



## **NOTICE OF MEETING**

Notice is hereby given of

**A MEETING OF FLEET TOWN COUNCIL**

On

**Wednesday 5<sup>th</sup> January 2022 at 7pm**

in

**The Harlington**

All members are summoned to attend

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

SIGNED:

*Janet Stanton*

Janet Stanton,  
Town Clerk

Date: 22<sup>nd</sup> December 2021

## **AGENDA**

### **1. APOLOGIES**

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

### **2. DECLARATIONS OF INTEREST**

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

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

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

To receive questions and statements from members of the public.

#### 4. MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Council Meeting held on Wednesday 1<sup>st</sup> December 2021(*copy attached*).

To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration (*copies attached*).

RLA	8 <sup>th</sup> December 2021
Development Control	22 <sup>nd</sup> November 2021
	6 <sup>th</sup> December 2021
	20 <sup>th</sup> December 2021

### **Part 1 – ITEMS FOR DECISION**

#### 5. FINANCIAL MONITORING

1. To receive:
  - a. The bank reconciliation for November 2021 on FTC portal and web site
  - b. The list of receipts for November 2021 on FTC portal and web site
  - c. The list of payments for November 2021 on FTC portal and web site
2. Councillor Robinson to confirm that the bank statements match the reconciliation and he has signed the bank statements and payment schedules.

#### **RECOMMENDATION**

1.
  - a. To accept into the minutes the bank reconciliation for November 2021.
  - b. To accept into the minutes the list of receipts for November 2021.
  - c. To accept into the minutes the list of payments for November 2021.
2. To accept Councillor Robinson's confirmation that the bank reconciliation for November 2021 equals zero, and the bank statements match the reconciliation.

#### 6. COMMUNITY TRANSPORT - FLEET LINK

Members are asked to consider extending the community transport tender arrangements for Fleet Link for a further year to run from 1 April 2022 until the 31 March 2023. An allowance (£11,560) has been included in the approved 2022-2023 budget. (*document attached*)

#### **RECOMMENDATION**

To approve extending the Fleet Link contract for a further year from 1 April 2022 – 31 March 2023.

#### 7. MARKET REPORT UPDATE

Further to the November 2021 Council Meeting, Members to receive and consider a Business Plan from Cllrs Robbie Richmond and Ben Willcocks. (*copy attached*)

#### **RECOMMENDATION**

Members to determine the future of the market

## 8. SASHA'S PROJECT

Members to receive a grant application from Sasha's Project for funding of £3,196.80 to cover the cost of rent at The Point for their crisis centre from January – March 2022. (*Application attached, and accompanying documents on portal and web site*)

### RECOMMENDATION

To consider the grant application.

## 9. ANNUAL RESIDENTS' MEETING

The annual Residents' Meeting is scheduled to take place on Tuesday 22 March 2022. At this point in time the expectation is that this will be a face to face meeting with local residents in The Harlington.

Preparation of the format and content for this meeting needs to start in the New Year.

### RECOMMENDATION

That a Working Group is set up to prepare and progress the content of the Annual Residents' Meeting

## 10. REFRESHMENT – CALTHORPE PARK

At the July 2021 Council Meeting, it was *RESOLVED*

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

A more developed proposal has now been submitted by the company which outlines plans to:

- Significantly improve the condition of the building.
- Operate as a coffee shop with an indoor and outdoor seated area. And
- once the coffee shop is closed, use the kitchen for food preparation for a delivery service using their vans and drivers.

Members to now consider if the revised proposal has a bearing on their original decision taking into account:

- the scale of the business proposition,
- possible impact on neighbours,
- the covenants on Calthorpe Park and
- the necessity to go out to a competitive tender.

### RECOMMENDATION

Members to determine if the original Resolution made in July 2021 stands or if any amendments need to be made.

## Part 2 – ITEMS TO NOTE

## 11. FLEET TOWN FOOTBALL CLUB (FTFC)

Further to the December Council Meeting, where it was Resolved

*that Councillors Woods and Oliver to attend a meeting at FTFC on Monday 6<sup>th</sup> December 2021 regarding the lease and will report back to Council in January 2022*

Councillors Woods and Oliver to give a verbal update following the FTFC meeting on 6 December 2021.

## **12. FLEET BAPTIST PRE-SCHOOL**

Further to the December Council meeting where Members Resolved

*To ask Fleet Baptist pre-school to propose a new business model that is financially viable and demonstrate how it has been improved at the January 2022 Council meeting.*

As a result of this, a request was made by the Chairman of the Pre-school to discuss the resolution with a Councillor. Councillor George Woods has received further information and been in discussion with the Chairman of the Preschool and will give a verbal report at the meeting

## **13. FTC MEETINGS TIMETABLE 2022-2023**

To note the FTC Meeting timetable for 2022-2023 (*copy attached*).

## **14. HARLINGTON AND THE CIVIC QUARTER UPDATE**

To receive an update on the Harlington and Civic Quarter.

## **15. COMPLAINTS**

No complaints have been received

## **16. COVID UPDATE AND TOWN CLERK'S REPORT**

To receive an update report from the Clerk (*copy attached*).

## **17. HCC/HDC**

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

## **18. DATE AND TIME OF NEXT MEETING**

The next meeting of the Council is scheduled to be held on Wednesday 2<sup>nd</sup> February 2022 at 7pm in the Harlington.

### **Part 3 CONFIDENTIAL ITEMS**

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

**The following types of business will be treated as confidential:**

- a. Engagement, terms of service, conduct and dismissal of employees**

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

**19. RECOGNITION OF COMMUNITY SERVICE**

To receive and consider the attached report

**RECOMMENDATION**

To determine the recommendations within the report



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE FULL COUNCIL MEETING**

held on

Wednesday 1<sup>st</sup> December 2021

in the Harlington

#### **PRESENT**

**Councillors:** R. Fang, L. Holt, K. Kuntikanamata, K. Jasper, A. Oliver, R. Robinson, S. Tilley, P. Wildsmith, G. Woods, J. Wright.

#### **Also Present:**

Janet Stanton - Town Clerk  
Susanna Walker – Committee Clerk  
Cllr Adrian Collett – HCC  
Cllr Steve Forster – HCC and HDC  
Cllr Mark Butcher – HDC  
1 member of the public

#### **FC Dec 2021 ITEM 1 APOLOGIES FOR ABSENCE**

Members received and accepted apologies for absence from Councillor Chenery due to health reasons, Councillor Einchcomb due to a medical procedure, Councillor Hope due to a prior political engagement, Councillor Richmond due to health reasons, Councillor Schofield due to health reasons and Councillor Willcocks due to a work commitment.

#### **FC Dec 2021 ITEM 2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

Councillor Holt took the opportunity to give thanks to everyone that had been involved and attended the Remembrance Sunday parade and service. He also thanked all members of FTC who had been involved in the Fleet Christmas Festival and noted that it had been a successful and well attended event.

Councillor Holt shared with members that FTC had won the award for Best Use of Social Media in Engagement from Hampshire Association of Local Councils (HALC) Award 2021. This award was won for the production of an update video for the Fleet Town Residents, filmed and produced in May 2021.

#### **FC Dec 2021 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

#### **FC Dec 2021 ITEM 4 MINUTES OF PREVIOUS MEETINGS**

Members received and approved as a correct record the minutes of the Council Meeting held on Wednesday 3<sup>rd</sup> November 2021. The Chairman signed the minutes.

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

RLA	15 <sup>th</sup> September 2021
Policy & Finance (Extraordinary)	15 <sup>th</sup> November 2021
Development Control	25 <sup>th</sup> October 2021 & 8 <sup>th</sup> November 2021

#### **FC Dec 2021 ITEM 5                      BUDGET AND PRECEPT**

Members considered and discussed the 2022-2023 budget and precept as recommended by Policy & Finance Committee following their meeting in November. Members discussed that although the precept is to be raised by 4% in line with the current cost of living increase, the cost of living may well continue to increase further in 2022 with the Bank of England currently forecasting 5% in the spring.

A 4% precept increase plus new properties occupied during the year means that the precept will be set at £1,145,840.00 for the financial year 2022-2023, which would still have a shortfall of £81,000.00 to be taken from general reserves. Concern was raised regarding raising the precept for 2022-2023, with a view that any shortfall should be made up from the Harlington reserve fund.

#### **RESOLVED**

- To approve the 2022-2023 Budget.
- That the precept be set at £1,145,840 for the financial year 2022-2023.
- That any budget deficit be balanced from General Reserves.

#### **FC Dec 2021 ITEM 6                      FINANCIAL MONITORING**

Members received and noted the following:

1. a. The bank reconciliation for October 2021  
b. The list of receipts for October 2021  
c. The list of payments for October 2021
2. Councillor Robinson confirmed that the bank statements match the reconciliation and he has signed the bank statements and payment schedules.

#### **RESOLVED**

Members accepted and approved into the minutes:

1. a. The bank reconciliation for October 2021  
b. The list of receipts for October 2021  
c. The list of payments for October 2021
2. Councillor Robinson's confirmation that the bank reconciliation for October 2021 equals zero, and the bank statements match the reconciliation.

#### **FC Dec 2021 ITEM 7                      FLEET TOWN FOOTBALL CLUB (FTFC) - REVIEW OF RENT**

Members were reminded that at the March 2021 Council Meeting, following a request from Fleet Town Football Club to waive their rent, it was agreed that their rental charges would be waived for the financial year 2020/2021. Rent has not been charged by FTC since then. Members noted that as of September 2021, the football season has resumed and FTFC is now again seeking an extended lease to enable them to obtain grants.

Members considered the following:

- FTFC currently has a budget, which includes provision for rent and rates.
- FTC charge FTFC rent of £500.00 a quarter.
- The rent charged is a community rent and is calculated based on FTFC being semi-commercial.

