



Notice is hereby given of

**A MEETING OF FLEET TOWN COUNCIL**

**Wednesday 4<sup>th</sup> September 2024 at 7pm at The Harlington**

All members are summoned to attend

**To Councillors:**

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

Rita Tong, Executive Officer  
28<sup>th</sup> August 2024

**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</b> 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>3.</b>	<b>QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes)</b> 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 (3 mins per person – max 15 mins)</b> 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 minutes and confidential minutes of the Council meeting held on 3 <sup>rd</sup> July 2024 ( <i>copies attached</i> ).  To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: <ul style="list-style-type: none"><li>• Development Control                      8<sup>th</sup> and 22<sup>nd</sup> July 2024, 12<sup>th</sup> August 2024</li><li>• Establishment                                      10<sup>th</sup> July 2024</li><li>• Policy &amp; Finance                                      24<sup>th</sup> July 2024</li></ul>

<b>Part 1 – ITEMS FOR DECISION</b>	
<b>7.</b>	<p><b>REPORT FROM EXTERNAL AUDITOR FOR FINANCIAL YEAR 2023/24</b></p> <p>BDO have issued their audit report for 2023/24. Whilst the accounts are not qualified, they have made the following recommendation:</p> <ul style="list-style-type: none"> <li>To be in line with best practice we recommend that when minuting the appointment of the internal auditor, the council record they have considered the independence of the appointed auditor.</li> </ul> <p><b>RECOMMENDATION</b></p> <p>Members to note the unqualified audit report for the financial year 2023/24 and agree to include a statement regarding the internal auditor’s independence in future minutes on the matter.</p>
<b>8.</b>	<p><b>NOTICE OF CONCLUSION OF AUDIT FOR FINANCIAL YEAR 2023/24</b></p> <p>In accordance with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015, Fleet Town Council must publish its Notice of Conclusion of Audit on its website by 30 September 2024 and make the External Auditor’s report and Annual Governance and Accountability Return available to its residents both on its website and from its offices.</p> <p><b>RECOMMENDATION</b></p> <p>Members to agree that the inclusion of the External Auditors Report and AGAR in the above agenda item and the Notice of Conclusion of Audit in this agenda item met the requirements of the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015.</p>
<b>9.</b>	<p><b>APPOINTMENT OF AN INTERNAL AUDITOR</b></p> <p>To consider a report evaluating the results of an invitation to provide internal auditing services.</p> <p><b>RECOMMENDATION</b></p> <p>To appoint an internal auditor for the 2024/25 financial year.</p>
<b>10.</b>	<p><b>THE LION’S REMEMBRANCE DAY INSURANCE FOR ROAD CLOSURES</b></p> <p>Due to changes in the insurance provision for Fleet Lions and other volunteers undertaking the road closures for the Remembrance Sunday commemorations, Fleet Town Council was asked to cover the road closure activity under the Council’s public liability insurance in 2023 (refer minutes from Nov 23 Item 9).</p> <p>Members were concerned about the financial liability of covering the road closures and requested that Hart District Council be approached to see if they would cover the activity. As Hart District Council were not able to insure the activity, the Town Council insured it on a one-off basis.</p> <p>The Executive Officer understands that the insurance situation has not changed for Fleet Lions and seeks Members views on the arrangements for the 2024 Remembrance Day road closure.</p> <p><b>RECOMMENDATION</b></p> <p>To provide approval for the activities covered by the Town Council to take place on Remembrance Sunday on 10th November 2024.</p>
<b>11.</b>	<p><b>FINANCIAL MONITORING REPORT</b></p> <p>a) To receive the bank reconciliation and list of payments for June &amp; July 2024 (<i>copies attached</i>).</p> <p>b) To receive a statement from Councillor Robinson that the bank reconciliation and list of payments for June &amp; July 2024 have been verified and signed off against the original bank statement.</p>

	<p><b>RECOMMENDATIONS</b></p> <p>a) To receive and accept the bank reconciliation and list of payments for June &amp; July 2024.  b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for June &amp; July 2024 have been verified and signed.</p>
12.	<p><b>NATIONAL PLANNING POLICY FRAMEWORK</b></p> <p>To receive a high-level report on the Government's proposed changes to the National Planning Policy Framework and consider a request to participate in a consultation survey by the National Association of Local Councils.</p> <p><b>RECOMMENDATIONS</b></p> <p>a) Determine whether the council wishes to actively participate in the NALC survey concerning the proposed changes to the NPPF.  b) If members choose to engage with the survey, they should provide their collective responses to the questions in Appendix 1.</p>
13.	<p><b>FINANCE AND RISK REGISTER 2024/25</b></p> <p>a) To receive an update from the Risk Management Working Group  b) To consider and agree the Council's Finance and Risk Register for 2024/25 (<i>copy attached</i>).</p> <p><b>RECOMMENDATIONS</b></p> <p>a) To note the update from the Risk Management Working Group.  b) To approve the Finance and Risk Register for 2024/25.</p>
14.	<p><b>REVIEW OF FINANCIAL REGULATIONS</b></p> <p>The Internal Auditor recommended that Fleet Town Council adapt and adopt the <a href="#">latest model</a> Financial Regulations from NALC. The Executive Officer has compared the Council's current Financial Regulation's against the model, <a href="#">noted differences and made recommendations</a> regarding how to treat the differences identified. These recommendations have then been incorporated into an updated <a href="#">Financial Regulations document</a>, with new or changed regulations highlighted in red.</p> <p><b>RECOMMENDATION</b></p> <p>To review and approve the amended Financial Regulations.</p>
15.	<p><b>RETENTION &amp; DISPOSAL OF DOCUMENTS POLICY</b></p> <p>The Finance and Administration Manager, along with the Administration Support Officer, have drafted a Retention &amp; Disposal of Documents Policy. In developing this policy, they carefully considered the Internal Auditor's recommendation for the Council to adopt a risk-based approach, while also aligning with best practices in the sector.</p> <p><b>RECOMMENDATION</b></p> <p>To approve the Retention &amp; Disposal of Documents Policy.</p>
16.	<p><b>TREASURY &amp; INVESTMENT POLICY</b></p> <p>The Executive Officer has drafted a Treasury &amp; Investment Policy. In developing this policy, she carefully considered the Internal Auditor's best practice example, while also considering the principles outlined in the <a href="#">Statutory Guidance on Local Government Investments</a> and guidance within Joint Panel on Accountability and Governance <a href="#">Practitioners Guide 2024</a></p> <p><b>RECOMMENDATION</b></p> <p>To approve the Treasury &amp; Investment Policy.</p>
17.	<p><b>PUBLICATION SCHEME</b></p> <p>The Internal Auditor has recommended that the Council adopt the <a href="#">model Information Commissioner's Office scheme</a>. In response, Officers have reviewed the model scheme and made appropriate amendments to the Council's policy.</p>

	<p>Officers have identified that the agenda and minutes of the Residents' Annual Meeting are not currently available on the Council's website. There are no impediments to making this information publicly accessible, and it is recommended that the Council begin posting these documents online as part of our revised policy.</p> <p>Officers also have identified that the Scheme recommends that the delegated authority in respect of Officers be published. The Executive Officer will draft a Scheme of Delegation that reflects current practices for the Council's review and approval at a future meeting.</p> <p><b>RECOMMENDATION</b> To approve the amended Publication Scheme.</p>
<b>Part 2 – ITEMS TO NOTE</b>	
18.	<p><b>ANNOUNCEMENTS</b></p> <p>To receive and note announcements from the Executive Officer or any Member by permission of the Chair.</p> <ul style="list-style-type: none"> <li>• Parking Permits – please return no later than the Friday of week issued</li> </ul>
19.	<p><b>INTRODUCTION FROM THE NEWLY DESIGNATED NEIGHBOURHOOD POLICE OFFICER</b></p> <p>The new Chief Constable for Hampshire, Terence Read, will briefly introduce himself and his role as Fleet's Neighbourhood Police Officer.</p>
20.	<p><b>COUNCILLOR RESIGNATION</b></p> <p>Members were informed of Cllr Kate Cottrell's resignation as Town Councillor on 23 August 2024.</p> <p>The vacancy notice was published on 27 August 2024 and will run for 14 days (excluding bank holidays). Once this period has passed, Hart District Council will confirm if an election is to be held to fill the vacancy. Otherwise, the vacancy can be filled by co-option.</p>
21.	<p><b>SAFE DISPOSAL OF LITHIUM BATTERIES CAMPAIGN</b></p> <p>Ron Bailey, the researcher for Lord Don Foster, has requested that Fleet Town Council support their campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal. Lithium battery fires are on the increase, in part because they have been incorrectly maintained and / or disposed of.</p> <p>In support of this request, Fleet Town Council will run a social media campaign on the risks of lithium batteries and where they can be safely disposed on within Fleet.</p>
22.	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>The next meeting of the Council is scheduled to be held on Wednesday 2<sup>nd</sup> October 2024 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> <ol 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> </ol>

<p><b>23.</b></p>	<p><b>PENSION</b></p> <p>To consider a request regarding the Council's pension scheme.</p> <p><b>RECOMMENDATION</b></p> <p>To approve the request regarding the Council's pension scheme.</p>
<p><b>24.</b></p>	<p><b>HARLINGTON LEASE</b></p> <p>To receive a verbal update from the Chairman on the progress of the Harlington Lease.</p> <p><b>RECOMMENDATION</b></p> <p>To note the report on the progress of the Harlington Lease.</p>
<p><b>25.</b></p>	<p><b>THE HARLINGTON TENDER</b></p> <p>To receive an update on appointing architectural services for The Harlington development (<i>copy attached</i>).</p> <p><b>RECOMMENDATION</b></p> <p>Members to note the progress in appointing an architect to design the refurbishment of The Harlington and agree next steps.</p>



## FLEET TOWN COUNCIL

### MINUTES OF COUNCIL MEETING

held on  
Wednesday 3<sup>rd</sup> July 2024 at 7pm

\* Councillor Schofield (Chairman)

\* Councillor Einchcomb (Vice Chairman)

0 Councillor Chenery	* Councillor Richmond
* Councillor Cottrell	* Councillor Robinson
0 Councillor Fang	* Councillor Taylor
* Councillor Holt	0 Councillor Tilley
* Councillor Hope	0 Councillor Wildsmith
0 Councillor May	* Councillor Willcocks
* Councillor Neves	* Councillor Woods
* Councillor Oliver	

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

#### Also in attendance:

Rita Tong – Executive Officer  
Declan James – Candidate for Co-Option  
Councillor Stephen Parker – HCC

#### FC JULY 2024 ITEM 1

#### APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

#### FC JULY 2024 ITEM 2

#### DECLARATIONS OF INTEREST

Councillors Taylor and Willcocks declared a pecuniary interest for item 14 – Fleet Market CIC on the grounds that they are Directors of the CIC.

#### FC JULY 2024 ITEM 3

#### QUESTIONS FROM THE PUBLIC

There were no questions from the public.

#### FC JULY 2024 ITEM 4

#### CHAIRMAN'S ANNOUNCEMENTS

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

**6th June** - Attended D-Day act of remembrance at the war memorial and laid a wreath on behalf of the Council.

**6th June** - Participated in the Harlington Tender Review to select top three submissions for invitation to attend interviews.

**17th June** - Attended Fleet BID Board Meeting

**19th June** - Participated in the Harlington Tender interviews for the short-listed tenderers.

**25th June** - Attended CCTV survey of Ancell Farm sewer to ascertain cause of “sink holes along sewer route. Inspection frustrated by hydraulic condition of sewer with surcharged manholes. Later the same day met representative of Thames Water who conducted manhole inspection of both the sewer and the parallel Surface Water Drain (1400mm diameter). Agreed further investigation was necessary.

**26th June** - Together with the Executive Officer held Teams meeting with Morrs solicitors re- Harlington Lease.

**29th June** - Attended the RBL annual garden party and award ceremony on behalf of the Council.

**3rd July** - Together with the Executive Officer held Teams meeting with Morrs solicitors re- Harlington Lease.

**3rd July** - Together with the Executive Officer attended a meeting with the Chief Executive, Hart District Council re- Harlington Lease.

## **FC JULY 2024 ITEM 5**

## **HCC/HDC ANNOUNCEMENTS**

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

### Cllr Stephen Parker (HCC)

- The failure of the building on Oak Tree Parade is being addressed. The situation involves ten freeholders, making it a complex issue to resolve. It was confirmed that the brickwork in the area of the failure has been made safe. However, there is concern that other areas along that length may also be at risk of failure.
- The bike track at Edenbrook Park has been well received by residents. There are three tracks designed to serve a range of ages and experience levels. Members were encouraged to promote the facility to advocate for the County to provide additional similar facilities.

### Cllr Oliver (HDC)

- There is now a facility to recycle small electrical items through kerbside refuse collection.

Councillor Stephen Parker left the meeting at 7.10pm the end of his report.

## **FC JULY 2024 ITEM 6**

## **MINUTES OF PREVIOUS MEETINGS**

The minutes of the Town Council meeting held on 5<sup>th</sup> June 2024 were approved and signed by the Chairman.

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

- Development Control                      10<sup>th</sup> and 24<sup>th</sup> June 2024
- RLA    19<sup>th</sup> June 2024

## **FC JULY 2024 ITEM 7**

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

Members received a presentation from the candidate. The candidate left the room whilst voting took place.

### **RESOLVED**

To approve Declan James to be co-opted as a Member of Fleet Town Council.

Declan James signed the Declaration of Acceptance of Office form and remained for the remainder of the meeting.

**FC JULY 2024 ITEM 8**

**FINANCIAL MONITORING REPORT**

Members noted receipt of:

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

**RESOLVED**

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

**FC JULY 2024 ITEM 9**

**APPOINTMENT OF INTERNAL AUDITOR FOR 2024/2025**

Members considered the report from the Executive Officer on the appointment of an Internal Auditor for Fleet Town Council for 2024/25.

**RESOLVED**

Members resolved to go to the market and tender for the position of Internal Auditor for the 2024-25 financial year. Members further resolved that the current Internal Auditor be invited to tender.

**FC JULY 2024 ITEM 10**

**COMMUNICATIONS STRATEGY**

Members received an update on the progress made on the Council's new website and the use of social media in Council communications.

**RESOLVED**

Members noted the progress made on the Council's new website and the use of social media in Council communications. Members approved the discontinuance of Twitter (now known as X) as a platform used in social media communications.

**FC JULY 2024 ITEM 11**

**ANNOUNCEMENTS**

The following announcements were made:

- An update on the situation about the unauthorised encampment at Basingbourne Park and the steps taken by Officers regarding the matter.
- The request from the Police & Crime Commissioner to complete a survey to feed into the development of the Police & Crime Plan

**FC JULY 2024 ITEM 12**

**DATE AND TIME OF NEXT MEETING**

The next meeting of the Council is scheduled to be held on Wednesday 4<sup>th</sup> September 2024 at 7pm in The Harlington.



**CONFIDENTIAL ITEMS – CLOSED SESSION**

The Chairman stated that the following items for discussion relate to the engagement and terms of service in relation to employees and terms of tenders, and proposals and counterproposals in negotiations for contracts.

**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.

**FC JULY 2024 ITEM 13 THE HARLINGTON TENDER**

Members received an update on appointing architectural services for The Harlington development.

**RESOLVED**

Members noted the progress in appointing an architect to design the refurbishment of the Harlington and requested that the Executive Officer follow up on the references for the architects involved.

**FC JULY 2024 ITEM 14 FLEET MARKET CIC**

Members considered a report from Councillor Taylor on the Fleet Market CIC.

**RESOLVED**

Members authorised the Executive Officer to sign an agreement on behalf of Fleet Town Council with the Fleet Market CIC to operate a Saturday market at Gurkha Square.

**FC JULY 2024 ITEM 15 COMMUNITY TRANSPORT CONTRACT**

Members considered the request by Hampshire County Council to extend the contract for Community Transport for six months.

**RESOLVED**

Members resolved to agree in principle the request by Hampshire County Council to extend the contract for Community Transport for six months.

**FC JULY 2024 ITEM 16 HARLINGTON LEASE**

Members received an update from the Chairman on the progress of the Harlington Lease.

**RESOLVED**

Members resolved to note the report on the progress of the Harlington lease.

The meeting closed at 9:06pm.

**Signed.....**  
**Chairman**

**Date:.....**



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 8<sup>th</sup> July 2024  
at 7pm in The Function Room, The Harlington

**Present:**

Cllr Holt  
Cllr Hope  
Cllr Schofield

**Officers:** Louise Rogers

1	<b>Apologies</b>  Cllrs Chenery and Robinson
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3	<b>Public Session</b>  None present
4	<b>Approval of the Minutes</b>  The minutes of the Planning Development Control Committee meeting held on Monday 24 <sup>th</sup> June were accepted as a correct record of the meeting.
5	<p>24/01194/HOU 1 Hereford Mead, Fleet, Hampshire, GU51 2TN <a href="#"><u>Erection of a single storey rear extension and new front porch</u></a> Comments required by 8 July</p> <p>NO OBJECTION</p> <p>24/00542/FUL 104B Kings Road Fleet GU51 3DU <a href="#"><u>Creation of a new crossover access off Kings Road and replacement and re-positioning of access gates</u></a> Comments required by 11 July</p> <ul style="list-style-type: none"><li>Assumed parking before the new gates is allocated to the flats and the rear parking to the detached house</li></ul>

- Assuming only one bedroom flats, four flats would require at least 4 parking spaces and preferably a visitor parking space
- Provision for only 2 parallel parking spaces and one on the access path which would block access to the rear parking. Inadequate and impractical parking.

OBJECTION on grounds of inadequate and impractical parking

24/01131/HOU

1 Denning Close Fleet Hampshire GU52 7SP

**Demolition of existing porch and erection of a single storey porch and first floor dormer.**

Comments required by 12 July

- No issue with the porch in principle
- Increase from 2 to 3 bedrooms needs 3 parking spaces. A parking plan needs submitting.
- The large dormer covers the new bedroom window and the stair well
- Pitched roof to dormer is out of character but necessary for internal headroom.
- If clad in boarding (Heritage statement states materials to match existing) it would blend with the host building

NO OBJECTION – a parking plan needs submitting that meets Harts standards

24/01277/HOU

19 Priors Keep Fleet GU52 7LB

**Erection of a first floor side extension over garage and partial garage conversion.**

Comments required by 12 July

- Visually acceptable
- Brings a full height blind wall close to the boundary which will impact the light and possibly be overbearing on the neighbouring property
- Parking requirement adequate but the whole front garden would be given over to parking which then breaches Fleet Neighbourhood Plan Policy 15, Front Gardens

NO OBJECTION in principle however it breaches Fleet Neighbourhood Plan Policy 15

24/01171/HOU

75 Basingbourne Road Fleet Hampshire GU52 6TQ

**Erection of a two storey side extension, single storey rear extension, front entrance canopy and alterations to fenestration.**

Comments required by 12 July

- Appears No.77 has already extended to the side - will this large side extension create a terracing effect and emphasise the overall scale of development?
- Will 3.9m deep rear extension impact neighbour No.77?

NO OBJECTION in principle as long as no impact adverse impact on neighbour.

24/01265/FUL

104C Kings Road Fleet GU51 3DU

[Demolition of porch and blocking up of door to ground floor side, erection of canopy and insertion of door to ground floor side and insertion of rooflight to side](#)

Comments required by 12 July

- Has front door access onto a shared driveway with only protection being 2 posts?
- Parking to front of property only achieved by driving on the public footpath
- Is an extra flat being provided A to E?
- Parking is the issue - parking alongside the house adjacent to a wall and fence needs additional 0.5m width which would total 3.0m and only 2.7m is available

OBJECTION on grounds of inadequate and impractical parking

24/01135/HOU

Bee Cottage 15 Loxwood Avenue Church Crookham Fleet Hampshire GU51 5NS

[Changing a single dormer on the front aspect of the house first floor to a box type dormer, pursuant to 17/00902/HOU.](#)

Comments required by 16 July

- This is a property that has been extensively extended and the proposal now potentially increases the property to 5 bedrooms (playroom opposite a bathroom at ground level with one designated bedroom)
- Proposed front elevation is totally out of keeping with the host building and totally out of character with the immediate surroundings which are predominantly single storey bungalows
- 5 bedroom property requires 4 parking spaces – 3+ in a row breaches Hart's parking standards. Para 5.19 states tandem parking will only count as 2 spaces even if there are 3 or more spaces in tandem. Inadequate parking.
- Poor design - out of character and does not compliment the host building

OBJECTION

24/01260/AMCON

Hartland Park, Ively Road, Fleet, Hampshire

[Variation of Condition 1 attached to Planning Permission 23/00251/AMCON dated 31/07/2023 for: Minor Material Amendment \(Section 73 application\) to vary condition no. 2 attached to Planning Permission 21/00420/AMCON dated 06/05/2021 to allow changes to some dwellings in phase 2: - amendments to elevations - amendments to roofs - amendments to frontages to create a path - raising of roof height - extension to create a sun lounge - introduction of tax windows - introduction of diamond patterns in gables - removal of rooflights and addition of side window \(and vice versa\) which requires the development to be implemented in accordance with the approved plans/documents \(including any mitigation/enhancement recommended therein\) to permit substitutions of approved plans](#)

Comments required by 18 July

NO OBJECTION

6	<p><b>To Note:</b></p> <p>Review of weekly lists</p>
7	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>17<sup>th</sup> July</p>
8	<p><b>Date of Next Development Control Committee Meeting</b></p> <p>22<sup>nd</sup> July</p>

**Meeting closed: 8pm**

**Signed:**.....

**Date:** .....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 22<sup>nd</sup> July 2024  
at 7pm in The Function Room, The Harlington

**Present:**

Cllr Holt  
Cllr Robinson  
Cllr Hope  
Cllr Schofield

**Officers:** Charlotte Benham

1	<b>Apologies</b>  Cllr Chenery
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3	<b>Public Session</b>  None present
4	<b>Approval of the Minutes</b>  The minutes of the development and control advisory group meeting held on Monday 8 <sup>th</sup> July were accepted as a correct record of the meeting.
5	24/01330/HOU 2 Dinorben Avenue Fleet Hampshire GU52 7SG <a href="#">Erection of detached outbuilding following demolition of existing building</a> Comments required by 23 July  The following two extracts are taken from the Heritage report: <i>"The proposed building is considered to have an acceptable impact on the character of the Conservation Area due to its attractive and traditional form and appearance."</i> <i>"3.04 - Due to the presence of boundary screening along the Reading Road South frontage and the rear boundary (with the canal), the rear of the site is not prominent from public viewpoints."</i> <ul style="list-style-type: none"><li>• The street scene photograph taken from RRS shows the existing garage can be seen from the road due to the limited screening and in the Autumn when the tree leave are sparse, the building will be more visible.</li></ul>

- The building is directly opposite the canal car park so is more “viewable” than other structures along the canal.
- The scale of the proposed structure, with a ridge height of 4.3m, is the scale of a small bungalow.
- The area of the structure is 69m<sup>2</sup> c.f. 70m<sup>2</sup> for a 4 person single storey dwelling.
- A particular point that would need to be addressed is that flooding of Dinorben Ave is caused by the drain that runs from Dinorben Ave down to the canal and is believed to pass under the current garage structure. Should this development be approved, the routing of the drain should be addressed to avoid the footprint of the proposed building.
- Contrary to Fleet Neighbourhood Plan Policy 14.1 the building is of a scale and design that does not reinforce the local distinctive character of the area.
- Contrary to Fleet Neighbourhood Plan Policy 10.1 the development does not compliment and is not well integrated with neighbouring properties in terms of scale and massing.

OBJECTION – concern about the mass/size being located in the Basingstoke Canal Conservation Area.

24/01351/HOU

Yoden Reading Road North Fleet Hampshire GU51 4HR

[Erection of single and two storey front, side and rear extensions to existing dwelling including associated alterations and remodelling of the exterior, erection of a detached car port and store, erection of timber entrance gates and fences at site access. Alterations to windows and doors.](#)

Comments required by 25 July

- The proposed architectural style is a radical change from the host building, which is acknowledged as not being of high architectural value but tends to reflect the style of the area.
- The Council has been relaxed about rear development which does not impinge on the front elevations of buildings and the same could be accepted here. However, the front elevation which is visible from Reading Road North is out of character with no reference buildings with a mixture of white render and coloured boarding.
- The proposed front gate is completely against the character of the area and if set back the full 6m required by the Highways Authority would likely introduce further timber panels to make up the wing walls which goes totally against retaining the rural character of the area. Five bar gates are the preferred solution.
- The proposal further breaches the recommendations of the NFCA Management Proposals by increasing the parking areas to the front of the house.
- The NFCA Character Appraisal at Section 6.1 (Character Area 1) highlights negative features existing in the area as:
  - Inappropriate entrance gates
  - Potential loss of original houses
- The NFCA Character Appraisal at Paragraph 7.2 - Maintaining existing buildings:
  - Need to prevent unsympathetic changes to the existing houses such as ....changes to the elevations and details
  - The need to preserve and protect existing front boundaries and not detract from the sylvan character

- Protection to front gardens including resistance to the creation of parking areas

## OBJECTION

24/01349/AMCON

13 Oakley Drive Fleet Hampshire GU51 3PP

[Variation of Condition 2 \(approved plans\) attached to Planning Permission 23/02582/HOU dated 19/02/2024 to allow alterations to the garage design to have a truncated roof to bring the roof height down to 5.1m max.](#)

Comments required by 25 July

- Compared with the Approved Elevations the roof height has been increased, providing more usable roof space. Roof lights have been added which adds to the neighbours' concerns that this can readily provide living accommodation.
- Truncating the roof pitch reduces the mass of the building but retains the usable roof space.

NO OBJECTION subject to there being a condition that the building cannot be used as separate living accommodation.

24/01158/ADV

Hartland Park Ively Road Fleet Hampshire

[Advertisement consent for the installation of 1 x internally illuminated hoarding](#)

Comments required by 25 July

- Does this breach advertising standards as it is not a village?
- Opening up the corner will make the housing development more visible from the road.

NO OBJECTION

24/01146/HOU

Ty Bryn Victoria Hill Road Fleet Hampshire GU51 4LG

[Erection of a fence and replacement gate up to 2m in height \(coloured Yellow on the Site Plan\) and a fence up to 2m in height to the rear of the site \(coloured Green on the Site Plan\).](#)

Comments required by 25 July

- This is a great exposition of the numerous breaches of the NFCA Management Plan.
- There are some horrific examples of complete breaches of the NFCA area boundary conditions - using close boarded fencing without greenery to retain the sylvan character of the conservation area.
- The fence along Reading Road North should be set back off the boundary and significant shrubbery for screening should be planted to the front.
- Continuous lengths of close boarded fencing should be resisted.
- 2m high fencing should be resisted.
- 1.8m high fence potentially acceptable adjacent to the public footpath to maintain clear access.
- Wherever possible close boarded fencing should be avoided or screened by green planting to maintain the sylvan character of the NFCA.



- Para 4.4 Boundaries of the NFCA Character Appraisal and Management Proposals is relevant

OBJECTION as proposed – however a 1.8m fence with screening shrubbery to the front would be acceptable.

24/01312/HOU

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

Planning Application

5 Highdown Fleet Hampshire GU51 4PS

Comments required by 30 July

- The rear of the property faces Fleet Road.
- The tallest part of the extension extends 4m beyond the current rear face of the property and potentially infringes the 45<sup>0</sup> rule - this will take some light off the neighbouring property.

NO OBJECTION in principle subject to the 45 degree rule not being breached

24/01225/FUL

101 Reading Road South Hampshire GU52 7TE

[Erection of 1 three bedroom self build / custom build dwelling following demolition of existing garage/carport and removal of greenhouse with associated hard and soft landscaping](#)

Comments required by 1 August

- This is a back garden development which is not classified as brown field development.
- Demonstrating earlier incursions into back gardens is not an adequate defence, each application is decided on its own merit.
- The Design and Access Statement fails to recognise Fleet Neighbourhood Plan Policy 10.4 which states “strong building lines will be respected.”
- The additional property and additional parking areas will result in a loss of natural green space and therefore a negative impact on biodiversity. This would breach Fleet Neighbourhood Plan Policy 15 for the retention of front gardens.
- Building to the rear of a property brings vehicle light and noise into the rear gardens of neighbours - so a loss of amenity.
- Hart currently has a good land supply and is not in desperate need of additional housing.
- Hart’s new parking standards requires 4 cycle spaces for a new home, one of which must be close to the front door and three car parking spaces.
- Gates are shown at the access point that will need to be set back 6m from the road to ensure free flow of traffic on the busy Reading Road South.
- The approach and parking area to the existing property is shown as tarmac which is impermeable and should not be encouraged.

