN05042504	1	181.73	0.00	181.73	0.00
					<b>0.00</b>	<b>181.73</b>	
Above paid on 30/11/2022 by Direct Debit DD77							
<b>NPOWERDD</b> <b>NPower - Direct Debits</b>							
<i>Elec 1/9-30/9</i>	31/10/2022	IN05042548	1	37.23	0.00	37.23	0.00
					<b>0.00</b>	<b>37.23</b>	
Above paid on 30/11/2022 by Direct Debit DD78							
<b>NPTREE</b> <b>NP Tree Management Ltd</b>							
<i>Remove willow over footpath</i>	17/11/2022	2856	1	456.00	0.00	456.00	0.00
					<b>0.00</b>	<b>456.00</b>	
Above paid on 30/11/2022 by Online Payment Ref NPTREE							
<b>PAYMENTSEN</b> <b>Payment Sense Ltd</b>							
<i>Card charges</i>	11/11/2022	26621OCT22	1	144.33	0.00	144.33	0.00
					<b>0.00</b>	<b>144.33</b>	
Above paid on 14/11/2022 by Direct Debit DD62							
<b>PAYMENTSEN</b> <b>Payment Sense Ltd</b>							
<i>Card charges</i>	11/11/2022	22621OCT222	1	28.63	0.00	28.63	0.00
					<b>0.00</b>	<b>28.63</b>	
Above paid on 14/11/2022 by Direct Debit DD63							
<b>PAYMENTSEN</b> <b>Payment Sense Ltd</b>							
<i>Card charges</i>	11/11/2022	4918739	1	113.94	0.00	113.94	0.00
					<b>0.00</b>	<b>113.94</b>	
Above paid on 25/11/2022 by Direct Debit DD68							
<b>PAYMENTSEN</b> <b>Payment Sense Ltd</b>							
<i>Card charges</i>	11/11/2022	4918738	1	17.88	0.00	17.88	0.00
					<b>0.00</b>	<b>17.88</b>	
Above paid on 25/11/2022 by Direct Debit DD69							

## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PRIMA CH Cleaning Services</b>							
<i>Cleaning Oct 22</i>	31/10/2022	001611	1	2,912.40	0.00	2,912.40	0.00
<i>Cleaning Oct 22</i>	31/10/2022	001612	1	687.12	0.00	687.12	0.00
<i>Cleaning Oct 22</i>	31/10/2022	001613	1	419.82	0.00	419.82	0.00
<i>Cleaning Oct 22</i>	31/10/2022	001614	1	126.18	0.00	126.18	0.00
<i>Cleaning Oct 22</i>	31/10/2022	001615	1	63.00	0.00	63.00	0.00
<i>Cleaning Oct 22</i>	31/10/2022	001616	1	126.18	0.00	126.18	0.00
<i>Cleaning Oct 22</i>	31/10/2022	001617	1	140.22	0.00	140.22	0.00
					<b>0.00</b>	<b>4,474.92</b>	
Above paid on 15/11/2022 by Online Payment Ref CHCleaning							
<b>PROD production.gg</b>							
<i>Engineer services RU40</i>	09/11/2022	459	1	180.00	0.00	180.00	0.00
					<b>0.00</b>	<b>180.00</b>	
Above paid on 15/11/2022 by Online Payment Ref PROD							
<b>SARAHMOORE Sarah Moore</b>							
<i>November Exps 22</i>	15/11/2022	NOVEXP	1	17.46	0.00	17.46	0.00
					<b>0.00</b>	<b>17.46</b>	
Above paid on 30/11/2022 by Online Payment Ref SARAHMOORE							
<b>SGPOS SG POS / Shelfguard Systems</b>							
<i>Web services Nov 22</i>	01/11/2022	INV-17797	1	84.00	0.00	84.00	0.00
					<b>0.00</b>	<b>84.00</b>	
Above paid on 15/11/2022 by Online Payment Ref SGPOS							
<b>SHIELD SEC Shield Security Services Ltd</b>							
<i>Keyholding Oct 22</i>	31/10/2022	49661	1	42.00	0.00	42.00	0.00
					<b>0.00</b>	<b>42.00</b>	
Above paid on 15/11/2022 by Online Payment Ref SHIELDSEC							
<b>SIAN Sian Taylor</b>							
<i>Expenses Oct 22</i>	31/10/2022	SIANEXPOC	1	124.43	0.00	124.43	0.00
					<b>0.00</b>	<b>124.43</b>	
Above paid on 15/11/2022 by Online Payment Ref SIANT							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SLCC</b> <b>The Society of Local Council Clerks</b>							
<i>Membership Fee</i>	01/12/2022	MEM241363-1	1	414.00	0.00	414.00	0.00
					<b>0.00</b>	<b>414.00</b>	
Above paid on 30/11/2022 by Online Payment Ref SLCC							
<b>SOUNDLIGHT</b> <b>True Sound Hire Ltd</b>							
<i>Xmas staging/speakers</i>	02/11/2022	01SPS21977	1	1,980.00	0.00	1,980.00	0.00
					<b>0.00</b>	<b>1,980.00</b>	
Above paid on 15/11/2022 by Online Payment Ref TrueSoundH							
<b>STARBURST</b> <b>Starburst Foundation</b>							
<i>Release of ticket sale revenue</i>	21/11/2022	SNOW001	1	35,000.00	0.00	35,000.00	0.00
					<b>0.00</b>	<b>35,000.00</b>	
Above paid on 30/11/2022 by Online Payment Ref STARBURST							
<b>T BELL</b> <b>T Bell - The Rod Stewart Songbook</b>							
<i>Rod Stewart Songbook</i>	31/10/2022	RSS141022	1	1,173.19	0.00	1,173.19	0.00
					<b>0.00</b>	<b>1,173.19</b>	
Above paid on 15/11/2022 by Online Payment Ref TBELL							
<b>THEJAMD</b> <b>John M Cator as The Jam'd</b>							
<i>Tribute Nov 22</i>	06/11/2022	THEJAMD	1	1,500.00	0.00	1,500.00	0.00
					<b>0.00</b>	<b>1,500.00</b>	
Above paid on 15/11/2022 by Online Payment Ref THEJAMD							
<b>TICKETSOLV</b> <b>TicketSolve Ltd</b>							
<i>Gross sales Oct 22</i>	31/10/2022	22100041	1	1,610.16	0.00	1,610.16	0.00
					<b>0.00</b>	<b>1,610.16</b>	
Above paid on 15/11/2022 by Online Payment Ref TICKETSOLV							
<b>VIMTO</b> <b>Vimto Limited</b>							
<i>Bar supplies</i>	26/10/2022	OP/I614151	1	444.98	0.00	444.98	0.00
					<b>0.00</b>	<b>444.98</b>	
Above paid on 15/11/2022 by Online Payment Ref VIMTO							

## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>VODAFONE</b> <b>Vodafone Limited</b>							
<i>Mobile phones 18/11-17/12</i>	18/11/2022	B5-571538472	1	37.28	0.00	37.28	0.00
					<b>0.00</b>	<b>37.28</b>	
Above paid on 30/11/2022 by Direct Debit DD80							
<b>WBPROD</b> <b>WB Productions</b>							
<i>WB performance</i>	13/11/2022	187	1	4,650.00	0.00	4,650.00	0.00
					<b>0.00</b>	<b>4,650.00</b>	
Above paid on 15/11/2022 by Online Payment Ref WBProducti							
<b>Total Purchase Ledger Payments for Month 8</b>						<b>0.00</b>	<b>145,487.23</b>

## GROUNDS MAINTENANCE CONTRACT

ITEM 9

**OFFICER:** Facilities & Open Spaces Manager / Executive Officer  
**DATE:** 22/12/2022  
**MEETING:** Council – 4<sup>th</sup> January 2023  
**SUBJECT:** Grounds Maintenance Contract

### Background

Fleet Town Council have been using Nigel Jefferies Landscapes (NJ), for the past 5 years within the current Contract.