- FTFC is now generating income from match takings and hospitality, therefore rent can be paid.
- Councillors Woods and Oliver to attend a meeting at FTFC on Monday 6<sup>th</sup> December 2021 regarding the lease and will report back to Council in January 2022.

It was suggested that if any financial reports or papers are available from FTFC, it would be helpful to circulate to FTC members prior to a meeting where a discussion regarding finances is included.

Members **RESOLVED** that Fleet Town Football Club should resume paying their quarterly rent from 1<sup>st</sup> October 2021.

#### **FC Dec 2021 ITEM 8                    HDC CONSULTATION ON A COMMUNITY INFRASTRUCTURE LEVY (CIL) PRELIMINARY DRAFT CHARGING SCHEDULE**

Members considered and noted that HDC is proposing to introduce a Community Infrastructure Levy (CIL), which is a charge on new development used to help fund infrastructure to support development in the area. Members noted that HDC is running a consultation from Friday 5<sup>th</sup> November until 5pm Friday 17<sup>th</sup> December 2021 and a response to this can be from FTC and from individuals.

Members proposed and agreed that the Planning and Development Control Committee discuss and determine a response on behalf of FTC. This is to be in addition to any submissions by individual Councillors.

Members **RESOLVED** that the Planning and Development Control Committee discuss and determine a response to the consultation, to be submitted before Friday 17<sup>th</sup> December 2021.

#### **FC Dec 2021 ITEM 9                    COMPLAINTS**

Members noted that no complaints had been recorded since the last meeting.

#### **FC Dec 2021 ITEM 10                  TOWN CLERK'S REPORT**

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

- **Action Day.** This was held on Saturday 13<sup>th</sup> November 2021.
- **Vaccination Centre.** The vaccination centre is now set up in the coffee shop, due to the auditorium being used for pantomime.
- **Chairman's Coffee Mornings.** Pondtail Ward 29.01.2022 and Calthorpe Ward 19.02.2022.
- **Cemetery Extension.** The tender document is now live on Contract finder.

#### **FC Dec 2021 ITEM 11                  HCC/HDC**

Councillor Butcher reported from HDC:

- **Speed Indicator Displays (SIDS).** Thanks were given to the Town Clerk and Facilities Manager for their hard work in getting the SIDS deployed and working.
- **Community Safety Police Offer (CSPO).** The new CSPO Sam Page is regularly patrolling on foot across the area and has been doing great work across Fleet and Church Crookham making a great impact.



- **Fleet Market.** The informal working group has met and includes two members of FTC, one member of Fleet BID, one HDC Councillor and one HCC Councillor. The WG is currently focussing on an end to end plan to cover a long term vision.

Councillor Forster reported:

- **Hampshire Music Service.** The local schools are holding a concert on 2nd December 2021 at The Key in Elvetham Heath.
- **Hartland Village.** The proposed new primary school is based on 400 homes being built at Hartland and this is currently running a year behind schedule, which will impact on the school being built.
- **Hareshill Development.** A new planning application has been submitted due to an increase in the number of properties being built. Issues have been raised regarding additional contributions to the infrastructure and highways.
- **Hitches Lane.** Two additional crossings to be built.
- **Vaccinations.** The centre is restricting vaccinations to GU51 and GU52 residents only.
- **Highways.** Safety critical issues are being dealt with first. Any issues to be reported on the Hampshire Highways website.

Councillor Collet updated members with the following from HCC:

- **Transport Plan.** HCC are preparing a plan, looking at all aspects of transport for the next five years.
- **School Crossing Patrols.** This service has not been cut from the budget.
- **Grit Boxes.** All boxes should have been filled with salt.

Councillor Oliver reported:

- **Jubilee Fund.** This fund has been created to allow residents of HDC to apply for grants of £1000.00 per ward to help with celebrations for the Queen's 70th Jubilee in 2022.

Councillor Wildsmith also reported:

- **Licensed Premises.** Any concerns over licensed premises to be reported to the Council and not just the police.

## FC Dec 2021 ITEM 12                      DATE AND TIME OF NEXT MEETING

The date and time of the next meeting of the Council is on Wednesday 5<sup>th</sup> January 2022 at 19.00 in the Harlington.

There being no further business the meeting closed at 20.15.

Signed.....

Date.....

Chairman

**Part 3 CONFIDENTIAL ITEMS**

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

**FC Dec 2021 ITEM 13      CONTRACTUAL MATTERS**

To receive, consider and determine details of two contractual matters.

**RESOLVED**

- a. To approve the draft contract.
- b. To determine a way forward.

DRAFT



## FLEET TOWN COUNCIL

### MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 8<sup>th</sup> December 2021 at 7pm

#### PRESENT

**Councillors:** P. Einchcomb, R. Fang, L. Holt, K. Jasper, R. Richmond, B. Schofield, S. Tilley, G. Woods.

**Also Present:** Janet Stanton - Town Clerk  
Susanna Walker - Committee Clerk  
Alex Robins - Harlington General Manager  
Ben Crane - Facilities and Open Spaces Manager  
Sian Taylor – Cemetery Officer

#### RLA Dec 2021 ITEM 1 APOLOGIES

Members received and accepted the apologies from Councillor Chenery due to health reasons, Councillor Oliver due to a prior engagement and Councillor Wright due to ill health.

#### RLA Dec 2021 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### RLA Dec 2021 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

#### RLA Dec 2021 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Recreation, Leisure & Amenities Committee meeting held on Wednesday 15<sup>th</sup> September 2021 were approved and signed by the Chairman, with the following amendment:

- Page 4, Item 8, Queen's Jubilee Extended Bank Holiday.

#### RLA Dec 2021 ITEM 5 THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

The report of the General Manager of the Harlington for the period September – November 2021 was presented. Members discussed the following:

##### THE HARLINGTON & COVID UPDATE

- The Government's updated COVID restrictions, in response to concern over the Omicron variant. Including:
  - From Friday 10<sup>th</sup> December, mandatory face coverings for most indoor public venues including theatres.
  - From Monday 13<sup>th</sup> December, NHS Covid pass or a negative lateral flow test to gain entry to nightclubs and indoor unseated venues with more than 500 people.

- Members noted that once the full report regarding restrictions had been confirmed by the Government, events at The Harlington would follow the mandatory advice from the dates given.
- Following advice from the Health & Safety Officer, at present any members of public attending events at The Harlington are currently advised to wear face masks when moving around the building and take a lateral flow test prior to the event.
- Following the updated restrictions, mask wearing will now be mandatory in the Harlington and people will not be allowed in if they refuse to wear a mask.
- Concern over physical and verbal abuse from members of the public.
- Event policies will be constantly reviewed and take advice where necessary.
- Ticket sales have increased but the number of people attending does not reflect the number of tickets sold.
- Record sales for Pantomime this year.
- NHS Thank You event scheduled to be held on Saturday 22<sup>nd</sup> January 2022 has been cancelled. There are no plans to reschedule a public event on this date.

Members noted the following update:

- FTC has received a letter from HDC regarding the lease. FTC will need to go back to HDC for further discussions.
- The HDC Civic Quarter Development public engagement is expected to be held in January / February 2022. The brief for The Harlington is still to be a community entertainment venue with office space for FTC.
- The HDC Civic Quarter Working Group is meeting on Monday 13<sup>th</sup> December 2021.

## **RESOLVED**

To note the report of the General Manager of the Harlington

## **RLA Dec 2021 ITEM 6 THE CEMETERY OFFICER'S REPORT**

Members received the report of the Cemetery Officer. A lively discussion took place, with the following points discussed:

### **1. CEMETERY PRICES**

- Dual pricing for Fleet Town and non-Fleet Town residents for main cemetery area, including burial plots and interment of ashes.
  - 50% discount to Fleet Town residents, due to contributions to the cemetery through their Council Tax.
  - Prices reflect ongoing maintenance costs and administration costs in the cemetery.
- Garden of Remembrance fees proposed to remain one cost irrespective of residency.
  - Smaller maintenance costs for Garden of Remembrance.
  - Costs for Sanctum
 

£1800.00 for 25 years
£2400.00 for 50 years
- Concern over one cost and not dual pricing for Garden of Remembrance. Fees should reflect Fleet Town residents' contributions to the cemetery through Council Tax, regardless of whether they choose a burial, interment of ashes or Garden of Remembrance.
- Instances have occurred where plots have been purchased by Fleet residents at a reduced price and then transfer of ownership to a non-Fleet resident.
- Data to be collected to look at the number of Fleet residents purchasing plots or Garden of Remembrance versus non-Fleet residents.
- Dual pricing for Garden of Remembrance to be explored, with the core cost of a Sanctum to be covered, with an additional fee for maintenance for non-Fleet town residents.

## **2. SURFACING OF ROADS AND PATHWAYS**

- The roads and pathways in the cemetery need resurfacing when funds allow.
- Rejuvophalt have visited and surveyed the area.
- The following two quotes have been received:
  - Rejuvophalt £23,150.20  
*A spreadsheet has been received with a breakdown of paths and costs associated with each path and area.*
  - Tarmac £120,598.00 plus VAT
- Concern was raised over placement of Rejuvophalt slurry and variation in the levels of the path.

Members also noted that:

- The cemetery extension tender document is live on Contract Finder and will close on Tuesday 4th January 2022.
- Councillor Schofield and Councillor Einchcomb volunteered to help with the cemetery extension tenders.
- A Friends of the Cemetery group has now been established, meeting on the first Saturday of the month between 10.00-12.00.

### **RESOLVED**

1. To defer a decision regarding Cemetery Prices, until the RLA meeting on 16<sup>th</sup> March 2022, when further data has been presented.
2. To consider resurfacing the cemetery roads and pathways with Rejuvophalt and include in future budget discussions.
3. To note the report of the Cemetery Officer.