OBJECTION - negative environmental impact and loss of amenity to adjacent neighbours.

**Licensing**

**Zenchai Fleet Limited**

	<p>Permission to place 2 tables and 4 chairs on the carriageway outside 186 Fleet Road GU51 4DA from 11.00 a.m. until 7.00 p.m. Monday - Sunday. Tables: 600mm (L) x 600mm (W) x 710mm (H) x2 Chairs: Steel Frame Foldable 440mm (H)</p> <p>Comments to submit to Hart – NO OBJECTION</p> <p><b>Propaganda</b>  Permission to place 4 tables and 16 chairs on the carriageway outside at 317-321 Fleet Road, Fleet GU51 3BU:  17.00 until 21.00 Monday-Thursday  12.00 until 21.00 Friday-Saturday  17.00 until 21.00 Sunday</p> <p>Comments to submit to Hart – NO OBJECTION as long as a minimum of 1.8m of pavement is left between the seating area and the road for pedestrian use</p>
6	<p><b>To Note:</b></p> <p>Review of weekly lists</p>
7	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>14<sup>th</sup> August</p>
8	<p><b>Date of Next Development Control Committee Meeting</b></p> <p>12<sup>th</sup> August</p>

**Meeting closed: 8.10pm**

**Signed:**.....

**Date:** .....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 12<sup>th</sup> August 2024  
at 7pm in The Function Room, The Harlington

**Present:**

Cllr Holt  
Cllr Robinson  
Cllr Schofield

**Officers:** Charlotte Benham

1	<b>Apologies</b>  Cllrs Chenery and Hope
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3	<b>Public Session</b>  None present
4	<b>Approval of the Minutes</b>  The minutes of the development and control advisory group meeting held on Monday 22 <sup>nd</sup> July were accepted as a correct record of the meeting.
5	24/01389/HOU 136 Kings Road, Fleet, Hampshire GU51 3DU <a href="#">Conversion of garage to habitable accommodation and erection of a single storey rear/side extension</a> Comments required by 2 August  There looks to be three issues: <ol style="list-style-type: none"><li>1) While there is no change in the number of bedrooms, the on-site parking is inadequate both from the overall width of the plot not being wide enough for three vehicles side by side (requires 7.5m) and the parking space between the house and the boundary not being wide enough (3m required under para 5.13 of HDC Supplementary Planning Document)</li><li>2) To achieve the proposed parking arrangement would require the complete opening up of the front garden which would be out of character with the immediate surrounding area. For safety reasons cars would also have to reverse onto the site to</li></ol>

achieve exiting in a forward direction on to a busy main road with a significant number of school children passing the site.

- 3) The rear extension extends some 12m beyond the original rear elevation and is SW of the adjoining neighbour's property – it will take a significant amount of light off the rear of the adjoining property. This is an unusually long thin house that will be made even longer.

Comments from previous application (24/02424/HOU) still stand

## OBJECTION

24/01440/AMCON

24 Alton Road, Fleet, Hampshire GU51 3HN

[Variation of Condition 3 \(materials\) attached to Planning Permission 22/00464/HOU dated 26/05/2022. Brickwork changed to render. Side wall to be rendered not brickwork. Roof to have ridge tiles not flashings. Addition of solar panels and heat pump and condenser to rear wall. Velux positions adjusted 1 moved front roof and 3 to kitchen roof](#)

Comments required by 8 August

- This once modest house now dominates the street scene by its mass and height. The dark grey boarding accentuates the mass of the building. It is out of character with the local area.
- Changing the approved brickwork to the side extension to a rendered finish makes this property even more out of keeping with the local palette.
- Having an air source heat pump mounted high up on a wall is an exceptional location and no evidence is presented on the potential impact of noise on neighbouring properties. The same concern exists with the air conditioner unit mounted at bedroom height at the boundary of the property.
- The neighbours have quite reasonably questioned the number of air source heat pumps and air conditioner units (4 No) all located close to boundaries and at bedroom height. A full noise impact assessment is essential.
- The Environmental Officer commented on Application 24/00603/HOU  
*"- Where external mechanical plant such as air conditioning units are proposed these should be assessed in accordance with BS4142:2014 Methods for Rating and Assessing Industrial and Commercial Sound. Adequate mitigation measures such as screening must be provided where it is indicated that this is needed, especially to minimise the potential for noise impacts on nearby residential premises..... The applicant should submit technical specification sheets including full sound level information for each proposed unit. The applicant should also make clear on the proposed drawings where each unit type make and model, is proposed to be located as this is currently unclear.- The applicant should specify the distance in metres from each of the proposed unit locations to the nearest and/or most affected residential premises. Comments made in relation to these provisions of the National Planning Policy Framework Paras 180 and 191."*
- The elevation finishes should be amended to be more in keeping with the local character and reduce the visual impact of the development.

OBJECTION – a noise impact assessment is required and finishes need to be more in keeping.

24/00603/HOU

Dray House, Broomrigg Hampshire, GU51 4LR

[Installation of air conditioning units to ground and first floor](#)

Comments required by 16 August

- We support the concerns of the Environmental Officer as the NFCA is a character area defined as being sylvan (akin to woodland) and noise should be a factor to be considered
- Does an array of air conditioner units enhance the Conservation Area? Although not visible from any public access point these modern units unless well disguised do not enhance the architectural quality of the residence.

OBJECTION until an adequate noise study has been presented and if appropriate screening is provided to reduce the visual impact of the air conditioner units – screening will also help reduce noise impact.

24/01386/FUL

Co-Operative Stores, 20 Kings Road, Fleet GU51 3AD

[Erection of a timber compound for external coldrooms and storage area with canopy over, installation of condenser units on flat roof with attenuated panels and key-klamp protection rail and diabond panels to first floor windows](#)

Comments required by 20 August

This is a mixed retail and residential area.

The main concerns are –

- 1) The loss of the two short term car parking spaces. The Co-op is well used and there are occasional problems on Kings Road due to people stopping on the double yellow lines to gain maximum convenient access to the store. The loss of two spaces can only potentially exacerbate the parking problems.
- 2) The proposed safety railing to the flat roof is more industrial and out of keeping with the main character of the area. This would need significant softening to make it match the immediate surroundings.
- 3) The noise study suggests no noise issues with immediate neighbours, but this is based on best performance of the plant and equipment. Most fan assisted systems become noisier with wear.
- 4) This extension is a consequence of the success of the store and the bigger it gets the more issues are likely.
- 5) The proposed repainting in grey is not in keeping with local character.

OBJECTION in principle

24/01492/HOU

20 Guildford Road, Fleet GU51 3ES

[Demolition of a side annexe and erection of a single storey and two storey extension and re-roofing rear annexe](#)

Comments required by 20 August

- The main building is to be retained with the major extension to the rear over the existing patio area.
- The proposal is to maintain the materials and character of the property which is set well back from the road behind mature trees and shrubs.
- There is concern from the neighbour at No.22 that the modified property will have two windows at the first floor looking into their property. One is an en-suite

	<p>bathroom and will require obscure glass and the other is a side window to the master bedroom which could afford some overlooking and may be better replaced with a high-level letter box window.</p> <ul style="list-style-type: none"> <li>• The access from the garage and utility room should not pose a major overlooking problem if the boundary hedge is maintained.</li> <li>• Any concern could be overcome by erection of a standard 1.8m high close boarded fence and replanting.</li> </ul> <p>NO OBJECTION subject to condition that en-suite window be obscure glass and bedroom side window be high-level to prevent overlooking</p> <p>24/01491/GPDHSE 54 Springwoods, Fleet, GU52 7SX <a href="#">Removal of chimney, erection of an open porch to the side, erection of a single storey rear extension, insertion of rooflight and blocking up of window and door to ground floor side</a> Comments required by 23 August</p> <ul style="list-style-type: none"> <li>• This is a rear extension, adding 2.9m to the rear of the property but built against the neighbour's rear extension, so would appear to have no significant impact from an amenity point of view.</li> <li>• The parking does not meet Hart's standards, but it is existing and there is no change in the number of bedrooms.</li> </ul> <p>NO OBJECTION</p> <p>24/01550/HOU 36 Springwoods, Fleet, GU52 7SX <a href="#">Remove roof from existing conservatory and re-roof with a flat roof and lantern rooflight, remove roof from existing garage and re-roof with a flat roof, erection of a single storey link extension from garage to dwelling, alterations to doors to ground floor rear of dwelling and ground floor side of garage</a> Comments required by 23 August</p> <ul style="list-style-type: none"> <li>• The modification to the rear extension will increase the mass of the addition - the flat roof is at the highest level of the existing sloping roof. It will have a modest impact on the neighbouring property.</li> </ul> <p>NO OBJECTION</p>
6	<p><b>To Note:</b></p> <p>Review of weekly lists</p>
7	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>14<sup>th</sup> August</p>

8	<b>Date of Next Development Control Committee Meeting</b> Tuesday 27 <sup>th</sup> August
---	--

**Meeting closed: 7.50pm**

**Signed:.....**

**Date: .....**



**FLEET TOWN COUNCIL**

**MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING**

held on

**Wednesday 10<sup>th</sup> July 2024 at 7pm**

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

* Councillor Holt	* Councillor Schofield
0 Councillor May	* Councillor Tilley
* Councillor Robinson	# Councillor Wildsmith

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

**Also in attendance:**

Rita Tong – Executive Officer

**EST JULY 2024 ITEM 1**

**ELECTION OF CHAIRMAN**

Cllr Woods was nominated and seconded for the position of Chairman of the Committee. There were no other nominations received.

**RESOLVED**

That Cllr Woods be elected as Chairman of the Establishment Committee for the local government year 2024/2025.

**EST JULY 2024 ITEM 2**

**ELECTION OF VICE CHAIRMAN**

Cllr Tilley was nominated and seconded for the position of Vice Chairman of the Committee. There were no other nominations received.

**RESOLVED**

That Cllr Tilley be elected as Vice Chairman of the Establishment Committee for the local government year 2024/2025.

**EST JULY 2024 ITEM 3**

**APOLOGIES**

Members received and accepted the apologies as noted above.

**EST JULY 2024 ITEM 4**

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**EST JULY 2024 ITEM 5**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no members of the public present.



## **EST JULY 2024 ITEM 6**

## **MINUTES OF PREVIOUS MEETING**

The main minutes and confidential minutes of the Establishment Committee meeting held on 28<sup>th</sup> February 2024 were approved and signed by the Chairman.

## **EST JULY 2024 ITEM 7**

## **ADOPTION AND SURROGACY POLICY**

Members reviewed the Adoption and Surrogacy Policy and approved the amendments recommended by Croner, the Council's HR Specialists.

Members requested the following amendments also be made to the policy:

- Ensure the language throughout the policy is gender neutral.
- After clarifying what the employers pension contribution is paid on, add clarification to the policy.

## **RESOLVED**

Subject to the amendments above, Members approved the updated Adoption and Surrogacy Policy.

## **EST JULY 2024 ITEM 8**

## **EMPLOYMENT CONTRACT TEMPLATE**

Members considered the Written Statement templates for permanent and casual staff drafted by Croner, the Council's HR Specialists, to be compliant with employment law and best practice.

## **RESOLVED**

Members agreed that further analysis regarding the impact of the proposed terms and conditions was required. Members also agreed that this item be brought back to this Committee at a future date once such analysis had been completed.

## **EST JULY 2024 ITEM 9**

## **EMPLOYER DISCRETIONS POLICY LGPS**

The LGPS Regulations require that all employers in the LGPS must publish a written Discretions Policy document, setting out what decisions they will make under LGPS regulations where they have discretion to do so. This policy should then be reviewed every 3 years and a newly signed Policy sent through to Hampshire Pension Services. Fleet Town Councils policy was last reviewed and sent to Hampshire Pension Services on 22 May 2017.

Members requested that clarification of what the 85-year rule was and once found be circulated to Members of the Committee.

## **RESOLVED**

1. Members reviewed the latest Employers Discretion Policy and made decisions on Fleet Town Council's position new discretionary items.
2. Members authorised the Executive Officer to sign the updated Employers Discretion Policy and send to Hampshire Pension Service on behalf of Fleet Town Council

## **EST JULY 2024 ITEM 10**

## **TRAINING UPDATE**

Members noted training received by Officers since the last Establishment Committee meeting.

## **EST JULY 2024 ITEM 11**

## **STAFFING UPDATES**

Members noted staffing updates since the previous Establishment Committee meeting.

**EST JULY 2024 ITEM 12**

**DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 13<sup>th</sup> November 2024 at 7pm in The Harlington (Music Room).

**Part 3 CONFIDENTIAL ITEMS**

The Chairman stated the reasons that the remainder of the meeting should be held in confidential session is due to matters relating to individual staff and terms of service being discussed.

**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.

**EST JULY 2024 ITEM 13**

**STAFF APPRAISALS UPDATE**

Members received a summary of appraisals completed and reviewed the objectives set for 2024/25.

**RESOLVED**

Members received the report on appraisals completed for 2023/24 and noted the objectives set for 2024/25.

**EST JULY 2024 ITEM 14**

**LEAVE**

Members considered a report on a leave request.

**RESOLVED**

Members considered a leave request and requested further options be developed regarding how the absence will be covered.

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

**Chairman**

The meeting closed at 8.15pm.



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE POLICY AND FINANCE COMMITTEE**

**Wednesday 24<sup>th</sup> July 2024 at 7pm  
at The Harlington**

\* Councillor Holt (Chairman)

\* Councillor Woods (Vice Chairman)

\* Councillor Einchcomb

0 Councillor Fang

L Councillor Richmond

0 Councillor Robinson

0 Councillor Schofield

\* Councillor Taylor

\* Councillor Tilley

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

Also in attendance:

Rita Tong – Executive Officer

#### **PF JULY 2024 ITEM 1**

#### **APOLOGIES FOR ABSENCE**

Members received and accepted the apologies as noted above.

#### **PF JULY 2024 ITEM 2**

#### **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **PF JULY 2024 ITEM 3**

#### **QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

#### **PF JULY 2024 ITEM 4**

#### **MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on Wednesday 15<sup>th</sup> May 2024 were approved and signed by the Chairman.

#### **PF JULY 2024 ITEM 5**

#### **QUARTERLY FINANCIAL MONITORING REPORT**

Members considered the quarterly Harlington Monthly Performance Totals for the quarter ending 30 June 2024.

## RESOLVED

Members noted a consistent decline in attendance at the monthly Comedy Club events. They questioned whether this trend was due to competition from other local acts and if it indicated that the current act might have exhausted its appeal.

Members requested detailed information on the social media campaigns promoting The Harlington, both in general and for specific acts prior to their performances.

## PF JULY 2024 ITEM 6

## INVESTMENT REPORT

Members considered the quarterly investment report for the period ending 30<sup>th</sup> June 2024.

Account	Funds
HSBC Current Bank Account	£819,240.41
HSBC Savings Account	£302,086.69
Nationwide Business Instant Saver	£836,936.63
CCLA Public Sector Deposit Fund	£2,200,000.00
<b>TOTAL</b>	<b>£4,158,263.70</b>

## RESOLVED

- Members reviewed and noted the balances held in the Fleet Town Council Accounts.
- Members authorised Officers to transfer funds exceeding £400,000 from the HSBC current account into the Nationwide short-term investment with the highest available interest rate. If that was not possible, the funds were to be invested in the CCLA deposit fund.
- Members further authorised Officers to invest the matured Nationwide investment in the CCLA deposit fund.

## PF JULY 2024 ITEM 7

## GRANT APPLICATION

Members considered the grant from Fleet Phoenix for £1,200 for the office and storeroom rent of The Point Youth Centre based in Harlington Way, Fleet, for the 2024/25 financial year.

## RESOLVED

Members acknowledged that it is customary for grant applicants to attend the meeting where their application is considered. However, Fleet Phoenix had recently presented to the Council about their services.

Members requested that Fleet Phoenix send the Council a copy of their latest financial accounts.

Members resolved to approve the rent waiver for the 2024/25 financial year.

## PF JULY 2024 ITEM 8

## POLICY REVIEW – AGENDAS AND MINUTES

Members reviewed the proposed Agendas and Minutes Policy and requested the following amendments:

- Removal of 'except for Establishment Committee' in second paragraph.
- Removal of 'as this can lead to illegal decisions'.

- Addition of 'The agenda will be published one week before the meeting is held, but not less than three working days (which excludes the day of the meeting)'.
- Addition of 'Also refer to Media Procedures'.

**RESOLVED**

Members approved the amended Agendas and Minutes Policy.

**PF JULY 2024 ITEM 9**

**POLICY REVIEW- CO-OPTION**

Members reviewed the Co-Option Policy and noted the section on eligibility needed to be updated to reflect the criteria since leaving the European Union.

**RESOLVED**

Members approved the transition from a Policy to a Procedure. Members also approved the amended Co-Option Procedure.

**PF JULY 2024 ITEM 10**

**POLICY REVIEW – ELECTRICITY ON THE VIEWS**

Members reviewed the amended Electricity on The Views Policy.

**RESOLVED**

Members approved the transition from a Policy to a Procedure. Members also approved the amended Electricity on The Views Procedure

**PF JULY 2024 ITEM 11**

**POLICY REVIEW – GIFTS AND HOSPITALITY**

Members reviewed the proposed Gifts and Hospitality Policy and requested the following amendments:

- Under Basic Principles, reword the first point to: All officers, Councillors and those working on behalf of the Council.
- Addition of 'All gifts should be reported and recorded'.

**RESOLVED**

Members approved the Gifts and Hospitality Policy.

**PF JULY 2024 ITEM 12**

**POLICY REVIEW – MEDIA**

Members reviewed the proposed Media Policy and requested the following amendments:

- Point 1: add 'Freedom of Information' before publication scheme and change Town Clerk's office to Council Office.
- Point 7: Change 'they will clarify this' to 'this must be made clear'.
- Point 9: Change 'certain' to 'confidential information or information prohibited by law'. Add in word 'personal' before views.

**RESOLVED**

To approve the amended Media Policy.

**PF JULY 2024 ITEM 13**

**2025/26 BUDGET PREPARATION**

Members considered the report from the Executive Officer detailing issues that need to be considered when setting the 2025/26 budget.

Members made the following comments:

- The impact of the Harlington Development on income and costs would be dealt with by the Harlington Working Group.
- Adjustments to staffing costs would be made referencing the CPI rate on 1 September 2024 and any information given by the new Labour government on minimum wage rates.
- Councillors Woods and Schofield would ask Hart District Council if they would be prepared to contribute towards to pension liability of staff TUPE'd over from them.
- In the absence of a Playground strategy, the Executive Officer should use a £1 million loan from the Public Works Loan Board in developing the budget.
- The staff allocation model needs to be reviewed.
- A marketing plan for Ancells Community Centre needs to be developed and should include market analysis of hall hire rates in the locale.

**RESOLVED**

Members considered the Budget Preparation report and proposed a Budget Working Group meeting on Monday 4 November 2024 at 7.00pm.

**PF JULY 2024 ITEM 14**

**ANNOUNCEMENTS**

There were no announcements.

**PF JULY 2024 ITEM 15**

**DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 16<sup>th</sup> October 2024 at 7.00pm in the Harlington.

There being no further business the meeting closed at 9:20pm.

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

**Chairman**

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

### FLEET TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

05/06/2024

and recorded as minute reference:

FC JUNE 2024 ITEM 10d.

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

*R. J. 8*  
*M. Welch*

[www.fleet-tc.gov.uk](http://www.fleet-tc.gov.uk)

## Section 2 – Accounting Statements 2023/24 for

### FLEET TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	2,449,217	2,872,302	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,145,840	1,258,132	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	710,752	849,544	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	446,984	503,307	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	986,523	975,492	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,872,302	3,501,179	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2,981,824	3,629,499	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	773,095	848,544	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

*M. Malley*

Date 28/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

05/06/2024

as recorded in minute reference:

FC JUNE 2024 ITEM 10 e.

Signed by Chair of the meeting where the Accounting Statements were approved

*R. J. [Signature]*



## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTE Fleet Town Council RITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

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

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

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

(continue on a separate sheet if required)

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

To be in line with best practice we recommend that when minuting the appointment of the internal auditor, the council record they have considered the independence of the appointed auditor.

(continue on a separate sheet if required)

### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

ENTER NAME BDO LLP - Southampton RITOR

External Auditor Signature

DocuSigned by:

BDO LLP

F88E8F3322FA4B1...

SIGNATURE REQUIRED

Date

12 August 2024

DD/MM/YYYY

**FLEET TOWN COUNCIL**

**Notice of conclusion of audit**

**Annual Governance & Accountability Return for the year ended 31 March 2024**

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for <b>Fleet Town Council</b> for the year ended 31 March 2024 has been completed and the accounts have been published.</p> <p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of <b>Fleet Town Council</b> on application to:</p> <p>(a) Rita Tong Executive Officer The Harlington 236 Fleet Road Fleet GU51 4BY</p> <p>(b) between 10.00am and 3.00pm Monday to Friday</p> <p>3. Copies will be provided to any person on payment of £0.50p per page for each copy of the Annual Governance &amp; Accountability Return.</p> <p>(d) Announcement made by: Rita Tong, Executive Officer</p> <p>(e) Date of announcement: 5 September 2024</p>	<p>Notes</p> <p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.</p> <p>(b) Insert the hours during which the inspection rights may be exercised.</p> <p>(c) Insert a reasonable sum for copying costs.</p> <p>(d) Insert the name and position of person placing the notice.</p> <p>(e) Insert the date of placing of the notice.</p>
--	---

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

At its Full Council meeting on 3 July 2024, Members resolved to go to the market and tender for the position of Internal Auditor for the 2024-25 financial year.

In accordance with best practice, an invitation to quote was sent to four Internal Auditors who operate within the Hampshire County.

- Internal Auditor 1 – quote received and is evaluated against the established criteria below.
- Internal Auditor 2 – quote received and is evaluated against the established criteria below.
- Internal Auditor 3 – declined to quote as intending to retire in next few years.
- Internal Auditor 4 – no response received.

<b>Criteria</b>	<b>Internal Auditor 1</b>	<b>Internal Auditor 2</b>
Qualifications	BSc (Hons) ICPA Qualified with ACCA Founder member of the Internal Audit Forum	BA (Hons) FCCA CTA Qualified with ACCA Founder member of the Internal Audit Forum Chartered Tax Advisor CiLCA qualified Clerks/RFOs
Experience	Ten years as Company Secretary of Hampshire ALC Three years Secretary of the Hampshire SLCC Acts a trainer within the sector	Conducting Local Authority Audits for over 15 years Currently support over 240 town and parish councils Acts a trainer within the sector Provide administrative and financial support to the West Sussex and Surrey Associations of Local Councils
Audit Fee	£1,600 + VAT	£1,200 + VAT
References	Did not provide	Melksham Town Council Alton Town Council Caine Town Council Henley Town Council Lowestoft Town Council

**Members are requested to consider the above information and to determine which internal auditor to appoint for the 2024/25 financial year. Members to determine the length of appointment before retesting the market.**

**SUBJECT: INVESTMENT AND CURRENT ACCOUNTS**

Account balances for Fleet Town Council as at 30 June 2024

<b>Account</b>	<b>Funds</b>	<b>Interest Rate</b>	<b>Comment</b>
HSBC Current Bank Account, Account No: 61539272	£819,240.41		
HSBC Savings Account, Account No: 91620886	£302,086.69	2.00% Per annum	Interest paid into HSBC Savings account each month.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£836,936.63	3.00%	Interest paid into Nationwide current account. Business 18-month saver. Interest calculated daily, capitalised annually and added to the account on the anniversary date and upon maturity.
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£2,200,000.00	5.33% Per annum	Interest paid into HSBC current account, monthly.
<b>TOTAL</b>	<b>£4,158,263.70</b>		

**Please note:**Interest received on 24 June 2024 into Nationwide account:

Nationwide

£12,201.56

Interest received on 2 July 24 into HSBC account:

CCLA

£9,408.08

Interest received on 21 June 24 into HSBC account:

HSBC Savings

£507.15

**Recommendation**

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

## Bank Current/Deposit Account

Payments made between 01/06/2024 and 28/06/2024

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Details
03/06/2024	Hart District Council - DD	dd547	210.00	210.00		500		Business rates 2024/25
03/06/2024	Hart District Council - DD	dd548	1,634.00	1,634.00		500		Business rates 2024/25
03/06/2024	Hart District Council - DD	dd549	119.00	119.00		500		Business rates 2024/25
05/06/2024	BACS P/L Pymnt Page 2425	BACS Pymnt	60,400.45	60,400.45		500		BACS P/L Pymnt Page 2425
11/06/2024	HSBC	dd550	1,347.66	1,347.66		500		credit card jun 24
13/06/2024	Total Energies	dd551	73.10	73.10		500		gas 31/3-30/4/24
13/06/2024	Total Energies	dd552	2,872.20	2,872.20		500		gas 31/3-30/4/24
13/06/2024	Total Energies	dd553	197.36	197.36		500		gas 31/3-30/4/24
14/06/2024	Payment Sense Ltd	dd554	134.58	134.58		500		card charges 1/5-31/5/24
14/06/2024	Payment Sense Ltd	dd555	26.98	26.98		500		card charges 1/5-31/5/24
14/06/2024	HSBC	dd556	52.60	52.60		500		bank charges 1/4-30/4/24
14/06/2024	HSBC	dd557	13.19	13.19		500		bank charges 1/4-30/4/24
17/06/2024	NPower - Direct Debits	dd558	31.13	31.13		500		elec 1/4-30/4/24
17/06/2024	NPower - Direct Debits	dd559	27.45	27.45		500		elec 1/4-30/4/24
17/06/2024	NPower - Direct Debits	dd560	163.62	163.62		500		elec 1/4-30/4/24
17/06/2024	NPower - Direct Debits	dd561	169.98	169.98		500		elec 1/4-30/4/24
17/06/2024	NPower - Direct Debits	dd563	47.68	47.68		500		elec 1/4-30/4/24
17/06/2024	Castle Water Limited	dd564	63.07	63.07		500		water 1/5-31/5/24
18/06/2024	Castle Water Limited	dd565	24.14	24.14		500		water 1/5-31/5/24
18/06/2024	Booker Limited	dd566	293.85	293.85		500		bar supplies
18/06/2024	Global Payments - Direct Debit	dd567	520.56	520.56		500		card charges may 24
20/06/2024	Fleet Town Council	DD	3,559.33			516	3,559.33	Pension Jun 24
20/06/2024	Fleet Town Council	DDR	29,946.18			516	133.36	payroll jun 24
						520	29,812.82	payroll jun 24
21/06/2024	Croner Group Ltd	dd568	408.98	408.98		500		HR/H&S June 24
21/06/2024	Payment Sense Ltd	dd569	113.94	113.94		500		card cahrges 14/5-13/6/24
21/06/2024	Payment Sense Ltd	dd570	17.88	17.88		500		card charges 1/6-30/6/24
21/06/2024	Central Computer Management Lt	dd571	76.80	76.80		500		payroll may 24
21/06/2024	Fleet Town Council	DDR	10,676.29			515	10,676.29	Inland Rev Jun 24
24/06/2024	BACS P/L Pymnt Page 2439	BACS Pymnt	42,936.20	42,936.20		500		BACS P/L Pymnt Page 2439
25/06/2024	BOC Ltd	dd572	262.66	262.66		500		gas
28/06/2024	BACS P/L Pymnt Page 2446	BACS Pymnt	8,652.08	8,652.08		500		BACS P/L Pymnt Page 2446
<b>Subtotal Carried Forward:</b>			165,072.94	120,891.14	0.00		44,181.80	

Bank Current/Deposit Account

Payments made between 01/06/2024 and 28/06/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
28/06/2024	Vodafone Limited	dd573	42.41	42.41		500			Purchase Ledger DDR Payment
<b>Total Payments:</b>			165,115.35	120,933.55	0.00			44,181.80	