The contract provides for an extension, as detailed below:

#### 1.3. Contract Period

- a) This Contract shall extend for a period of five years ending on 31<sup>st</sup> March 2023 and shall not be terminable by either party within that period save in accordance with these Conditions.
- b) Subject to satisfactory performance of the Services by the Contractor the Contract may be extended by mutual agreement on a year by year basis after 31<sup>st</sup> March 2023 up to a maximum of 10 (ten) years from the Commencement Date.

### Contract Pricing

The contract pricing is reviewed annually in April in line with the Retail Price Index minus a factor representing an efficiency saving based on continuity (0.5% per annum). This calculation will be applied to the contract extension period.

Given the current economic climate of rising costs, it seems a prudent option to continue with the current contract for a period of two years, to provide more time for the economy to potentially stabilise.

Should the Council go out to tender in the currently, the base price of a new contract is likely to be higher than renewing the existing contract.

### Contract Performance

The quality of work carried out by NJ and the working relationship between NJ and FTC have been exceptional, with FTC receiving positive feedback from local residents.

The quality of work is measured by regular park check being carried out to ensure all requirements detailed within the contract are being met. It is also measured by the South & Southeast in Bloom Award reports, which give a score of each area. These reports are then used to see where areas may be slipping in quality.

### Summary

Members are being asked to consider approving the current grounds maintenance contract for a further two years, in light of the economic climate, the likelihood of a new contract being of a higher value and the excellent performance of the contractor.

### RECOMMENDATION

- At their meeting on 21<sup>st</sup> December 2022, the RLA Committee made a recommendation to Council to approve a two-year extension to the grounds maintenance contract with the Nigel Jefferies Landscapes.



## Fleet Town Council Meetings Timetable 2023/2024

item 11

2023/2024 Meetings	Jan 2023	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan 2024	Feb	Mar	Apr	May
<b>Annual Residents' Meeting</b> 7pm			21												26		
<b>Town Council</b> 7 pm, Monthly, first Wednesday (Except the Annual meeting held on the Third Wednesday in Election Year)	4	1	1	5	3 (A)	7	5		6	4	1	6	3	7	6	3	1 (A)
<b>Establishment Committee</b> 7pm, 2 times per year		8							13								
<b>Recreation, Leisure and Amenity Committee</b> 7 pm, Quarterly, third Wednesday of the month			15			21			20			20			20		
<b>Policy and Finance Committee</b> 7pm, Quarterly, third Wednesday of the month		15			17		19			18				21			
<b>Planning and Development Control Committee</b> 7pm, Second and fourth Monday except where there is a Monday Bank Holiday	9	13	13	11	9	12	10	14	11	9	13	18	8	12	11	8	13
	23	27	27	24	22	26	24	29	25	23	27		22	26	25	22	28
<b>Risk Management Working Group</b> 2 pm, Twice yearly, Wednesday	18						19						17				



THE COMPANIES ACT 2006  
PRIVATE COMPANY LIMITED BY GUARANTEE  
ARTICLES OF ASSOCIATION  
OF  
**HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS LIMITED**  
**Company number 06879309**



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**THE COMPANIES ACT 2006**  
**PRIVATE COMPANY LIMITED BY GUARANTEE**  
**ARTICLES OF ASSOCIATION**  
**OF**  
**HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS LIMITED (the "Company")**  
**(Adopted by special resolution passed on [DATE])**

**INTERPRETATION, OBJECTS AND LIMITATION OF LIABILITY**

**1 INTERPRETATION**

1.1 In these Articles, unless the context otherwise requires:

- 1.1.1 **Act:** means the Companies Act 2006;
- 1.1.2 **Articles:** means the Company's articles of association for the time being in force;
- 1.1.3 **bankruptcy:** includes insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- 1.1.4 **Business Day:** means any day (other than a Saturday, Sunday or public holiday in England) when banks in London are open for business;
- 1.1.5 **Clear Days:** in relation to the period of a notice, means the period excluding the day when the notice is given or deemed to be given, and the day for which it is given or on which it is to take effect;
- 1.1.6 **Conflict:** means a situation in which a director has or can have, a direct or indirect interest that conflicts or possibly may conflict, with the interests of the Company;
- 1.1.7 **director:** means a director of the Company and includes any person occupying the position of director, by whatever name called;
- 1.1.8 **document:** includes, unless otherwise specified, any document sent or supplied in electronic form;
- 1.1.9 **electronic form:** has the meaning given in section 1168 of the Act;
- 1.1.10 **Eligible Director:** means a director who would be entitled to vote on the matter at a meeting of directors (but excluding in relation to the authorisation of a Conflict pursuant to Article 18, any director whose vote is not to be counted in respect of the particular matter);
- 1.1.11 **Honorary Officer:** has the meaning given in Article 29.1;
- 1.1.12 **Interested Director:** has the meaning given in Article 18.1;
- 1.1.13 **Member:** means a organisation whose name is entered in the Register of Members of the Company and "**Membership**" shall be construed accordingly;
- 1.1.14 **ordinary resolution:** has the meaning given in section 282 of the Act;
- 1.1.15 **participate:** in relation to a director's meeting, has the meaning given in Article 14.1;
- 1.1.16 **President:** means the Honorary Officer with the title of President, as appointed from time to time in accordance with Article 29;

- 1.1.17 **proxy notice:** has the meaning given in Article 46.1;
- 1.1.18 **secretary:** means the secretary of the Company and any other person appointed to perform the duties of the secretary of the Company, including a joint, assistant or deputy secretary;
- 1.1.19 **special resolution:** has the meaning given in section 283 of the Act;
- 1.1.20 **subsidiary:** has the meaning given in section 1159 of the Act; and
- 1.1.21 **writing:** means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

- 1.2 Headings in these Articles are used for convenience only and shall not affect the construction or interpretation of these Articles.
- 1.3 A reference in these Articles to an “**Article**” is a reference to the relevant article of these Articles unless expressly provided otherwise.
- 1.4 Unless expressly provided otherwise, a reference to a statute or statutory provision shall include any subordinate legislation from time to time made under that statute or statutory provision.
- 1.5 Any word following the terms “**including**”, “**include**”, “**in particular**”, “**for example**” or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

## **2 OBJECT**

- 2.1 The object for which the Company is established is to promote and take all steps as may be necessary or desirable in the interest of parish, town and other democratically elected local councils, including grouped parishes and parish meetings who are Members of the Company including but not limited to:
  - 2.1.1 protecting and promoting the interests, rights, functions, and privileges of Members;
  - 2.1.2 assisting Members in the performance of their duties and to promoting and developing the social economic and environmental quality of life of their communities;
  - 2.1.3 promoting a wide spread and well informed interest in local government;
  - 2.1.4 promoting effective local government;
  - 2.1.5 encouraging principal authorities to develop effective partnership arrangements, and to devolve appropriate services to local councils; and/or
  - 2.1.6 such other purposes beneficial to Members consistent with the objects above as the directors shall in their absolute discretion determine.