## **RLA Dec 2021 ITEM 7 FACILITIES AND OPEN SPACES MANAGER'S REPORT**

Members received the report of the FOSM for the September - November 2021 quarter. The following matters were discussed:

### **ANCELLS PLAY PARK**

- It has been noted that adults have been using the zip wire.
- Suggestions were made for signage to be put up following the manufacturer's recommendation, stating that it is for children only.

### **ANCELLS FARM GENERAL**

- The birch tree saplings removed from Basingbourne woodland are not suitable to be replanted.

### **TREE SPONSORSHIP SCHEME**

- Fleet Lions have approached the local schools to be involved in a tree sponsorship scheme.
- Parents will be encouraged to sponsor a tree, to then plant at an organised weekend in local parks and green spaces.
- Proposed date for planting weekend is the middle of March 2022.
- An event application will be required from Fleet Lions for this proposed event.
- Graham Drayton from Fleet Lions to be invited to speak at the Full Council meeting on 5<sup>th</sup> January 2022, to provide further information

### **SPEED INDICATOR DISPLAYS**

- The Speed Indicator Displays (SIDS) were successfully installed in the first location on Ancells Farm Road and have been located there for the allowed 2 weeks.

### **RESOLVED**

To note the report of the Facilities and Open Spaces Manager.

**RLA Dec 2021 ITEM 8            QUEEN'S JUBLIEE JUNE 2022**

Members noted that the first meeting of the Jubilee Committee Working Group took place on Tuesday 7<sup>th</sup> December 2021, with representatives from FTC, local schools, churches, HDC, and Fleet Lions attending. The following points were raised:

- FTC Working Group to co-ordinate all the groups and events within Fleet.
- All Saints Junior School to run an inter-schools competition to design the programme cover for the Jubilee celebrations.
- Proposal for a marquee to be erected in The Views over the duration of the celebrations.
  - Need to look at cost and safety of the marquee.
- Proposal for a 2 day road closure on Saturday 4<sup>th</sup> and Sunday 5<sup>th</sup> June 2022.
  - Application to be submitted to HCC as soon as possible.
- Celebrations to include:
  - Beacon lighting in Calthorpe Park.
  - Fun fair.
  - Small fireworks display.
  - Open air service to be held by the local churches.
- Fleet Carnival to be held 2<sup>nd</sup> July 2022.
- Concern over insurance of event, due to difficulties acquiring any insurance.
  - Should the event be cancelled, there is no insurance.
  - Any funds invested into the event would not be returned.
  - Buckingham Palace will advise on any potential changes at the time.

**RLA Dec 2021 ITEM 9            FUTURE EVENTS**

Members noted the following events. It was pointed out that the Queen's Platinum Jubilee celebration dates were 2<sup>nd</sup> – 5<sup>th</sup> June and not 2<sup>nd</sup> – 3<sup>rd</sup> June as originally stated.

25 <sup>th</sup> December 2021	The Harlington	Christmas Lunch
20 <sup>th</sup> March 2022	Calthorpe Park	Fleet Half Marathon
Delayed until May 2022	Ancells Farm	Falkners Arms Fun Day
2 <sup>nd</sup> – 5 <sup>th</sup> June 2022		Queen's Platinum Jubilee
2 <sup>nd</sup> July 2022	Calthorpe Park	Fleet Carnival

**RLA Dec 2021 ITEM 10        CLERKS REPORT**

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

**VACCINATIONS**

- The CCG is exploring extending vaccinations until March 2022.
- The current set up is in the coffee shop, with 4 vaccination stations and a resting area.

**RLA Dec 2021 ITEM 11        DATE AND TIME OF NEXT MEETING**

The next meeting of the Recreation, Leisure & Amenities Committee will be held on Wednesday 16<sup>th</sup> March 2022 at 7.00pm at the Harlington. There being no further business the meeting closed at 8.47pm.

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

**Chairman**



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 22 November  
at 7pm in The Function Room , The Harlington

**Present:**

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

**Officers:** Charlotte Benham – Projects/Committee Officer

1	<b>Apologies</b>  Cllr Kuntikanamata
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3.	<b>Public Session</b>  None
4	<b>Approval of the Notes</b>  The notes of the development and control advisory group meeting held on Monday 8 November were accepted as a correct record of the meeting.
6	21/02646/FUL Osprey House Gough Road Fleet GU51 4LJ <a href="#">Installation of an outdoor swimming pool and surrounding patio</a> Comments required by 24 November  NO OBJECTION  21/02721/HOU 21 Swaledale Gardens Fleet GU51 2TE <a href="#">Erection of single storey side and rear extensions and insertion of door to ground floor side</a> Comments required by 25 November  NO OBJECTION

21/02724/HOU  
Lynton Pines Branksomewood Road Fleet GU51 4JS  
[Erection of a first floor rear extension](#)  
Comments required by 25 November

NO OBJECTION

21/02726/HOU  
14 Bramshot Drive Fleet GU51 3QD  
[Retrospective planning permission for single storey side extension](#)  
Comments required by 24 November

NO OBJECTION but should have got planning permission before works were done

21/02756/FUL  
83 Elvetham Road Fleet GU51 4HL  
[Erection of a 4 bedroom house, detached garage and extension of existing driveway](#)  
Comments required by 25 November

OBJECTION

Previous comments stand:

- Already has 4 applications refused and 2 appeals dismissed
- The principal issues are the proposed development does not recognise the issues and management proposals set out in the North Fleet Conservation Area Character Appraisal and Management Proposals. The defence is made that the divided plots meet the density criteria of URB 18, but the key issue is the division of the plot which intensifies the use of the plot
- Para 7.1 of the management report, Section 9.1 calls for the maintenance of the historic form of development spacious plots with well tree' d environments. Most of the traditional houses within the NFCA are well detached houses set within their plots. This development has two houses and a garage in close proximity with the orientation of the houses is most uncharacteristic. To try and achieve some separation the new house is forced to the perimeter of the property and with the adjacent sub-divided plot creates a completely uncharacteristic form of development.
- Section 9.2 of the Management plan calls for the protection of front gardens **including** Resistance to the creation of parking areas. The proposal significantly increases the parking areas to the front of properties.
- The Drainage Officer has challenged the efficacy of the proposed surface water drainage system. Water butts have limited capacity which can be used up over a short period with a number of rainfall events and then the total flow of hardstanding areas including roofs is discharged to the soakaway. This requires a formal SUDS design and evidence of the system and the environment can accommodate extreme event flows.
- This development neither preserves nor enhances the character of the NFCA.
- The proposed development breaches Fleet Neighbourhood Plan Policy 16.
- Breaches 6.1 the development does not preserve or enhance the special heritage character of the Conservation Area.
- Breaches 16.3, the sub-division of the existing plots will not be supported
- Breaches 16.4, existing open green space including private gardens shall be protected from unsympathetic development where it would have an adverse impact on the



spacious character and appearance of the existing site.

21/02790/HOU

Beeches Waverley Avenue Fleet GU51 4NW

[Replacement porch, render over brickwork, installation of new windows and doors, conversion of one garage into habitable accommodation to include the replacement of the garage doors with windows.](#)

Comments required by 25 November

The current building has little architectural appeal, but it is of brick with a red tile roof which is characteristic of the conservation area. While the proposal to render the elevations and change to a slate roof is totally contrary to the NFCA Management Plan, the end result is a much improved building with windows and porch that add to the appeal and character of the proposal. On this occasion it is considered the benefits outweigh the harm and so NO OBJECTION

21/02813/HOU

2 Haywood Drive Fleet Hampshire GU52 7RZ

[Change garden facing Juliet balcony to window.](#)

Comments required by 26 November

NO OBJECTION

21/02821/HOU

54 Church Road Fleet Hampshire GU51 4LY

[Installation of entrance gates](#)

Comments required by 26 November

OBJECTION

"The gates will be black painted steel" 6ft high at their centre. In the NFCA boundary treatment is a key issue in retaining the character of the area and 6 high steel gates do not reinforce the sylvan character of Church Road which is already being compromised with extensive use of 6ft high timber fencing. A timber 5 bar wooden gate would be more in keeping with local character.

21/02825/HOU

5 Fitzroy Road Fleet Hampshire GU51 4JH

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

Comments required by 29 November

NO OBJECTION but with the following concerns::

- The proposal is for a significant area of extension which runs contrary to Para 9.2 of the NFCA character Appraisal and Management Plan states "the need to prevent unsympathetic changes", such as oversize extensions or changes to the elevations.
- These proposals impact all but the front elevation.
- The extensions although in similar materials does impact the elevations and character of the building which in part is counter to Fleet Neighbourhood Plan Policy 16 which states "development shall retain the architectural features of the existing building and extensions shall complement and reinforce the character of the principal building"
- The main mitigation is that the property lies a significant distance off the road and is not visible through the trees to the front of the property and therefore does not impact

on the sylvan character of the NFCA.

- The proposal does retain many of the architectural features of the host building

21/02772/FUL

Fleetwood Lodge Reading Road North Fleet Hampshire GU51 4AN

[Erection of Electricity Sub Station](#)

Comments required by 30 November

NO OBJECTION in principle but concern over loss of parking

- Designed to reflect the character of the main dwelling
- the issue is the loss of at least 2 parking spaces, 3 allowing for access.
- why could the substation not be moved to the last two spaces on the row of parking?

21/02648/AMCON

Fleetwood Lodge Reading Road North Fleet GU51 4AL

[Variation of Condition 2 attached to Planning Permission 20/00418/FUL dated 10/06/2020 to allow the raising of the ground levels](#)

Comments required by 30 November

OBJECTION until clarification on the following is provided:

- Nowhere does it state what the change in level is. It is obviously being raised to avoid impact of a 1 on 100 flood event. It is not significant from an architectural perspective but raising the general ground level could have consequences for neighbouring properties as surface water flows could be obstructed and diverted to adjacent properties. What is the level change and have the consequences been evaluated?