Purchase Ledger for Month No 3

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
25/06/2024	240612	4862	ABPIPELINE	ABPIPELINE	895.00	179.00	1,074.00	4202	208	895.00	cctv hire
04/06/2024	84015081		BASINGDEAN	BASINGDEAN	70.00	0.00	70.00	4740	301	70.00	annual fee licensing premises
28/06/2024	EXPENSES		BENCRANE	BENC	165.79	0.00	165.79	4041	301	30.06	MARCH 24 MILEAGE
								4041	301	34.97	FEBRUARY 24 MILEAGE
								4041	301	31.50	APRIL 24 MILEAGE
								4041	301	37.26	MAY 24 MILEAGE
								4041	301	32.00	JUN 24 MILEAGE
28/06/2024	SI-1130		BIG BANG TALENT	BIGBANG	1,750.00	350.00	2,100.00	564	0	1,750.00	SHOW BARRIOKE
30/06/2024	3078758967		BOC	BOC	142.49	28.50	170.99	4700	201	142.49	gas delivery
13/06/2024	0150801		BOOKER	BOOKER	53.89	10.78	64.67	4152	204	13.98	bar supplies
								4700	201	39.91	bar supplies
07/06/2024	0417127		BOOKER	BOOKER	192.48	36.70	229.18	4700	201	21.53	bar supplies
								4710	201	170.95	bar supplies
13/06/2024	3839		BRANDPEST	BRAND	330.00	66.00	396.00	4187	325	330.00	rodents
03/06/2024	10002437079		CASTLE WATER DD	CASTLEWADD	58.44	4.63	63.07	4115	310	58.44	water 1/5-31/5/24
04/06/2024	10002514142		CASTLE WATER DD	CASTLEWADD	28.18	2.10	30.28	4115	320	28.18	water 1/5-31/5/24
04/06/2024	10002516482		CASTLE WATER DD	CASTLEWADD	22.17	1.97	24.14	4115	208	22.17	water 1/5-31/5/24
05/06/2024	10002552154		CASTLE WATER DD	CASTLEWADD	19.17	0.00	19.17	4115	350	19.17	water 1/5-31/5/24
05/06/2024	10002564153		CASTLEWATER	CASTLEWATE	725.94	80.83	806.77	4115	204	725.94	water 1/5-31/5/24
06/06/2024	10002600772		CASTLEWATER	CASTLEWATE	73.43	8.12	81.55	4115	205	73.43	water 1/5-31/5/24
07/06/2024	53744		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	contract 1/6-30/6/24
07/06/2024	53745		CBS	CBS	463.13	92.63	555.76	4170	204	463.13	contract 1/6-30/6/24
24/06/2024	Z000835	4841	CBS	CBS	222.82	44.56	267.38	4170	204	222.82	supply/fit co alarm
24/06/2024	Z000836		CBS	CBS	213.00	42.60	255.60	4170	204	213.00	supply/fit thermocouple to boi
30/06/2024	62001		CENTRAL COM LIVEPAY	CCMLPAY	64.00	12.80	76.80	4550	101	64.00	PAYROLL JUN 24
30/06/2024	P713886		CHAMBERS	CHAMBERS	119.16	23.83	142.99	4155	350	119.16	WASTE JUN 24
30/06/2024	P713887		CHAMBERS	CHAMBERS	225.40	45.08	270.48	4155	204	168.60	waste collection June 24
								4156	204	56.80	waste collection June 24



## Purchase Ledger for Month No 3

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/06/2024	P713888		CHAMBERS	CHAMBERS	37.98	7.60	45.58	4155	205	37.98	waste collection June 24
11/06/2024	10465747		CHUBB FIRE	CHUBB	390.44	78.09	468.53	4207	204	390.44	fier alarm contract
13/06/2024	10468366		CHUBB FIRE	CHUBB	128.74	25.75	154.49	4170	205	128.74	fire alarm contract
07/06/2024	51528740		CHUBB FIRE	CHUBB	76.00	15.20	91.20	4170	204	76.00	intruder alarm system
03/06/2024	272588		CIA	CIA	905.00	181.00	1,086.00	4653	310	905.00	lta control service charge
01/06/2024	INV-D-03792		CLOUDY IT	CLOUDYIT	378.20	75.64	453.84	4484	101	378.20	IT support 1/6-30/6/24
25/06/2024	907729471		MOLSON COORS	COORS	1,304.29	260.86	1,565.15	4700	201	1,304.29	BAR SUPPLIES
30/04/2024	INV-22815		COSMIC	COSMIC	2,400.00	480.00	2,880.00	4435	120	2,400.00	website development harlington
19/06/2024	C000854623		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	HR/H&S June 24
								4187	101	154.80	HR/H&S June 24
23/06/2024	1085		DIRESTRAITS	DIRESTRAIT	2,500.00	500.00	3,000.00	836	0	2,500.00	money for nothing tribute
25/06/2024	CN0201		FESTIVE LIGHTING	FESTIVELIG	-220.00	-44.00	-264.00	4656	101	-220.00	Credit note 21445
10/06/2024	24/09		FLEETJAZZ	FLTJAZ	804.96	0.00	804.96	844	0	77.08	box office split april
								822	0	7.88	box office split april
								720	0	720.00	box office split april
22/06/2024	35		GC LIGHTING	GC LIGHTNG	180.00	0.00	180.00	836	0	180.00	money for nothing lighting
29/06/2024	36		GC LIGHTING	GC LIGHTNG	165.00	0.00	165.00	837	0	165.00	MAET LOAF LIGHTING
30/06/2024	50392325		GLOBAL PAYMENTS DD	GLOBALDD	30.00	6.00	36.00	4422	201	30.00	bank charges
30/06/2024	JUN24		GLOBAL PAYMENTS DD	GLOBALDD	442.45	0.70	443.15	4422	201	442.45	CARD CHARGES 1/6-30/6/24
07/06/2024	2		GOING LIVE ENTERTAIN	GOINGLIVE	2,136.91	0.00	2,136.91	834	0	2,136.91	cheesy bingo
20/06/2024	INV-6809		HALC	HALC	98.00	19.60	117.60	4530	105	98.00	councillor training
10/06/2024	58290515		HCC	HCC	108.29	21.66	129.95	4400	101	108.29	stationery
13/06/2024	790001953/1261		HDC	HDC	133.50	0.00	133.50	4110	204	51.00	bid levy 1/4/21-1/4/22
								4110	204	82.50	bid levy 1/4/21-1/4/22 costs
07/06/2024	4000011638		HDC	HDC	4,196.31	839.26	5,035.57	4205	310	1,398.77	cctv recharges apr 24-mar25
								4205	315	1,398.77	cctv recharges apr 24-mar25
								4205	320	1,398.77	cctv recharges apr 24-mar25
05/06/2024	XA005995738711		HMRC	HMRC	83.47	0.00	83.47	4420	101	83.47	vat late payment penalty
12/06/2024	INV-35415		HOGS BACK	HOGSBACK	207.04	41.41	248.45	4700	201	207.04	bar supplies

Purchase Ledger for Month No 3

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
26/06/2024	11610858		HSBC	HSBC	69.88	0.00	69.88	4420	101	69.88	BANK CHARGES 1/5-31/5/24
26/06/2024	11649358		HSBC	HSBC	13.63	0.00	13.63	4420	101	13.63	BANK CHARGES 1/5-31/5/24
04/06/2024	C/CARDJUN		HSBC	HSBC	1,464.63	130.68	1,595.31	4445	101	6.00	CC/CB/JUN24/SIM CARD ST
								4445	101	6.00	CC/CB/JUN24/SIM CARD RH
								4445	101	6.00	CC/CB/JUN24/SIM CARD DM
								4176	150	24.47	CC/CB/JUN24/ACTION DAY EQUIP
								4176	150	286.18	CC/CB/JUN24/ACTION DAY EQUIP
								4151	204	16.65	CC/CB/JUN24/SOAP DISPENSERS
								4151	204	108.22	CC/CB/JUN24/SOAP DISPENSERS
								4455	101	9.95	CC/CB/JUN24/POSTAGE
								4400	101	10.81	CC/CB/JUN24/STATIONERY
								4535	105	-106.00	CC/CB/JUN24/ARM CATERING REFUN
								4152	204	2.62	CC/CB/JUN24/BIO BAGS
								4152	204	47.67	CC/CB/JUN24/BIO BAGS
								4185	204	97.47	CC/CB/JUN24/FRIDGE
								4185	101	97.47	CC/CB/JUN24/FRIDGE
								4170	204	11.37	CC/BC/JUN24/GLUE
								4170	204	15.02	CC/BC/JUN24/NUTS AND BOLTS
								4210	150	230.58	CC/BC/JUN24/PLANTS
								4486	101	88.20	CC/BC/JUN24/MICROSOFT
								4486	101	343.90	CC/BC/JUN24/MICROSOFT
								4486	101	3.30	CC/BC/JUN24/MICROSOFT
								4752	201	1.25	CC/RM/JUN24/MILK
								4700	201	1.45	CC/RM/JUN24/MILK
								4763	201	100.90	CC/RM/JUN24/BAR SNACKS
								4761	201	80.92	CC/RM/JUN24/SWEETS
								4740	201	-75.00	CC/AR/JUN24/CREDIT
								4481	204	9.99	CC/AR/JUN24/SPOTIFY
								4041	204	39.24	CC/AR/JUN24/TRAIN TRAVEL

Purchase Ledger for Month No 3

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
07/06/2024	JUN24		HSBC	HSBC	60.62	0.00	60.62	4420	101	60.62	bank charges
30/06/2024	JUNE24		HSBC	HSBC	75.64	0.00	75.64	4420	101	75.64	BANK CHARGES 8/6-7/7/24
30/06/2024	08		JOOLS WARREN	JOOLS	150.00	0.00	150.00	837	0	150.00	SOUND ENGINEER MAET LOAF
13/06/2024	299022		LAWMANS UK	LAWMANS UK	237.00	47.40	284.40	834	0	237.00	security chessy bingo 7/6
17/06/2024	299087		LAWMANS UK	LAWMANS UK	474.00	94.80	568.80	810	0	474.00	security 14/6
30/06/2024	2431		LEISURE ENERGY	LEISUREENE	2,621.25	524.25	3,145.50	4565	160	2,621.25	Energy Application
01/06/2024	INV-129733		LOCAL EXPOSURE LTD	LOCAL EXP	291.66	58.33	349.99	4481	204	291.66	google street view annual char
28/06/2024	118600		LONDON CATERING	LONDONCAT	121.13	24.23	145.36	4152	204	121.13	cleaning supplies
30/06/2024	EXP24		LOUISE ROGERS	LOUISEROGE	15.95	0.00	15.95	4400	101	15.95	MILK AND SUNDRIES
10/06/2024	05241646		MINTNETWORK	MINTNETWORK	103.73	20.75	124.48	4440	101	103.73	tel calls may 24
26/06/2024	17816	4858	NIGEL JEFFRIES	NIGELJEFFR	120.00	24.00	144.00	4202	325	120.00	bench repairs
26/06/2024	17817	4857	NIGEL JEFFRIES	NIGELJEFFR	140.00	28.00	168.00	4230	325	140.00	skate park repairs
26/06/2024	17818	4835	NIGEL JEFFRIES	NIGELJEFFR	140.00	28.00	168.00	4202	320	140.00	install bench
30/06/2024	17882		NIGEL JEFFRIES	NIGELJEFFR	13,825.90	2,765.18	16,591.08	4200	208	2,325.76	MAINT CONTRACT JUNE 24
								4200	301	1,472.10	MAINT CONTRACT JUNE 24
								4200	310	3,955.58	MAINT CONTRACT JUNE 24
								4200	315	2,108.56	MAINT CONTRACT JUNE 24
								4200	320	1,793.10	MAINT CONTRACT JUNE 24
								4200	325	742.96	MAINT CONTRACT JUNE 24
								4200	350	1,113.75	MAINT CONTRACT JUNE 24
								4200	330	314.09	MAINT CONTRACT JUNE 24
30/06/2024	17931	4859	NIGEL JEFFRIES	NIGELJEFFR	100.00	20.00	120.00	4202	325	100.00	SENSORY GARDFEN SHRUB BED
30/06/2024	17932		NIGEL JEFFRIES	NIGELJEFFR	230.00	46.00	276.00	4202	310	230.00	REMOVAL TABLE TENNIS
16/06/2024	IN10686889		NPOWER	NPOWER	10.68	2.14	12.82	4122	310	10.68	elec 1/5-31/5/24
16/06/2024	IN10764013		NPOWER	NPOWER	3,543.03	708.61	4,251.64	4122	204	3,543.03	elec 1/5-31/5/24
16/05/2024	IN 10573654		NPOWER DD	NPOWERDD	161.89	8.09	169.98	4122	205	161.89	elec 1/4-30/4/24
16/06/2024	IN10895248		NPOWER DD	NPOWERDD	152.96	7.65	160.61	4122	310	152.96	elec 1/5-31/5/24
16/06/2024	IN10895250		NPOWER DD	NPOWERDD	25.32	1.27	26.59	4122	315	25.32	elec 1/5-31/5/24
16/06/2024	IN10895255		NPOWER DD	NPOWERDD	26.27	1.31	27.58	4122	320	26.27	elec 1/5-31/5/24

Purchase Ledger for Month No 3

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/06/2024	IN10895290		NPOWER DD	NPOWERDD	43.60	2.18	45.78	4122	208	43.60	elec 1/5-31/5/24
16/06/2024	IN10895293		NPOWER DD	NPOWERDD	154.81	7.74	162.55	4122	205	154.81	elec 1/5-31/5/24
16/05/2024	IN105573654CR		NPOWER DD	NPOWERDD	-169.98	0.00	-169.98	4122	205	-169.98	Duplicated payment moved
11/06/2024	3589		NPTREEMANAGE	NPTREE	190.00	38.00	228.00	4250	350	190.00	emergency tree work
21/06/2024	3602		NPTREEMANAGE	NPTREE	3,209.00	641.80	3,850.80	4250	208	3,209.00	priority 2 tree work
27/06/2024	1319		PARKINSON	PARKINSON	240.00	48.00	288.00	4561	101	240.00	reatiner vat/finance advice
07/06/2024	5794207		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	card charges 1/6-30/6/24
07/06/2024	5794208		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	card cahrges 14/5-13/6/24
30/06/2024	JUN24		PAYMENTSSENSE	PAYMENTSSEN	333.29	0.00	333.29	4422	201	333.29	CARD CHARGES 1/6-30/6/24
12/06/2024	MAY24		PAYMENTSSENSE	PAYMENTSSEN	161.56	0.00	161.56	4422	201	161.56	card charges 1/5-31/5/24
24/06/2024	0176		PHILSDRAINAGE	PHILSDRAIN	180.00	0.00	180.00	4170	204	180.00	unblocked drain at the point
30/06/2024	001965		CHCLEANING	PRIMA	2,523.15	504.63	3,027.78	4150	204	2,523.15	cleaning 1/6-30/6/24
30/06/2024	001966		CHCLEANING	PRIMA	661.00	132.20	793.20	4150	205	661.00	cleaning 1/6-30/6/24
30/06/2024	001967		CHCLEANING	PRIMA	404.00	80.80	484.80	4150	204	404.00	cleaning 1/6-30/6/24
30/06/2024	001968		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	315	121.00	cleaning 1/6-30/6/24
30/06/2024	001969		CHCLEANING	PRIMA	61.00	12.20	73.20	4150	310	61.00	cleaning 1/6-30/6/24
30/06/2024	001970		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	320	121.00	cleaning 1/6-30/6/24
30/06/2024	001971		CHCLEANING	PRIMA	135.00	27.00	162.00	4150	208	135.00	cleaning 1/6-30/6/24
13/06/2024	DOVE		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	ashes interment
25/06/2024	280624		RATRACE SKA BAND	RATRACE	975.00	0.00	975.00	840	0	975.00	ratrace ska 28/6
13/06/2024	MAYEXPS		SARAH MOORE	SARAHMOORE	20.07	2.80	22.87	4400	101	0.99	milk
								4400	101	10.98	cleaning supplies
								4400	101	1.55	milk
								4400	101	1.99	milk
								4400	101	1.55	milk
								4152	204	3.01	antiseptic wipes
01/06/2024	INV-18204		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	web services jun 24
24/06/2024	24062024		SHANNON JAMES	SHANNONJAM	150.00	0.00	150.00	810	0	150.00	90s rewind sound
19/06/2024	JUNEXPS		SIAN TAYLOR	SIAN	33.75	0.00	33.75	4041	350	33.75	june expenses

Purchase Ledger for Month No 3

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
04/06/2024	BK216274-1		SLCC	SLCC	35.00	7.00	42.00	4030	101	35.00	website social media - katie m
18/06/2024	BK216434-2		SLCC	SLCC	35.00	7.00	42.00	4030	101	35.00	LINKING WEBSITE TO SOCIAL MEDI
30/06/2024	24060071		TICKETSOLVE	TICKETSOLV	719.92	0.00	719.92	4490	201	719.92	gross sales june 24
12/06/2024	343563654/24		TOTAL ENERGIES DD	TOTENGDD	122.22	6.12	128.34	4120	205	122.22	gas 30/4-31/5/24
12/06/2024	343563676/24		TOTAL ENERGIES DD	TOTENGDD	33.61	1.68	35.29	4120	208	33.61	gas 30/4-31/5/24
13/06/2024	343761379/24		TOTAL ENERGIES DD	TOTENGDD	1,835.09	367.02	2,202.11	4120	204	1,835.09	gas 30/4-31/5/24
01/06/2024	HI593976		UNITED HYGIENE	UWR	57.78	11.56	69.34	4152	205	57.78	hygiene 1/69-30/96/24
20/06/2024	OP/I711189		VIMTO	VIMTO	357.27	71.45	428.72	4700	201	357.27	bar supplies
19/06/2024	446188-005		VIRGIN MEDIA	VIRGIN	185.83	37.17	223.00	4487	204	185.83	broadband jun 24
18/06/2024	B5-648459696		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	MOBILE 18/6-17/7/24
								4445	301	11.78	MOBILE 18/6-17/7/24
								4445	101	11.78	MOBILE 18/6-17/7/24
04/06/2024	INV-16207		WOOSHWASHROOMS	WOOSH	780.00	156.00	936.00	4152	205	780.00	Hygience Ancells 4/6/24-3/6/25
<b>TOTAL INVOICES</b>					<u>61,683.41</u>	<u>10,563.15</u>	<u>72,246.56</u>			<u>61,683.41</u>	

**SUBJECT: INVESTMENT AND CURRENT ACCOUNTS**

Account balances for Fleet Town Council as at 31 July 2024

<b>Account</b>	<b>Funds</b>	<b>Interest Rate</b>	<b>Comment</b>
HSBC Current Bank Account, Account No: 61539272	£1,149,230.60		
HSBC Savings Account, Account No: 91620886	£302,578.31	2.00% Per annum	Interest paid into HSBC Savings account each month.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£400,000.00	2.25%	Interest paid into Nationwide current account. Business 18-month saver. Interest calculated daily, capitalised annually and added to the account on the anniversary date and upon maturity.
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£2,200,000.00	5.33% Per annum	Interest paid into HSBC current account, monthly.
<b>TOTAL</b>	<b>£4,051,808.91</b>		

**Please note:**

Interest received on 30 July 2024 into Nationwide account:

Nationwide

£1,857.31

Interest received on 2 July 24 into HSBC account:

CCLA

£9,408.08

Interest received on 21 July 24 into HSBC account:

HSBC Savings

£491.62

**Recommendation**

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

## Bank Current/Deposit Account

Payments made between 01/07/2024 and 31/07/2024

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/07/2024	Global Payments - Direct Debit	dd575	36.00	36.00		500			card charges 1/5-31/5/24
01/07/2024	Hart District Council - DD	dd576	210.00	210.00		500			Business rates 2024/25
01/07/2024	Hart District Council - DD	dd577	1,634.00	1,634.00		500			Business rates 2024/25
01/07/2024	Hart District Council - DD	dd578	119.00	119.00		500			Business rates 2024/25
11/07/2024	Total Energies	dd579	35.29	35.29		500			gas 30/4-31/5/24
11/07/2024	Total Energies	dd580	2,202.11	2,202.11		500			gas 30/4-31/5/24
11/07/2024	Total Energies	dd581	128.34	128.34		500			gas 30/4-31/5/24
12/07/2024	Payment Sense Ltd	dd582	299.95	299.95		500			CARD CHARGES 1/6-30/6/24
12/07/2024	Payment Sense Ltd	dd583	33.34	33.34		500			CARD CHARGES 1/6-30/6/24
15/07/2024	HSBC	DD584	1,517.21	1,517.21		500			Credit Card July 24
15/07/2024	HSBC	dd585	69.88	69.88		500			BANK CHARGES 1/5-31/5/24
15/07/2024	HSBC	dd586	13.63	13.63		500			BANK CHARGES 1/5-31/5/24
16/07/2024	NPower - Direct Debits	dd587	26.59	26.59		500			elec 1/5-31/5/24
16/07/2024	NPower - Direct Debits	dd588	27.58	27.58		500			elec 1/5-31/5/24
16/07/2024	NPower - Direct Debits	dd589	160.61	160.61		500			elec 1/5-31/5/24
16/07/2024	Booker Limited	dd589	84.57	84.57		500			Purchase Ledger DDR Payment
16/07/2024	Global Payments - Direct Debit	dd590	443.15	443.15		500			CARD CHARGES 1/6-30/6/24
16/07/2024	NPower - Direct Debits	dd592	45.78	45.78		500			elec 1/5-31/5/24
18/07/2024	Castle Water Limited	dd593	20.23	20.23		500			water 1/6-30/6
19/07/2024	Payment Sense Ltd	dd594	113.94	113.94		500			card charges 1/6-30/6
19/07/2024	Payment Sense Ltd	dd595	17.88	17.88		500			card charges 1/6-30/6
19/07/2024	Castle Water Limited	dd596	9.57	9.57		500			water 1/6-30/6/24
19/07/2024	Fleet Town Council	DDR	36,390.77			516		133.36	Payroll July 2024
						520		36,257.41	Payroll July 2024
22/07/2024	Fleet Town Council	DDR	8,550.75			515		8,550.75	Inland Rev July 2024
23/07/2024	Croner Group Ltd	dd597	408.98	408.98		500			HR AND H&S JUL 24
24/07/2024	BACS P/L Pymnt Page 2451	BACS Pymnt	82,166.95	82,166.95		500			BACS P/L Pymnt Page 2451
24/07/2024	Central Computer Management Lt	dd598	76.80	76.80		500			PAYROLL JUN 24
25/07/2024	BOC Ltd	dd599	170.99	170.99		500			gas delivery
29/07/2024	HSBC	dd600	75.64	75.64		500			BANK CHARGES 8/6-7/7/24
30/07/2024	Fleet Town Council	DD	4,556.91			516		4,556.91	Pension Jul 2024
<b>Subtotal Carried Forward:</b>			139,646.44	90,148.01	0.00			49,498.43	

## Bank Current/Deposit Account

Payments made between 01/07/2024 and 31/07/2024

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
30/07/2024	Global Payments - Direct Debit	dd601	36.00	36.00		500			bank charges
30/07/2024	Vodafone Limited	dd602	42.41	42.41		500			Purchase Ledger DDR Payment
<b>Total Payments:</b>			139,724.85	90,226.42	0.00			49,498.43	



Purchase Ledger for Month No 4

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
22/07/2024	19970040		1997 GROUP	1997GROUP	4,696.05	939.21	5,635.26	4290	150	4,696.05	MOTV stage
04/07/2024	25844		AMETHYST	AMETHYST	6,702.09	1,340.42	8,042.51	4210	150	6,702.09	july instalment flowers
31/07/2024	3079158279		BOC	BOC	60.84	12.16	73.00	4700	201	60.84	gas
02/07/2024	0153884		BOOKER	BOOKER	79.97	4.60	84.57	4700	201	72.98	bar supplies
								4152	204	6.99	bar supplies
31/07/2024	3898		BRANDPEST	BRAND	60.00	12.00	72.00	4187	310	60.00	pes control
31/07/2024	3910		BRANDPEST	BRAND	80.00	16.00	96.00	4187	208	80.00	wasp nest treatment
04/07/2024	10002839919		CASTLE WATER DD	CASTLEWADD	21.65	0.00	21.65	4115	350	21.65	water 1/6-30/6/24
04/07/2024	10002854671		CASTLE WATER DD	CASTLEWADD	18.65	1.58	20.23	4115	208	18.65	water 1/6-30/6
05/07/2024	10002892518		CASTLE WATER DD	CASTLEWADD	24.35	1.69	26.04	4115	320	24.35	water 1/6-30/6/24
19/07/2024	10002956140		CASTLE WATER DD	CASTLEWADD	-8.98	-3.37	-12.35	4115	310	-8.98	water 1/6-30/6/24
03/07/2024	10002790999		CASTLEWATER	CASTLEWATE	69.89	7.73	77.62	4115	205	69.89	water 1/6-30/6/24
03/07/2024	10002805308		CASTLEWATER	CASTLEWATE	702.01	78.16	780.17	4115	204	702.01	water 1/6-30/6/24
03/07/2024	53776		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	CONTRACT 1/7-31/7/24
03/07/2024	53777		CBS	CBS	463.13	92.63	555.76	4170	204	463.13	CONTRACT 1/7-31/7/24
31/07/2024	62272		CENTRAL COM LIVEPAY	CCMLPAY	64.00	12.80	76.80	4550	101	64.00	payroll july 24
31/07/2024	P720739		CHAMBERS	CHAMBERS	150.47	30.09	180.56	4155	350	150.47	waste july 24
31/07/2024	P720740		CHAMBERS	CHAMBERS	257.30	51.46	308.76	4155	204	196.70	waste july 24
								4156	204	60.60	waste july 24
31/07/2024	P720741		CHAMBERS	CHAMBERS	56.97	11.39	68.36	4155	205	56.97	waste jul 24
11/07/2024	3076		CHARTERHOUSE TREE CA	CHARTERHOU	820.00	164.00	984.00	4250	208	820.00	TREE WORK/INSECTICIDE
18/07/2024	10519257		CHUBB FIRE	CHUBB	1,100.73	220.15	1,320.88	4170	204	1,100.73	maint and repair
01/07/2024	INV-D-04067		CLOUDY IT	CLOUDYIT	378.20	75.64	453.84	4484	101	378.20	IT SUPPORT 1/7-31/7/24
11/06/2024	907706860		MOLSON COORS	COORS	698.76	139.75	838.51	4700	201	698.76	bar supplies
11/06/2024	907706863		MOLSON COORS	COORS	2,029.69	405.94	2,435.63	4700	201	2,029.69	bar supplies
16/07/2024	907761592		MOLSON COORS	COORS	768.54	153.71	922.25	4700	201	768.54	bar supplies
12/07/2024	SI-38209		CREST LIFTS	CREST	529.08	105.82	634.90	4170	204	529.08	MAINT CONTRACT 19/7-18/10/24
19/07/2024	C000877191		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	HR AND H&S JUL 24

Purchase Ledger for Month No 4

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4187	101	154.80	HR AND H&S JUL 24
01/07/2024	INV-05176		DTM CONTRACTORS LTD	DTM CONTR	100.00	20.00	120.00	4170	204	100.00	FIX DOOR LOCK
25/07/2024	INV-05184	4840	DTM CONTRACTORS LTD	DTM CONTR	408.05	81.61	489.66	4170	320	408.05	gutter repair
31/07/2024	INV-05186		DTM CONTRACTORS LTD	DTM CONTR	200.00	40.00	240.00	4122	325	200.00	EIC report
31/07/2024	INV-05187		DTM CONTRACTORS LTD	DTM CONTR	50.00	10.00	60.00	4170	204	50.00	fix exit door
11/07/2024	1157		EXTRA MILE	EXTRAMILE	1,800.00	0.00	1,800.00	4433	201	1,800.00	BROCHURE DELIVERY
04/07/2024	24/10		FLEETJAZZ	FLTJAZ	609.01	0.00	609.01	845	0	259.76	JAZZ BOX OFFICE SPLITS
								846	0	349.25	JAZZ BOX OFFICE SPLITS
31/07/2024	50393812		GLOBAL PAYMENTS DD	GLOBALDD	30.00	6.00	36.00	4422	201	30.00	card charges 1/7-31/7/24
31/07/2024	JUL24		GLOBAL PAYMENTS DD	GLOBALDD	711.42	0.70	712.12	4422	201	711.42	card charges 29/6-31/7/24
29/07/2024	10064		GOING LIVE ENTERTAIN	GOINGLIVE	1,114.66	0.00	1,114.66	839	0	1,114.66	retro disco 20/7/24
29/07/2024	58296042		HCC	HCC	50.22	10.04	60.26	4400	101	50.22	stationery
10/07/2024	3611819534		HCC	HCC	13,152.48	0.00	13,152.48	4800	110	13,152.48	FKEET CONNECT SERVICE 2023/24
19/07/2024	4000011711		HDC	HDC	80.00	16.00	96.00	4290	150	80.00	motv car parking
03/07/2024	INV-36439		HOGS BACK	HOGSBACK	314.17	62.84	377.01	4700	201	314.17	bar supplies
26/07/2024	11699055		HSBC	HSBC	90.48	0.00	90.48	4420	101	90.48	bank charges
26/07/2024	11737318		HSBC	HSBC	13.30	0.00	13.30	4420	101	13.30	bank charges 1/6-30/6/24
08/07/2024	CCARDJUL		HSBC	HSBC	1,179.46	90.10	1,269.56	4445	101	6.00	CC/CB/JUL24/SIM CARD
								4445	101	6.00	CC/CB/JUL24/SIM CARD
								4445	101	6.00	CC/CB/JUL24/SIM CARD
								4555	101	3.00	CC/CB/JUL24/LAND REGISTRY
								4152	204	-212.37	CC/CB/JUL24/SOAP DISP REFUND
								4152	204	8.32	CC/CB/JUL24/SOAP DISP
								4832	150	19.90	CC/CB/JUL24/REPAIR CAFE BUCKET
								4660	101	95.00	CC/CB/JUL24/AMAZON PRIME
								4220	320	5.14	CC/CB/JUL24/FRIENDS OF BASING
								4220	320	21.30	CC/CB/JUL24/FRIENDS OF BASING
								4400	101	4.96	CC/CB/JUL24/COMP CABLE
								4170	204	19.48	CC/BC/JUL24/CCTV CABLE