## **3 POWERS**

- 3.1 In pursuance of the object set out in Article 2, the Company has the power to:
  - 3.1.1 buy, lease or otherwise acquire and deal with any property real or personal and any rights or privileges of any kind over or in respect of any property real or personal and to improve, manage, develop, construct, repair, sell, lease, mortgage, charge, surrender or dispose of or otherwise deal with all or any part of such property and any and all rights of the Company;

- 3.1.2 borrow and raise money in such manner as the directors shall think fit and secure the repayment of any money borrowed, raised or owing by mortgage, charge, lien or other security on the Company's property and assets;
- 3.1.3 invest and deal with the funds of the Company not immediately required for its operations in or upon such investments, securities or property as may be thought fit;
- 3.1.4 subscribe for, take, buy or otherwise acquire, hold, sell, deal with and dispose of, place and underwrite shares, stocks, debentures, debenture stocks, bonds, obligations or securities issued or guaranteed by any government or authority in any part of the world;
- 3.1.5 lend and advance money or give credit on such terms as may seem expedient and with or without security to customers and others, to enter into guarantees, contracts of indemnity and suretyships of all kinds to receive money on deposit or loan upon such terms as the Company may approve and to secure or guarantee the payment of any sums of money or the performance of any obligation by any company, firm or person including any holding company or subsidiary;
- 3.1.6 lobby, advertise, publish, educate, examine, research and survey in respect of all matters of law, regulation, economics, accounting, governance, politics and/or other issues and to hold meetings, events and other procedures and co-operate with or assist any other body or organisation (including without limitation public authorities which are national, local or otherwise) in each case in such way or by such means as may, in the opinion of the directors, affect or advance the principal object in any way;
- 3.1.7 establish and support groupings of parish and town councils and parish meetings within a particular district council boundary in the County of Hampshire;
- 3.1.8 pay all or any expenses incurred in connection with the promotion, formation and incorporation of the Company and to contract with any person, firm or company to pay the same;
- 3.1.9 enter into contracts to provide services to or on behalf of other bodies;
- 3.1.10 provide and assist in the provision of money, materials or other help;.
- 3.1.11 open and operate bank accounts and other facilities for banking and draw, accept, endorse, issue or execute promissory notes, bills of exchange, cheques and other instruments;
- 3.1.12 incorporate subsidiary companies to carry on any trade; and
- 3.1.13 do all such other lawful things as are incidental or conducive to the pursuit or to the attainment of any of the object set out in Article 2.

#### **4 INCOME**

- 4.1 The income and property of the Company from wherever derived shall be applied solely in promoting the Company's objects.
- 4.2 No distribution shall be paid or capital otherwise returned to the Members in cash or otherwise. Nothing in these Articles shall prevent any payment in good faith by the Company of:
  - 4.2.1 reasonable and proper remuneration to any Member, officer or servant of the Company for any services rendered to the Company;
  - 4.2.2 any interest on money lent by any Member or any director at a reasonable and proper rate;
  - 4.2.3 reasonable and proper rent for premises demised or let by any Member or director; or

4.2.4 reasonable out-of-pocket expenses properly incurred by any director or Honorary Officer.

## **5 WINDING UP**

On the winding-up or dissolution of the Company, after provision has been made for all its debts and liabilities, any assets or property that remains available to be distributed or paid, shall not be paid or distributed to the Members (except to a Member that qualifies under this Article) but shall be transferred to another body (charitable or otherwise) with objects similar to those of the Company. Such body to be determined by resolution of the Members at or before the time of winding up or dissolution and, subject to any such resolution of the Members, may be made by resolution of the directors at or before the time of winding up or dissolution.

## **6 GUARANTEE**

6.1 The liability of each Member is limited to £1, being the amount that each Member undertakes to contribute to the assets of the Company in the event of its being wound up while they are a Member or within one year after they cease to be a Member, for

6.1.1 payment of the Company's debts and liabilities contracted before they cease to be a Member,

6.1.2 payment of the costs, charges and expenses of the winding up, and

6.1.3 adjustment of the rights of the contributories among themselves.

## **DIRECTORS**

### **7 GENERAL AUTHORITY**

Subject to any contrary provision elsewhere in the Articles, the directors are responsible for the management of the Company's business in accordance with its objects, for which purpose they may exercise all the powers of the Company.

### **8 MEMBERS' RESERVE POWER**

8.1 The Members may, by special resolution, direct the directors to take, or refrain from taking, specified action.

8.2 No such special resolution invalidates anything which the directors have done before the passing of the resolution.

### **9 DELEGATION**

9.1 Subject to any contrary provision elsewhere in the Articles, the directors may delegate any of the powers which are conferred on them under the Articles:

9.1.1 to such person or committee;

9.1.2 by such means (including by power of attorney);

9.1.3 to such an extent;

9.1.4 in relation to such matters or territories; and

9.1.5 on such terms and conditions;

as they think fit.

9.2 If the directors so specify, any such delegation may authorise further delegation of the directors' powers by any person to whom they are delegated.

9.3 The directors may revoke any delegation in whole or part, or alter its terms and conditions.

## **10 COMMITTEES**

10.1 Committees to which the directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the Articles which govern the taking of decisions by directors.

10.2 The directors may make rules of procedure for all or any committees, which prevail over rules derived from the Articles if they are not consistent with them.

## **11 DIRECTORS TO TAKE DECISIONS COLLECTIVELY**

11.1 The general rule about decision-making by directors is that any decision of the directors must be either a majority decision at a meeting or a decision taken in accordance with Article 12.

11.2 If:

11.2.1 the Company only has one director for the time being, and

11.2.2 no provision of the Articles requires it to have more than one director,

the general rule does not apply, and the director may (for so long as they remain the sole director) take decisions without regard to any of the provisions of the Articles relating to directors' decision-making.

## **12 UNANIMOUS DECISIONS**

12.1 A decision of the directors is taken in accordance with this Article when all Eligible Directors indicate to each other by any means that they share a common view on a matter.

12.2 Such a decision may take the form of a resolution in writing, where each Eligible Director has signed one or more copies of it, or to which each Eligible Director has otherwise indicated agreement in writing.