21/02846/HOU

50 Wellington Avenue Fleet Hampshire GU51 3BF

[Hip to gable roof extension to facilitate loft conversion with rooflights to front roof plane, rooflights to rear roof plane including Velux Cabrio balconies and insertion of window to first floor side elevation](#)

Comments required by 1 December

OBJECTION

- No purpose for additional roof space given. Significant space with hip to gable end and unusual window to hip end.
- Existing building has a Juliet Balcony, but Velux Cabrio balconies at the roof level will significantly overlook neighbouring properties gardens - loss of privacy.
- Extensive use of Velux windows in the roof and end glazed wall is out of local character

21/02757/HOU

The Beech Stockton Avenue Fleet GU51 4NS

[Erection of a single storey side extension and a new porch roof, alterations to all doors and windows.](#)

Comments required by 1 December

Does not significantly impact conservation area so NO OBJECTION if retention of existing finishes and materials

21/02788/HOU

48 Wood Lane Fleet Hampshire GU51 3EE

	<p><a href="#"><u>Erection of a double garage (amendments to 20/02139/HOU)</u></a></p> <p>Comments required by 2 December</p> <p><b>OBJECTION</b> due to inconsistencies</p> <ul style="list-style-type: none"> <li>• Location plan shows a 6m x 6m double garage, whereas detail plan shows only 5,2m x 5.2m which does not meet HDC Parking standards for a double garage.</li> <li>• An increase in plan area to 6 x 6m increases height of roof line to greater than 4m</li> </ul>
7	<p><b>Noted:</b></p> <p>Weekly List</p>
8	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>8<sup>th</sup> December 2021</p>
9	<p><b>Date of Next Advisory Group Meeting</b></p> <p>6 December at 7pm</p>

**Meeting closed:**

**Signed:**.....

**Date:** .....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 6 December  
at 7pm in The Function Room , The Harlington

**Present:**

Cllr Hope - chairman  
Cllr Robinson  
Cllr Schofield  
Cllr Leslie Holt  
Cllr Kuntikanamata

**Officers:** Charlotte Benham – Projects/Committee Officer

1	<p><b>Apologies</b></p> <p>Cllr Jasper</p>
2	<p><b>Declarations of interest to any item on the agenda</b></p> <p>None declared</p>
3.	<p><b>Public Session</b></p> <p>None</p>
4	<p><b>Approval of the Notes</b></p> <p>The notes of the development and control advisory group meeting held on Monday 22 November were accepted as a correct record of the meeting.</p>
6	<p>21/02867/HOU 2 Longdown Fleet Hampshire GU52 7UZ <u><a href="#">Demolition of garage and erection of a two storey front and side extension (to include replacement garage) and single storey rear extension.</a></u> Comments required by 3 December</p> <p><b>OBJECTION</b></p> <ul style="list-style-type: none"> <li>• Parking arrangement as shown is A) against HDC's parking proposals – 3 in a row and B) the distance from the kerb the front of the property is 7.5 metres whereas a standard parking space is 2.4 x 4.8 metres therefore requiring 9.6 metres clear space in front of the house for adequate parking</li> <li>• Requires a dimensioned parking plan that accommodates three vehicles to the front of the property but meets Fleet Neighbourhood Plan Policy 15, Front Gardens, that requires the retention of 50% of the area as soft landscaping to contribute to the</li> </ul>

mitigation of climate change and support biodiversity.

- Front elevation is generally out of character with three different sized roof elevations. Although the pitch has been maintained the height and size of each pitch is different.

21/02584/HOU

Bracken Waverley Avenue Fleet GU51 4NN

[Erection of a pair of matching double vehicular entrance gates to the existing twin access points and chainlink fence](#)

Comments required by 3 December

#### OBJECTION

- The D&A and Heritage statement only makes one reference to the property being in the North Fleet Conservation Area - the property falls within Character Area 8 of the NFCA
- The NFCA Character Appraisal and Management Proposals at Section 7, Issues, paragraph 7.2, Maintaining existing buildings and their plots, bullet points 2 and 3:
  - The need to protect and preserve existing front boundaries and ensure the new works do not detract from the sylvan character
  - Protection of front gardens including resistance to the creation of parking areas
- The proposed wooden gates are nearly 6 ft high and although wooden do not preserve the sylvan character of the front boundary. A traditional 5 bar gate is more in keeping with the conservation area character (see paragraph 4.4 in the character appraisal). Gate should be set back at least 2m.
- If security is of concern the green mesh fencing can be placed inside the hedge and therefore not detract from the current natural green front boundary

21/02478/HOU

Halfacre Fitzroy Road Fleet GU51 4JH

[Erection of a two storey rear extension, single storey rear extension and balcony and alterations to windows and doors.](#)

Comments required by 7 December

#### OBJECTION.

- OBJECTION to the balcony and change in materials they do not preserve or enhance the Conservation Area.
- Taken from the Heritage Statement: *"The reason we are applying for full planning permission is that **we do not wish to match the existing materials and would prefer a rendered finish** and are proposing a balcony which is well screened by the two rear gable projections from overlooking neighbours. "*
- The proposal is for a traditionally constructed rear extension. Traditional materials are to be used with face brickwork, self-finished rendered walls and grey slate roof covering.
- In line with the NFCA character Appraisal and Management Proposals. The proposed materials especially render, and grey slate tiles will be uncharacteristic of the adjoining properties. This plot falls in NFCA character area 1.
- The balcony although screened looking to the left is not screened from the view to the right and has the potential to overlook the neighbouring property's garden.
- Para 9.2 of the Character Appraisal and Management plan states: The need to prevent unsympathetic changes to the existing houses such as oversize extensions or changes to the elevations and details

21/02720/HOU

4 Westbury Gardens Fleet Hampshire GU51 3HS

**Erection of a single storey side extension to increase the size of bedroom 3, flip the position of the door and window to bedroom 2 and render to side elevation**

Comments required by 7 December

Not clear what is proposed. Bedroom 3 is being extended by 400 mm, but there is a new rear elevation that shows a sliding door, but there is no existing elevation and there appears to be no change to the plans?

OBJECTION – until details are clarified

21/02865/FUL

11 Kings Road Fleet GU51 3AA

**Erection of a single storey rear extension, alterations to shopfront and internal alterations to ground floor layout**

Comments required by 8 December

OBJECTION

- If this is to a residential conversion it would have a more acceptable front elevation if the bay window could be restored at ground level.
- The proposed front elevation is out of character with the adjoining property and the adjacent pair of semi-detached offices.
- The current frontage while out of keeping presents a commercial office frontage, the proposal does not sustain a commercial frontage.

21/02894/AMCON

Guidion House Rye Close Fleet GU51 2UY

**Variation of Conditions 2, 3, 4,5, 6, 11, 12 and 18 attached to Planning Permission 19/02871/FUL dated 18/12/2020.**

Comments required by 9 December

- General assessment from HCC Highways and HCC Flood review is that the main warehouse building has been reduced in size and the surface water flooding issues have been addressed, but it requires a pumped discharge system to transfer surface water off the site to the public sewer. HCC Floods have stated no objection subject to confirmation from SW that the public sewer system can accommodate a pumped discharge.
- Otherwise, the proposal has planning permission, it retains some local employment when local office space has been predominantly converted into residential flats.

NO OBJECTION subject to (as highlighted by HCC Flood) the acceptance by SW of a pumped discharge into the public sewer

21/02857/HOU

48 Connaught Road Fleet Hampshire GU51 3LR

**Creation of a first floor by raising the ridge of the roof with roof light to front elevation, alterations to windows and doors to sides and rear.**

Comments required by 9 December

## OBJECTION

- As presented this proposed development converts a bungalow into a 2 storey house contrary to Fleet Neighbourhood Plan Policy 11, Safeguarding building stock for people of limited mobility.
- Additionally the proposal included 2 French windows with Juliet balconies at the rear and although stated to have obscure glass the doors can be opened and views given over the neighbouring gardens causing a loss of privacy.
- It may be argued by Hart's Planning officers that the bungalow could be extended under permitted development rights, but those rights come with conditions both about the appearance of the extension and not causing overlooking. Both these conditions are breached and PDR could not be relied upon.

105 Elvetham Road Fleet Hampshire GU51 4HN

[Erection of a first floor extension over existing storage room between house and garage.](#)

Comments required by 14 December

## NO OBJECTION

Well-designed extension that blends well with the existing property and materials used to match the existing house.

21/02946/HOU

1A Westover Road Fleet Hampshire GU51 3DG

[Erection of a single storey side and rear extension, with flat roof and three roof lights, following partial demolition of existing single storey pitched roof, change door to a window ground floor side.](#)

Comments required by 14 December

NO OBJECTION subject to retaining matching brickwork rather than white rendering

21/02936/HOU

Osprey House Gough Road Fleet GU51 4LJ

[Erection of Gymnasium and Spa Room Garden Buildings.](#)

Comments required by 15 December

## OBJECTION

- One has to question why the two outbuildings have been separately applied for when at least one of them is associated with the swimming pool?
- These are 2 significant buildings totalling 600 sq ft, which is deemed excessive.
- The proposed finish to the outbuildings is totally out of keeping with the character of the Conservation Area.
- As a minimum, additional planting should be provided between the buildings and the boundary to minimise noise from equipment.