## Purchase Ledger for Month No 4

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4202	350	87.43	CC/BC/JUL24/CEMETERY FLOWERS
								4210	150	98.32	CC/BC/JUL24/OFFICE FLOWERS
								4486	101	88.20	CC/BC/JUL24/MICROSOFT
								4486	101	343.90	CC/BC/JUL24/MICROSOFT
								4486	101	3.30	CC/BC/JUL24/MICROSOFT
								4700	201	4.20	CC/RM/JUL24/MILK AND LEMONS
								4700	201	25.42	CC/RM/JUL24/MILK AND ALCOHOL
								4700	201	2.45	CC/RM/JUL24/MILK AND LEMONS
								4700	201	1.45	CC/RM/JUL24/MILK
								4700	201	2.55	CC/RM/JUL24/MILK AND JUICE
								4700	201	1.99	CC/RM/JUL24/MILK
								4700	201	1.45	CC/RM/JUL24/MILK
								4763	201	53.94	CC/RM/JUL24/BAR SNACKS
								4763	201	53.13	CC/RM/JUL24/BAR SNACKS
								4481	204	9.99	CC/AR/JUL24/SPOTIFY
								4290	150	186.04	CC/AR/JUL24/PRINT FOR MOTV
								4290	150	113.79	CC/AR/JUL24/FACEBOOK AD
								560	0	32.97	CC/AR/JUL24/FACEBOOK AD
								560	0	86.21	CC/AR/JUL24/FACEBOOK AD
09/07/2024	11735	4844	HARTWINDOWS	HWGLAZ	4,940.00	988.00	5,928.00	4170	320	4,940.00	SUPPLY AND FIT DOOR
21/07/2024	3020123		IBSOFFICE	IBSOFFICE	236.29	47.26	283.55	4400	101	236.29	PRINTING COSTS 24/4-16/7/24
31/07/2024	55568		INSANITY TALENT	INSANITY	1,650.00	0.00	1,650.00	549	0	1,650.00	rhys hutchins
01/07/2024	013		JAMIE BOND	JAMIEBOND	114.47	0.00	114.47	840	0	114.47	SOUND TECH RATRACE
15/07/2024	119389		LONDON CATERING	LONDONCAT	5.60	1.12	6.72	4152	204	5.60	cleaning supplies
08/07/2024	000500		MENS SHED	MENSSHED	50.00	0.00	50.00	4832	150	50.00	FRAME FOR REPAIR CAFE
10/07/2024	06241646		MINTNETWORK	MINTNETWOR	111.64	22.33	133.97	4440	101	111.64	tel calls june 24
29/07/2024	NPL-24-07-22 R1		NEMO PROMOTIONS	NEMO	1,629.26	325.85	1,955.11	837	0	1,629.26	hits out of hell performance
10/07/2024	17934	4860	NIGEL JEFFRIES	NIGELJEFFR	110.00	22.00	132.00	4202	310	110.00	SET OUT AND MARK TENNIS
10/07/2024	17935		NIGEL JEFFRIES	NIGELJEFFR	260.00	52.00	312.00	4202	320	260.00	bollard repair/replace

Purchase Ledger for Month No 4

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/07/2024	17936		NIGEL JEFFRIES	NIGELJEFFR	350.00	70.00	420.00	4202	208	350.00	bollard repair
16/07/2024	17937	4865	NIGEL JEFFRIES	NIGELJEFFR	425.00	85.00	510.00	4250	310	425.00	LEVEL TREES TO GRND
31/07/2024	18009		NIGEL JEFFRIES	NIGELJEFFR	13,825.90	2,765.18	16,591.08	4200	208	2,325.76	grnds maint contract jul24
								4200	301	1,472.10	grnds maint contract jul24
								4200	310	3,955.58	grnds maint contract jul24
								4200	315	2,108.56	grnds maint contract jul24
								4200	320	1,793.10	grnds maint contract jul24
								4200	325	742.96	grnds maint contract jul24
								4200	350	1,113.75	grnds maint contract jul24
								4200	330	314.09	grnds maint contract jul24
16/07/2024	IN11075495		NPOWER	NPOWER	3,282.55	656.51	3,939.06	4122	204	3,282.55	elec 1/6-30/6/24
16/07/2024	IN11104776		NPOWER	NPOWER	10.47	2.09	12.56	4122	310	10.47	elec 1/6-30/6/24
16/07/2024	IN11129631		NPOWER	NPOWER	145.85	7.29	153.14	4122	205	145.85	elec 1/6-30/6/24
16/07/2024	IN11129588		NPOWER DD	NPOWERDD	141.18	7.06	148.24	4122	310	141.18	ELEC 1/6-30/6/24
16/07/2024	IN11129591		NPOWER DD	NPOWERDD	25.53	1.28	26.81	4122	315	25.53	ELEC 1/6-30/6/24
16/07/2024	IN11129592		NPOWER DD	NPOWERDD	25.76	1.29	27.05	4122	320	25.76	ELEC 1/6-30/6/24
16/07/2024	IN11129630		NPOWER DD	NPOWERDD	43.84	2.19	46.03	4122	208	43.84	ELEC 1/6-30/6/24
09/07/2024	3613		NPTREEMANAGE	NPTREE	7,210.00	1,442.00	8,652.00	4250	320	7,210.00	PRIORITY 2 AND 3 TREE WORK
01/07/2024	12/1593		DO THENUMBERS	NUMBERS	1,200.00	0.00	1,200.00	4580	101	1,200.00	Internal audit for ye 31/3/24
05/07/2024	5829858		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	card charges 1/6-30/6
05/07/2024	5829859		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	card charges 1/6-30/6
31/07/2024	JUL24		PAYMENTSSENSE	PAYMENTSSEN	136.27	0.00	136.27	4422	201	136.27	card charges 1/7-31/7/24
31/07/2024	001981		CHCLEANING	PRIMA	2,609.60	521.92	3,131.52	4150	204	2,609.60	cleaning 1/7-31/7/24
31/07/2024	001982		CHCLEANING	PRIMA	661.00	132.20	793.20	4150	205	661.00	cleaning 1/7-31/7/24
31/07/2024	001983		CHCLEANING	PRIMA	404.00	80.80	484.80	4150	204	404.00	cleaning 1/7-31/7/24
31/07/2024	001984		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	315	121.00	cleaning 1/7-31/7/24
31/07/2024	001985		CHCLEANING	PRIMA	61.00	12.20	73.20	4150	310	61.00	cleaning 1/7-31/7/24
31/07/2024	001986		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	320	121.00	cleaning 1/7-31/7/24
31/07/2024	001987		CHCLEANING	PRIMA	135.00	27.00	162.00	4150	208	135.00	cleaning 1/7-31/7/24

Purchase Ledger for Month No 4

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/07/2024	01/07/24		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	ASHES INTERMENT
01/07/2024	61833		PRONTAPR	PRONTA	300.00	60.00	360.00	4290	150	300.00	logo design motv
31/07/2024	61916		PRONTAPR	PRONTA	10,816.60	0.00	10,816.60	4432	201	9,573.60	whats on guide
								4433	201	1,243.00	whats on guide
31/07/2024	9641	4877	RE-UZ UK LESS	RE-UZ UK	920.00	184.00	1,104.00	4710	201	920.00	reusable cups
16/07/2024	66277		REDSHANK IT SERVICES	REDSHANK	62.00	12.40	74.40	4400	101	62.00	PRINTER CARTRIDGE
01/07/2024	INV-18222		SG POS	SGPOS	70.00	14.00	84.00	4728	101	70.00	WEB SERVICES JUL 24
31/07/2024	JULEXPS		SIAN TAYLOR	SIAN	13.50	0.00	13.50	4041	350	13.50	july expense
23/07/2024	BK216844-2		SLCC	SLCC	70.00	14.00	84.00	4030	101	70.00	AGENDAS AND MINUTES TRAINING
01/07/2024	INV-2265		SOLUTIONS ON STAGE	SOLUTIONS	595.00	119.00	714.00	4175	201	595.00	ONSITE SERVICE, MAINT AND REPA
31/07/2024	24070087		TICKETSOLVE	TICKETSOLV	1,088.91	0.00	1,088.91	4490	201	1,088.91	ticket sales July 24
10/07/2024	346589457/24		TOTAL ENERGIES DD	TOTENGDD	995.55	199.11	1,194.66	4120	204	995.55	gas 31/5-30/6/24
10/07/2024	346589479/24		TOTAL ENERGIES DD	TOTENGDD	25.69	1.28	26.97	4120	208	25.69	gas 31/5-30/6/24
10/07/2024	346589490/24		TOTAL ENERGIES DD	TOTENGDD	98.34	4.92	103.26	4120	205	98.34	gas 31/5-30/6/24
31/07/2024	6020937		UNIVERSITY OF CHICHE	UNICHICHES	650.88	0.00	650.88	546	0	650.88	ticket sales from 25/6/24
19/07/2024	446188-006		VIRGIN MEDIA	VIRGIN	185.83	37.17	223.00	4487	204	185.83	broadband jul 24
18/07/2024	B5-651908142		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	mobiles 18/7-17/8/24
								4445	301	11.78	mobiles 18/7-17/8/24
								4445	101	11.78	mobiles 18/7-17/8/24
<b>TOTAL INVOICES</b>					<u>97,069.35</u>	<u>12,436.51</u>	<u>109,505.86</u>			<u>97,069.35</u>	

## 12. **NATIONAL PLANNING POLICY FRAMEWORK**

The government is seeking feedback on proposed amendments to the National Planning Policy Framework (NPPF) to advance its objectives of achieving sustainable growth within the planning system and fulfilling commitments to economic development and the construction of 1.5 million new homes.

The revised NPPF, which delineates the government's planning policies for England and their application, includes the following key proposals:

- **Mandatory Housing Needs Assessment:** Enforce the standard method for assessing housing needs, obligating local authorities to plan based on this figure. Planning for a reduced number is permissible only when significant constraints are demonstrated, and all other options have been exhausted.
- **Reversal of Detrimental Changes:** Undo modifications made to the NPPF in December 2023 that adversely affected housing supply.
- **New Standard Method:** Introduce a revised standard method and calculation to ensure local plans align with the government's commitment to building 1.5 million new homes during this Parliament.
- **Expanded Definition of Brownfield Land:** Broaden the current definition, establish a stronger expectation for approving applications on brownfield sites, and promote increased density in urban areas.
- **Identification of Grey Belt Land:** Recognize areas within the Green Belt suitable for development ("grey belt") to address development needs through planning and decision-making.
- **Enhanced Presumption in Favor of Sustainable Development:** Clarify the conditions under which this presumption applies and introduce safeguards to prevent its misuse in justifying subpar developments.
- **Affordable and Well-Designed Homes:** Implement "golden rules" for releasing land in the Green Belt to ensure developments serve the public interest.
- **Prioritization of Affordable Housing:** Enable local planning authorities to focus on the types of affordable homes their communities require across all housing developments, supporting a more diverse housebuilding sector.
- **Support for Key Economic Sectors:** Foster economic growth in sectors aligned with the government's industrial strategy and future local growth plans, including laboratories, gigafactories, data centres, digital economies, and freight and logistics.
- **Community Needs and Healthy Places:** Address community requirements to promote societal well-being and the creation of healthy environments.
- **Advancement of Clean Energy:** Support initiatives for onshore wind and renewable energy sources.

Detailed information regarding this consultation is available on the Government website under "[Proposed reforms to the National Planning Policy Framework and other changes to the planning system.](#)"

The National Association of Local Councils (NALC) intends to submit feedback to this government consultation and is seeking input from its members on the questions raised, which are detailed in Appendix 1.

This consultation is particularly significant as it proposes increasing Hart District Council's annual housing delivery from 297 to 734 units. Additionally, it seeks perspectives on broader policy proposals related to escalating planning fees, criteria for local plan interventions, and appropriate thresholds for certain Nationally Significant Infrastructure Projects.

**Members are asked to consider the above and:**

- 1. Determine whether the council wishes to actively participate in the NALC survey concerning the proposed changes to the NPPF.**
- 2. If members choose to engage with the survey, they should provide their collective responses to the questions in Appendix 1.**

## **APPENDIX 1: NALC SURVEY**

### **About you**

1. Please tell us the type of organisation you are responding from.

Local (parish and town) council

County association

2. Please select your position from the list below.

Councillor

Clerk

Other council officer

County officer

Other county association member of staff

3. Are you responding as an individual or on behalf of your council/county association?

I am responding as an individual

I am responding on behalf of my council/county association

### **Chapter 3 - Planning for the homes we need**

4. Do you agree that the government should reverse the December 2023 changes made to paragraph 61?

Yes

No

5. Please explain your answer to the previous question.

6. Do you agree that the government should remove reference to the use of alternative approaches to assessing housing need in paragraph 61 and the glossary of the NPPF?

Yes

No

7. Please explain your answer to the previous question.

8. Do you agree the government should reverse the December 2023 changes made on the urban uplift by deleting paragraph 62?

Yes

No



9. Please explain your answer to the previous question.

10. Do you agree the government should reverse the December 2023 changes made on character and density and delete paragraph 130?

Yes

No

11. Please explain your answer to the previous question.

12. Do you agree that the focus of design codes should move towards supporting spatial visions in local plans and areas that provide the greatest opportunities for change such as greater density, in particular the development of large new communities?

Yes

No

13. Please explain your answer to the previous question.

14. Do you agree that the presumption in favour of sustainable development should be amended as proposed?

Yes

No

15. Please explain your answer to the previous question.

16. Do you agree that all local planning authorities should be required to continually demonstrate 5 years of specific, deliverable sites for decision making purposes, regardless of plan status?

Yes

No

17. Please explain your answer to the previous question.

18. Do you agree with the government proposal to remove wording on national planning guidance in paragraph 77 of the current NPPF?

Yes

No

19. Please explain your answer to the previous question.

20. Do you agree that all local planning authorities should be required to add a 5% buffer to their 5-year housing land supply calculations?

Yes

No

#### **Chapter 4 – A new Standard Method for assessing housing needs**

21. Do you agree that Planning Practice Guidance should be amended to specify that the appropriate baseline for the standard method is housing stock rather than the latest household projections?

Yes

No

22. Please explain your answer to the previous question.

23. Do you agree that using the workplace-based median house price to median earnings ratio, averaged over the most recent 3 year period for which data is available to adjust the standard method's baseline, is appropriate?

Yes

No

24. Please explain your answer to the previous question.

25. Do you agree that affordability is given an appropriate weighting within the proposed standard method?

Yes

No

#### **Chapter 5 – Brownfield, grey belt and the Green Belt**

26. Do you agree the government should make the proposed change set out in paragraph 124c, as a first step towards brownfield passports?

Yes

No

27. Please explain your answer to the previous question.

28. Do you agree with the proposed change to paragraph 154g of the current NPPF to better support the development of PDL in the Green Belt?

Yes

No

29. Please explain your answer to the previous question.

30. Do you have any views on expanding the definition of PDL, while ensuring that the development and maintenance of glasshouses for horticultural production is maintained?

31. Do you agree with our proposed definition of grey belt land?

Yes

No

### **Chapter 6 – Delivering affordable, well-designed homes and places**

32. Do you agree with setting the expectation that local planning authorities should consider the particular needs of those who require Social Rent when undertaking needs assessments and setting policies on affordable housing requirements?

Yes

No

33. Please explain your answer to the previous question.

34. Do you agree with removing the requirement to deliver 10% of housing on major sites as affordable home ownership?

Yes

No

35. Please explain your answer to the previous question.

36. Do you agree with removing the minimum 25% First Homes requirement?

Yes

No

37. Please explain your answer to the previous question.

38. Do you have any other comments on retaining the option to deliver First Homes, including through exception sites?

39. Do you agree with introducing a policy to promote developments that have a mix of tenures and types?

Yes

No

40. Please explain your answer to the previous question.

41. What would be the most appropriate way to promote high percentage Social Rent/affordable housing developments?

42. What safeguards would be required to ensure that there are not unintended consequences? For example, is there a maximum site size where development of this nature is appropriate?

43. What measures should we consider to better support and increase rural affordable housing?

44. Do you agree with the changes proposed to paragraph 63 of the existing NPPF?

Yes

No

45. Please explain your answer to the previous question.

46. Through the 2023 review of the NPPF, a number of amendments were made to enable planning authorities to support community-led housing. **The government is proposing to strengthen those provisions by:**

- a. including within the definition of 'community-led development' housing that is developed by a group originally set up for a purpose other than housebuilding; and
- b. removing the size limit for community-led exception sites, where an alternative limit is established through the development plan.

Do you agree with these changes?

Yes

No

47. Please explain your answer to the previous question.

48. Do you have views on whether the definition of 'affordable housing for rent' in the Framework glossary should be amended? If so, what changes would you recommend?

49. Do you have views on why insufficient small sites are being allocated, and on ways in which the small site policy in the NPPF should be strengthened?

50. Do you agree with the proposals to retain references to well-designed buildings and places, but remove references to 'beauty' and 'beautiful' and to amend paragraph 138 of the existing Framework?

Yes

No

51. Please explain your answer to the previous question.

52. Do you agree with proposed changes to policy for upwards extensions?

Yes

No

53. Please explain your answer to the previous question.

54. Do you have any other suggestions relating to the proposals in this chapter?

### **Chapter 7 – Building infrastructure to grow the economy**

55. Do you agree with the changes proposed to paragraphs 86 b) and 87 of the existing NPPF?

Yes

No

56. Please explain your answer to the previous question.

57. Are there other sectors you think need particular support via these changes? What are they and why?

58. Would you support the prescription of data centres, gigafactories, and/or laboratories as types of business and commercial development which could be capable (on request) of being directed into the NSIP consenting regime?

Yes

No

59. Please explain your answer to the previous question.

60. If the direction power is extended to these developments, should it be limited by scale?

Yes

No

### **Chapter 8 – Delivering community needs**

61. Do you agree with the changes proposed to paragraph 100 of the existing NPPF?

Yes

No

62. Please explain your answer to the previous question.

63. Do you agree with the changes proposed to paragraph 99 of the existing NPPF?

Yes

No

64. Please explain your answer to the previous question.

65. Do you agree with the changes proposed to paragraphs 114 and 115 of the existing NPPF?

Yes

No

66. Please explain your answer to the previous question.

67. How could national planning policy better support local authorities in (a) promoting healthy communities and (b) tackling childhood obesity?

68. Do you have any other suggestions relating to the proposals in this chapter?

### **Chapter 9 – Supporting green energy and the environment**

69. Do you agree that large onshore wind projects should be reintegrated into the NSIP regime?

Yes

No

70. Please explain your answer to the previous question.

71. Do you agree with the proposed changes to the NPPF to give greater support to renewable and low carbon energy?

Yes

No

72. Please explain your response to the previous question.

73. Some habitats, such as those containing peat soils, might be considered unsuitable for renewable energy development due to their role in carbon sequestration. Should there be additional protections for such habitats and/or compensatory mechanisms put in place?

Yes

No

74. Please explain your answer to the previous question.

75. Do you agree that the threshold at which onshore wind projects are deemed to be Nationally Significant and therefore consented under the NSIP regime should be changed from 50 megawatts (MW) to 100MW?

Yes

No

76. Please explain your answer to the previous question.

77. Do you agree that the threshold at which solar projects are deemed to be Nationally Significant and therefore consented under the NSIP regime should be changed from 50MW to 150MW?

Yes

No

78. Please explain your answer to the previous question.

79. If you think that alternative thresholds should apply to onshore wind and/or solar, what would these be? Please explain your answer.

80. In what specific, deliverable ways could national planning policy do more to address climate change mitigation and adaptation?

81. What is your view of the current state of technological readiness and availability of tools for accurate carbon accounting in plan-making and planning decisions, and what are the challenges to increasing its use?

82. Are any changes needed to policy for managing flood risk to improve its effectiveness?

Yes

No

83. Please explain your answer to the previous question.

84. Do you have any other comments on actions that can be taken through planning to address climate change?

**85. The government proposes removing the following text from the footnote:** “The availability of agricultural land used for food production should be considered, alongside other policies in this Framework, when deciding what sites are most appropriate for development.”

Do you agree with removal of this text from the footnote?

Yes

No

86. Please explain your answer to the previous question.

87. Are there other ways in which the government can ensure that development supports and does not compromise food production?

88. Do you agree that the government should improve the current water infrastructure provisions in the Planning Act 2008?

Yes

No

89. Do you have specific suggestions for how best to do this?

90. Are there other areas of the water infrastructure provisions that could be improved?

Yes

No

### **Chapter 10 – Changes to local plan intervention criteria**

91. Do you agree that the government should we replace the existing intervention policy criteria with the revised criteria set out in this consultation?

Yes

No

92. Please explain your answer to the previous question.

93. Alternatively, would you support the government withdrawing the criteria and relying on the existing legal tests to underpin future use of intervention powers?

Yes

No

94. Please explain your answer to the previous question.

### **Chapter 11 - Changes to planning application fees and cost recovery for local authorities**

Related to Nationally Significant Infrastructure Projects

95. Do you agree with the proposal to increase householder application fees to meet cost recovery?

Yes

No

96. Do you support increasing the fee by a smaller amount?

Yes

No



## **Chapter 12 – The future of planning policy and plan making**

97. Do you agree with the proposed transitional arrangements?

Yes

No

98. Please explain your answers to the previous question.

99. Are there any alternatives you think we should consider?

Yes

No

100. Do you agree with the proposed transitional arrangements?

Yes

No

101. Please explain your answer to the previous question.

102. Do you have any other suggestions relating to the proposals in this chapter?

103. Do you have any views on the impacts of the above proposals for you, or the group or business you represent and on anyone with a relevant protected characteristic? If so, please explain who, which groups, including those with protected characteristics, or which businesses may be impacted and how. Is there anything that could be done to mitigate any impact identified?

### Finance and Risk Register

FC = FULL COUNCIL, P&F = POLICY & FINANCE, RLA = RECREATION, LEISURE & AMENITIES, HWG = HARLINGTON WORKING GROUP, EC = ESTABLISHMENT COMMITTEE, RWG = RISK WORKING GROUP

Approval date: Council 6th September 2023

Risk Description	TOP CURRENT KEY RISKS	Risk Manager	Committee	Controls in place	Current Risk			Actions / Review Date
					Likelihood	Impact	Rating	
<b>FINANCIAL</b>								
<b>Harlington Lease</b> * Financial risk and loss of community provision if lease not agreed		Executive Officer	FC / HWG	* Meetings with HDC * Legal advice from Solicitors * Harlington Working Group and Council have oversight	3	3	9	* Draft lease has been issued <b>ONGOING</b>
<b>The Harlington Replacement / Refurbishment</b> * Risk to reputation - loss of performance centre in Fleet, Financial implications. * Procurement risks - not complying with latest regulations		Executive Officer The Harlington Manager	FC / HWG	* Keep public informed by newsletters/flyer/website/social media and consultations * Monthly Council meetings * Input from Civic * Quarterly P&F meetings * Harlington Working Group * Planning specialist advice	3	2	6	* HDC Civic Regeneration Project working Group consultee
<b>Finance Management</b> * Unable to deliver services within the resources available to the Council to meet obligations, including keeping the current year's budget within the approved budget framework. * Failure to control cost of major projects/events. * Fraud and theft: Risk of internal asset misappropriation, corruption or fraud deception * Staff have access to the safe, tills, bar and café supplies. The bank account is managed by 3 key staff.  * Investments: financial loss, inappropriate investment. * Reserves: Failure to maintain reserves * Banking: difficulty banking due to closures of banks / having to use the post office and safety of person transporting cash to post office * Loss of bookings income: failure to collect income or payments not being made * Inadequate Precept: precept collected not being adequate to cover expenditure * Misuse of Credit Cards: credit cards used for inappropriate spending, not being able to provide evidence of spending * VAT: incorrectly categorising VAT on invoices, incorrect VAT return * Grants: being awarded unfairly or breaching regulations		Executive Officer The Harlington Manager	P&F / FC	* Financial Regulations and Standing Orders in place  * Monthly Council meetings * Quarterly P&F meetings * Quarterly projections of Income and Expenditure reported to P&F Committee * Adequate reserves and insurance in place * Financial Risk record in place * CCTV around building including DM office where safe is kept * Cash kept locked in safe in DM Office - key is kept locked in combination box select staff know * Cash ups checked by person completing, Bar Manager / Supervisor and Duty Manager * Two Councillors check all invoices and authorise payments on the bank account * Stock Control in place * Bank account requires two Councillors to authorise any payments * If cash to be banked is over £1000, two people to do banking. Rotation of duties so not always same person * Invoices sent in timely matter. Any debtors chased regularly * Precept agreed as part of budget. Precept can be raised if needed. * Procedures for procurement and investment in place * Bank reconciliations reviewed regularly by RFO and Council * Review of minutes to ensure legal powers are available and the basis of the powers recorded and correctly applies by Internal Auditor * Credit Card Policy in place. Agreed limits on each card. Statements and receipts signed off by Executive Officer and two Councillors  * VAT consultant in place. Most invoices provide VAT breakdown. 'Cheat sheet' of VAT amounts for when doing finances * Grant Application Form and supporting documentation guidelines in place. All grants have to be approved by P&F or Full Council. Register of grants awarded each financial year kept. * £2m Fidelity Guarantee included in insurance policy	2	3	6	* Finance risk assessment carried out to be reviewed by P&F <b>DRAFTED</b>
<b>Market</b> * Reputational risk if market provider fails to meet his contractual obligations. * Financial risk of not receiving rent from operator when requested		Executive Officer	P&F / RLA	* Market operator supplies Risk Assessment for day to day running of the market * Market currently operated by CIC group * Contractor Management * Quarterly RLA meetings to monitor any issues * Market operator agreement in place	2	3	6	
<b>Procurement</b> * Work incorrectly tendered or incorrectly awarded		Executive Officer	FC / P&F	* Contract and Tender templates in place * Financial regulations set out award of contracts * Contracts over £25k are tendered on Contract Finder. Three quotes obtained for contracts between £3k and £25k. Contracts over £213k will be procured in line with current legislation. * BIDS evaluated by two staff + finance officer + two Councillors. Report and recommendation written to Council * All tenders/contracts awarded by Full Council	2	3	6	
<b>Bus Services</b> * Fleet Connect - loss of service. Financial and reputational risk		Executive Officer	P&F	* Annual grant given to help maintain service * Usage statistics provided to monitor service * Liaison with joint funders * Community transport Working Group (external)	2	1	2	
<b>Tennis</b> * Income unable to meet sinking fund LTA (Lawn Tennis Association) requirements		Executive Officer Project Officer	RLA	* Regular budget monitoring and ensure amount is included in annual budget * Regular adverts on social media, newsletters etc. * Quarterly RLA meetings	1	2	2	

## Finance and Risk Register

FC = FULL COUNCIL, P&F = POLICY & FINANCE , RLA = RECREATION, LEISURE & AMENITIES, HWG = HARLINGTON WORKING GROUP, EC = ESTABLISHMENT COMMITTEE, RWG = RISK WORKING GROUP