12.3 A decision may not be taken in accordance with this Article if the Eligible Directors would not have formed a quorum at such a meeting.

## **13 CALLING A DIRECTORS' MEETING**

13.1 Any director may call a directors' meeting by giving notice of the meeting to the directors or by authorising the secretary (if any) to give such notice.

13.2 Notice of any directors' meeting must indicate:

13.2.1 its proposed date and time;

13.2.2 where it is to take place; and

13.2.3 if it is anticipated that directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

13.3 Notice of a directors' meeting must be given to each director in writing.

13.4 Notice of a directors' meeting need not be given to directors who waive their entitlement to notice of that meeting, by giving notice to that effect to the Company not more than 7 days after the date on which the meeting is held. Where such notice is given after the meeting has been held, that does not affect the validity of the meeting, or of any business conducted at it.

13.5 A director who is absent from the UK and who has no registered address in the UK shall not be entitled to notice of the directors' meeting.

## **14 PARTICIPATION IN DIRECTORS' MEETINGS**

- 14.1 Subject to any contrary provision elsewhere in the Articles, directors “**participate**” in a directors’ meeting, or part of a directors’ meeting, when:
- 14.1.1 the meeting has been called and takes place in accordance with the Articles; and
  - 14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 14.2 In determining whether directors are participating in a directors’ meeting, it is irrelevant where any director is or how they communicate with each other.
- 14.3 If all the directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

## **15 QUORUM FOR DIRECTORS' MEETINGS**

- 15.1 At a directors’ meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 15.2 Subject to Article 15.3, the quorum for the transaction of business at a meeting of directors is any three Eligible Directors.
- 15.3 For the purposes of any meeting (or part of a meeting) held pursuant to Article 18 to authorise a Conflict, if there is only one Eligible Director in office other than the Interested Director(s), the quorum for such meeting (or part of a meeting) shall be one Eligible Director.
- 15.4 If the total number of directors in office for the time being is less than the quorum required, the directors must not take any decision other than a decision:
- 15.4.1 to appoint further directors; or
  - 15.4.2 to call a general meeting so as to enable the Members to appoint further directors.

## **16 CHAIRING OF DIRECTORS' MEETINGS**

- 16.1 The directors may appoint a director to chair their meetings. The person so appointed for the time being is known as the chairperson.
- 16.2 The directors may terminate the chairperson’s appointment at any time.
- 16.3 If the chairperson is not participating in a directors’ meeting within ten minutes of the time at which it was to start, the participating directors must appoint one of themselves to chair it.

## **17 CASTING VOTE**

If the numbers of votes for and against a proposal at a meeting of directors are equal, the chairperson or other director chairing the meeting shall not have a casting vote.

## **18 DIRECTORS' CONFLICTS OF INTEREST**

- 18.1 The directors may, in accordance with the requirements set out in this Article, authorise any Conflict proposed to them by any director which would, if not authorised, involve a director (an “**Interested Director**”) breaching their duty to avoid conflicts of interest under section 175 of the Act.
- 18.2 Any authorisation under this Article 18 shall be effective only if:
- 18.2.1 to the extent permitted by the Act, the matter in question shall have been proposed by any director for consideration in the same way that any other matter may be proposed



- to the directors under the provisions of these Articles or in such other manner as the directors may determine;
- 18.2.2 any requirement as to the quorum for consideration of the relevant matter is met without counting the Interested Director; and
- 18.2.3 the matter was agreed to without the Interested Director voting or would have been agreed to if the Interested Director's vote had not been counted.
- 18.3 Any authorisation of a Conflict under this Article 18 may (whether at the time of giving the authorisation or subsequently):
- 18.3.1 extend to any actual or potential conflict of interest which may reasonably be expected to arise out of the matter or situation so authorised;
- 18.3.2 provide that the Interested Director be excluded from the receipt of documents and information and the participation in discussions (whether at meetings of the directors or otherwise) related to the Conflict;
- 18.3.3 provide that the Interested Director shall or shall not be an Eligible Director in respect of any future decision of the directors in relation to any resolution related to the Conflict;
- 18.3.4 impose upon the Interested Director such other terms for the purposes of dealing with the Conflict as the directors think fit;
- 18.3.5 provide that, where the Interested Director obtains, or has obtained (through their involvement in the Conflict and otherwise than through their position as a director of the Company) information that is confidential to a third party, they shall not be obliged to disclose that information to the Company, or to use it in relation to the Company's affairs where to do so would amount to a breach of that confidence; and
- 18.3.6 permit the Interested Director to absent themselves from the discussion of matters relating to the Conflict at any meeting of the directors and be excused from reviewing papers prepared by, or for, the directors to the extent they relate to such matters.
- 18.4 Where the directors authorise a Conflict, the Interested Director shall be obliged to conduct themselves in accordance with any terms and conditions imposed by the directors in relation to the Conflict.
- 18.5 The directors may revoke or vary such authorisation at any time, but this shall not affect anything done by the Interested Director prior to such revocation or variation in accordance with the terms of such authorisation.
- 18.6 A director is not required, by reason of being a director (or because of the fiduciary relationship established by reason of being a director), to account to the Company for any remuneration, profit or other benefit which they derive from or in connection with a relationship involving a Conflict which has been authorised by the directors in accordance with these Articles or by the Company in general meeting (subject in each case to any terms, limits or conditions attaching to that authorisation) and no contract shall be liable to be avoided on such grounds.
- 18.7 Subject to sections 177(5) and 177(6) and sections 182(5) and 182(6) of the Act, and provided they have declared the nature and extent of their interest in accordance with the requirements of the Act, a director who is in any way, whether directly or indirectly, interested in an existing or proposed transaction or arrangement with the Company:
- 18.7.1 may be a party to, or otherwise interested in, any transaction or arrangement with the Company or in which the Company is otherwise (directly or indirectly) interested;

- 18.7.2 shall be an Eligible Director for the purposes of any proposed decision of the directors (or committee of directors) in respect of such existing or proposed transaction or arrangement in which they are interested;
- 18.7.3 shall be entitled to vote at a meeting of directors (or of a committee of the directors) or participate in any unanimous decision, in respect of such existing or proposed transaction or arrangement in which they are interested;
- 18.7.4 may act by themselves or their firm in a professional capacity for the Company (otherwise than as auditor) and they or their firm shall be entitled to remuneration for professional services as if they were not a director;
- 18.7.5 may be a director or other officer of, or employed by, or a party to a transaction or arrangement with, or otherwise interested in, any body corporate in which the Company is otherwise (directly or indirectly) interested; and
- 18.7.6 shall not, save as they may otherwise agree, be accountable to the Company for any benefit which they (or a person connected with them (as defined in section 252 of the Act)) derives from any such transaction or arrangement or from any such office or employment or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be avoided on the grounds of any such interest or benefit nor shall the receipt of any such remuneration or other benefit constitute a breach of their duty under section 176 of the Act.
- 18.8 For the purposes of this Article 18, references to proposed decisions and decision-making processes include any directors' meeting or part of a directors' meeting.
- 18.9 Subject to Article 18.10, if a question arises at a meeting of directors or of a committee of directors as to the right of a director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the chairperson whose ruling in relation to any director other than the chairperson is to be final and conclusive.
- 18.10 If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chairperson, the question is to be decided by a decision of the directors at that meeting, for which purpose the chairperson is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.