21/02874/HOU

3 Elvetham Close Fleet Hampshire GU51 4QU

[Erection of a new 1.2m high fence along the side boundary, to include a foot gate at the road end and a new vehicular gate in the centre. Front driveway area to be re-landscaped.](#)

Comments required by 16 December

## OBJECTION

- Property falls within Character Area 7 of the North Fleet Conservation Area. Negative issues identified in the Study were “some poor quality front boundaries.”
- This property sits diagonally across its plot relatively uncharacteristically for the area and therefore effectively has a double frontage part of which is the shared drive along Elvetham Close.
- Para 7.2 of the Adopted Character Study and Management Plan states:
  - The need to preserve and protect existing front boundaries and ensure that new works do not detract from the sylvan character of the conservation area.
  - The protection of front gardens including resistance to the creation of parking areas.
- The current site is almost devoid of any vegetation and used extensively for parking and negatively impacts the sylvan character of the area.
- Extensive use of timber fencing does not preserve or enhance the character of the conservation area and planting against an open post and wooden rail fence would be more appropriate together with a five-bar wooden gate to both the vehicular and pedestrian access.
- It is noted that the letter of support comes from a resident who is not directly impacted by the proposals.
- Contrary to the management proposals in the Adopted NFCA Character Appraisal and Management Proposals and Fleet Neighbourhood Plan Policy 16 in that it does not preserve or enhance the special heritage character of the Conservation Area nor does the boundary treatment reflect the semi-rural nature.

21/02870/FUL

208 Fleet Road Fleet Hampshire GU51 4BY

[Erection of a three storey building to provide three affordable one bedroom apartments](#)

Comments required by 17 December

## OBJECTION

- Appears to be a strange land ownership in a shared area of access and parking –
- The proposed area of each flat just complies with the minimum space standard for a 2 person single floor flat (50 sq.m.)
- The rubbish bins will have to be taken out to Victoria Road or Fleet Road if managed by the residents or could be a commercial collection if managed by the lease holder. Bringing bins out onto Fleet Road would be unacceptable.
- This development has been reduced to 3 stories. 1 parking space per flat plus 1 visitor space is being proposed but there must be some rights of way across the land to allow access to both the flats and the retail units in the parade adjoining no. 208.
- Fleet Neighbourhood Plan Policy 10 General Design Management Policy states: “development shall complement and be well integrated with neighbouring properties in the immediate locality in terms of scale, density, massing, separation, layout material and access.” The proposal conflicts with a number of these issues. It is out of keeping with the immediate area, there is no similar back land development. Access and parking potentially conflict with neighbouring properties. The proposed elevations are not out of keeping, but the proposal to clad the building in some unusual materials would be out of character.
- It is claimed that the one bedroom apartments are in short supply in Fleet, but this will require substantiation in view of the number of 1 bedroom properties that are available primarily as a consequence of commercial property conversions.



	<ul style="list-style-type: none"> <li>• It is stated the apartments will be affordable homes, so will they be offered to HDC to go onto the housing register?</li> <li>• The two upper floor flats have small balconies, but the development has no ground level amenity space.</li> <li>• Hart Local Plan Policy NBE10 calls for development that “Promotes or reflects and incorporates the distinctive quality of its surroundings in terms of proposed scale, density, mass and height of development and choice of building materials.” This is a back land development between a car park and the rear service area of a block of retail units and flats. It is out of character and creates issues with neighbours and shared access users.</li> </ul> <p>21/02971/HOU 12 Kings Keep Fleet GU52 7UW <a href="#"><u>Erection of a closeboard fence on concrete posts and gravel board</u></a> Comments required by 17 December</p> <p><b>OBJECTION</b> This is an area of open fronted gardens or front hedging. An extensive length of 6 ft + high close boarded fencing would be totally out of character. It could only be accepted if it was planted to the front of the fence along its whole length adjacent to the verge. Current hedge appears to have died.</p>
7	<p><b>Noted:</b></p> <p>Weekly List</p>
8	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>8<sup>th</sup> December 2021</p>
9	<p><b>Date of Next Advisory Group Meeting</b></p> <p>20 December at 7pm</p>

**Meeting closed: 8.15pm**

**Signed:**.....

**Date:** .....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 20 December  
at 7pm in The Function Room , The Harlington

**Present:**

Cllr Hope - chairman  
Cllr Robinson  
Cllr Schofield  
Cllr Leslie Holt  
Cllr Kuntikanamata

**Officers:** Charlotte Benham – Projects/Committee Officer

1	<b>Apologies</b>  Cllr Jasper
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3.	<b>Public Session</b>  One member of FCCS
4	<b>Approval of the Notes</b>  The notes of the development and control advisory group meeting held on Monday 6 December were accepted as a correct record of the meeting.
6	21/02821/HOU 54 Church Road Fleet Hampshire GU51 4LY <b><u>Installation of entrance gates.</u></b> Comments required by 10 December  <ul style="list-style-type: none"><li>• Section 3 of the revised Heritage Report states: The gates will be wooden gates presenting a traditional and open feel to the street to maintain the sylvan character of the conservation area whilst providing a level of security to property.</li><li>• The penultimate paragraph states: The proposal is for a gate open in design with black painted steel detailing to emulate the arts and crafts style of the host dwelling.</li><li>• The application has been approved through delegated powers, but FTC were not presented with any amended drawings on which to comment.</li></ul>

Wooden gates are preferable, but the opportunity to comment on the revised proposal would have been appreciated.

Gates still considered too large but wooden gates are an improvement of the previous submission NO OBJECTION

21/02497/HOU

148A Aldershot Road Fleet Hampshire GU51 3GY

**Removal of roof and creation of new first floor and loft, alterations to windows.**

Comments required by 20 December

OBJECTION

Previous comments stand:

' This is effectively a bungalow being converted to a house in contravention of Fleet Neighbourhood Plan Policy 11 ' 2 bedrooms are retained at ground floor level together but with an inadequate bathroom to mitigate the change.

' The proposed ridge height is taller than the adjoining property and therefore will dominate the bungalow at No.146

' There is a Juliet Balcony to the rear which will allow overlooking of the adjoining neighbours rear gardens and a consequent loss of privacy.

' Also, the roof lights to the new second floor are at such a height that they allow visibility over the adjoining properties so again loss of privacy to neighbours.

' Proposed grey tiles ' as existing?

' Bulk of the side elevations will have an impact on the immediate neighbours especially No.148

' Property is within the Basingstoke Canal Conservation Area but there are no character buildings in the area

' Parking plan required that shows ability to enter/exit site in a forwards direction. Access is onto a busy A road

Also:

- Only significant change is the removal of the Velux windows to the roof. French Windows and Juliet balcony retained at the rear which creates an overview of neighbouring gardens and a loss of privacy.
- Ground floor bathroom has been changed from a small shower to a bath which does not support the intergenerational living that is promoted by the Fleet Neighbourhood Plan Policy 11. The proposal is modifying a bungalow to a house - this could be accepted if the ground floor bedrooms were supported by an accessible bathroom, more akin to a wet room.
- No additional information has been provided on the parking arrangement to demonstrate the ability to enter and exit the site in a forward direction. Aldershot Road is a busy road especially around school times.

21/02975/HOU

78 Alton Road Fleet Hampshire GU51 3HW

**Erection of a single storey rear extension.**

Comments required by 20 December

The existing room arrangement is not labelled so unclear if it is a three

bedroom house with a downstairs bathroom - issue is the number of bedrooms and parking requirement as parking along Alton Road is an issue.  
NO OBJECTION subject to no change in number of bedrooms

21/02308/FUL

47 Elvetham Road Fleet Hampshire GU51 4QP

**Demolition of existing bungalow and garage and erection of a 5 bedroom dwelling with garage.**

Comments required by 20 December

**OBJECTION**

- There have been some improvements to the shape and mass of the building which reduce its impact, but it is not apparent if the palette of materials has been improved to better match local character.
- The front of the property remains totally under gravel which breaches Fleet Neighbourhood Plan Policy 15, Residential Gardens, which requires 50% of the front garden to be retained as soft landscaping. This is now further supported by NPPF Policy 179b which calls for a net gain in biodiversity. It is not apparent how this has been achieved.

21/03000/HOU

15 Basingbourne Road Fleet GU52 6TE

**Demolition of garage, side extension, conservatory and dining room and erection of a single storey rear and side extensions to include replacement garage, alterations to chimneys, insertion of dormer window to existing roof, erection of front porch and alterations to windows.**

Comments required by 21 December

**NO OBJECTION**

21/03019/HOU

30B Alton Road Fleet GU51 3HN

**Part demolition of garage and erection of a part two storey part single storey front extension.**

Comments required by 22 December

**OBJECTION**

No change in number of bedrooms (4) but loss of a garage so needs to show onsite parking for 3.5 vehicles, but parking plan shows only 2 spaces. Could be room for 3 with complete loss of front garden to parking but then would breach Fleet Neighbourhood Plan Policy 15.

On-site parking is important on Alton Road as there are frequently parking issues on a narrow road with limited on-site parking.

21/02989/HOU

30 Wood Lane Fleet Hampshire GU51 3EA

**Removal of roof and creation of a first floor, replacement porch and alterations to windows.**

Comments required by 22 December

**OBJECTION**

- This is the conversion of a bungalow to effectively a 3 storey house with no

downstairs facilities for safeguarding the building stock for people of limited mobility.

- The vertical dimensions of the property are distorted to achieve living accommodation within the roof space thus significantly increasing the ridge height making the building totally out of character with the surrounding area and properties.
- Breach of Fleet Neighbourhood Plan Policy 11, loss of a bungalow, and Fleet Neighbourhood Plan Policy 10, General Design Management – proposal does not complement or integrate with neighbouring properties in terms of scale.
- The disproportionate roof and ridge height do not reflect local design reference. The height of the new building is not in keeping with neighbouring properties and the roofscape is overly bulky, overbearing and poor design.

21/02871/REM

Hartland Park Ively Road Fleet Hampshire

[Application for the approval of reserved matters for the appearance, landscaping, layout and scale pursuant to outline planning permission ref 17/00471/OUT for the erection of 331 units, retail and commercial space, a community building, with associated internal access roads, car parking, open space, landscaping and drainage](#)

Comments required by 22 December

The development already has outline planning.