Approval date: Council 6th September 2023

Risk Description	TOP CURRENT KEY RISKS	Risk Manager	Committee	Controls in place	Current Risk			Actions / Review Date
					Likelihood	Impact	Rating	
<b>Property / H&amp;S Management</b>								
<b>The Harlington</b> * Disruption risk due to power cuts, failure of electrics, boiler or water causing loss of revenue and/or expensive repairs. * Toilets are also a constant problem and the loss of these would result in the building closing. * Public Conveniences: risk of legionella, failure to maintain facilities, risk of hazardous substances * Bar services: Failure to maintain statutory requirements for service provision * IT: disruption to ticketing/till systems		The Harlington Manager	RLA /P&F/ FC	* Quarterly RLA meetings * Front of House Risk Assessment in place * Technical Risk Assessment in place * PAT carried out annually on electrical equipment * Facilities - Building Health and Safety Risk assessment in place * Booking form to be completed when hiring to identify high risks * Contractor Management in place * Contracts are signed by all service providers (Artists, Film, Comedy Club etc.) * Annual review of all assets * Fire Risk Assessment carried out by Chubb in November 2022 * H&S consultancy services to be contracted * Contracts in place to test for legionella * Daily & weekly checks in place * Annual water inspection * Maintenance contracts in place * Substances controlled/securely stored by trained persons and records kept * Bar risk assessments in place * Premises Licence in place  * The Harlington Manager is the Designated Premises Supervisor. The Bar Manager also has a personal licence to sell alcohol. * The Bar Manager is responsible for stock ordering and control * Coffee machine pressure tested annually (when cafe in use) * Bar Manager is responsible for issuing detailed instructions to staff and maintaining training records * A professional stocktake is appointed annually * Fridge and freezer temperature checks carried out daily * The Bar Manager is responsible ensuring that staff sign the opening and closing checklist * Training for Food Hygiene mandatory. SFBB food hygiene documents in place and reviewed annually. * Food Hygiene Rating tested by District Council * Ticketing system is a large external company unlikely to go out of business * Till system is an external company * Insurance in place * Data backed up regularly	3	2	6	* Arrange contract for H&S consultant service
<b>Health and Safety Management</b> * Procedures not followed resulting in member of staff/customer injured with consequence of: # Possible corporate manslaughter # Failure of statutory requirements # Insurance claim against the Council # Loss of reputation # Adverse media * Financial/ reputational loss due to change in HSE requirements * Reliance on health and safety advisor and scaling back of duties		Executive Officer Facilities & Open Spaces Manager (Parks, Office) The Harlington Manager	FC	* Health & Safety consultancy required for audit check and ad hoc advice * Management checks carried out monthly to ensure paperwork is completed following required tests *Management walk arounds to ensure compliance * Contractor Management in place - light touch * Risk meetings twice year (or more if required) *Health and Safety Policy in place * Risk Assessments in place for each area * COSHH register reviewed/updated annually. Hazardous substances stored securely i.e. cleaning cupboards, paint store etc.  * Asbestos Register in place and annual checks carried out on condition of asbestos containing materials * Daily, weekly, monthly checks in place (water temps, flushing, ladders, fridge temps, first aid, emergency lighting, lifting aids etc. * Annual fire evacuation drill * Fire alarms tested weekly * Appropriate PPE provided i.e. work gloves for DM's moving tables, chemical resistant gloves/goggles for line cleaning  * H&S actions spreadsheet in place and reviewed with staff * New staff H&S induction * Fire Evac procedure/policy in place and staff have Fire Warden, First Aid and Manual Handling training	2	3	6	* Clear H&S responsibilities to be discussed with relevant staff to embed process  *New H&S Consultant to be found asap.
<b>Building Condition</b> * Failure of the fabric and services of buildings resulting in injury to individuals and/or non-compliance with relevant legislation or unavailability of buildings/ breach of contract * Plant failure i.e. boilers: loss of revenue through closure of building/cancellation of shows		The Harlington Manager Facilities & Open Spaces	FC	* Review of assets has included a condition survey of The Harlington that has informed a view of requirements * Contracts in place for maintenance * Health & Safety Consultant to be contracted for advice * Asbestos Register and annual check of condition of asbestos containing items * Quotes being obtained for boiler replacement if required in an emergency * Lease tenants responsible for own asbestos checks	2	3	6	
<b>Drainage</b> * Risk of flooding		Facilities & Open Spaces Manager	RLA	* Arrangements in place with agencies/district * Grounds maintenance - i.e. ditches * Council owns aqua vac that can help clear up small floods in council buildings	2	2	4	
<b>Play Areas and Skatepark</b> * Failure to maintain assets resulting in injury.		Facilities & Open Spaces Manager	RLA	* Weekly checks by Grounds Maintenance * Regular checks by FOSM				

### Finance and Risk Register

FC = FULL COUNCIL, P&F = POLICY & FINANCE , RLA = RECREATION, LEISURE & AMENITIES, HWG = HARLINGTON WORKING GROUP, EC = ESTABLISHMENT COMMITTEE, RWG = RISK WORKING GROUP

Approval date: Council 6th September 2023

Risk Description	TOP CURRENT KEY RISKS	Risk Manager	Committee	Controls in place	Current Risk			Actions / Review Date
					Likelihood	Impact	Rating	
* Not acting on ROSPA high risks in a timely manner				* Annual checks by ROSPA * Proper records maintained * CCTV in place in some parks * Quarterly RLA meetings to report and act on issues * Public liability insurance * Ensure enough is budgeted to adequately maintain assets	2	2	4	
<b>Ancells Farm Community Centre and Pavilions</b> * Disruption risk due to failure of electrics, boiler or water causing loss of revenue and/or expensive repairs.  * Financial risk from non-payment for bookings * Public Conveniences: risk of legionella, failure to maintain facilities, risk of hazardous substances		The Harlington Manager Facilities & Open Spaces Manager	RLA	* Facilities - All Buildings have a Health and Safety Risk assessment in place * Booking form to be completed when hiring to identify high risk  * Bookings diary maintained to ensure no possibility of double booking event * Contractor Management in place * Annual review of all assets * Health & Safety Consultant to be contracted for advice * Daily & weekly checks in place * Annual water inspection * Maintenance contracts in place * Substances controlled/securely stored by trained persons and records kept * Quarterly RLA/P&F meetings	1	3	3	
<b>Land and Open Spaces</b> * Failure to maintain assets * Failure to collect income * Failure to maintain records * Nuisances: Risk of nuisance of noise routinely in Parks which causes upset to residents. Risk of environmental nuisance such as tree falling on property. * Traveller Incursion: Public Spaces not available to residents. Fouling of Public Spaces causing health hazard.  * Land not registered / deferred back to Crown		Facilities & Open Spaces Manager	RLA	* Ground maintenance contract and weekly check sheets * Invoices sent regularly and recovery action taken where necessary * Asset register and land registry documents maintained/stored safely * Observe good neighbour procedures, deal with any complaints in a speedy and sympathetic manner * Restricted access to some parks and open spaces e.g. height barrier bollards, gate locks * Quarterly RLA meetings * Regular checks by Facilities and Open Spaces Manager * Annual tree survey carried out and remedial works completed	1	2	2	
<b>Provision of Office Accommodation</b> * Disruption due to poor/faulty office equipment/furniture/conditions		Executive Officer Finance & Admin Manager Facilities & Open Spaces Manager	FC	* Periodic inspection of equipment/furniture * DSE (Display Screen) Assessments completed * Periodic maintenance of machinery  * Signage and regular fire testing in place * Contractor management in place * Quarterly RLA meetings	1	2	2	
<b>Operational Continuity</b> * Unable to provide services, physical loss of office space, documents and equipment		Executive Officer The Harlington Manager	FC	* Policies and Procedures * Quarterly P&F meetings * Staff have multi skills across different areas * In case of office becoming unusable, staff are equipped to work from home until other measures put in place  * Computer drives backed up daily to cloud and weekly to cartridges for 'bare metal recovery' (RBS, photos drive etc.)	1	2	2	
<b>IT</b> <b>Cyber Attack</b> * Risk to security of data, including risk of extortion. * Increasing reliance on internet services brings new opportunities and new threats from the actions of hackers, criminals or foreign intelligence services. * Unable to access IT due to a cyber attack * Equipment and Security is compromised		Executive Officer	FC	* Software in place and kept up to date by IT consultant * Data regularly backed up and held off-site * Redistribution of tasks amongst other staff  * Part of National Cyber Security centre project * Joined National Cyber Security Centre Pilot for Town Councils	2	3	6	* FTC is now part of the project. Review by GCHQ in the Autumn  * Insurance for cyber security to be considered
<b>Cloud based systems and backups</b> * Loss of data. Loss of server/no longer supported * Data security and hacking - not being able to work if internet goes down		Executive Officer	FC	* Verify UK based. Back ups to cloud but also physical backup - hard drives stored in fire proof safe. * Working from home possible if work internet goes down	1	3	3	

## Finance and Risk Register

FC = FULL COUNCIL, P&F = POLICY & FINANCE , RLA = RECREATION, LEISURE & AMENITIES, HWG = HARLINGTON WORKING GROUP, EC = ESTABLISHMENT COMMITTEE, RWG = RISK WORKING GROUP

Approval date: Council 6th September 2023

Risk Description	TOP CURRENT KEY RISKS	Risk Manager	Committee	Controls in place	Current Risk			Actions / Review Date
					Likelihood	Impact	Rating	
<b>Legal</b>								
<b>Climate Change - effect on building operations</b> * Extreme temperatures in office and discomfort of/danger to staff. * Shows/bookings being cancelled due to extreme weather resulting in a loss of revenue.		Executive Officer The Harlington Manager	CCWG / FC	* Fans/blowers around building for extreme heat and portable fan heaters for when temperatures are low * Grit for paths when snowing * Temporary stick on blinds for skylights in office during extreme heat * Usual office attire relaxed when temperatures very low or very high * For Harlington shows bookings must give advance warning of cancelling a booking in order to be eligible receive a refund  * Where possible shows are rearranged to a new date to retain income rather than cancelling * Working from home supported in extreme conditions to safeguard staff	3	3	9	* To look into cost of portable AC units
<b>Council Meetings</b> * Failure to comply with statutory requirements and loss of effectiveness		Executive Officer	FC	* Council Standing Orders * Council Financial Regulations * Internal Audit completed annually * External Audit completed annually * Annual Residents' Meetings * A minimum number of Councillors for each committee in order for meeting to take place in place * Policy in place for public participation at meetings	2	2	4	* Vision Plan to be implemented October 2023
<b>Failure in Governance</b> * Risk of breach of legislation * Gifts: failure to declare gifts. Risk to reputation if not declared. * Code of Conduct: Councillors failing to follow policies and/or bringing the Council into disrepute * Transparency: Council not complying with transparency regulations * Data protection: Risk of breach of data by inadequate data handling and not adequately preventing and minimising security incidents resulting in loss of data, unlawful sharing of data, reputational damage and financial penalties levied by the Information Commissioner's Office		Executive Officer The Harlington Manager	FC	* Standing Orders * Internal Auditor reviews and ad hoc advice * Councillor pecuniary interests updated each year and published on website * Code of Conduct policy in place for councillors * Councillors and staff can view essential policies on the Council's website * Committee structure in force * Risk Review meeting to check twice a year * Staff training  * Gift Register kept by the Executive Officer * Registration with Information Commissioners Office annually reviewed and renewed * Data Protection policy and Privacy Notices in place * Staff have attended data protection training * All Councillors invited to GDPR training however not all have attended training yet * Confidential information stored on secured drives with limited staff access and hard copies locked away with keys limited to management staff * Review all FTC databases to delete records that are no longer needed * Ensure all Councillors are trained and reminded not to forward emails to their private account * Local Council Insurance * Membership with HALC, NALC, SLCC. Live Pay manages payroll and calculates pensions/NI/Tax. Sussex HR for employment law advice * Transparency code lists what information should be available on website and reviewed by internal auditor * Freedom of Information procedures in place * When a councillor vacancy arises legal process followed for either election or co-option * If Council were to drop down to 1/3 of its original 18 members advice would be sought from Hart DC	2	2	4	* Retention Policy to be written and taken to P&F <b>DRAFTED</b>
<b>Employment of staff</b> * Loss of key staff * Lack of training * Failure to comply with regulations * Changes to employment legislation inc. pay		Executive Officer The Harlington Manager Finance & Admin Manager	FC / EC	* HR consultant employed for advice etc. * Disciplinary and Grievance policies in place * Staff have contracts and job descriptions. Contracts detail notice periods * Staff have annual appraisals * Establishment Committee for dealing with issues * Insurance in place * Parish would appoint a locum Clerk through direct advertising or HALC to cover absence of Clerk. Open Spaces Manager has sat CILCA course so could temporarily cover some legal aspects	2	2	4	
<b>Council Tenancies</b> * Risk of not meeting legal requirements under tenancy agreements or failing to ensure statutory obligations are not undertaken by tenants.		Executive Officer	FC	* Full review recently taken place	2	3	6	* System to be setup to regularly track and monitor actions required and changes in legislation * Some responsibilities are with the landlord
<b>Council Property and Documents</b> * Legal liability, loss of assets, no backup of physical documents		Executive Officer Harlington Manager	FC	* Public Liability Insurance in place * Asset Register maintained and reviewed annually * Freedom of Information requests logged * Electronic data backed up regularly and held off-site * Maintenance contract for building maintenance and lifts * Regular maintenance and inspections for assets and property * Assets & investments reviewed by P&F and Internal Auditor	2	1	2	
<b>CCTV</b> * Failure to comply with statutory requirements.		Facilities and Open Spaces Manager	RLA	* ICO Data Protection Registration * Liaison with local enforcement agencies * Regular data protection training	2	1	2	

## Finance and Risk Register

FC = FULL COUNCIL, P&F = POLICY & FINANCE , RLA = RECREATION, LEISURE & AMENITIES, HWG = HARLINGTON WORKING GROUP, EC = ESTABLISHMENT COMMITTEE, RWG = RISK WORKING GROUP

Approval date: Council 6th September 2023

Risk Description	TOP CURRENT KEY RISKS	Risk Manager	Committee	Controls in place	Current Risk			Actions / Review Date
					Likelihood	Impact	Rating	
<b>Reputational</b>								
<b>Crisis Management</b> * Failure to respond effectively to public relations / media crisis or negative press		Executive Officer	FC	* Press and Social Media policies/procedures in place * Defined communication strategy * Arrangements in place with agencies/district for physical crisis	2	2	4	* Recruitment of a Communications Officer
<b>Lack of Succession Planning for Senior Staff and major changes in Councillors</b> * Loss of knowledge to drive the Council business forward in the long term		Executive Officer Harlington Manager	FC / RWG / EC	* Identify expert incumbents who possess critical knowledge and skills * Procedures to be produced * Notice periods to be reviewed by Establishment Committee * Create succession plan * Training current staff * Establishment Committee 3 times per year * Multi Skill training * Paperwork/manuals for councillors to help bring them up to speed	2	2	4	
<b>Cemetery</b> * Failure to keep appropriate records. Failure to keep the burial ground in good order. Capacity to deal with influx of interments during pandemic. Cemetery is nearly full for burials		Cemetery Clerk	RLA	* Cemetery health and safety risk assessment * Epitaph database used to manage grave allocation * Cemetery maintenance included in grounds maintenance contract * Public Liability Insurance in place * Headstone/ kerbstone survey carried out annually * Software can be accessed remotely * Plans in place for pandemic * Contractor management in place * Quarterly RLA meetings * Extension to cemetery completed	1	2	2	
<b>External Communications</b> * Defamation, non-production, failure to meet requirements i.e. non political content. * Social Media: Bringing the council into disrepute * Website: Website not maintained / not meeting standards		Project and Committee Officer	FC	* Advice sought for sensitive content * Distribution slots for communications booked in advance and performance monitored * Multiple people proof read content * Only approved content published and access to social media and website accounts restricted to specific staff members * Social Media Policy in place and signed by staff * Regular content and legislation reviews	1	2	2	

### KEY

❖ Financial – loss of money
❖ Security – fraud, theft, embezzlement
❖ Property / H&S Management
❖ Legal – breaking the law or being sued
❖ IT – failure of IT systems or misuse or data loss
❖ Reputational – actions taken could harm the authority’s public reputation.

14. REVIEW OF FINANCIAL REGULATIONS

FTC Financial Regulation	NALC Financial Regulation	Comments
<p>1.1 These financial regulations govern the <i>conduct</i> of financial management by the Council and may only be amended or varied by resolution of the Council. <i>The Council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.</i></p>	<p>1.1 These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. <i>They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.</i></p>	<p>FTC has some additional commentary on the Council's responsibilities. This commentary is accurate and adds additional substance.</p> <p>NALC includes the fact that the financial regulations form part of the governing documents, along with Standing Orders.</p> <p>Recommendation – include NALC's statement for clarity and because it ties with the Publication Scheme.</p>
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p>1.2 Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.</p>	<p>There is no reference in the Declaration of Acceptance of Office or Councillor Code of Conduct requiring Members to comply with governance documents, so recommend inclusion.</p>
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p>1.3 Wilful breach of these regulations by an employee may result in disciplinary proceedings.</p>	<p>There is no reference in staffing policies requiring Officers to comply with governance documents, so recommend inclusion.</p>
<p>1.2 <i>The Executive Officer is the Proper Officer of the Town Council for the purpose of Section 112 of the Local Government Act 1972 and is also the Responsible Financial Officer (RFO) for the purpose of Section 151 of the same Act. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the</i></p>	<p>1.5 <i>The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;</i></p> <ul style="list-style-type: none"> <li>• acts under the policy direction of the council;</li> <li>• administers the council's financial affairs in accordance with all <i>Acts, Regulations</i> and proper practices;</li> <li>• determines on behalf of the council its accounting records and control systems;</li> <li>• ensures the accounting control systems are observed;</li> </ul>	<p>FTC spells out the legal roles of Proper Officer and RFO.</p> <p>NALC has added two additional RFO responsibilities.</p> <p>Recommend FTC retain their legal definitions of roles and add the additional two responsibilities from NALC.</p> <p>Would also recommend reverting back to using bullet points rather than sentences</p>

FTC Financial Regulation	NALC Financial Regulation	Comments
<p>accounting records of the council are maintained and kept up to date <i>in accordance with proper practice</i>.</p>	<ul style="list-style-type: none"> <li>ensures the accounting records are kept up to date;</li> <li><i>seeks economy, efficiency and effectiveness in the use of council resources; and</i></li> <li><i>produces financial management information as required by the council.</i></li> </ul>	<p>as it is easier to identify each responsibility. This is a matter of visual clarity not one of factual substance.</p>
<p>1.3 In the event that the Executive Officer is unable to fulfil these responsibilities owing to illness or other cause another duly authorised person shall be the appointed Proper Officer and RFO.</p>		<p>As it is a legal requirement to have a Proper Officer and RFO, appropriate to retain. However, could be excluded if contained within a Business Continuity document.</p>
<p>1.4 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practice.</p>	<p><b>2.4 At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.</b></p>	<p>Annual Governance Statement is the more accurate term, therefore recommend using NALC wording.</p>
<p>1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 or other regulations then in force.</p> <p>1.6 In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners’ Guide which is published jointly by NALC and SLCC and updated from time to time.</p>	<p>1.4 In these Financial Regulations:</p> <ul style="list-style-type: none"> <li>‘Accounts and Audit Regulations’ means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.</li> <li><i>“Approve” refers to an online action, allowing an electronic transaction to take place.</i></li> <li><i>“Authorise” refers to a decision by the council, or a committee or an officer, to allow something to happen.</i></li> <li>‘Proper practices’ means those set out in The Practitioners’ Guide</li> <li>Practitioners’ Guide refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local</li> </ul>	<p>NALC’s legal references are more up to date than FTC’s.</p> <p>NALC has added definitions of ‘approve’ and ‘authorise’.</p> <p>NALC has explained how the difference between a statutory and non-statutory requirement is shown in its model both through use of words and use of bolding.</p> <p>Recommend updating FTC’s definition to NALC’s one.</p> <p>Members choice to add in other definitions or not – they add clarity but don’t impact substance.</p> <p>Recommend combining 1.5 and 1.6 and formatting in line with NALC. This is a</p>



FTC Financial Regulation	NALC Financial Regulation	Comments
	<p>Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.</p> <ul style="list-style-type: none"> <li>• <i>‘Must’ and bold text refer to a statutory obligation the council cannot change.</i></li> <li>• <i>‘Shall’ refers to a non-statutory instruction by the council to its members and staff.</i></li> </ul>	<p>matter of visual clarity not one of factual substance.</p>
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p>1.6 <b>The council must not delegate any decision regarding:</b></p> <ul style="list-style-type: none"> <li>• <b>setting the final budget or the precept (council tax requirement);</b></li> <li>• <b>the outcome of a review of the effectiveness of its internal controls</b></li> <li>• <b>approving accounting statements;</b></li> <li>• <b>approving an annual governance statement;</b></li> <li>• <b>borrowing;</b></li> <li>• <b>declaring eligibility for the General Power of Competence; and</b></li> <li>• <b>addressing recommendations from the internal or external auditors</b></li> </ul>	<p>This is bolded in the model so refers to statutory requirements. As such, recommend it is added.</p>
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p>1.7 In addition, the council shall:</p> <ul style="list-style-type: none"> <li>• authorise any grant or single commitment in excess of [£5,000]</li> </ul>	<p>NALC sets out when any item over a value to be determined in the financial regulations <b>MUST</b> come to full Council for approval, regardless budgets. This is good practice for several reasons:</p> <ul style="list-style-type: none"> <li>• it ensures that resources are being allocated in a way that supports long-term objectives and community priorities</li> <li>• it ensures that major expenditures or initiatives are subject to oversight, reducing the risk of mismanagement or unintentional deviation from the council's intentions.</li> </ul>

FTC Financial Regulation	NALC Financial Regulation	Comments
		<ul style="list-style-type: none"> <li>• High-level commitments often carry significant risks. Council approval provides an opportunity to assess and mitigate these risks, ensuring that all potential impacts have been considered before proceeding.</li> <li>• By formally approving high-level commitments, the council reinforces its role in governance and decision-making.</li> </ul> <p>Recommend including in FTC financial regulations and that the level be set at £25,000.</p>
[currently do not have this in the FTC Financial Regulations]	<b>4.1 Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.</b>	This is bolded in the model so refers to statutory requirements. As such, recommend it is added.
<p>2.1 Officers shall formulate and submit proposals to the Policy and Finance Committee in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of October each year.</p> <p>2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council</p> <p>2.5 The Council shall consider the need for and shall have regard to a three-year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual budget.</p>	<p>4.3 No later than [month] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.</p> <p>4.5 Each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of [November] each year.</p>	FTC regulations set out the budget process and covers all the elements raised in NALC's model. No change required.

FTC Financial Regulation	NALC Financial Regulation	Comments
	4.6 The draft budget {with any committee proposals and [three-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {finance committee and a recommendation made to the} council.	
2.3 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.	4.7 Having considered the proposed budget and [three-year] forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than [the end of January] for the ensuing financial year.  4.9 The RFO shall <b>issue the precept to the billing authority no later than the end of February</b> and supply each member with a copy of the agreed annual budget.	Recommend changing second sentence to match NALC as sets out legal time frame.
2.4 The annual budgets shall form the basis of financial control for the ensuing year	4.10 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.	No change required.
[currently do not have this in the FTC Financial Regulations]	4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [October] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The RFO will inform committees of any salary implications before they consider their draft their budgets.}	Data Protection legislation means details of salaries cannot be made publicly available except as proscribed in the Transparency Act. However, as salaries form a significant element of the Council's budget, visibility of the detail is important and this details a way of evidencing fiscal responsibility whilst maintaining confidentiality. Recommend including. Normally this would fit best under the Establishment Committee, but due to timing of scheduled meetings it won't work practically and so may be better as a Policy and Finance responsibility.

FTC Financial Regulation	NALC Financial Regulation	Comments
[currently do not have this in the FTC Financial Regulations]	4.4 Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}	Details how unspent budgets should be treated. If not included, then unspent budgets would form part of General Reserves.
[currently do not have this in the FTC Financial Regulations]	<b>4.8 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.</b>	This is a new requirement.  This is bolded in the model so refers to statutory requirements. As such, recommend it is added.
	4.11 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant committee}.	Not sure adds any value as treatment of reserves already within 2.1 and 2.2
3.1 Budget and Responsibilities – table not reproduced	[Not in NALC model]	This is normally contained within a Scheme of Delegation.
3.1.1 No expenditure may be incurred that will exceed the amount provided in the budget for that Committee's expenditure.	5.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.	Recommend the phrase 'except in an emergency' be added.
3.1.2 The RFO shall regularly provide the Policy and Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget and year end projections. These statements are to be prepared at least at the end of each financial quarter.	4.10 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.	This could potentially be combined with 2.4 or remain as a stand-alone regulation.