## **19 RECORDS OF DECISIONS TO BE KEPT**

- 19.1 The directors must ensure that the Company keeps a record, in writing, for at least 10 years from the date of the decision recorded, of every unanimous or majority decision taken by the directors.
- 19.2 Where decisions of the directors are taken by electronic means, such decisions shall be recorded by the directors in permanent form, so that they may be read with the naked eye.

## **20 DIRECTORS' DISCRETION TO MAKE FURTHER RULES**

Subject to any contrary provision elsewhere in the Articles, the directors may make any rule which they think fit about how they take decisions, and about how such rules are to be recorded or communicated to directors.

## **21 METHODS OF APPOINTING DIRECTORS**

- 21.1 Any individual who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director:
- 21.1.1 by ordinary resolution, or

21.1.2 by a decision of the directors,  
provided that the number of directors appointed may not exceed the limits set out in Article 26.

## **22 TERMINATION OF DIRECTORS' APPOINTMENT**

22.1 A person ceases to be a director as soon as:

22.1.1 that person ceases to be a director by virtue of any provision of the Companies Act 2006 or is prohibited from being a director by law;

22.1.2 a bankruptcy order is made against that person;

22.1.3 a composition is made with that person's creditors generally in satisfaction of that person's debts;

22.1.4 they are absent from all board meetings held within a period of six consecutive months and the board resolves that their office be vacated;

22.1.5 they receive written notice signed by all the other directors stating that the recipient should cease to be a director;

22.1.6 a registered medical practitioner who is treating that person gives a written opinion to the Company stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months;

22.1.7 notification is received by the Company from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms.

22.2 Without detracting from any other provision relating to the removal and retirement of directors in these Articles or under the Act; a non-executive director who is appointed on the condition that they remain an employee or officer of a Member shall cease to be a director immediately upon the Company receiving notice in writing from the relevant Member stating, or the Company otherwise determining, that the director has ceased to be an employee or officer of the Member.

## **23 TERM AND RETIREMENT OF NON-EXECUTIVE DIRECTORS**

The usual term of office for a non-executive director shall be four years and each non-executive director may serve up to three terms of four years each. At the end of the first and second terms, the non-executive director shall retire at the end of the next general meeting of the Company unless reappointed by an ordinary resolution or a resolution of the directors. At the end of a non-executive director's third term, that director shall retire at end of the next general meeting of the Company but shall not be eligible for reappointment.

## **24 DIRECTORS' REMUNERATION**

24.1 Directors may undertake any services for the Company that the directors decide.

24.2 Directors are entitled to such remuneration as the directors determine:

24.2.1 subject to any limit on the maximum number of executive directors in Article 25, for their services to the Company as directors, and

24.2.2 for any other service which they undertake for the Company.

24.3 Subject to any contrary provision elsewhere in the Articles, a director's remuneration may:

24.3.1 take any form, and

24.3.2 include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

- 24.4 Unless the directors decide otherwise, directors' remuneration accrues from day to day.
- 24.5 Unless the directors decide otherwise, directors are not accountable to the Company for any remuneration which they receive as directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

## **25 EXPENSES**

- 25.1 The Company may pay any reasonable expenses which the directors (including the Company secretary) or any Honorary Officer properly incur in connection with their attendance at:
- 25.1.1 meetings of directors or committees of directors;
- 25.1.2 general meetings; or
- 25.1.3 separate meetings of the holders of debentures of the Company,
- or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

## **26 NUMBER OF DIRECTORS**

- 26.1 Unless otherwise determined by ordinary resolution:
- 26.1.1 the total number of directors shall not be less than three and shall not be more than ten; and
- 26.1.2 no more than two of the directors at any given time may be executive directors.

## **27 DEATH OR BANKRUPTCY OF SOLE MEMBER DIRECTOR**

In any case where, a Member dies or becomes bankrupt and the Company has no Members and no directors, the person(s) who is entitled to that Membership under Article 32.2 has the right, by notice in writing, to appoint a natural person (including the appointor themselves), who is willing to act and permitted to do so, to be a director of the Company.

## **28 SECRETARY**

The directors may appoint as Company secretary any suitably qualified and experienced willing person in line with the Company's recruitment procedures.

## **29 HONORARY OFFICERS**

- 29.1 The directors shall have the power, at their sole discretion, to appoint honorary officers including but not limited to a President and a Vice President (the "**Honorary Officers**" and each an "**Honorary Officer**").
- 29.2 The directors shall be entitled to appoint Honorary Officers in such numbers and for such term of appointment as the Board in its entire discretion may decide.
- 29.3 Honorary Officers shall not be remunerated by the Company for the performance of their duties but may be paid their reasonable expenses in accordance with Article 25.1.
- 29.4 Honorary Officers shall not be entitled to attend meetings of the directors in their capacity as an Honorary Officer, but may attend if invited by the directors, and shall be entitled to attend general meetings of the Company but not to vote at the same or count towards the quorum.

## **30 CHANGE OF COMPANY NAME**

- 30.1 The name of the Company may be changed by:
- 30.1.1 a decision of the directors; or

30.1.2 a special resolution of the Members,  
or otherwise in accordance with the Act.

## **MEMBERS: BECOMING AND CEASING TO BE A MEMBER**

### **31 MEMBERSHIP**

- 31.1 The directors may establish classes of Membership with different rights and obligations and shall record the rights and obligations in the register of Members.
- 31.2 The directors may not directly or indirectly alter the rights or obligations attached to a class of Membership. The rights attached to a class of Membership may only be varied if:
- 31.2.1 three-quarters of the Members of that class consent in writing to the variation; or
  - 31.2.2 a special resolution is passed at a separate general meeting of the Members of that class agreeing to the variation.
- 31.3 The provisions in these Articles about general meetings shall apply to any meeting relating to the variation of the rights of any class of Members.
- 31.4 Membership is open to every Local Council and parish meeting in the County of Hampshire and there is no limit to the number of members.
- 31.5 Every Member shall either sign a written consent to become a Member or shall sign the register of Members on becoming a Member.
- 31.6 The directors may only refuse an application for Membership if:
- 31.6.1 in their reasonable opinion, the applicant does not possess the applicable characteristics for Membership as referred to in Article 31.4
  - 31.6.2 acting reasonably and properly, they consider it to be in the best interests of the Company to refuse the application.
- 31.7 If the directors refuse an application for membership then they must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
- 31.8 The directors must consider any written representations made by the applicant regarding the directors' decision to refuse their membership application. The directors' decision following any written representations must be notified to the applicant in writing but shall be final.