NO OBJECTION however

- Proposals have been consulted on with no significant amendment to the original proposals.
- Any reduction in proposed parking provision would be most unwelcome.
- The style of the proposed community building with its Doric columns is not wholly in keeping with the surrounding architecture.
- There is serious concern that the on-site infant school is not part of this phase of development. Delay in the provision of the local school will have impacts on the neighbouring schools and create environmental problems with children being transported to and from school.

21/02993/AMCON

36 Church Road Fleet Hampshire GU51 4NB

[Variation of Conditions 2 and 3 attached to Planning Permission 21/00613/HOU dated 28/06/2021 to allow the insertion of two windows to side elevations and the alteration of the material to be used at the base of the summer house](#)

Comments required by 22 December

OBJECTION

Taken from the conservation report:

6.4. The proposed new outbuilding to the northeast of the property is modest in scale and will not detract from the dwelling's character. Throughout, high quality materials will be used that are sympathetic to the appearance of Church Lodge and the wider conservation area. The pool house is a small oak-framed structure with a red brick base, softwood weatherboarded walls and roofed with reclaimed tiles (or

matching). The gutters are in a Victorian style to match the house. The proposed works are therefore sympathetic to their surroundings will have a negligible impact to the non designated heritage asset.

From the proposed drawings this looks like a complete downgrading of the materials and not of the quality proposed materials are out of keeping with the character of the principal property and the conservation area.

21/03020/HOU

54 Connaught Road Fleet GU51 3LP

**[Proposed change of external materials on existing garage.](#)**

Comments required by 22 December

NO OBJECTION

21/02764/HOU

55 Clarence Road Fleet Hampshire GU51 3RY

**[Erection of a single storey rear extension and insertion of window ground floor side.](#)**

Comments required by 24 December

Cladding with grey coloured windows but at the back so NO OBJECTION

21/03030/HOU

4 Gorseway Fleet GU52 7NA

**[Demolition of existing single storey rear extension and erection of a single storey rear extension with lean-to pitched roof, change window to a door on the rear elevation. Internal alterations](#)**

Comments required by 24 December

NO OBJECTION

21/03059/AMCON

Spendles Auto Repairs St James Road Fleet GU51 3QH

**[Removal of Condition 5 attached to Planning Permission 99/00077/COU dated 23/04/1999.](#)**

Comments required by 24 December

NO OBJECTION

21/03076/HOU

3 Heathland Close Fleet Hampshire GU51 3FH

**[Proposed new dormer window to replace the approved rooflight.](#)**

Comments required by 24 December

Already has planning permission for a second floor dormer to a bedroom so overlooking of neighbours has been dismissed. Addition of a dormer to a dressing room does not add any harm and balances the front elevation of the building.

NO OBJECTION

21/03064/HOU

4 Forest End Fleet Hampshire GU52 7XE  
Demolition of garage and utility room and erection of a two storey side extension to include replacement garage, single storey front extension and single storey rear extension.

Comments required by 29 December

#### OBJECTION

- Breaches the 45° rule in relation to No2 the adjoining neighbour.
- The proposed garage does not meet Hart's garage size standards.
- To accommodate 3 vehicles on site requires 100% of the front garden to become parking which would breach Fleet Neighbourhood Plan Policy 15, Residential Gardens – should retain 50% of the front garden to soft landscaping to reduce loss of carbon absorbing green area and reduction in biodiversity, both contrary to Hart's climate emergency.
- 2 storey side extension will take light off the side of No.6 Forest End.
- The Block plan and the detailed floor plan do not agree with the proximity of the side extension to the boundary which will only exacerbate the impact of loss of light to the side of No.6.

21/03106/HOU

Inglewood Branksomewood Road Fleet GU51 4JS

Conversion of an existing roof space and creation of new roof in existing roof valley with a rear dormer window for a bedroom with dressing rooms and ensuite.

Comments required by 31 December

#### OBJECTION

- A new extension has already changed the character of one of the oldest houses in the NFCA.
- *Proposal - The proposed rooftop extension 'infills' a roof valley and contains a dormer window on the rear roof overlooking the garden as well as a 3 sided stair window to the North-West Elevation which provides light to the new stair. The proposal is largely hidden behind the existing roof and is less visible from the road. The pitched roof areas are intended to be tiled to match the existing roof and the dormer windows finished in cladding of a similar colour to the existing roof.*

Less visible from the road but still visible. The proposed flat roof extends above the existing ridge level and has a un-dimensioned air conditioning unit on the roof which is totally out of keeping with the NFCA.

- sections AA & BB make it look possible to lower the roof of the infill extension to not protrude above the roof of the existing building.
- The proposed rectangular dormer window, especially as it is metal clad is out of keeping with the character of the principal building.
- Page 6 of the NFCA Character Appraisal and Management Proposals states at page 6; *The Council (HDC) will protect existing buildings from inappropriate extensions or alterations.*
- Page 24 Issues 7.2 reinforces the above; *The need to prevent unsympathetic changes to the existing houses such as oversize extensions or changes to the elevations and details.*

	<ul style="list-style-type: none"> <li>• The recommendations in Section 9.2 of the Management Proposals states (again) – The District Council will encourage property owners to retain the architectural features of their buildings and will refuse planning applications for extensions which are considered to be either too large or poor design.</li> <li>• These proposals visibly change the character of an unlisted heritage building and the design could be improved to reduce the visual impact of the extension and make any additional dormers more in keeping with the original architecture of the building.</li> </ul>
7	<p><b>Noted:</b></p> <p>Weekly List</p>
8	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>12<sup>th</sup> January 2022</p>
9	<p><b>Date of Next Advisory Group Meeting</b></p> <p>10<sup>th</sup> January 2022</p>

**Meeting closed: 7.55pm**

**Signed:**.....

**Date:** .....



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## Fleet Town Council Current Year

### Bank - Cash and Investment Reconciliation as at 30 November 2021

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<b><u>Confirmed Bank &amp; Investment Balances</u></b>		
<b><u>Bank Statement Balances</u></b>		
30/11/2021	HSBC	858,390.49
31/03/2021	Petty Cash	100.00
		<b>858,490.49</b>
<b><u>Other Cash &amp; Bank Balances</u></b>		
		<b>1,952,120.08</b>
		<b>2,810,610.57</b>
<b><u>Unpresented Payments</u></b>		
		<b>23,355.46</b>
		<b>2,787,255.11</b>
<b><u>Receipts not on Bank Statement</u></b>		
		<b>0.00</b>
		<b>2,787,255.11</b>
<b>Closing Balance</b>		
<b><u>All Cash &amp; Bank Accounts</u></b>		
1	Bank Current/Deposit Account	835,035.03
2	Petty Cash - FTC	100.00
	Other Cash & Bank Balances	1,952,120.08
	<b>Total Cash &amp; Bank Balances</b>	<b>2,787,255.11</b>

## Bank Current/Deposit Account

Receipts received between 01/11/2021 and 30/11/2021

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 01/11/2021	379.25						
	FDMS/TicketSales&BookingChrgs	152.00			615		152.00	Sleeping Beauty Dec 21
	FDMS/TicketSales&BookingChrgs	227.25		37.88	597		73.33	Buble meets Sinatra Nov
					596		66.67	Jenny Éclair: sixty!FFS
					586		46.67	POP DIVAS LIVE Oct 21
					1435	201	0.82	FDMS/BookingChrgsAme
					1435	201	1.88	FDMS/Booking outside
	Banked: 01/11/2021	16.99						
	HSBC - Nationwide	16.99			1870	101	16.99	FTC Nationwide Interest
	Banked: 01/11/2021	901.56						
	Sales Recpts Page 4384	901.56	901.56		101			Sales Recpts Page 4384
	Banked: 01/11/2021	764.00						
	Ticket Sales& Booking Charges	360.00			615		360.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	404.00		67.33	597		36.67	Buble meets Sinatra Nov
					614		33.33	Fleet Jazz Concert Nov 21
					596		16.67	Jenny Éclair: sixty!FFS
					586		23.33	POP DIVAS LIVE Oct 21
					567		30.00	PURPLE ZEPPELIN Oct 21
					608		130.00	Saturday Comedy Club
					616		29.17	Committed to the BluesBr
					1435	201	37.50	TicketS/BookingOutsideCh
	Banked: 02/11/2021	22.29						
	PublicSectorDepositFund/CCLA	22.29			1870	101	22.29	FTC Dividens Statement
	Banked: 02/11/2021	36.50						
	FDMS/TicketSales&BookingChrgs	36.50		6.08	567		30.00	PURPLE ZEPPELIN Oct 21
					1435	201	0.42	FDMS/Booking outside
	Banked: 02/11/2021	1,426.50						
	Ticket Sales& Booking Charges	1,024.00			615		1,024.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	320.50		35.61	586		24.89	POP DIVAS LIVE Oct 21
					608		23.11	Saturday Comedy Club
					614		53.33	Fleet Jazz Concert Nov 21
					619		26.67	Ian Siegal Nov 21
					623		77.78	Northsyde and Friends
					795		31.11	Elles Bailey Nov 21
					881		48.00	AC/DC UK Jan 2022
	Ticket Sales& Booking Charges	82.00		13.67	1435	201	68.33	TicketS/BookingOutsideCh
	Banked: 03/11/2021	3,805.00						
	Ticket Sales& Booking Charges	1,442.00			615		1,442.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	2,363.00		393.83	590		316.67	Xmas Party 80s Rewind
					621		116.67	Abba Fever Feb 2022
					606		225.00	XmasParty Mainly
					795		87.50	Elles Bailey Nov 21
					565		99.17	Bootleg Blondie Jan 2022
					597		36.67	Buble meets Sinatra Nov
					614		166.67	Fleet Jazz Concert Nov 21
	Subtotal Carried Forward:	7,352.09	901.56	554.40			4,975.31	