FTC Financial Regulation	NALC Financial Regulation	Comments
<p>3.2.1 The Executive Officer is authorised to spend all budgeted items to deliver the smooth running of the Council.</p> <p>3.2.2 The Harlington General Manager may spend, without further authorisation, any amount within budget that falls within the Harlington cost centres 200-205.</p> <p>3.2.3 The Executive Officer and The Harlington General Manager are authorised to manage the items within a cost centre provided it does not exceed the net cost centre total</p>	[Not in NALC model]	This is normally contained within a Scheme of Delegation.
<p>3.2.4 The Executive Officer may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision subject to a limit of £1000. The Executive Officer shall report the action to the Council as soon as practicable thereafter.</p>	<p>5.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.</p>	<p>Recommend Members consider raising limit to £2,000 in line with NALC as £1,000 doesn't buy much. But also add in the requirement to consult with the Chair.</p>
<p>3.2.5 The Executive Officer may arrange in consultation with the Chairman of the Council, to effect an emergency repair to an unlimited amount on any matter which carries a high risk to staff or members of the public, or a high risk in relation to loss of assets</p>		<p>NALC does not make a distinction between 'urgent' and 'high risk' but it is a reasonable distinction.</p> <p>FTC regulation doesn't require action taken under this regulation to be reported to Council which is a failing. Recommend adding in that requirement.</p>
<p>4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.</p>	<p>3.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.</p>	<p>No change required.</p>
<p>4.2 The RFO shall complete the annual financial statements of the Council, including the Council's annual return, as soon as practicable after the end of</p>	<p>3.4 The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and</p>	<p>Recommend updating to NALC's wording as removes duplication (annual return and AGAR are the same document).</p>

FTC Financial Regulation	NALC Financial Regulation	Comments
<p>the financial year and shall submit them and report thereon to the Council</p> <p>4.3 The RFO shall complete the Accounts of the Council contained in the Annual Governance and Accountability Return (AGAR) (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the AGAR for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.</p>	<p>Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.</p>	
<p>4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practice. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.</p>	<p><b>3.5 The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.</b></p> <p><b>3.6 Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit</b> and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.</p>	<p>No change required.</p>
<p>4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.</p>	<p>3.7 The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.</p> <p>3.8 The council shall ensure that the internal auditor:</p> <ul style="list-style-type: none"> <li>• is competent and independent of the financial operations of the council;</li> </ul>	<p>NALC's 3.7 contains more detail on what the Internal Auditor should review. But 'proper practices' includes compliance with the Practitioners Guide so FTC's is more concise.</p>

FTC Financial Regulation	NALC Financial Regulation	Comments
	<ul style="list-style-type: none"> <li>• reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;</li> <li>• can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and</li> <li>• has no involvement in the management or control of the council</li> </ul>	
<p>4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.</p>	<p>3.11 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.</p>	<p>Recommend updating to NALC wording.</p>
<p>4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.</p>	<p>3.12 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.</p>	<p>No change required.</p>
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p><b>3.2 The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:</b></p> <ul style="list-style-type: none"> <li>• <b>day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;</b></li> <li>• <b>a record of the assets and liabilities of the council;</b></li> </ul>	<p>This is bolded in the model so refers to statutory requirements. As such, recommend it is added.</p>

FTC Financial Regulation	NALC Financial Regulation	Comments
[currently do not have this in the FTC Financial Regulations]	3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.	Not sure it adds anything of value.
[currently do not have this in the FTC Financial Regulations]	<p>3.9 Internal or external auditors may not under any circumstances:</p> <ul style="list-style-type: none"> <li>• perform any operational duties for the council;</li> <li>• initiate or approve accounting transactions;</li> <li>• provide financial, legal or other advice including in relation to any future transactions; or</li> <li>• direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.</li> </ul> <p>3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.</p>	Given 'proper practice' is referred to already and that includes adhering to the Practitioners Guide, not sure these add any value.
5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Policy and Finance Committee. They shall be regularly reviewed for efficiency.	<p>6.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [name bank]. The arrangements shall be reviewed [annually] for security and efficiency.</p> <p>1.7 In addition, the council shall:</p> <ul style="list-style-type: none"> <li>• determine and regularly review the bank mandate for all council bank accounts;</li> </ul>	<p>NALC advises that banking arrangements cannot be delegated to a Committee but must be done by Full Council therefore recommend FTC change approval to Full Council.</p> <p>Would also recommend arrangements be reviewed at least once an administration and this be included in this financial regulation.</p>
[currently do not have this in the FTC Financial Regulations]	7.1 Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The	Whilst this can fall under the heading of 'banking arrangements', it may be useful to specify a minimum number of



FTC Financial Regulation	NALC Financial Regulation	Comments
	bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}	Councillors required on the mandate to ensure payment function can continue during periods of high levels of leave e.g. July / August.  For a Council of this size, it should not be necessary to have the Clerk be a signatory – this is likely aimed at smaller Councils.
6.1 Payments shall be effected electronically or cheque drawn on the Council's bankers. Electronic payments will be made by BACS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made.	6.10 The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.	Recommend we remove ability to pay by cheque. With closure of banks in the High Street, many organisations are refusing to accept cheques and FTC have not made a payment by cheque in last 24 months.
6.2 All invoices for payment shall be examined, verified and certified by the RFO. The RFO shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.  6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall allocate them to the appropriate expenditure heading. The RFO shall take all steps to settle all invoices submitted, and which are in order, within 14 days of receipt.	6.3 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.	Recommend using NLAC's wording as more succinct. But add in FTC comment about settling invoices within 14 days.
6.4 Invoices will be scanned and sent via email to signatories of the bank together with the purchase ledger show the list of payments to be made and the BACS payment schedule.	7.4 The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies	No change required

FTC Financial Regulation	NALC Financial Regulation	Comments
	of the relevant invoices, shall be sent [by email] to [two] authorised signatories.	
6.5 Two bank signatories will check the invoices against the purchase ledger report and BACS payment schedule; using the security device provided by the bank they will authorise the payment electronically or sign a raised cheque. An email should then be sent confirming the authorisation.	7.6 Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.  7.7 Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.	No change required
6.6 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement. a) A cash float of up to £100 for the administrative office and up to £2,500 for the Harlington for the purpose of defraying operational and other expenses and floats. Vouchers for payments made from petty cash shall be kept to substantiate the payment. b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations. c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.	10.1 {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} <b>OR</b> {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses. a. Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment. b. Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations. c. Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}	No change required
6.7 If thought appropriate by the Policy and Finance Committee, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed	7.9 With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse	No change required

FTC Financial Regulation	NALC Financial Regulation	Comments
by two members and any payments are reported to council as made.	collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.	
[currently do not have this in the FTC Financial Regulations]	<p>6.2; 6.4; 6.5; 6.6; 6.7; 6.8 (Banking &amp; Payments)</p> <p>7.2; 7.3; 7.5, 7.8; 7.10, 7.11; 7.12, 7.13; 7.14 (Electronic Payments)</p> <p>8.1; 8.2; 8.3; 8.4 (Cheque Payments)</p> <p>9.1; 9.2; 9.3; 9.4 (Payment Cards)</p>	None of these are statutorily required and are about processes for payments. FTC's financial regulations around payments are sufficient, so no change required.
[currently do not have this in the FTC Financial Regulations]	<p>6.9 The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:</p> <ul style="list-style-type: none"> <li>i. {any payments of up to [£500] excluding VAT, within an agreed budget}.</li> <li>ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.</li> <li>iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.</li> </ul>	<p>Members may wish to allow the Clerk and RFO to have delegated authority to transfer funds to maximise interest income. If minded, they should set an appropriate limit. In setting this limit, it should be noted highest payment run amount made in the last 12 months was £83,000.</p> <p>None of the other requirements are necessary given the size of FTC and the ability to use credit cards.</p>

FTC Financial Regulation	NALC Financial Regulation	Comments
	iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].	
7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by the Establishment Committee	<p>11.1 <b>As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.</b></p> <p>11.3 Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.</p>	No change required
7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.	<p>11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.</p> <p>11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.</p>	No change required.
[currently do not have this in the FTC Financial Regulations]	11.2 <b>Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.</b>	While a statutory requirement, FTC does not pay allowances to Councillors so exclusion from Financial Regulations acceptable. Should FTC ever change its position on allowances to Councillors, this provision would need to be added in.
[currently do not have this in the FTC Financial Regulations]	11.7 Any termination payments shall be supported by a report to the council, setting	Not sure it adds anything of value.

FTC Financial Regulation	NALC Financial Regulation	Comments
	<p>out a clear business case. Termination payments shall only be authorised by the full council.</p> <p>11.8 Before employing interim staff, the council must consider a full business case.</p>	
8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period	NALC does not have an equivalent regulation	
8.2 The Council should diversify its risk away from all funds being held in one institution.	NALC does not have an equivalent regulation	This is normally part of the Investment Policy – is this still required?
8.3 All investments of money under the control of the Council shall be in the name of the Council.	12.4 All investment of money under the control of the council shall be in the name of the council.	No change required
8.4 The Council’s investment strategy is to secure maximum interest from interest bearing accounts taking into account 8.2 above	NALC does not have an equivalent regulation	This is normally part of the Investment Policy – is this still required?
8.5 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.	12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.	No change required.
8.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO	12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.	No change required.
[currently do not have this in the FTC Financial Regulations]	12.2 Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.	If Members can see any situation where the Council may enter into a financial arrangement as specified then this regulation should be included.
[currently do not have this in the FTC Financial Regulations]	12.3 The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance	A Treasury & Investment Policy is on the agenda for FC 3 September 2024 as recommended by the Internal Auditor.

FTC Financial Regulation	NALC Financial Regulation	Comments
	on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.	Consequently, this regulation is now relevant and should be considered for inclusion in FTC's financial regulations.
[currently do not have this in the FTC Financial Regulations]	12.6 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.	Not sure this adds anything.
9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO	13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.	No change required
9.2 The appropriate Committee will review all fees and charges annually, following a report of the Executive Officer.	13.2 The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.	No change required
9.3 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.	13.3 Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.	FTC must minute Council's approval to write off bad debts but noting this in the Rialtas accounting package, while good practice, is not a legal requirement.
9.4 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.  9.5 The origin of each receipt shall be entered on the paying-in slip.	13.4 All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.	Could merge as NALC has, but otherwise, no change required.
9.6 Personal cheques shall not be cashed out of money held on behalf of the Council	13.5 Personal cheques shall not be cashed out of money held on behalf of the council.	No change required.
9.7 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in	13.6 {The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is	No change required.

FTC Financial Regulation	NALC Financial Regulation	Comments
accordance with VAT Act 1994 section 33 shall be made at least quarterly.	submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}	
9.8 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash	13.7 {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}	No change required
[currently do not have this in the FTC Financial Regulations]	13.8 {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}	Not applicable
10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.	5.20 An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.	Would recommend adding in requirement to retain evidence of receipt of goods – otherwise no change required.
10.2 Order books shall be controlled by the RFO.	5.21 Any ordering system can be misused and access to them shall be controlled by [the RFO].	No change required
10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining two or more quotations or	5.1 <b>Members and officers are responsible for obtaining value for money at all times.</b> Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained,	No change required

FTC Financial Regulation	NALC Financial Regulation	Comments
estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (1) below.	usually by obtaining prices from several suppliers.	
<p>11.1 Procedures as to contracts are laid down as follows:</p> <p>(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:</p> <ul style="list-style-type: none"> <li>(i) for the supply of gas, electricity, water, sewerage and telephone services;</li> <li>(ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;</li> <li>(iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;</li> <li>(iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;</li> <li>(v) for additional audit work of the external Auditor up to an estimated value of £500;</li> </ul> <p>Fleet Town Council Financial Regulations May 2024 - draft Page 7 of 9 (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.</p> <p>(b) Where it is intended to enter into a contract exceeding £30,000 including VAT in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer shall use <a href="http://www.contractsfinder.service.gov.uk">www.contractsfinder.service.gov.uk</a> and / or Find A Tender to advertise the tender.</p>	<p>5.3 Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.</p> <p>5.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:</p> <ul style="list-style-type: none"> <li>i. specialist services, such as legal professionals acting in disputes;</li> <li>ii. repairs to, or parts for, existing machinery or equipment;</li> <li>iii. works, goods or services that constitute an extension of an existing contract;</li> <li>iv. goods or services that are only available from one supplier or are sold at a fixed price.</li> </ul> <p><b>5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.</b></p> <p>5.13 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.</p> <p>5.5 Where the estimated value is below the Government threshold, the council shall (with</p>	No change required.



FTC Financial Regulation	NALC Financial Regulation	Comments
<p>(c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.</p> <p>(d) Such invitation to tender shall state the general nature of the intended contract and the Executive Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Executive Officer. Each tendering firm shall be supplied with a tender for that contract.</p> <p>(e) All returned tenders shall be opened at the same time on the prescribed date by the Executive Officer in the presence of at least one member of Council.</p> <p>(f) If less than three tenders are received for contracts above £25,000 excluding VAT the Council may accept the lowest tender or seek further tenders.</p> <p>(g) When it is to enter into a contract less than £25,000 in value excluding VAT for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Executive Officer shall obtain more than one quote if it is deemed necessary.</p> <p>(h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.</p> <p>(i) Where the value of a contract is likely to exceed £214,904 (or other threshold specified by the Office of Government Commerce from time to time the Council must consider whether the Public Contracts Regulations 2015 (“the Regulations”) and Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules. For</p>	<p>the exception of items listed in paragraph 6.12) obtain prices as follows:</p> <p>5.6 For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.</p> <p>5.8 For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes;</p> <p>5.9 where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}</p> <p>5.10 For smaller purchases, [the clerk] shall seek to achieve value for money.</p> <p>5.14 The council shall not be obliged to accept the lowest or any tender, quote or estimate.</p> <p><b>5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.</b></p>	

FTC Financial Regulation	NALC Financial Regulation	Comments
<p>construction works above £5,372,609 the council shall comply with the relevant requirements of the Regulations and advertise the opportunity on Find A Tender and Contracts Finder.</p>		
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p>5.2 The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.</p>	<p>As FTC has the General Power of Competency, there is no need for this regulation. Should FTC ever lose GPC, then inclusion would be recommended.</p>
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p><b>5.11 Contracts must not be split into smaller lots to avoid compliance with these rules.</b></p>	<p>This is bolded in the model so refers to statutory requirements. As such, recommend it is added.</p>
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p>5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:</p> <ul style="list-style-type: none"> <li>• [the Clerk], under delegated authority, for any items below [£500] excluding VAT.</li> <li>• the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.</li> <li>• {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}</li> <li>• {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}</li> <li>• the council for all items over [£5,000];</li> </ul> <p>Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.</p>	<p>Covered in other regulations although Members may wish to specify a level at which any purchase must be authorised by Council or a Committee, regardless of whether it is within budget.</p>
<p>[currently do not have this in the FTC Financial Regulations]</p>	<p>5.16 No individual member, or informal group of members may issue an official order</p>	<p>Recommend inclusion</p>

FTC Financial Regulation	NALC Financial Regulation	Comments
	{unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.	
[currently do not have this in the FTC Financial Regulations]	5.19 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.	This is particularly relevant to Council's with liquidity issues (such as Woking District Council). Companies have a similar requirement. Relevant to FTC given the size of the potential refurbishment contract. Recommend inclusion.
<p>12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).</p> <p>12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.</p>	14.1 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.	No change required
12.3 Subject to de minimus levels, any variation to a contract or addition to or omission from a contract must be approved by the Executive Officer (in Consultation with the Chairman of Policy and Finance) to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision	14.2 Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.	No change required
13.1 The officer shall be accountable for the care and custody of stores and equipment within their designated section.	15.1 {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}	Recommend 'the officer' be amended to 'officers'
13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made	15.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be	No change required

FTC Financial Regulation	NALC Financial Regulation	Comments
	checked as to order and quality at the time delivery is made.	
13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.	15.3 {Stocks shall be kept at the minimum levels consistent with operational requirements.}	No change required
13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.	15.4 {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}	Recommend comma be added after stores or adding the word 'and'
14.1 The Executive Officer shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.	<p>16.1 The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.</p> <p>16.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.</p>	No change required
14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.	<p>16.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).</p> <p>No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any</p>	No change required

FTC Financial Regulation	NALC Financial Regulation	Comments
	other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.	
14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.	16.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.	No change required
15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.	17.1 The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.	Could combine 15.1 and 15.3 as per NALC's wording.
15.2 The RFO shall give prompt notification to the Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.	17.2 The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.	No change required
15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it	17.1 The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.	Could combine 15.1 and 15.3 as per NALC's wording.
15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting	17.3 The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.	No change required
15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.	17.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum	Should add in 'Members'

FTC Financial Regulation	NALC Financial Regulation	Comments
	risk exposure as determined [annually] by the council, or duly delegated committee.	
16.1 Where the Council is sole trustee of a Charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document	18.1 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]	NALC refers to 'sole managing trustee' – consider adopting same phrase
17.1 The council is responsible for putting in place arrangements for the management of risk. The Executive Officer shall prepare, for approval by the Policy and Finance Committee, a risk management register / policy in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Policy and Finance Committee at least annually.	<p><b>2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.</b></p> <p>2.2 The Clerk [with the RFO] shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.</p>	No change required
17.2 When considering any new activity, on the recommendation of the Risk Working Group to the Policy and Finance Committee for onward recommendation to Full Council, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption	2.3 When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.	No change required
18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Policy and Finance Committee of any	19.1 The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper	NALC recommends reviewing Financial Regulations annually, and whenever there is a change in Clerk or RFO. Given FTC Financial Regulation 11.1 refers to amounts that could change annually,

FTC Financial Regulation	NALC Financial Regulation	Comments
requirement for a consequential amendment to these financial regulations	practices and advise the council of any need to amend these Financial Regulations.	recommend an annual review rather than time to time.
[currently do not have this in the FTC Financial Regulations]	19.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.	Recommend inclusion
[currently do not have this in the FTC Financial Regulations]	19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.	Recommend inclusion.



# Fleet Town Council

## Financial Regulations **September 2024**

### Table of Contents

1.	General .....	2
2.	Annual Estimates (Budget).....	3
3.	Budgetary Control .....	3
4.	Accounting and Audit .....	4
5.	Banking Arrangements .....	5
6.	Payment of Accounts .....	5
7.	Payment of Salaries .....	6
8.	Loans and Investments .....	6
9.	Income .....	6
10.	Orders for Work, Goods and Services.....	7
11.	Contracts.....	7
12.	Payments Under Contracts for Buildings or Other Construction Works .....	8
13.	Stores and Equipment.....	8
14.	Assets, Properties and Estates .....	9
15.	Insurance.....	9
16.	Charities .....	9
17.	Risk Management .....	9
18.	Revision of Financial Regulations .....	10



These Financial Regulations were approved by the Council at its meeting held on 4<sup>th</sup> September 2024.

## 1. General

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. **They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.** The Council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.2 The Executive Officer is the Proper Officer of the Town Council for the purpose of Section 112 of the Local Government Act 1972 and is also the Responsible Financial Officer (RFO) for the purpose of Section 151 of the same Act. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practice; **seek economy, efficiency and effectiveness in the use of council resources; and produces financial management information as required by the council.**
- 1.3 In the event that the Executive Officer is unable to fulfil these responsibilities owing to illness or other cause another duly authorised person shall be the appointed Proper Officer and RFO.
- 1.4 At least once a year, prior to approving the **Annual Governance Statement**, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practice.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under **Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.**
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in **The Practitioners' Guide – the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England.**
- 1.7 **Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.**
- 1.8 **Wilful breach of these regulations by an employee may result in disciplinary proceedings.**
- 1.9 **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
  - **the outcome of a review of the effectiveness of its internal controls**
  - **approving accounting statements;**
  - **approving an annual governance statement;**
  - **borrowing;**
  - **declaring eligibility for the General Power of Competence; and**
  - **addressing recommendations from the internal or external auditors**

## 2. Annual Estimates (Budget)

- 2.1 Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.
- 2.2 Officers shall formulate and submit proposals to the Policy and Finance Committee in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of October each year.
- 2.3 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council.
- 2.4 Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [October] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The RFO will inform committees of any salary implications before they consider their draft their budgets.}
- 2.5 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority **no later than the end of February** and shall supply each member with a copy of the approved budget.
- 2.6 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.7 The Council shall consider the need for and shall have regard to a three-year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual budget.
- 2.7 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.

## 3. Budgetary Control

### 3.1 Budget and Responsibilities

Policy and Finance	Recreation Leisure and Amenities		Full Council
The Executive Officer Administration	The Harlington General Manager Harlington	The Executive Officer Open Spaces and Parks	The Executive Officer Harlington Development
Cost Centres	Cost Centres	Cost Centres	Cost Centres

101	Central Admin		200	General Events		301	Open Spaces		160	New Harlington Dev.
105	Civic & Democratic		201	Events		208	AF Park			
110	Grants		202	Coffee Shop		310	Calthorpe Park			
115	Precept		203	The Point		315	Oakley Park			
150	Events		204	Building		320	B/bourne Pk			
475	Lengthsman		205	AFCC		325	The Views			
900	Ear Marked Reserves					330	Edenbrook Cemetery			
						350				

- 3.1.1 No expenditure may be incurred that will exceed the amount provided in the budget for that Committee's expenditure **except in an emergency**.
- 3.1.2 The RFO shall regularly provide the Policy and Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget and year end projections. These statements are to be prepared at least at the end of each financial quarter.
- 3.2 Financial Authorities**
- 3.2.1 The Executive Officer is authorised to spend all budgeted items to deliver the smooth running of the Council.
- 3.2.2 The Harlington General Manager may spend, without further authorisation, any amount within budget that falls within the Harlington cost centres 200-205.
- 3.2.3 The Executive Officer and The Harlington General Manager are authorised to manage the items within a cost centre provided it does not exceed the net cost centre total.
- 3.2.4 The Executive Officer may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision subject to a limit of £2,000. The Executive Officer shall report the action to the **Chair as soon as possible and the Council as soon as practicable thereafter**.
- 3.2.5 The Executive Officer may arrange in consultation with the Chairman of the Council, to effect an emergency repair to an unlimited amount on any matter which carries a high risk to staff or members of the public, or a high risk in relation to loss of assets.

## 4. Accounting and Audit

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 **The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.**
- 4.3 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practice. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for

the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

- 4.4 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.
- 4.5 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 4.6 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.
- 4.7 The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:
- day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;
  - a record of the assets and liabilities of the council;

## 5. Banking Arrangements

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by **Full Council**. They shall be regularly reviewed for efficiency.
- 5.2 The bank mandate agreed by the council shall identify a minimum of four councillors who will be authorised to approve transactions on those accounts.

## 6. Payment of Accounts

- 6.1 Payments shall be effected electronically or cheque drawn on the Council's bankers. Electronic payments will be made by BACS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made.
- 6.2 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. The RFO shall take all steps to settle all invoices submitted, and which are in order, within 14 days of receipt.
- 6.3 Invoices will be scanned and sent via email to signatories of the bank together with the purchase ledger show the list of payments to be made and the BACS payment schedule.
- 6.4 Two bank signatories will check the invoices against the purchase ledger report and BACS payment schedule; using the security device provided by the bank they will authorise the payment electronically or sign a raised cheque. An email should then be sent confirming the authorisation.
- 6.5 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) A cash float of up to £100 for the administrative office and up to £2,500 for the Harlington for the purpose of defraying operational and other expenses and floats.

Vouchers for payments made from petty cash shall be kept to substantiate the payment.

- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

6.6 If thought appropriate by the Policy and Finance Committee, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made.

6.7 **The Clerk and RFO shall have delegated authority to authorise fund transfers within the councils banking arrangements up to the sum of £100,000, provided that a list of such transfers shall be submitted to the next appropriate meeting of council or Policy & Finance committee, whichever is soonest.**

## 7. Payment of Salaries

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

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

## 8. Loans and Investments

8.1 All loans and investments shall be negotiated **and made** in the name of the Council and shall be for a set period.

8.2 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.

8.3 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.4 **The council shall have an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which shall be reviewed by the council at least annually.**

## 9. Income

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2 The appropriate Committee will review all fees and charges annually, following a report of the Executive Officer.

9.3 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.4 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

- 9.5 The origin of each receipt shall be entered on the paying-in slip.
- 9.6 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.7 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least quarterly.
- 9.8 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## 10. Orders for Work, Goods and Services

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

## 11. Contracts

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage and telephone services;
  - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - (v) for additional audit work of the external Auditor up to an estimated value of £500;
  - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding £30,000 including VAT in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer shall use [www.contractsfinder.service.gov.uk](http://www.contractsfinder.service.gov.uk) and / or Find A Tender to advertise the tender.
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

- (d) Such invitation to tender shall state the general nature of the intended contract and the Executive Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Executive Officer. Each tendering firm shall be supplied with a tender for that contract.
- (e) All returned tenders shall be opened at the same time on the prescribed date by the Executive Officer in the presence of at least one member of Council.
- (f) If less than three tenders are received for contracts above £25,000 excluding VAT the Council may accept the lowest tender or seek further tenders.
- (g) When it is to enter into a contract less than £25,000 in value excluding VAT for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Executive Officer shall obtain more than one quote if it is deemed necessary.
- (h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (i) Where the value of a contract is likely to exceed £214,904 (or other threshold specified by the Office of Government Commerce from time to time the Council must consider whether the Public Contracts Regulations 2015 ("the Regulations") and Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules. For construction works above £5,372,609 the council shall comply with the relevant requirements of the Regulations and advertise the opportunity on Find A Tender and Contracts Finder.

11.2 **Contracts must not be split into smaller lots to avoid compliance with these rules.**

11.3 **No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.**

11.4 **No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.**

## **12. Payments Under Contracts for Buildings or Other Construction Works**

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3 Subject to de minimus levels, any variation to a contract or addition to or omission from a contract must be approved by the Executive Officer (in Consultation with the Chairman of Policy and Finance) to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **13. Stores and Equipment**

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

## 14. Assets, Properties and Estates

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

## 15. Insurance

- 15.1 The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 15.2 The RFO shall give prompt notification to the Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.4 All appropriate employees and Members of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

## 16. Charities

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

## 17. Risk Management

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Executive Officer shall prepare, for approval by the Policy and Finance Committee, a risk management register / policy in respect of all activities of the council. Risk policy statements and



consequential risk management arrangements shall be reviewed by the Policy and Finance Committee at least annually.

- 17.2 When considering any new activity, on the recommendation of the Risk Working Group to the Policy and Finance Committee for onward recommendation to Full Council, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption.

## 18. Revision of Financial Regulations

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time **and following any change of clerk or RFO**. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Policy and Finance Committee of any requirement for a consequential amendment to these financial regulations.
- 18.2 **The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.**
- 18.3 **The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.**



## Retention and Disposal of Documents Policy

Full Council Approved:  
Due for next Review:

Fleet Town Council acknowledges the critical importance of efficient records management to meet legal and regulatory obligations and to ensure the effective overall management of the Council. This policy establishes the framework for the consistent and compliant management of records.

### Objectives

- 1. Legal Compliance**  
Ensure compliance with the General Data Protection Regulation (GDPR), Freedom of Information Act, and Human Rights legislation.
- 2. Appropriate Retention**  
Retain records for the appropriate length of time to meet legal, financial, and operational requirements.
- 3. Consistency in Management**  
Provide a consistent and standardized approach to records management across the Council.

### Scope of the Policy

This policy applies to all records created, received, or maintained by the Council in the course of its functions, irrespective of format, including both hard copy and electronic records.

### Responsibilities

- **Council Responsibility:**  
The Council has a corporate obligation to manage its records and record management systems in compliance with the regulatory environment. The Executive Officer of the Council holds ultimate responsibility for the implementation of this policy.
- **Executive Officer and Councillors:**  
The Executive Officer and Councillors must ensure the accuracy and proper maintenance of records within their purview, adhering to the Council's records management guidelines. Records containing personal data must not be retained longer than necessary.

Approved:  
Next Review date:

- **Email Correspondence:**  
All Council-related email correspondence must be conducted through official Council email addresses. Emails should be retained only as long as they are useful, with a maximum retention period of 6 months unless a valid reason for extended retention exists.

## **Archiving and Destruction**

Given the impracticality of retaining all information indefinitely, the Council adheres to its Records Retention Policy, which mandates the following:

- **Simultaneous Destruction:**  
Backup copies stored on alternative media must be destroyed concurrently with the original record.
- **Multimedia Consistency:**  
Information held on multiple media, including the website, must be destroyed simultaneously.
- **Confidentiality:**  
Confidential or sensitive data must be securely shredded upon destruction.
- **Routine Disposal:**  
Duplicated, unimportant, or short-term records should be destroyed as part of regular business operations.
- **Email Management:**  
Electronic mailboxes must be routinely reviewed, with emails retained for no longer than 6 months.