### **32 TRANSFER OF MEMBERSHIP**

- 32.1 Membership is not transferable.
- 32.2 Membership shall automatically terminate when a Member:
- 32.2.1 being an individual, dies or becomes bankrupt or goes into receivership, administrative receivership, administration, liquidation; or
  - 32.2.2 being a company, applies to court for or obtains a moratorium under Part A1 of the Insolvency Act 1986, or takes any other step or action in connection with its entering administration, provisional liquidation or any composition or arrangement with its creditors (other than in relation to a solvent restructuring), being wound up (whether voluntarily or by order of the court, unless for the purpose of a solvent restructuring), having a receiver appointed to any of its assets; or

32.2.3 being a local authority entity (including parish and town councils) or other public body, is dissolved or merged with another entity.

### **33 WITHDRAWAL OF MEMBERSHIP**

33.1 A Member may withdraw from Membership of the Company by giving 7 days' notice to the Company in writing and any organisation ceasing to be a Member shall be removed from the Register of Members.

33.2 A Member whose Membership is terminated under this Article 33 shall not be entitled to a refund of any subscription or Membership fee and shall remain liable to pay to the Company any subscription or other sum owed by them.

### **34 EXPULSION OF MEMBERS**

34.1 The directors may resolve by simple majority vote to terminate the Membership of any Member without the Member's consent by giving the Member written notice if, in the reasonable opinion of the directors, the Member:

34.1.1 is guilty of conduct which has or is likely to have a serious adverse effect on the Company or bring the Company or any or all of the Members and directors into disrepute; or

34.1.2 has acted or has threatened to act in a manner which is contrary to the interests of the Company as a whole;

34.1.3 has failed to observe the terms of these Articles and the Rules (including without limitation in relation to the payment of any membership fees or subscriptions); or

34.1.4 continuing to be a Member of the Company is otherwise not in the Company's best interests,

and following such termination, the Member shall be removed from the Register of Members.

34.2 The notice to the Member must give the Member the opportunity to be heard in writing or in person as to why their membership should not be terminated. The directors must consider any representations made by the Member and inform the Member of their decision following such consideration. There shall be no right to appeal from a decision of the directors to terminate the Membership of a Member.

34.3 A Member whose Membership is terminated under this Article 34 shall not be entitled to a refund of any subscription or Membership fee and shall remain liable to pay to the Company any subscription or other sum owed by them.

## **ORGANISATION OF GENERAL MEETINGS**

### **35 NOTICE OF GENERAL MEETINGS**

35.1 The minimum periods of notice required to hold a general meeting of the Company are:

35.1.1 fourteen Clear Days' notice for an annual general meeting or a general meeting called for the passing of a special resolution; and

35.1.2 fourteen Clear Days for all other general meetings.

35.2 A general meeting may be called by shorter notice if it is so agreed by a majority in number of the Members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 per cent of the total voting rights.

- 35.3 The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so. The notice must also contain a statement setting out the right of Members to appoint a proxy under Section 324 of the Act and Article 46.
- 35.4 The notice must be given to all the Members and to the directors and auditors.
- 35.5 The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the Company.

## **36 CHAIRING GENERAL MEETINGS**

- 36.1 The person chairing a meeting in accordance with this Article is referred to as the “**chairperson of the meeting**”.
- 36.2 The President shall be the chairperson of the meeting if present and willing to do so.
- 36.3 If:
- 36.3.1 the directors have not appointed a President, or if the President is unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start then the chairperson of the board of Directors shall be the chairperson of the meeting; and
  - 36.3.2 the directors have not appointed a chairperson, or if the chairperson is unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start:
    - 36.3.2.1 the directors present, or
    - 36.3.2.2 (if no directors are present), the meeting,must appoint a director or Member to act as the chairperson of the meeting, and the appointment of the chairperson of the meeting must be the first business of the meeting.

## **37 ATTENDANCE AND SPEAKING AT GENERAL MEETINGS**

- 37.1 The directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.
- 37.2 The directors shall determine in relation to each general meeting the means of attendance at and participation in the meeting, including whether the persons entitled to attend and participate in the meeting shall be enabled to do so:
- 37.2.1 by means of electronic facility or facilities; and/or
  - 37.2.2 by simultaneous attendance and participation at a satellite meeting place or places, pursuant to Article 39.
- 37.3 A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.
- 37.4 A person is able to exercise the right to vote at a general meeting when:
- 37.4.1 that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and

37.4.2 that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.

37.5 In determining attendance at a general meeting, it is immaterial whether any two or more Members attending it are in the same place as each other.

37.6 Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them.

37.7 Unless otherwise specified in the notice of meeting or determined by the chairperson of the meeting, a general meeting is deemed to take place at the place where the chairperson of the meeting is located at the time of the meeting.

37.8 If, at any general meeting at which Members are entitled to participate by means of electronic facility or facilities determined by the board pursuant to Article 39, any document is required to be on display or to be available for inspection at the meeting (whether prior to or for the duration of the meeting or both), the Company shall ensure that it is available in electronic form to persons entitled to inspect it for at least the required period of time, and this will be deemed to satisfy any such requirement.

### **38 QUORUM FOR GENERAL MEETINGS**

38.1 No business other than the appointment of the chairperson of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.

38.2 The quorum for a general meeting shall be the greater of:

38.2.1 10% of the number of Members eligible to vote at that meeting (each an "**Eligible Member**"). If such amount is not a whole number then it shall be rounded down to the nearest whole number; and

38.2.2 two Eligible Members represented by at least two individuals in attendance.

### **39 ATTENDANCE AND PARTICIPATION BY ELECTRONIC FACILITIES**

39.1 The directors may resolve to enable persons entitled to attend and participate in a general meeting to do so partly or wholly by simultaneous attendance and participation by means of electronic facility or facilities, and may determine the means, or all different means, of attendance and participation used in relation to the general meeting. The Members present in person or by proxy by means of an electronic facility or facilities (as so determined by the directors) shall be counted in the quorum for, and be entitled to participate in, the general meeting in question. That meeting shall be duly constituted and its proceedings valid if the chairperson of the meeting is satisfied that adequate facilities are available throughout the meeting to ensure that members attending the meeting by all means (including the means of an electronic facility or facilities) are able to:

39.1.1 participate in the business for which the meeting has been convened;

39.1.2 hear all persons who speak at the meeting; and

39.1.3 be heard by all other persons attending and participating in the meeting.

39.2 If the directors determine that a general meeting shall be held wholly or partly by means of electronic facility or facilities then the notice to the Members of that general meeting shall:

39.2.1 include a statement to that effect; and

39.2.2 specify the means, or all different means, of attendance and participation thereat, and any access, identification and security arrangements which apply.



- 39.3 The directors may resolve to enable persons entitled to attend and participate in a general meeting to do so by simultaneous attendance and participation at a satellite meeting place or places anywhere in the world. The Members present in person or by proxy at satellite meeting places shall be counted in the quorum for, and entitled to participate in, the general meeting in question, and the meeting shall be duly constituted and its proceedings valid if the chairperson of the meeting is satisfied that adequate facilities are available throughout the meeting to ensure that Members attending at all the meeting places are able to:
- 39.3.1 participate in the business for which the meeting has been convened;
  - 39.3.2 hear all persons who speak (whether by the use of microphones, loudspeakers, audio-visual communications equipment or otherwise) in the principal meeting place and any satellite meeting place; and
  - 39.3.3 be heard by all other persons so present in the same way,
- and the meeting shall be deemed to take place at the place where the chairperson of the meeting presides (the principal meeting place, with any other location where that meeting takes place being referred in these Articles as a satellite meeting). The chairperson of the meeting shall be present at, and the meeting shall be deemed to take place at, the principal meeting place and the powers of said chairperson shall apply equally to each satellite meeting place, including their power to adjourn the meeting as referred to in Article 40.
- 39.4 If a general meeting is held partly by partly or wholly by means of an electronic facility or facilities then the directors and the chairperson of the meeting may make any arrangement and impose any requirement or restriction that is:
- 39.4.1 necessary to ensure the identification of those taking part by means of such electronic facility or facilities and the security of the electronic communication; and
  - 39.4.2 in the directors' or the chairperson of the meeting's view, proportionate to those objectives.
- 39.5 In this respect, the directors may authorise any voting application, system or facility for attendance and participation as they see fit.
- 39.6 The directors shall be entitled in their absolute discretion to authorise one or more persons (including the directors, the Company secretary or the chairperson of the meeting) to refuse electronic entry to, or electronically eject from, any meeting any person who fails to provide such evidence of identity or to otherwise comply with such security arrangements or restrictions as are required pursuant to this Article, or who causes the meeting to become disorderly.
- 39.7 All persons seeking to attend and participate in a general meeting by way of electronic facility or facilities shall be responsible for maintaining adequate facilities to enable them to do so. Subject only to the requirement for a general meeting to be adjourned in accordance with Article 40, any inability of a person or persons to attend or participate in a general meeting by way of electronic facility or facilities shall not invalidate the proceedings of that meeting.

## **40 ADJOURNMENT**

- 40.1 If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the chairperson of the meeting must adjourn it.
- 40.2 The chairperson of the meeting may adjourn a general meeting at which a quorum is present if:
- 40.2.1 the meeting consents to an adjournment, or

- 40.2.2 it appears to the chairperson of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.
- 40.3 The chairperson of the meeting must adjourn a general meeting if directed to do so by the meeting.
- 40.4 When adjourning a general meeting, the chairperson of the meeting must:
  - 40.4.1 either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the directors (which may include participation by electronic facility or facilities), and
  - 40.4.2 have regard to any directions as to the time and place of any adjournment which have been given by the meeting (which may determine participation by electronic facility or facilities).
- 40.5 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Company must give at least 7 Clear Days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given):
  - 40.5.1 to the same persons to whom notice of the Company's general meetings is required to be given, and
  - 40.5.2 containing the same information which such notice is required to contain.
- 40.6 No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

## **DECISION MAKING BY MEMBERS**

### **41 MEMBERS' WRITTEN RESOLUTIONS**

- 41.1 A resolution in writing agreed by simple majority (or in the case of a special resolution by a majority of not less than 75%) of the Members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective, provided that:
  - 41.1.1 a copy of the proposed resolution has been sent to every eligible Member;
  - 41.1.2 a simple majority (or in the case of a special resolution a majority of not less than 75%) of Members has signified its agreement to the resolution; and
  - 41.1.3 it is contained in an authenticated document which has been received at the registered office of the company (or such other place specified on the written resolution) within the period of forty-two days beginning with the circulation date.
- 41.2 A resolution in writing may comprise several copies to which one or more Members have signified their agreement.
- 41.3 In the case of a Member that is not a natural person, its authorised representative (or, if it is a corporate entity, any of its statutorily recognised officers, acting in that capacity) may signify its agreement.
- 41.4 If the Members do not agree to a resolution in writing within forty-two days of its circulation date then it shall lapse.

## **42 VOTES OF MEMBERS**

- 42.1 A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the Articles or the meeting is conducted partly or wholly by means of electronic facility or facilities.
- 42.2 Subject to the Act and Article 42.3 below, at any general meeting:
- 42.2.1 Every Member who is present in person (including by their appointed representative or by proxy) shall on a show of hands have one vote; and
  - 42.2.2 Every Member shall on a poll have one vote.
- 42.3 If a Member has not paid their Membership fees in full by 31 July in a given year, that Member shall not be entitled to:
- 42.3.1 vote on any Members' resolutions; or
  - 42.3.2 benefit from the Company's membership services,
- until such time as their Membership fees are paid in full.

## **43 ERRORS AND DISPUTES**

- 43.1 No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.
- 43.2 Any such objection must be referred to the chairperson of the meeting whose decision is final.

## **44 POLL VOTES**

- 44.1 A poll on a resolution may be demanded:
- 44.1.1 in advance of the general meeting where it is to be put to the vote, or
  - 44.1.2 at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.
- 44.2 A poll may be demanded at any general meeting by any qualifying person (as defined in section 318(3) of the Act) present and entitled to vote at the meeting.
- 44.3 A demand for a poll may be withdrawn if:
- 44.3.1 the poll has not yet been taken; and
  - 44.3.2 the chairperson of the meeting consents to the withdrawal,
- and a demand so withdrawn shall not invalidate the result of a show of hands declared before the demand was made.
- 44.4 A demanded poll must be taken immediately and in such manner as the chairperson of the meeting directs.
- 44.5 A poll at a meeting held partly or wholly by electronic facility or facilities shall be taken by such electronic means as the directors, in their absolute discretion, deem appropriate for the purposes of the meeting.

## **45 AMENDMENTS TO RESOLUTIONS**

- 45.1 An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if:

- 45.1.1 notice of the proposed amendment is given to the Company in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chairperson of the meeting may determine), and
- 45.1.2 the proposed amendment does not, in the reasonable opinion of the chairperson of the meeting, materially alter the scope of the resolution.
- 45.2 A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if:
  - 45.2.1 the chairperson of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
  - 45.2.2 the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- 45.3 If the chairperson of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairperson's error does not invalidate the vote on that resolution.

## **46 CONTENT OF PROXY NOTICES**

- 46.1 Proxies may only validly be appointed by a notice in writing (a "**proxy notice**") which:
  - 46.1.1 states the name and address of the member appointing the proxy;
  - 46.1.2 identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
  - 46.1.3 is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and
  - 46.1.4 is delivered to the Company in accordance with the Articles not less than 72 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in accordance with any instructions contained in the notice of the general meeting (or adjourned meeting) to which they relate,and a proxy notice which is not delivered in such manner shall be invalid, unless the directors, in their discretion, accept the notice at any time before the meeting.
- 46.2 The Company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 46.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- 46.4 Unless a proxy notice indicates otherwise, it must be treated as:
  - 46.4.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and
  - 46.4.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

## **47 DELIVERY OF PROXY NOTICES**

- 47.1 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Company by or on behalf of that person.