Record Type	Minimum Retention Period	Reason	Disposal
<b>COUNCIL ADMINISTRATION</b>			
Signed minutes of Council & Committee meetings	Permanent	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority.
Reports considered by Council & Committees	Permanent	Archive	N/A
Agenda papers not including confidential	5 years	Management	Recycle
Agenda papers confidential	5 years	Management	Confidential waste
Notes taken to compile minutes	Destroy once minutes approved	Management	Confidential waste
Draft documents	Destroy once final version has been approved	Management	Recycle
Routine correspondence hard copy & email	Retain as long as useful	Management	Recycle
Request under FOI Act	5 years	Management	Confidential waste
Complaints	5 years after closure of case	Management	Confidential waste
Publications received incl. magazines & journals, reports from other bodies	Retain as long as useful and relevant	Management	Recycle
Information from other bodies e.g., circulars from county associations, NALC, principal authorities	Retain for as long as it is useful and relevant	Management	Recycle

Approved:  
Next Review date:

<b>MEMBERS</b>			
Register of interests	18 months after individual ceases to be a member	Management	Confidential waste
Members' Declarations of Interest	Permanent (noted in minutes)	Management	N/A
Dispensations under Localism Act 2012	Permanent (noted in minutes)	Management	N/A
Members allowance register	6 years	Tax, Limitation Act 1980	Confidential waste
<b>FINANCE</b>			
Annual Return & Year End Accounts	6 years	VAT/audit	Recycle
Financial ledgers – receipts & payments	6 years	VAT/audit	Recycle
Receipt books	6 years	VAT/audit	Recycle
Copy invoices (sales)	6 years	VAT/audit	Recycle
Paid invoices (purchases)	6 years	VAT/audit	Recycle
Paid cheques	6 years	Limitation Act 1980	Confidential waste
Bank Statements including deposit/savings account	Last completed audit year	Audit	Confidential waste
Bank paying in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Budget	Permanent (with minutes)	Archive	N/A
Budgetary preparation papers	2 years + current	Audit	Recycle
Budgetary monitoring/control papers	2 years + current	Audit	Recycle
Scales of fees and charges	6 years	Management	Recycle
Payroll submissions and reports	12 years	Superannuation	Confidential waste
Timesheets	3 years	Audit	Confidential waste
Petty cash records	6 years	VAT	Recycle

Approved:  
Next Review date:

<b>Record Type</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Disposal</b>
Audit reports– internal & external	6 years	Audit	Recycle
VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
Quotations & tenders	6 years	Limitations Act 1980	Confidential Waste
Investments	Indefinite	Audit/Management	N/A
Payroll Files	12 years	Superannuation	Confidential waste
<b>INSURANCE</b>			
Insurance Policy & Records	While valid (see next two items below)	Management	Recycle
Certificate of Employer's Liability	40 years from date on which insurance commenced or was renewed	Legal requirement The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Recycle
Claims records & correspondence	7 years after all obligations are concluded	Legal requirement	Recycle
Insurance company names and policy numbers	Indefinite	Management	N/A
<b>HUMAN RESOURCES</b>			
Personal files (not including payroll)	6 years after cease employment	Management	Confidential waste
Application forms (unsuccessful)	1 month if not shortlisted 3 months those shortlisted	Management	Confidential waste

Approved:  
Next Review date:

Grievance & Disciplinary Records	Retain for period of employment	Management	Confidential waste
Performance Development	5 years or period of employment	Management	Confidential waste
Records relating to employment tribunal	The Employment Tribunals (Constitution and Rules of Procedure) (Amendment) Regulations 2008; Limitation Act 1980 (Section 2)	12 months	Confidential waste
<b>PROPERTY &amp; LEGAL</b>			
Asset Register	Permanent	Audit & Management	N/A
Leases (where FTC is lessee) & copies of land register	Permanent	Archive	N/A
Leases (where lessor)	6 years after expiry of lease	Management	Confidential waste
Asset management records (inventories etc.)	2 years	Management	Recycle
Service records of equipment	7 years after disposal	Management	Recycle
S106 Agreements	Permanent	Archive	N/A
Contract Documentation including quotation and/or tender	6 years after completion	Limitation Act 1980	Confidential waste
Unsuccessful quotes/tenders	2 years	Audit	Confidential waste
Title deeds, agreements, and related contracts	Permanent	Audit/Management	N/A
<b>FACILITIES</b>			
Hire Agreements including terms and conditions	6 years	Management	Confidential waste
Lettings Records	6 years	VAT	Confidential waste
Copy Invoices (as finance above)	6 years	VAT/Audit	Confidential waste
Playground inspections and assessments	21 years	Audit/Management	Confidential waste
Event Monitoring Forms	6 years unless used in a claim, in insurance or for legal purpose (see Insurance; Claims records and correspondence)	Management	Confidential waste
Maps plans and surveys of property owned by the Council or meeting	Permanent	Transfer to Hampshire archives as soon as there is no longer an administrative requirement	Hampshire Archives

Approved:  
Next Review date:

<b>HEALTH &amp; SAFETY</b>			
Equipment Inspection Records	6 years from disposal of equipment	Statutory	Recycle
Premises Inspection Records	6 years from disposal of equipment	Management	Recycle
Accident Record Books	20 years from closure of book	Potential claims	Confidential waste
Risk Assessments	3 years	Management	Recycle
<b>PLANNING</b>			
Applications	1 year	Held by planning authority Management	Recycle
Appeals	1 year unless significant development	Management	Recycle
Council comments	Not retained separately – Permanent (in minutes)	Held by planning authority	N/A
Trees	1 year	Management	Recycle
Local Development Plans	Retained as long as in force	Reference	Recycle
<b>PUBLIC RELATIONS</b>			
Council publications – newsletters/leaflets	Permanent current year + 6	Archive	Hampshire Archives
Press Releases	6 years – current year + 6	Archive	Hampshire Archives
Local/Historical Information	Indefinite- to be kept securely for benefit of the parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	Hampshire Archives

Approved:  
Next Review date:



<b>RECORD KEEPING</b>			
To ensure records are easily accessible it is necessary to comply with the following: • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names	The electronic files will be backed up periodically on a portable hard drive and in the cloud-based programme supplied by the Council's IT company.	Management	Confidential waste
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests	Management	Confidential waste
Documents from legal matters, negligence, and other torts. Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods			
Negligence	6 years		Confidential waste
Defamation	1 year		Confidential waste
Sums recoverable by statute	6 years		Confidential waste
Trust deeds	Indefinite		N/A
<b>CEMETERY</b>			
Register of fees collected	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI.204)	N/A
Register of burials	Indefinite	As above	
Register of purchased graves	Indefinite	As above	
Register/plan of grave spaces	Indefinite	As above	

Approved:  
Next Review date:

Register of memorials	Indefinite	As above	
Applications for interment	Indefinite	As above	
Applications for right to erect memorials	Indefinite	As above	
Disposal certificates	Indefinite	As above	
Copy certificates to grant of exclusive right of burial	Indefinite	As above	
General documents	No minimum -destroy after 2 years	Management	Confidential waste

Approved:  
Next Review date:



## Treasury & Investment Policy

Full Council Approved:  
Due for next Review:

Fleet Town Council (the 'Council') acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty. In preparing its investment policy the Council is required under Section 15(1) of the Local Government Act 2003 to have regard to the requirements set in the Department for Levelling Up Housing and Communities [Statutory Guidance on Local Government Investments](#) and guidance within [Governance and Accountability for Local Council's Practitioners Guide 2024](#).

The Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment;
- For the purpose of prudent management of its financial affairs.

The *Statutory Guidance on Local Government Investments* defines an investment as '*all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit*'. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.

The Council defines its treasury management activities as '*the management of the Council's cash flows, its banking transactions, the effective control of the risks associated with those activities and the pursuit of best value performance consistent with those risks*'.

The Council defines its non-financial assets held to partially generate a profit as '*all of the buildings where rent or hireage fees are charged*'.

### TREASURY INVESTMENT OBJECTIVES

The Council's treasury investment priorities are the security of reserves and liquidity of its investments. The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in Sterling.

The Department for Levelling Up Housing and Communities maintains that borrowing of monies purely to invest, or lend and make a return, is unlawful and the Council may not engage in such activity.

Approved:  
Next Review date:

## SHORT TERM TREASURY INVESTMENTS

Short term investments are those offering high security and high availability, made in Sterling and maturing within two years.

For the prudent management of its treasury balances whilst maintaining sufficient levels of security and liquidity, the Council will use deposits with banks and building societies, Licensed Deposit Takers (licensed by either the Prudential Regulation Authority or Financial Conduct Authority), UK local authorities and other UK public authorities.

Institutions should meet the required rating at the time of investment.

Required ratings:

Type	Minimum Rating	Definition		
	Fitch	Moody's	S&P	
Short Term investments (maturities of less than one year)	F1	P-1	A2	Strong capacity to meet financial commitments. Low to medium risk. Numeral indicates higher end of rating
Medium Term investments (maturities of up to five years)	AA	AA	AA	Strong capacity to meet Financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances. Low to medium risk.

All short-term investments must be authorised by the Policy & Finance Committee or by Full Council. The Council is ultimately responsible for its investments.

## NON-SPECIFIED TREASURY INVESTMENT

These investments have greater potential risk – examples include investment in money markets, stocks and shares.

Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

Approved:

Next Review date:

## **LONG TERM TREASURY INVESTMENTS**

Long term treasury investments shall be defined as greater than two years. The Council will use the same criteria for assessing long term investment as for short term investments. Should the Council wish to invest for periods greater than two years, it **must** identify the procedures for monitoring, assessing and mitigating the risk of loss of invested sums before committing to such an investment.

Full Council approval is required before entering into any long-term investment.

## **NON-FINANCIAL ASSETS**

The Council's strategy in relation to the buildings it holds for income generation is to undertake regular maintenance to ensure they remain in proper working order, and to accumulate sufficient reserves to enable any major maintenance works to be completed as and when required.

The Council will also ensure that adequate insurance cover is held to mitigate the loss of income should significant damage ever occur.

## **REVIEW AND AMENDMENT**

As recommended under the *Statutory Guidance on Local Government Investments*, this policy will be reviewed annually by the Policy & Finance Committee and ratified each year by Full Council.

The Council does not normally employ in-house or external financial advisors but will rely on information which is publicly available.

The Council reserves the right to make variations to the Policy at any time, subject to the approval of Full Council. Any variations will be made available to the public.

## **FREEDOM OF INFORMATION**

In accordance with the Freedom of Information Act 2000, this document will be published on the Council's website and a hard copy will be available from the Council's office



## Publication Scheme

Full Council Approved:  
Due for Review:

### Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It will be valid until further notice.

This publication scheme commits Fleet Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Fleet Town Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Fleet Town Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
  - To specify the information which is held by Fleet Town Council and falls within the classifications below.
  - To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
  - To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
  - To review and update on a regular basis the information Fleet Town Council makes available under this scheme.
  - To produce a schedule of any fees charged for access to information which is made proactively available.
  - To make this publication scheme available to the public.
  - To publish any dataset held by Fleet Town Council that has been requested, and any updated versions it holds, unless Fleet Town Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and Fleet Town Council is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
- The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## **Classes of information**

- 1. Who we are and what we do.**  
Organisational information, locations and contacts, constitutional and legal governance.
- 2. What we spend and how we spend it.**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 3. What our priorities are and how we are doing.**  
Strategy and performance information, plans, assessments, inspections and reviews.
- 4. How we make decisions.**  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 5. Our policies and procedures.**  
Current written protocols for delivering our functions and responsibilities.
- 6. Lists and registers.**  
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- 7. The services we offer.**  
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

## **The method by which information published under this scheme will be made available**

Fleet Town Council has indicated clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of Fleet Town Council, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, Fleet Town Council has indicated how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details have been provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Fleet Town Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of Fleet Town Council.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written requests**

Information held by Fleet Town Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.



Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations, and contacts). This will be current information only.		
Who's who on the Council and its Committees	Website	Nil
Contact details for Executive Officer and Council members (named contacts where possible with telephone number and email address (if used))	Website	Nil
Location of main Council office and accessibility details	Website	Nil
Staffing structure	Website	Nil
Constitutional and Legal Governance (Standing Orders & Financial Regulations)	Website	Nil
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum.		
Annual return form and report by auditor	Website	Nil
Finalised budget	Website	Nil
Precept	Website	Nil
Borrowing Approval letter	Website	Nil
Grants given and received	Website	Nil
List of current contracts awarded and value of contract	Website	Nil
Members' allowances and expenses	Website	Nil
Procurement	Website	Nil

Information to be published	How the information can be obtained	Cost
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections, and reviews). Current and previous year as a minimum.</p>		
Annual Report to Town Meeting (current and previous year as a minimum)	Hard Copy	50p per sheet
Vision Statement	Website	Nil
<p><b>Class 4 – How we make decisions</b>  (Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations). Current and previous council year as a minimum.</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Nil
Agendas of meetings (as above)	Website	Nil
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as confidential to the meeting.	Website	Nil
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as confidential to the meeting.	Website	Nil
Responses to consultation papers (as part of meeting minutes)	Website	Nil
Responses to planning applications (as part of meeting minutes)	Website	Nil

Information to be published	How the information can be obtained	Cost
<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies, and procedures for delivering our services and responsibilities). Current information only.</p>		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website	Nil
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services (hard copy only).</li> </ul>	Hard copy	50p per sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> <li>• Cemetery – Rules and Regulations</li> <li>• Control and Management of Contractors Policy</li> </ul>	Website	Nil
Records management policies (records retention, destruction and archive)	Website	Nil
Data protection policies	Website	Nil
Privacy policy	Website	Nil

Information to be published	How the information can be obtained	Cost
<p><b>Class 6 – Lists and Registers</b>            (Information held in registers required by law and other lists and registers relating to the functions of the authority). Currently maintained lists and registers only. Some information may only be available by inspection.</p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	50p per sheet
Assets register	Website	Nil
Burials register	Hard copy	50p per sheet
Register of members' interests	Hard copy	50p per sheet
Register of gifts and hospitality	Hard copy	50p per sheet
<p><b>Class 7 – The services we offer</b>            (Information about the services we offer, leaflets, advice and guidance, transactions, media releases and newsletters produced for the public and businesses). Current information only. Some information may only be available by inspection.</p>		
Burial grounds / Cemetery.	Website / Hard copy	Nil / 50p per sheet
Community centres, pavilions and community/entertainment venues/spaces for hire	Website	Nil
Parks, playing fields/pitches, and recreational facilities	Website	Nil
Seating, litter bins, War Memorials, festive lighting, floral displays	Website	Nil
Services for which the council is entitled to recover a fee, with those fees (e.g. burial fees)	Website	Nil
<p><b>Additional Information</b>            This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
Finance and Risk Register	Hard Copy	50p per sheet
Safety inspection records	Hard copy	50p per sheet

**Contact details:**

Rita Tong; [Executive.officer@fleet-tc.gov.uk](mailto:Executive.officer@fleet-tc.gov.uk)

01252 625246

**Schedule of Charges**

This describes how the charges have been arrived at and should be published as part of the guide.

Anybody without internet access can view a paper copy of certain documents in the Council office.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
	Website	Nil charge
<b>Disbursement cost</b>	Photocopying @ 50p per sheet (black & white)	Cost of paper, photocopy, electricity and staff hours
	Photocopying @ 50p per sheet (colour)	Cost of paper, photocopy, electricity and staff hours
	Postage – variable	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Nil	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	None identified	

Node	Number of	Party	Incident 1	Incident 1 L	Incident 2	Incident 2 L	Incident 3	Incident 3 L
Aberconwy	1	Con	E-bike fire	<a href="https://www.dailypost.co.uk/news/north-wales-news/batte">https://www.dailypost.co.uk/news/north-wales-news/batte</a>				
Aberdeen N	1	SNP	Lithium-ion	<a href="https://www.bbc.co.uk/news/uk-scotland-north-east-orkne">https://www.bbc.co.uk/news/uk-scotland-north-east-orkne</a>				
Aberdeen S	1	SNP	Fish proces	<a href="https://www.bbc.co.uk/news/articles/c51ne651w5do">https://www.bbc.co.uk/news/articles/c51ne651w5do</a>				
Ashton-unc	1	Lab	Charging bi	<a href="https://www.bbc.co.uk/news/av/uk-england-manchester-6">https://www.bbc.co.uk/news/av/uk-england-manchester-6</a>				
Aylesbury	1	Con	A fire in the	<a href="https://www.marlow-tc.gov.uk/2021/08/buckinghamshire-">https://www.marlow-tc.gov.uk/2021/08/buckinghamshire-</a>				
Barrow and	1	Con	Warning aft	<a href="https://www.nwemail.co.uk/news/23776758.warning-e-bil">https://www.nwemail.co.uk/news/23776758.warning-e-bil</a>				
Basildon ar	2	Con	Laindon Fla	<a href="https://www">https://www</a>	E-bike fire s	The Echo (Basildon) - 26/10/2023 -		
Beaconsfie	1	Con	A fire in the	<a href="https://www.marlow-tc.gov.uk/2021/08/buckinghamshire-">https://www.marlow-tc.gov.uk/2021/08/buckinghamshire-</a>				
Belfast Sou	1	SDLP	E-bike catc	<a href="https://www.mirror.co.uk/news/uk-news/two-rescued-hou">https://www.mirror.co.uk/news/uk-news/two-rescued-hou</a>				
Bermondse	1	Lab	Sofia Duart	<a href="https://www.newsshopper.co.uk/news/23415753.old-kent">https://www.newsshopper.co.uk/news/23415753.old-kent</a>				
Bethnal Gre	3	Lab	E-bike catc	<a href="https://www">https://www</a>	Tower Ham	<a href="https://www">https://www</a>	E-bike caus	<a href="https://www">https://www</a>
Bexleyheatl	1	Con	The fire in A	<a href="https://www.worcesternews.co.uk/news/national/2328692">https://www.worcesternews.co.uk/news/national/2328692</a>				
Birmingham	1	Lab	E Bike fire ii	<a href="https://www.birminghammail.co.uk/news/midlands-news/">https://www.birminghammail.co.uk/news/midlands-news/</a>				
Blackpool N	1	Con	Mum died ii	<a href="https://www.manchestereveningnews.co.uk/news/greater-">https://www.manchestereveningnews.co.uk/news/greater-</a>				
Bolton Nort	1	Con	e-bike fire ii	<a href="https://www.theboltonnews.co.uk/news/23337787.bolton-">https://www.theboltonnews.co.uk/news/23337787.bolton-</a>				
Bootle	1	Lab	LithiumÃ,Ã	<a href="https://www.merseyfire.gov.uk/media-centre/news-press/l">https://www.merseyfire.gov.uk/media-centre/news-press/l</a>				
Bournemou	1	Con	E- Bike fire i	<a href="https://www.bournemouthecho.co.uk/news/20007594.prc">https://www.bournemouthecho.co.uk/news/20007594.prc</a>				
Bradford Ea	1	Lab	E-bike caus	<a href="https://www.bbc.co.uk/news/uk-england-leeds-67613543">https://www.bbc.co.uk/news/uk-england-leeds-67613543</a>				
Bradford W	1	Lab	Woman an	<a href="https://uk.news.yahoo.com/woman-baby-rescued-fire-hou">https://uk.news.yahoo.com/woman-baby-rescued-fire-hou</a>				
Brent Centr	1	Lab	Half of a se	<a href="https://www.london-fire.gov.uk/incidents/2023/february/fl">https://www.london-fire.gov.uk/incidents/2023/february/fl</a>				
Brent North	1	Lab	E Scooter F	<a href="https://www.bbc.co.uk/news/av/uk-england-london-65629">https://www.bbc.co.uk/news/av/uk-england-london-65629</a>				
Brentford a	1	Lab	Eight fire er	<a href="https://www.mylondon.news/news/west-london-news/live">https://www.mylondon.news/news/west-london-news/live</a>				
Brentwood	1	Con	Kitchen fills	<a href="https://uk.news.yahoo.com/kitchen-fills-smoke-defective-">https://uk.news.yahoo.com/kitchen-fills-smoke-defective-</a>				
Brighton, K	1	Lab	One injurec	<a href="https://uknip.co.uk/news/uk/breaking/one-injured-after-el">https://uknip.co.uk/news/uk/breaking/one-injured-after-el</a>				
Brighton, P	1	Green	E-scooter fi	<a href="https://www.theargus.co.uk/news/24129552.dog-requires">https://www.theargus.co.uk/news/24129552.dog-requires</a>				
Bristol Nort	2	Lab	E- Bike fire i	<a href="https://new">https://new</a>	Statement i	<a href="https://www.bristolpost.co.uk/new">https://www.bristolpost.co.uk/new</a>		
Bristol Sout	2	Lab	A spokespe	<a href="https://www.bristolpost.co.uk/news/bristol-news/e-scoote">https://www.bristolpost.co.uk/news/bristol-news/e-scoote</a>				
Bristol Wes	1	Lab	Tower blocl	<a href="https://news.sky.com/story/electric-bike-caused-bristol-to">https://news.sky.com/story/electric-bike-caused-bristol-to</a>				
Bromley an	1	Con	The discard	<a href="https://www.newsshopper.co.uk/news/17649279.veolia-re">https://www.newsshopper.co.uk/news/17649279.veolia-re</a>				
Burton	1	Con	The owner c	<a href="https://www.derbytelegraph.co.uk/news/local-news/live-u">https://www.derbytelegraph.co.uk/news/local-news/live-u</a>				
Bury North	1	Con	E-bike being charged incorrect causes fire to damage house					
Caerphilly	1	Lab	E-scooter fi	<a href="https://www.bbc.co.uk/news/articles/ckk7q4wydl0o">https://www.bbc.co.uk/news/articles/ckk7q4wydl0o</a>				
Camberwel	1	Lab	nvestigator	<a href="https://southwarknews.co.uk/area/camberwell/electric-bic">https://southwarknews.co.uk/area/camberwell/electric-bic</a>				
Cambridge	2	Lab	Fire that kill	<a href="https://www.chelmsfordweeklynews.co.uk/news/national/">https://www.chelmsfordweeklynews.co.uk/news/national/</a>				
Cannock Cl	1	Con	An explodin	<a href="https://www.birminghammail.co.uk/black-country/explodii">https://www.birminghammail.co.uk/black-country/explodii</a>				
Carlisle	1	Con	Carlisle kitc	Carlisle kitchen fire was caused by a charging electric scoo				
Carmarther	1	Ind	Lithium-ion	<a href="https://www.walesonline.co.uk/news/wales-news/carmart">https://www.walesonline.co.uk/news/wales-news/carmart</a>				
Central Dev	1	Con	Bin lorry fir	<a href="https://www.devonlive.com/news/devon-news/bin-lorry-fir">https://www.devonlive.com/news/devon-news/bin-lorry-fir</a>				
Central Suf	1	Con	Sackers ad	<a href="https://www.letsrecycle.com/news/sackers-hails-fire-plan">https://www.letsrecycle.com/news/sackers-hails-fire-plan</a>				
Cheadle	1	Con	WASTE bos	<a href="https://www.tameside.gov.uk/Newsroom/Warning-after-ba">https://www.tameside.gov.uk/Newsroom/Warning-after-ba</a>				
Chelmsforc	1	Con	Flat destroy	<a href="https://www.itv.com/news/anglia/2024-04-09/a-loud-bang">https://www.itv.com/news/anglia/2024-04-09/a-loud-bang</a>				
Chelsea an	1	Con	an incident	<a href="https://www.tssa.org.uk/news-and-events/tssa-news/tssa-">https://www.tssa.org.uk/news-and-events/tssa-news/tssa-</a>				
Chichester	1	Con	Lithium-ion	<a href="https://www.circularonline.co.uk/news/lithium-ion-batteric">https://www.circularonline.co.uk/news/lithium-ion-batteric</a>				
Cities of Lo	1	Con	Electric triycle cathces fire outside Buckingham Palace while parked or					
Copeland	1	Con	Whitehaver	<a href="https://www.bbc.co.uk/news/uk-england-cumbria-638771">https://www.bbc.co.uk/news/uk-england-cumbria-638771</a>				
Coventry N	1	Lab	E-bike batt	<a href="https://www.ifsecglobal.com/fire-news/e-bike-battery-four">https://www.ifsecglobal.com/fire-news/e-bike-battery-four</a>				
Crawley	1	Con	E-scooter s	<a href="https://www.westsussex.gov.uk/news/e-scooter-sparks-bii">https://www.westsussex.gov.uk/news/e-scooter-sparks-bii</a>				

Crewe and	1 Con	Firefighters <a href="https://crewe.nub.news/news/local-news/firefighters-tack">https://crewe.nub.news/news/local-news/firefighters-tack</a>
Croydon Ce	1 Lab	Converted ( <a href="https://www.mylondon.news/news/south-london-news/cr">https://www.mylondon.news/news/south-london-news/cr</a>
Croydon Nc	1 Lab/Co-op	E-bike batt <a href="https://insidecroydon.com/2021/11/25/e-bike-battery-fire">https://insidecroydon.com/2021/11/25/e-bike-battery-fire</a>
Denton and	1 Lab	Warning aft <a href="https://www.tameside.gov.uk/Newsroom/Warning-after-ba">https://www.tameside.gov.uk/Newsroom/Warning-after-ba</a>
Ealing Cent	2 Lab	Lithium bat <a href="https://chis E-bike fire c">https://chis E-bike fire c</a> <a href="https://ealing.news/news/e-bike-bi">https://ealing.news/news/e-bike-bi</a>
East Hamp:	2 Con	Exploding e <a href="https://www Bordon hou">https://www Bordon hou</a> <a href="https://www.petersfieldpost.co.uk/">https://www.petersfieldpost.co.uk/</a>
East Lothia	1 Alba	The Dunbar <a href="https://www.edinburghnews.scotsman.com/lifestyle/dunb">https://www.edinburghnews.scotsman.com/lifestyle/dunb</a>
East Worthi	1 Con	fire at rubbi <a href="https://www.sussexlive.co.uk/news/sussex-news/rubbish-">https://www.sussexlive.co.uk/news/sussex-news/rubbish-</a>
Eastbourne	1 Con	E- Bike fire i <a href="https://www.sussexexpress.co.uk/news/eastbourne-fire-c">https://www.sussexexpress.co.uk/news/eastbourne-fire-c</a>
Eddisbury	1 Con	Flat fire in V <a href="https://www.cheshirefire.gov.uk/news-events/incidents/?i">https://www.cheshirefire.gov.uk/news-events/incidents/?i</a>
Edinburgh f	1 SNP	A waste sol <a href="https://www.edinburghlive.co.uk/news/edinburgh-news/ec">https://www.edinburghlive.co.uk/news/edinburgh-news/ec</a>
Ellesmere F	1 Lab	E Scooter fi <a href="https://www.chesterstandard.co.uk/news/23735320.elles">https://www.chesterstandard.co.uk/news/23735320.elles</a>
Eltham	1 Lab	Firefighters <a href="https://www.london-fire.gov.uk/incidents/2022/april/hous">https://www.london-fire.gov.uk/incidents/2022/april/hous</a>
Erith and Tf	1 Lab	Firefighters <a href="https://jerseyeveningpost.com/morenews/uknews/2023/0">https://jerseyeveningpost.com/morenews/uknews/2023/0</a>
Finchley an	1 Con	E-bike fire c <a href="https://www.standard.co.uk/news/london/e-bike-battery-e">https://www.standard.co.uk/news/london/e-bike-battery-e</a>
Gedling	2 Con	Warning as <a href="https://www.nottinghampost.com/news/nottingham-news">https://www.nottinghampost.com/news/nottingham-news</a>
Gillingham	1 Con	E-scooter s <a href="https://www.bbc.co.uk/news/uk-england-kent-66562988">https://www.bbc.co.uk/news/uk-england-kent-66562988</a>
Hackney Nc	1 Lab	Man in hos <a href="https://www.thisislocallondon.co.uk/news/23573275.man">https://www.thisislocallondon.co.uk/news/23573275.man</a>
Hackney Sc	2 Lab	Investigato <a href="https://www Two people">https://www Two people</a> <a href="https://www.standard.co.uk/news/">https://www.standard.co.uk/news/</a>
Halifax	2 Lab	Yorkshire f <a href="https://www.yorkshirepost.co.uk/news/people/shocking-gr">https://www.yorkshirepost.co.uk/news/people/shocking-gr</a>
Hammersr	2 Lab	ShepherdÃ <a href="https://www.london-fire.gov.uk/news/2022-news/june/she">https://www.london-fire.gov.uk/news/2022-news/june/she</a>
Hampsteac	1 Lab	E-bike batt <a href="https://www.hamhigh.co.uk/news/23317727.e-bike-batter">https://www.hamhigh.co.uk/news/23317727.e-bike-batter</a>
Harboroug	1 Con	Charging e- <a href="https://www.bbc.co.uk/news/articles/c0kykv9dwr5o">https://www.bbc.co.uk/news/articles/c0kykv9dwr5o</a>
Harlow	1 Con	Templefiel <a href="https://www.yourharlow.com/2022/08/19/templefields-ho">https://www.yourharlow.com/2022/08/19/templefields-ho</a>
Harrogate a	1 Con	E-bike caus <a href="https://thestrayerferret.co.uk/firefighters-called-to-electric-b">https://thestrayerferret.co.uk/firefighters-called-to-electric-b</a>
Harrow Eas	1 Con	Huge fire at <a href="https://harrowonline.org/2023/05/22/huge-fire-at-harrow-r">https://harrowonline.org/2023/05/22/huge-fire-at-harrow-r</a>
Harwich an	1 Con	Battery saf <a href="https://www.essex-fire.gov.uk/incidents/battery-safety-wa">https://www.essex-fire.gov.uk/incidents/battery-safety-wa</a>
Hayes and l	1 Lab	Firefighters <a href="https://uknip.co.uk/news/uk/breaking/firefighters-have-iss">https://uknip.co.uk/news/uk/breaking/firefighters-have-iss</a>
Henley	1 Con	Crews tack <a href="https://www.oxfordmail.co.uk/news/19688614.crews-tack">https://www.oxfordmail.co.uk/news/19688614.crews-tack</a>
Holborn an	1 Lab	Kentish Tov <a href="https://www.hamhigh.co.uk/news/23650240.kentish-town">https://www.hamhigh.co.uk/news/23650240.kentish-town</a>
Hornchurc	1 Con	E-bike batt <a href="https://www.thisislocallondon.co.uk/news/24238427.hitcl">https://www.thisislocallondon.co.uk/news/24238427.hitcl</a>
Horsham	1 Con	Discarded l <a href="https://www.sussexexpress.co.uk/news/discarded-batteric">https://www.sussexexpress.co.uk/news/discarded-batteric</a>
Houghton a	1 Lab	Charging e- <a href="https://www.sunderlandecho.com/news/lucky-escape-as-">https://www.sunderlandecho.com/news/lucky-escape-as-</a>
Hove	2 Lab	A huge pA h <a href="https://www Fire service">https://www Fire service</a> <a href="https://www.itv.com/news/meridia">https://www.itv.com/news/meridia</a>
Huntingdor	1 Con	A bin lorry ii <a href="https://www.itv.com/news/anglia/2020-05-20/lorry-load-o">https://www.itv.com/news/anglia/2020-05-20/lorry-load-o</a>
Hyndburn	1 Con	Fire safety \ <a href="https://www.lancashiretelegraph.co.uk/news/18924498.ri">https://www.lancashiretelegraph.co.uk/news/18924498.ri</a>
Ilford North	2 Lab	House fire i <a href="https://www Ground Floor of Home Damaged in Blaze">https://www Ground Floor of Home Damaged in Blaze</a>
Ilford South	1 Lab	Man hospit <a href="https://www.essexlive.news/news/essex-news/man-hospit">https://www.essexlive.news/news/essex-news/man-hospit</a>
Islington Sc	1 Lab	Fire investi <a href="https://www.london-fire.gov.uk/incidents/2023/may/hotel-">https://www.london-fire.gov.uk/incidents/2023/may/hotel-</a>
Islwyn	1 Lab	Electric bat <a href="https://www.southwalesargus.co.uk/news/24195832.pant">https://www.southwalesargus.co.uk/news/24195832.pant</a>
Keighley	1 Con	Firefighters <a href="https://www.thetelegraphandargus.co.uk/news/23020334">https://www.thetelegraphandargus.co.uk/news/23020334</a>
Kensington	1 Con	Three wom <a href="https://londonnewsonline.co.uk/three-women-hospitalise">https://londonnewsonline.co.uk/three-women-hospitalise</a>
Knowsley	1 Lab	MFRS said l <a href="https://www.bbc.co.uk/news/uk-england-merseyside-619">https://www.bbc.co.uk/news/uk-england-merseyside-619</a>
Lancaster a	1 Lab	Almost Ã,Ã <a href="https://www.lancasterguardian.co.uk/news/national/almo">https://www.lancasterguardian.co.uk/news/national/almo</a>
Leicester E	1 Ind	Faulty elec <a href="https://www.leicestermercury.co.uk/news/leicester-news/">https://www.leicestermercury.co.uk/news/leicester-news/</a>
Leicester S	1 Lab	A faulty e-b <a href="https://www.itv.com/news/central/2023-08-07/faulty-elec">https://www.itv.com/news/central/2023-08-07/faulty-elec</a>
Leigh	1 Con	E Scooter fi <a href="https://www.leighjournal.co.uk/news/23425200.tyldesley-">https://www.leighjournal.co.uk/news/23425200.tyldesley-</a>
Lewes	1 Con	A Ãçâ, ãËç: <a href="https://www.sussexexpress.co.uk/news/likely-cause-of-le">https://www.sussexexpress.co.uk/news/likely-cause-of-le</a>