- 47.2 An appointment under a proxy notice may be revoked by delivering to the company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- 47.3 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- 47.4 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

## **ADMINISTRATIVE ARRANGEMENTS**

### **48 MEANS OF COMMUNICATION TO BE USED**

- 48.1 Subject to any contrary provision elsewhere in the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.
- 48.2 Subject to any contrary provision elsewhere in the Articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.
- 48.3 A director may agree with the Company that notices or documents sent to that director in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours.
- 48.4 Any notice, document or other information shall be deemed served on or delivered to the intended recipient:
- 48.4.1 if properly addressed and sent by prepaid United Kingdom first class post to an address in the United Kingdom, 48 hours after it was posted (or five Business Days after posting either to an address outside the United Kingdom or from outside the United Kingdom to an address within the United Kingdom, if (in each case) sent by reputable international overnight courier addressed to the intended recipient, provided that delivery in at least five Business Days was guaranteed at the time of sending and the sending party receives a confirmation of delivery from the courier service provider);
  - 48.4.2 if properly addressed and delivered by hand, when it was given or left at the appropriate address;
  - 48.4.3 if properly addressed and sent or supplied by electronic means, one hour after the document or information was sent or supplied; and
  - 48.4.4 if sent or supplied by means of a website, when the material is first made available on the website or (if later) when the recipient receives (or is deemed to have received) notice of the fact that the material is available on the website,
- provided that, for the purposes of this Article, no account shall be taken of any part of a day that is not a Business Day.
- 48.5 In proving that any notice, document or other information was properly addressed, it shall suffice to show that the notice, document or other information was addressed to an address permitted for the purpose by the Act.

**49 NO RIGHT TO INSPECT ACCOUNTS AND OTHER RECORDS**

Except as provided by law or authorised by the directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or documents merely by virtue of being a Member.

**50 PROVISION FOR EMPLOYEES ON CESSATION OF BUSINESS**

The directors may decide to make provision for the benefit of persons employed or formerly employed by the Company or any of its subsidiaries (other than a director or former director or shadow director) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the Company or that subsidiary.

**51 RULES**

The directors may establish rules governing matters relating to Company administration that are required from time to time for the effective operation of the Company (for example, the provisions relating to classes of Members, Membership fees and subscriptions and the admission criteria for Members). If there is a conflict between the terms of these Articles and any rules established under this Article, the terms of these Articles shall prevail.

**52 INDEMNITY AND INSURANCE**

52.1 Subject to Article 52.2, but without prejudice to any indemnity to which a relevant officer is otherwise entitled:

52.1.1 each relevant officer shall be indemnified out of the Company's assets against all costs, charges, losses, expenses and liabilities incurred by them as a relevant officer:

52.1.1.1 in the actual or purported execution and/or discharge of their duties, or in relation to them; and

52.1.1.2 in relation to the Company's (or any associated company's) activities as trustee of an occupational pension scheme (as defined in section 235(6) of the Act),

including (in each case) any liability incurred by them in defending any civil or criminal proceedings, in which judgment is given in their favour or in which they are acquitted or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on their part or in connection with any application in which the court grants them, in their capacity as a relevant officer, relief from liability for negligence, default, breach of duty or breach of trust in relation to the Company's (or any associated company's) affairs; and

52.1.2 the Company may provide any relevant officer with funds to meet expenditure incurred or to be incurred by them in connection with any proceedings or application referred to in Article 52.1.1 and otherwise may take any action to enable any such relevant officer to avoid incurring such expenditure.

52.2 This Article does not authorise any indemnity to the extent that such indemnity would be prohibited or rendered void by any provision of the Act or by any other provision of law and any such indemnity is limited accordingly.

52.3 The directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant officer in respect of any relevant loss.

52.4 In this Article:

- 52.4.1 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
- 52.4.2 a “**relevant loss**” means any loss or liability which has been or may be incurred by a relevant officer in connection with that relevant officer's duties or powers in relation to the Company, any associated company or any pension fund or employees' share scheme of the Company or associated company; and
- 52.4.3 a “**relevant officer**” means any director or other officer or former director or other officer of the Company or an associated company (including any company which is a trustee of an occupational pension scheme (as defined by section 235(6) of the Act).



# Hampshire Association of Local Councils

President: Professor John Denham FRSA

Chief Executive: Dawn Hamblet MSc, FICPD

## Notice of Extraordinary General Meeting of Hampshire Association of Local Councils Limited

Notice is hereby given that an Extraordinary Meeting (“**Meeting**”) of Hampshire Association of Local Councils Limited (“**Company**”) will be held as a hybrid meeting, both online via Zoom and at the Cobbetts Suite, Hampshire Rural Business Centre, Sparsholt College, Sparsholt on 23<sup>rd</sup> February 2023 at 18:00hrs.

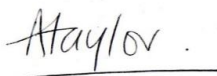
### Resolutions

You will be asked to consider and vote on the resolution below. Resolution 1 will be proposed as a special resolution.

1. To agree, by special resolution, to remove the Articles of Association in their entirety to be substituted with the new Articles of Association (*appended*)

*A member (Hampshire ALC Member Council) of the company is entitled to appoint another person as their proxy to exercise all or any of their rights to attend and to speak and vote at a meeting of the company. This means the Council may appoint a Councillor or a member of staff to attend on the Council’s behalf and to speak and vote at this meeting.*

**By order of the Board**



.....  
**Amy Taylor**

**Company Secretary**

Floor 2 Eastleigh House, Upper Market Street, Eastleigh, England, SO50 9YN

16<sup>th</sup> December 2022



**OFFICER:** Rochelle Halliday  
**DATE:** 23<sup>rd</sup> December 2022  
**MEETING:** Council – 4<sup>th</sup> January 2023  
**SUBJECT:** Item 15 - Executive Officer's Report

### **1. Fleet Link Meeting**

Following the last Council meeting, where the proposed changes to the Fleet Link fares was discussed, a joint letter was sent to Hampshire County Council to express the points from the meeting. As a result, a meeting is to be held on 11<sup>th</sup> January 2023 with Hampshire County Council, to which Cllr Woods and I will be attending with representatives of Church Crookham Parish Council.

The Fleet Link contract renewal information for April 2023 will be discussed at the next Council meeting, after the negotiations with the Council have concluded and the contract value has been set.

I have also fed back to Hampshire County Council the various points made regarding the replacement vehicle.

### **2. Council Meeting Dates (Item 10)**

The only change to the meeting dates document issued for review is to move the May 2023 meeting to the first Wednesday in May. All other dates remain as agreed at the last meeting.

### **3. Car Show Application**

Following the review of the car show application at the last RLA meeting, I have spoken to and connected the car show applicant and the Fleet Carnival Chairman together to work out the possibilities of working together.

Should the revised application be sent to me in time to despatch for the meeting, it will be issued to you by 29<sup>th</sup> December. Otherwise, their revised application will be considered at the February Council meeting.

### **4. Response to the Hart District Council Corporate Plan**

To confirm that the working group has drafted a response to the Hart Corporate Plan and once finalised the response will be posted to Hart by their postal deadline.