Lewisham E	1 Lab	Old Road L	Your Harlow,Â (e-scooter fire which occurred in a house in
Lewisham W	1 Lab	Forest Hill f	<a href="https://www.newsshopper.co.uk/news/23365784.forest-hi">https://www.newsshopper.co.uk/news/23365784.forest-hi</a>
Lewisham,	1 Lab	Deptford Hi	<a href="https://www.newsshopper.co.uk/news/23381744.deptfor">https://www.newsshopper.co.uk/news/23381744.deptfor</a>
Leyton and	1 Lab	Shocking fc	<a href="https://www.lbc.co.uk/news/ebike-fire-lithium-battery/">https://www.lbc.co.uk/news/ebike-fire-lithium-battery/</a>
Liverpool, F	1 Lab	E-bike caus	<a href="https://www.merseyfire.gov.uk/media-centre/news-press/">https://www.merseyfire.gov.uk/media-centre/news-press/</a>
Luton North	1 Lab	Fire caused	<a href="https://ebiketips.road.cc/content/news/luton-fire-was-cau">https://ebiketips.road.cc/content/news/luton-fire-was-cau</a>
Luton South	1 Lab	E-bike on cl	<a href="https://www.bbc.co.uk/news/uk-england-beds-bucks-hert">https://www.bbc.co.uk/news/uk-england-beds-bucks-hert</a>
Maldon	1 Con	Overheatec	<a href="https://www.essex-fire.gov.uk/incidents/overheated-batter">https://www.essex-fire.gov.uk/incidents/overheated-batter</a>
Mid Bedfor	1 Lab	Central Bec	<a href="https://www.centralbedfordshire.gov.uk/news/article/350/">https://www.centralbedfordshire.gov.uk/news/article/350/</a>
Mid Worces	1 Con	Bin lorry fire	<a href="https://www.malvern gazette.co.uk/news/22473436.bin-loi">https://www.malvern gazette.co.uk/news/22473436.bin-loi</a>
Middlesbro	1 Lab	Middlesbro	<a href="https://www.gazettelive.co.uk/news/teesside-news/middle">https://www.gazettelive.co.uk/news/teesside-news/middle</a>
Milton Keyn	1 Con	E- Bike fire	<a href="https://bucksfire.gov.uk/incident/electric-bike-fire/">https://bucksfire.gov.uk/incident/electric-bike-fire/</a>
Moray	1 Con	Family	<a href="https://www.thescottishsun.co.uk/news/9795505/familys-">https://www.thescottishsun.co.uk/news/9795505/familys-</a>
Newark	1 Con	Colwick Inc	<a href="https://www.newarkadvertiser.co.uk/news/cause-of-blaze-">https://www.newarkadvertiser.co.uk/news/cause-of-blaze-</a>
Newcastle	1 Lab	Lithium e-s	<a href="https://www.thenorthernecho.co.uk/news/23690576.e-bik">https://www.thenorthernecho.co.uk/news/23690576.e-bik</a>
Normanton	1 Lab	Lithium ion	<a href="https://www.wyfs.co.uk/sites/default/files/2023-01/2022-">https://www.wyfs.co.uk/sites/default/files/2023-01/2022-</a>
North Devo	1 Con	Five people	<a href="https://www.bbc.co.uk/news/uk-england-devon-66369383">https://www.bbc.co.uk/news/uk-england-devon-66369383</a>
North Swin	1 Lab	E-bike fire c	<a href="https://www.bbc.co.uk/news/articles/cer302yv889o">https://www.bbc.co.uk/news/articles/cer302yv889o</a>
North Than	1 Con	Lithium ion battery causes fire in garage	
Northampt	1 Con		
Nottingham	1 Lab	Emergency	<a href="https://www.nottinghampost.com/news/emergency-servic">https://www.nottinghampost.com/news/emergency-servic</a>
Old Bexley	1 Con	E-bike fire c	<a href="https://www.thisislocallondon.co.uk/news/17596939.fire-i">https://www.thisislocallondon.co.uk/news/17596939.fire-i</a>
Oldham Ea	1 Lab	Video show	<a href="https://www.theoldhamtimes.co.uk/news/23154813.videoc">https://www.theoldhamtimes.co.uk/news/23154813.videoc</a>
Orkney and	1 LD	Fire caused	<a href="https://www.orcadian.co.uk/fire-leads-to-batteries-warnin">https://www.orcadian.co.uk/fire-leads-to-batteries-warnin</a>
Peterborou	1 Con	Fire Service	<a href="https://www.circularonline.co.uk/news/fire-service-issues-">https://www.circularonline.co.uk/news/fire-service-issues-</a>
Plymouth, S	1 Lab	Domestic P	<a href="https://www.dsfire.gov.uk/incidents/domestic-property-fire">https://www.dsfire.gov.uk/incidents/domestic-property-fire</a>
Poplar and	1 Lab	Criminal in	<a href="https://www.bbc.co.uk/news/uk-england-london-6667236">https://www.bbc.co.uk/news/uk-england-london-6667236</a>
Portsmouth	1 Con	Flat fire spa	<a href="https://www.hantsfire.gov.uk/flat-fire-sparks-electric-scoo">https://www.hantsfire.gov.uk/flat-fire-sparks-electric-scoo</a>
Portsmouth	1 Lab	Crews from	<a href="https://www.hantsfire.gov.uk/fire-service-issues-safety-wa">https://www.hantsfire.gov.uk/fire-service-issues-safety-wa</a>
Putney	1 Lab	Lithium bat	<a href="https://www.mrw.co.uk/news/lithium-batteries-blamed-foi">https://www.mrw.co.uk/news/lithium-batteries-blamed-foi</a>
Reading Ea	1 Lab	E-bike fire c	<a href="https://www.bracknellnews.co.uk/news/23255601.berksh">https://www.bracknellnews.co.uk/news/23255601.berksh</a>
Ribble Valle	1 Con	Two fires in	<a href="https://www.lancashiretelegraph.co.uk/news/23060558.ril">https://www.lancashiretelegraph.co.uk/news/23060558.ril</a>
Rochester a	1 Con	Fire in blocl	<a href="https://www.kentlive.news/news/kent-news/fire-block-flat">https://www.kentlive.news/news/kent-news/fire-block-flat</a>
Rochford a	1 Con	Overheatec	<a href="https://www.essex-fire.gov.uk/incidents/overheated-batter">https://www.essex-fire.gov.uk/incidents/overheated-batter</a>
Rotherham	1 Lab	E-Bike fire i	<a href="https://www.rotherhamadvertiser.co.uk/news/e-bike-in-fla">https://www.rotherhamadvertiser.co.uk/news/e-bike-in-fla</a>
Salford and	1 Lab	Tower blocl	<a href="https://www.manchestereveningnews.co.uk/news/greater-">https://www.manchestereveningnews.co.uk/news/greater-</a>
Sheffield C	1 Lab	Home desti	<a href="https://www.examinerlive.co.uk/news/local-news/fire-stat">https://www.examinerlive.co.uk/news/local-news/fire-stat</a>
Sittingbour	2 Con	Sheerness	<a href="https://www.kentonline.co.uk/sheerness/news/devastatin">https://www.kentonline.co.uk/sheerness/news/devastatin</a>
Sleaford an	1 Con	Lithium-ion	<a href="https://thelincolnite.co.uk/2018/09/batteries-caused-majc">https://thelincolnite.co.uk/2018/09/batteries-caused-majc</a>
Slough	1 Lab	Slough prof	<a href="https://www.getreading.co.uk/news/reading-berkshire-nev">https://www.getreading.co.uk/news/reading-berkshire-nev</a>
Somerton a	1 LD	Frome hou	<a href="https://www.bbc.co.uk/news/uk-england-somerset-64789">https://www.bbc.co.uk/news/uk-england-somerset-64789</a>
South Shiel	1 Lab	Family forc	<a href="https://uk.news.yahoo.com/family-forced-flee-home-e-17/">https://uk.news.yahoo.com/family-forced-flee-home-e-17/</a>
South Swin	1 Con	Second har	<a href="https://uk.news.yahoo.com/dramatic-scenes-e-scooter-ba">https://uk.news.yahoo.com/dramatic-scenes-e-scooter-ba</a>
South Than	1 Con		
Southampt	1 Lab	E-scooter o	<a href="https://www.dailyecho.co.uk/news/20096909.e-scooter-fil">https://www.dailyecho.co.uk/news/20096909.e-scooter-fil</a>
St Albans	1 LD	Spate of fir	<a href="https://www.stalbans.gov.uk/news/warning-about-battery-">https://www.stalbans.gov.uk/news/warning-about-battery-</a>
St Austell a	1 Con	Waste trucl	<a href="https://www.itv.com/news/westcountry/2021-11-12/bin-m">https://www.itv.com/news/westcountry/2021-11-12/bin-m</a>
Stafford	1 Con	Dad heartb	<a href="https://www.mirror.co.uk/news/uk-news/dad-heartbroken-">https://www.mirror.co.uk/news/uk-news/dad-heartbroken-</a>



Stoke-on-Trent	2 Con	Battery explosion <a href="https://www.stokesentinel.co.uk/news/stoke-on-trent-new">https://www.stokesentinel.co.uk/news/stoke-on-trent-new</a>
Streatham	1 Lab	Two in hospital <a href="https://www.standard.co.uk/news/london/escooter-batter">https://www.standard.co.uk/news/london/escooter-batter</a>
Stroud	1 Con	People in trouble <a href="https://www.stroud.gov.uk/news-archive/hero-recycling-cr">https://www.stroud.gov.uk/news-archive/hero-recycling-cr</a>
Sutton and Telford	1 Con	E-bike caught fire <a href="https://www.independent.co.uk/tv/news/london-fire-train">https://www.independent.co.uk/tv/news/london-fire-train</a>
Tewkesbury	1 Con	E-Bike fire <a href="https://www.shropshirefire.gov.uk/102307">https://www.shropshirefire.gov.uk/102307</a>
The Cotswolds	1 Con	Fire started <a href="https://twitter.com/TewkesburyBCgov/status/1672293668">https://twitter.com/TewkesburyBCgov/status/1672293668</a>
Torfaen	1 Con	Gloucester: <a href="https://www.gloucestershirelive.co.uk/news/gloucester-ne">https://www.gloucestershirelive.co.uk/news/gloucester-ne</a>
Torridge and	1 Lab	Torfaen fire <a href="https://www.cwmbranlife.co.uk/torfaen-firefighters-issue-">https://www.cwmbranlife.co.uk/torfaen-firefighters-issue-</a>
Tottenham	1 Con	E Bike Fire in <a href="https://www.bbc.co.uk/news/uk-england-devon-66369383">https://www.bbc.co.uk/news/uk-england-devon-66369383</a>
Twickenham	1 Lab	Tottenham <a href="https://www.london-fire.gov.uk/incidents/2023/august/flat">https://www.london-fire.gov.uk/incidents/2023/august/flat</a>
Uxbridge and	1 LD	Teddington <a href="https://www.london-fire.gov.uk/incidents/2021/april/hotel">https://www.london-fire.gov.uk/incidents/2021/april/hotel</a>
Vale of Clwyd	1 Con	West Drayton <a href="https://www.london-fire.gov.uk/incidents/2022/february/h">https://www.london-fire.gov.uk/incidents/2022/february/h</a>
Wakefield	1 Con	Fire caused <a href="https://www.dailypost.co.uk/news/north-wales-news/huge">https://www.dailypost.co.uk/news/north-wales-news/huge</a>
Walthamstow	1 Lab	House burn <a href="https://www.bbc.co.uk/news/uk-england-leeds-68778386">https://www.bbc.co.uk/news/uk-england-leeds-68778386</a>
Washington	1 Lab	E-bike warning <a href="https://www.gbnews.com/news/e-bike-warning-issued-aft">https://www.gbnews.com/news/e-bike-warning-issued-aft</a>
Wentworth	1 Lab	Warning after <a href="https://www.thenorthernecho.co.uk/news/20260057.warn">https://www.thenorthernecho.co.uk/news/20260057.warn</a>
West Dorset	1 Lab	E-bike in flat <a href="https://www.rotherhamadvertiser.co.uk/news/viewebike-ir">https://www.rotherhamadvertiser.co.uk/news/viewebike-ir</a>
West Ham	1 Con	Battery ignition <a href="https://www.bridportnews.co.uk/news/23690981.battery-i">https://www.bridportnews.co.uk/news/23690981.battery-i</a>
Westminster	1 Lab	Battery blown <a href="https://www.thisislondon.co.uk/news/24044532.lfb-b">https://www.thisislondon.co.uk/news/24044532.lfb-b</a>
Wigan	1 Lab	Fire believed <a href="https://www.london-fire.gov.uk/incidents/2022/august/flat">https://www.london-fire.gov.uk/incidents/2022/august/flat</a>
Wimbledon	1 Lab	E-bike fire in <a href="https://www.wigantoday.net/news/e-bike-batteries-blame">https://www.wigantoday.net/news/e-bike-batteries-blame</a>
Witney	2 Con	E-scooter stolen <a href="https://www.Wimbledon">https://www.Wimbledon</a>
Woking	1 Con	Incorrect battery <a href="https://www.thisislondon.co.u">https://www.thisislondon.co.u</a>
Wrexham	1 Con	Knaphill burnt <a href="https://news.westoxon.gov.uk/news/incorrect-battery-disp">https://news.westoxon.gov.uk/news/incorrect-battery-disp</a>
	1 Con	Lithium battery <a href="https://www.getsurrey.co.uk/news/surrey-news/knaphill-b">https://www.getsurrey.co.uk/news/surrey-news/knaphill-b</a>
	1 Con	Lithium battery <a href="https://www.wrexham.com/news/warning-issued-after-lith">https://www.wrexham.com/news/warning-issued-after-lith</a>

Incident 4 Incident 4 Link

ery-warning-issued-after-e-28734243

ey-shetland-63822007

3786439

recycling-centres-join-the-fight-against-zombie-batteries/

ce-charger-causes-fire-ulverston-garage/

E-Bike Fire Should be Warning to Owners

recycling-centres-join-the-fight-against-zombie-batteries/

se-fire-caused-27880556

:-road-e-bike-fire-mum-issues-heartfelt-plea/

v.thefpa.co.uk/news/e-bike-causes-flat-fire-in-stepney-green

20.firefighters-renew-warning-rise-fires-caused-e-bikes/

'e-bike-sparks-fire-city-26677727

-manchester-news/mum-died-devastating-house-fire-27330371

-man-rescued-tonge-fold-house-fire/

latest-news/lithium-battery-fire-results-in-fatality-and-serious-injury

roperty-fire-wakely-road-kinson-early-hours/

ise-064618806.html

at-fire-brent/

3502

-brentford-fire-updates-four-27664391

e-151203688.html

ectric-scooter-fire-in-kemptown/

-treatment-fire-breaks-brighton-high-rise/

s/bristol-news/statement-avonmouth-scrap-metal-fire-6040727

r-burns-bristol-home-6879802

ower-block-fire-which-resulted-in-mans-death-investigators-say-12706232

espond-fire-bickley-started-disposed-battery/

pdates-crews-fight-large-7313760

ycle-battery-caused-big-blaze-camberwell-road-sunday/

23630983.fire-killed-woman-two-children-started-e-bike-left-charging/

ng-e-bike-battery-sparked-24447778

ter | News and Star

hen-nantycaws-recycling-centre-21842006

e-bovey-tracey-5311372

-after-great-blakenham-blaze/

tteries-thought-to-have-caused-bin

;-and-sparks-charging-e-bike-fire-destroys-flat

-brands-e-scooters-significant-threat-after-parsons-green-fire

es-suspected-cause-of-recycling-centre-blaze/

1 street (Daily Telegraph article)

15

rd-to-be-cause-of-fire-in-coventry-apartment-block/

n-lorry-fire/

le-serious-flat-fire-in-crewe-caused-by-electric-bike-charger-fault-156185  
ydon-house-fire-electric-bike-28927018  
-prompts-renewed-warnings-from-brigade/  
batteries-thought-to-have-caused-bin  
arsts-into-fire-and-damages-south-ealing-flat/  
news/bordon-house-blaze-caused-by-exploding-mobility-scooter-battery-pack-573288  
ar-landfill-blaze-sparks-drive-to-educate-public-on-battery-disposal-123174  
caught-fire-shoreham-recycling-7558176  
caused-by-electric-bike-battery-3315091  
=8215  
linburgh-firefighters-race-plush-suburb-24580867  
mere-port-three-fire-crews-called-incident-early-hours/  
e-fire-eltham/  
1/30/firefighters-renew-warning-of-rise-in-fires-caused-by-e-bikes/  
explosion-finchley-fire-electric-bicycle-lithium-ion-b1016871.html  
/warning-statement-confirms-cause-huge-6973544  
  
i-hospital-e-bike-bought-online-catches-fire/  
london/ebike-fire-hospital-london-fire-brigade-hackney-b1127250.html  
google-nest-camera-footage-shows-moment-yorkshire-familys-house-goes-up-in-flames-after-charging-e-b  
pherd-s-bush-high-rise-fire-caused-by-e-bike-prompts-safety-warning-from-firefighters/  
y-safety-warning-west-hampstead-flat-fire/  
  
use-e-scooter-fire-renders-man-homeless/#:~:text=Templefields%20House%3A%20E%2Dscooter%20fire  
ike-blaze-in-harrogate/  
recycling-centre-was-caused-by-batteries/  
rning-after-e-scooter-fire-2022-07-06-12-55  
ued-another-e-bike-safety-warning-after-a-house-fire-on-balmoral-drive-in-hayes-in-the-early-hours/  
le-e-scooter-battery-fire-oxford-industrial-estate/  
i-fatal-fire-likely-caused-e-bike-battery/  
ain-close-harold-hill-house-fire-cause-revealed/  
as-blamed-for-dustcart-fire-near-horsham-3764156  
e-scooter-bursts-into-flames-in-sunderland-kitchen-4420735  
n/2023-11-11/fire-service-warn-of-e-bike-and-e-scooter-fire-risks-following-hove-blaze  
f-rubbish-dumped-on-verge-after-lithium-batteries-start-fire  
shton-familys-e-scooter-explodes-firefighters-warn-lithium-batteries/  
  
talised-after-ilford-house-8612050  
-fire-islington  
side-house-fire-neighbours-recall-horrific-incident/  
.firefighters-keighley-submerge-e-bike-battery-catches-fire/  
d-from-suspected-e-bike-blaze/  
37801  
st-ps5k-raised-in-less-than-a-day-for-lancaster-family-who-lost-everything-in-house-fire-4196987  
faulty-electric-bike-battery-caused-8659297  
tric-bike-likely-to-have-caused-house-fire-which-injured-two  
house-damaged-e-scooter-fire/  
mes-recycling-site-fire-revealed-3199486

Harlow)

ill-stanstead-road-woman-child-rescued-flat-fire/

high-street-man-rescued-flat-fire/

latest-news/urgent-warning-after-spate-of-electric-bike-and-scooter-fires

sed-by-home-made-e-bike-conversion-4413

s-65067044

y-causes-fire-2021-03-24-13-21

central\_bedfordshire\_council\_joins\_national\_fight\_against\_zombie\_batteries\_in\_bid\_to\_tackle\_waste\_coll

rry-fire---larkspur-drive-evesham-leaves-rubbish-street/

esbrough-home-left-severely-damaged-27428726

-heartache-e-bike-destroyed-home/

-established-as-accidental-by-fire-service-9250489/

e-battery-causes-residential-fire-elswick-newcastle/

23-Q3-PMR-FA.pdf

}

e-called-out-fire-6172448

damages-first-floor-flat-halfway-street-sidcup/

shows-electric-bike-battery-fire-explode-oldham-window/

g/

-lithium-battery-warning-after-bin-lorry-fires/

3

0

ter-battery-safety-warning/

arning-over-the-dangers-of-lithium-batteries-after-rise-in-incidents/

r-huge-wandsworth-fire-12-05-2023

ire-e-bike-e-scooter-fires-rise/

bble-valley-bin-wagon-fires-spark-battery-disposal-warning/

s-gillinghams-wood-8691407

y-causes-fire-2021-03-24-13-21

mes-puts-fire-crews-on-alert-4310417

-manchester-news/horrific-pictures-show-flat-destroyed-26882158

ement-sheffield-home-destroyed-29082187

g-fire-which-killed-hero-dog-caused-by-e-scooter-b-285941/

or-waste-plant-fire/

vs/slough-property-fire-thought-caused-27304431

177

000166.html#:~:text=Fire%20crews%20attended%20a%20kitchenhad%20been%20in%20the%20kitche

ttories-180800803.html?guccounter=1

lls-southampton-boys-room-smoke/

disposal

iens-lives-put-at-risk-as-batteries-catch-on-fire-in-lorry

-house-burns-ground-30499826

rs/e-bike-battery-explosion-rocks-9010376  
y-fire-streatham-hill-london-fire-brigade-b1055023.html#:~:text=Two%20people%20were%20taken%20to  
ew-avoid-lorry-fire-caused-by-crushed-battery  
station-e-bike-b2524352.html

785381376

ews/gloucestershire-bin-lorry-fire-started-8816584  
warning-following-e-scooter-fire/  
}  
:-fire-tottenham/  
-fire-teddington/  
ouse-fire-west-drayton/  
:-takeaway-fire-caused-battery-26228967

er-battery-fire-leaves-five-in-hospital/331787  
ing-e-bike-charge-causes-house-fire-washington/  
n-flames-puts-fire-crews-on-alert\_44803.htm  
gnites-bin-lorry-bridport/  
blame-plaistow-fire-lithium-battery-failure/  
:-fire-st-john-s-wood/  
d-for-wigan-borough-house-fire-3973325  
rk/news/23902183.wimbledon-kenilworth-avenue-fire-caused-faulty-battery-pack/  
osal-sparks-council-to-warn-of-fire-risk  
in-lorry-fire-cause-16145602  
ium-battery-causes-fire-at-wrexham-recycling-centre-250430.html



:%20renders%20man%20homeless%20%2D%20Your%20Harlow&text=FIRE%20CREWS%20worked%20c









quickly%20to%20early%20hours%20of%20this%20morning.

# **The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill**

A Bill to make provisions regarding the safety of electric-powered micromobility vehicles and of lithium batteries; to give duties to the Secretary of State regarding those matters; and for connected purposes.

## **1. The safety of electric-powered micromobility vehicles and secondary lithium-ion batteries used to power such vehicles**

(1) No person shall after 31<sup>st</sup> August 2025 place on the UK market any electric-powered micromobility vehicle or a secondary lithium-ion battery used to power such vehicles unless –

(a) conformity assessment procedures have been carried out by a conformity assessment body ('CAB') authorised by the Secretary of State to carry out such assessments; and

(b) the manufacturer has drawn up the technical documentation and declaration of conformity; and

(c) the electric-powered micromobility vehicle and the battery used to power such vehicles bear the CE or UKCA mark to demonstrate conformity with designated or harmonised standards.

(2) The Secretary of State must within 6 months of the passing of this Act publish a list of CABs recognised as being able to carry out conformity assessment procedures pursuant to subsection (1).

(3) Where in the opinion of a CAB, a product covered by this Act has successfully met the essential safety requirements of applicable regulations, it shall issue a certificate of conformity to the manufacturer.

(4) Where a certificate of conformity has been issued pursuant to subsection (3) a manufacturer must display a CE or a UKCA mark on any product covered by this Act before it is placed on the UK market.

(5) No person shall display a CE or a UKCA mark on any product covered by this Act unless a certificate of conformity has been issued for the product given in accordance with this Act.

## **2. Disposal of Secondary Lithium-ion Batteries**

(1) The Secretary of State must, within 6 months of the passing of this Act, make regulations regarding the safe disposal of lithium batteries.

(2) The regulations made pursuant to subsection (1) may include a requirement for sellers of such batteries to:

(a) Display a prominent warning about the dangers of improper disposal of lithium batteries not in accordance with those regulations; and

(b) Attach as part of the sale

(i) Information regarding the cell chemistry of lithium batteries and;

(ii) information regarding the safe disposal of such batteries.

### **3. Duties of the Secretary of State**

(1) (1) The Secretary of State must, within 12 months of the passing of this Act, make regulations

(a) Specifying safety standards for micromobility vehicle conversion kits and associated components; and

(b) Requiring that all micromobility vehicles have either

(i) a non-proprietary charging system with a communications protocol;  
or

(ii) a proprietary charging system with a matched charger

and such regulations may include details of the means by which those standards will be enforced and the penalties for failing to comply with those standards.

(2) The Secretary of State must within 6 months of the passing of this Act consult such persons as he considers have an interest in this matter on whether to implement an interim measure which prohibits the sale of universal chargers for electric-powered micromobility vehicles until such time as the regulations detailed in (1) (a) or (1) (b) come into force.

### **4. Offences**

Any person who fails to comply with the terms of this Act commits an offence.

### **5. Interpretation**

In this Act, the following terms have the following meanings:

- 'Electric-powered micromobility' means electric scooters or electric bicycles powered by secondary lithium-ion batteries, as defined in the Department of Transport 2020 publication 'Future of Transport Regulatory Review Moving Britain Ahead Call for Evidence'.
- 'A lithium battery' is a non-rechargeable battery with lithium as an anode.
- 'A secondary lithium-ion battery' is a type of rechargeable battery in which the main reaction is the transport and intercalation of lithium ions into the cathode and anode respectively as defined in the BEIS Research Paper No 2020/037 entitled 'Domestic Battery Energy Storage Systems A Review of Safety Risks'.
- 'A proprietary charging system' comprises of a manufacturer specified plug and socket system designed only to operate in combination with each other.

- 'A non-proprietary charging system' comprises of a non-manufacturer specified plug and socket system consisting of a standardised plug and socket and a communications protocol.
- 'A communications protocol' is a set of formal rules describing how to transmit or exchange data.
- 'A CE marking' means a mark consisting of the symbol "CE" set out in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A 'UKCA' marking is a UK Conformity Assessed marking displayed in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A conversion kit is the electrical drive train, battery and charging system, that is fitted to a regular pedal bicycle to convert it to an electric bike.

## **6. Regulations**

(1) The Secretary of State must, within six months of the passing of this Act, make regulations specifying:

- (a) Any amendments to the definition of the term 'electric-powered micromobility' that, in the Secretary of State's opinion, are necessary.
- (b) The penalties that shall apply to breaches of this Act.

(2) Regulations under this Act shall be made by statutory instrument pursuant to the negative resolution procedure.

## **7. Extent, Commencement, and Short Title**

(1) This Act extends to the whole of the UK, subject to resolutions being passed by

- (a) The Scottish Parliament;
- (b) Senedd Cymru;
- (c) The Northern Ireland Assembly

applying it to their respective countries.

(2) This Act comes into force on the day on which it is passed.

(3) This Act may be cited as the Safety of Electric-Powered Micromobility and Lithium Batteries Act 2023."