## Bank Current/Deposit Account

Receipts received between 01/11/2021 and 30/11/2021

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
					558		25.00	GENESIS Connected April
					619		12.50	Ian Seigal Nov 21
					883		33.33	James Taylor Quartet Jan
					596		16.67	Jenny Éclair: sixty!FFS
					623		29.16	Northsyde and Friends
					567		262.50	PURPLE ZEPPELIN Oct 21
					608		75.83	Saturday Comedy Club
					598		55.00	The Floyd Effect Nov 21
					580		73.33	TOTALLY TINA March
					626		162.50	UltimateElton&RocketBand
					1435	201	175.00	TicketS/BookingOutsideCh
	Banked: 03/11/2021	570.30						
	FDMS/TicketS&BookingChr&HCBa	174.00			615		174.00	Sleeping Beauty Dec 21
	FDMS/TicketS&BookingChr&HCBa	213.25		35.54	597		73.33	Buble meets Sinatra Nov
					614		100.00	Fleet Jazz Concert Nov21
	FDMS/TicketS&BookingChr&HCBa	183.05			1435	201	4.38	FDMS/Booking outside
					1431	201	4.00	FDMS/CreditC/BarSalesHC
					1433	201	3.30	FDMS/CreditC/BarSalesHC
					1420	201	175.75	FDMS/CreditCards/bar
	Banked: 03/11/2021	805.75						
	FDMS/TicketS&BookingChr&HCBa	305.00		50.83	590		221.67	Xmas Party 80s Rewind
					597		18.34	Buble meets Sinatra Nov
					608		10.83	Saturday Comedy Club
	FDMS/TicketS&BookingChr&HCBa	500.75			1435	201	3.33	FDMS/Booking outside
					1433	201	44.20	FDMS/CreditC/BarSalesHC
					1431	201	22.00	FDMS/CreditC/BarSalesHC
					1420	201	434.55	FDMS/CreditCards/bar
	Banked: 03/11/2021	1,150.40						
	FDMS/TicketS&BookingChr&HCBa	200.75		33.46	590		31.67	Xmas Party 80s Rewind
					606		30.00	XmasParty Mainly
					597		36.67	Buble meets Sinatra Nov
					567		37.50	PURPLE ZEPPELIN Oct 21
					622		29.16	Voodoo Room Mar 2022
	FDMS/TicketS&BookingChr&HCBa	949.65			1435	201	2.29	FDMS/Booking outside
					1433	201	29.40	FDMS/CreditC/BarSalesHC
					1431	201	2.00	FDMS/CreditC/BarSalesHC
					1420	201	918.25	FDMS/CreditCards/bar
	Banked: 03/11/2021	4,248.00						
	Sales Recpts Page 4385	4,248.00	4,248.00		101			Sales Recpts Page 4385
	Banked: 03/11/2021	102.00						
	Sales Recpts Page 4386	102.00	102.00		101			Sales Recpts Page 4386
	Subtotal Carried Forward:	14,228.54	4,350.00	674.23			8,302.75	

## Bank Current/Deposit Account

Receipts received between 01/11/2021 and 30/11/2021

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 03/11/2021	192.00						
	Sales Recpts Page 4387	192.00	192.00		101			Sales Recpts Page 4387
	Banked: 03/11/2021	153.45						
	FDMS/App/Bar WebSales HCEvents	153.45			1420	201	153.45	FDMS/App/Bar WebSales
	Banked: 04/11/2021	920.00						
	Ticket Sales& Booking Charges	572.00			615		572.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	348.00		58.00	590		15.83	Xmas Party 80s Rewind
					609		95.00	Xmas Saturday
					614		50.00	Fleet Jazz Concert Nov 21
					608		32.50	Saturday Comedy Club
					598		55.00	The Floyd Effect Nov 21
					1435	201	41.67	TicketS/BookingOutsideCh
	Banked: 04/11/2021	81.60						
	Sales Recpts Page 4388	81.60	81.60		101			Sales Recpts Page 4388
	Banked: 04/11/2021	44.26						
	STRIPE	44.26		7.38	1065	310	36.88	TENNIS HIRE-Calthorpe
	Banked: 04/11/2021	280.50						
	Sales Recpts Page 4389	280.50	280.50		101			Sales Recpts Page 4389
	Banked: 04/11/2021	90.00						
	Sales Recpts Page 4390	90.00	90.00		101			Sales Recpts Page 4390
	Banked: 04/11/2021	520.00						
	Gillian Carter/Cemetery	270.00			1100	350	170.00	InterPlantMem0009GillianC
					1137	350	100.00	GoRAshesDigPL0009Gillia
	Gillian Carter/Cemetery	250.00		41.67	1134	350	208.33	GoRPlantMemPL0009Gillia
	Banked: 05/11/2021	724.00						
	Ticket Sales& Booking Charges	550.00			615		550.00	Ticket Sales& Booking
	Ticket Sales& Booking Charges	174.00		29.00	590		15.83	Xmas Party 80s Rewind
					632		40.83	Santa's Grotto Xmas 2021
					608		21.67	Saturday Comedy Club
					616		29.17	Committed to the BluesBr
					1435	201	37.50	TicketS/BookingOutsideCh
	Banked: 05/11/2021	81.00						
	FDMS/TicketSales&BookingChrgs	80.00		8.89	614		71.11	Fleet Jazz Concert Nov 21
	FDMS/TicketSales&BookingChrgs	1.00		0.17	1435	201	0.83	FDMS/Booking outside
	Banked: 05/11/2021	1,456.80						
	Sales Recpts Page 4391	1,456.80	1,456.80		101			Sales Recpts Page 4391
	Banked: 05/11/2021	86.40						
	Sales Recpts Page 4392	86.40	86.40		101			Sales Recpts Page 4392
	Banked: 05/11/2021	650.00						
	Sales Recpts Page 4393	650.00	650.00		101			Sales Recpts Page 4393
	Subtotal Carried Forward:	19,508.55	2,837.30	819.34			10,600.35	

## Bank Current/Deposit Account

Receipts received between 01/11/2021 and 30/11/2021

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 06/11/2021	60.00						
	Sales Recpts Page 4394	60.00	60.00		101			Sales Recpts Page 4394
	Banked: 07/11/2021	76.50						
	Sales Recpts Page 4395	76.50	76.50		101			Sales Recpts Page 4395
	Banked: 08/11/2021	466.00						
	Ticket Sales& Booking Charges	242.00			615		242.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	199.00		22.11	590		16.89	Xmas Party 80s Rewind
					614		53.33	Fleet Jazz Concert Nov 21
					632		12.44	Santa's Grotto Xmas 2021
					594		35.56	T-Rextasy Jan 2022
					598		58.67	The Floyd Effect Nov 21
	Ticket Sales& Booking Charges	25.00		4.17	1435	201	20.83	TicketS/BookingOutsideCh
	Banked: 08/11/2021	41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-
	Banked: 08/11/2021	18.00						
	Sales Recpts Page 4396	18.00	18.00		101			Sales Recpts Page 4396
	Banked: 08/11/2021	-239.50						
	Refund	-241.00		-26.78	621		31.11	Abba Fever Feb 2022
	FDMS/TicketSales&Bookng				619		-320.00	Refund Ian Siegal Nov 21
					596		35.56	Jenny Éclair: sixty!FFS
					580		39.11	TOTALLY TINA March
	Refund	1.50		0.25	1435	201	0.62	FDMS/ Booking Fee
	FDMS/TicketSales&Bookng				1435	201	17.50	FDMS/Online Booking Fee
					1435	201	-16.87	DMS/BookingOutsideChar
	Banked: 08/11/2021	72.00						
	Sales Recpts Page 4420	72.00	72.00		101			Sales Recpts Page 4420
	Banked: 09/11/2021	819.72						
	BT PLC - NRC2/CREDIT	819.72		136.62	4487	204	683.10	CRedit
	Banked: 09/11/2021	1,198.00						
	Ticket Sales& Booking Charges	780.00			615		780.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	347.00		38.56	621		31.11	Abba Fever Feb 2022
					606		16.00	XmasParty Mainly
					565		45.33	Bootleg Blondie Jan 2022
					614		35.55	Fleet Jazz Concert Nov 21
					632		24.89	Santa's Grotto Xmas 2021
					608		57.78	Saturday Comedy Club
					598		97.78	The Floyd Effect Nov 21
	Ticket Sales& Booking Charges	71.00		11.83	1435	201	59.17	TicketS/BookingOutsideCh
	Banked: 09/11/2021	63.85						
	FDMS/TicketS&BookingChr&HCBa	18.00			615		18.00	Sleeping Beauty Dec 21

Subtotal Carried Forward:

22,084.28

226.50

1,012.96

12,710.11

## Bank Current/Deposit Account

Receipts received between 01/11/2021 and 30/11/2021

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	FDMS/TicketS&BookingChr&HCBa	37.25		4.14	632		-6.22	Refund Santa's Grotto
					597		78.22	Buble meets Sinatra Nov
					580		-39.11	TOTALLY TINA March
					1435	201	1.33	FDMS/BookingChargsAme
					1435	201	0.44	FDMS/Booking Fee
					1435	201	-1.55	FDMS/Booking outside
	FDMS/TicketS&BookingChr&HCBa	8.60			1420	201	7.60	FDMS/CreditCards/bar
					1433	201	1.00	FDMS/CreditC/BarSalesHC
	Banked: 09/11/2021	24.70						
	Cash/bar sales HC Events Oct21	24.70			1420	201	24.70	Cash/bar sales HC Events
	Banked: 09/11/2021	9.30						
	Cash/bar sales HC Events Oct21	9.30			1420	201	9.30	Cash/bar sales HC Events
	Banked: 09/11/2021	1,725.00						
	Cash/bar sales HC Events Oct21	1,725.00			1420	201	1,725.00	Cash/bar sales HC Events
	Banked: 09/11/2021	834.00						
	Sales Recpts Page 4397	834.00	834.00		101			Sales Recpts Page 4397
	Banked: 10/11/2021	3,819.50						
	Ticket Sales& Booking Charges	2,110.00			615		2,110.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	243.00		27.00	609		135.11	Xmas Saturday
					614		35.56	Fleet Jazz Concert Nov21
					632		6.22	Santa's Grotto Xmas 2021
					580		39.11	TOTALLY TINA March
	Ticket Sales& Booking Charges	47.00		7.83	1435	201	39.17	TicketS/BookingOutsideCh
	Ticket Sales& Booking Charges	862.50		95.83	621		233.33	Abba Fever Feb 2022
					565		120.89	Bootleg Blondie Jan 2022
					614		71.11	Fleet Jazz Concert Nov 21
					582		48.00	Guns 2 Roses Mar 2022
					623		124.45	Northsyde and Friends
					632		12.45	Santa's Grotto Xmas 2021
					608		46.22	Saturday Comedy Club
					598		39.11	The Floyd Effect Nov 21
					883		71.11	James Taylor Quartet Jan
	Ticket Sales& Booking Charges	79.00		13.17	1435	201	65.83	TicketS/BookingOutsideCh
	Ticket Sales& Booking Charges	385.00		42.78	590		16.89	Xmas Party 80s Rewind
					621		26.67	Abba Fever Feb 2022
					881		112.00	AC/DC UK Jan 2022
					614		35.55	Fleet Jazz Concert Nov 21
					632		12.44	Santa's Grotto Xmas 2021
					608		138.67	Saturday Comedy Club
	Ticket Sales& Booking Charges	93.00		15.50	1435	201	77.50	TicketS/BookingOutsideCh
	Banked: 10/11/2021	145.25						
	FDMS/TicketSales&BookingChrgs	-8.00			615		-8.00	Refund Sleeping Beauty
	FDMS/TicketSales&BookingChrgs	154.00		17.11	621		133.34	Abba Fever Feb 2022
					619		-26.67	Refund Ian Seigal Nov 21
	Subtotal Carried Forward:	28,642.03	834.00	1,236.32			18,226.88	

## Bank Current/Deposit Account

Receipts received between 01/11/2021 and 30/11/2021

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
					594		30.22	T-Rextasy Jan 2022
	FDMS/TicketSales&BookingChrgs	-0.75		-0.12	1435	201	1.66	FDMS/Online Booking Fee
					1435	201	-2.29	FDMS/BookingOutsideCha
	Banked: 10/11/2021	257.60						
	FDMS/TicketS&BookingChr&HCBa	136.00			615		136.00	Sleeping Beauty Dec 21
	FDMS/TicketS&BookingChr&HCBa	65.00		7.22	614		71.11	Fleet Jazz Concert Nov21
					619		-13.33	Refund Ian Seigal Nov 21
	FDMS/TicketS&BookingChr&HCBa	3.00		0.50	1435	201	0.83	FDMS/Online Booking Fee
					1435	201	1.67	FDMS/Booking outside
	FDMS/TicketS&BookingChr&HCBa	53.60			1433	201	2.00	FDMS/CreditC/BarSalesHC
					1420	201	51.60	FDMS/CreditCards/bar
	Banked: 10/11/2021	786.10						
	FDMS/TicketS&BookingChr&HCBa	138.00			615		138.00	Sleeping Beauty Dec 21
	FDMS/TicketS&BookingChr&HCBa	100.00		11.11	606		32.00	XmasParty Mainly
					597		19.55	Buble meets Sinatra Nov
					614		17.78	Fleet Jazz Concert Nov 21
					598		19.56	The Floyd Effect Nov 21
	FDMS/TicketS&BookingChr&HCBa	3.50		0.58	1435	201	2.50	FDMS/Online Booking Fee
					1435	201	0.42	FDMS/Booking outside
	FDMS/TicketS&BookingChr&HCBa	544.60			1433	201	41.20	FDMS/CreditC/BarSalesHC
					1431	201	2.00	FDMS/CreditC/BarSalesHC
					1420	201	501.40	FDMS/CreditCards/bar
	Banked: 10/11/2021	115.10						
	FDMS/App/Bar WebSales HCEvents	115.10			1420	201	115.10	FDMS/App/Bar WebSales
	Banked: 10/11/2021	547.20						
	Sales Recpts Page 4398	547.20	547.20		101			Sales Recpts Page 4398
	Banked: 10/11/2021	1,345.44						
	Sales Recpts Page 4399	1,345.44	1,345.44		101			Sales Recpts Page 4399
	Banked: 10/11/2021	265.50						
	Cash/bar sales HC Events Oct21	265.50			1420	201	265.50	Cash/bar sales HC Events
	Banked: 10/11/2021	10.20						
	Cash/bar sales HC Events Oct21	10.20			1420	201	10.20	Cash/bar sales HC Events
	Banked: 10/11/2021	53.00						
	Cash/bar sales HC Events Oct21	53.00			1420	201	53.00	Cash/bar sales HC Events
	Banked: 10/11/2021	79.30						
	Cash/bar sales HC Events Oct21	79.30			1420	201	79.30	Cash/bar sales HC Events
	Subtotal Carried Forward:	32,101.47	1,892.64	1,255.61			19,803.86	

## Bank Current/Deposit Account

Receipts received between 01/11/2021 and 30/11/2021

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 10/11/2021	96.25						
	Cash/bar sales HC Events Oct21	96.25			1420	201	96.25	Cash/bar sales HC Events
	Banked: 10/11/2021	53.46						
	Sales Recpts Page 4400	53.46	53.46		101			Sales Recpts Page 4400
	Banked: 10/11/2021	159.60						
	Sales Recpts Page 4421	159.60	159.60		101			Sales Recpts Page 4421
	Banked: 11/11/2021	14.00						
	Cheque/ Ticket Sales HC Oct21	14.00		1.56	586		12.44	Cheque/ POP DIVAS LIVE
	Banked: 11/11/2021	795.50						
	Ticket Sales& Booking Charges	356.00			615		356.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	389.50		43.28	590		50.67	Xmas Party 80s Rewind
					623		15.56	Northsyde and Friends
					632		62.22	Santa's Grotto Xmas 2021
					608		69.33	Saturday Comedy Club
					580		117.33	TOTALLY TINA March
					622		31.11	Voodoo Room Mar 2022
	Ticket Sales& Booking Charges	50.00		8.33	1435	201	41.67	TicketS/BookingOutsideCh
	Banked: 11/11/2021	31.33						
	STRIPE	31.33		5.22	1065	310	26.11	TENNIS HIRE-Calthorpe
	Banked: 12/11/2021	1,142.00						
	Ticket Sales& Booking Charges	652.00			615		652.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	427.00		47.44	590		101.33	Xmas Party 80s Rewind
					795		31.11	Elles Bailey Nov 21
					620		33.78	Forever Jackson Feb 2022
					608		57.78	Saturday Comedy Club
					594		65.78	T-Rextasy Jan 2022
					598		58.67	The Floyd Effect Nov 21
					616		31.11	Committed to the BluesBr
	Ticket Sales& Booking Charges	63.00		10.50	1435	201	52.50	TicketS/BookingOutsideCh
	Banked: 12/11/2021	375.40						
	FDMS/TicketS&BookingChr&HCBa	270.00		30.00	609		253.33	Xmas Saturday
					619		-13.33	Refund Ian Siegal Nov 21
	FDMS/TicketS&BookingChr&HCBa	2.75		0.46	1435	201	2.50	FDMS/BookingChargAme
					1435	201	0.63	FDMS/Online Booking Fee
					1435	201	-0.84	FDMS/Booking outside
	FDMS/TicketS&BookingChr&HCBa	102.65			1433	201	1.30	FDMS/CreditC/BarSalesHC
					1420	201	101.35	FDMS/CreditCards/bar
	Banked: 12/11/2021	420.00						
	JenniferSlater/S0068AddInscrip	420.00		70.00	1132	350	350.00	GoRMemKerbstS0068
	Banked: 12/11/2021	91.20						
	Subtotal Carried Forward:	35,280.21	213.06	1,472.40			22,461.55	



## Bank Current/Deposit Account

Receipts received between 01/11/2021 and 30/11/2021

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 4401	91.20	91.20		101			Sales Recpts Page 4401
	Banked: 12/11/2021	33.00						
	Sales Recpts Page 4402	33.00	33.00		101			Sales Recpts Page 4402
	Banked: 15/11/2021	91.80						
	Sales Recpts Page 4403	91.80	91.80		101			Sales Recpts Page 4403
	Banked: 15/11/2021	1,811.00						
	Ticket Sales& Booking Charges	1,216.00			615		1,216.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	486.00		54.00	881		32.00	AC/DC UK Jan 2022
					606		32.00	XmasParty Mainly
					614		106.67	Fleet Jazz Concert Nov 21
					632		43.56	Santa's Grotto Xmas 2021
					608		104.00	Saturday Comedy Club
					594		35.55	T-Rextasy Jan 2022
					598		78.22	The Floyd Effect Nov 21
	Ticket Sales& Booking Charges	109.00		18.17	1435	201	90.83	TicketS/BookingOutsideCh
	Banked: 15/11/2021	62.75						
	Ticket Sales& Booking Charges	62.00		6.89	614		35.56	Fleet Jazz Concert Nov 21
					598		19.55	The Floyd Effect Nov 21
	Ticket Sales& Booking Charges	0.75		0.12	1435	201	0.63	TicketS/BookingOutsideCh
	Banked: 15/11/2021	1,460.00						
	HOLMES LTD/Brett & Bryan	1,460.00			1100	350	170.00	IntermentPlot2538 Jeremy
					1120	350	390.00	Reservtn DOG AP0240
					1130	350	170.00	Memorial AP0240 John
					1120	350	390.00	DOG AP0239 Mark Bryan
					1100	350	170.00	Intement AP0239 Mark
					1130	350	170.00	Memorial AP0239 Mark
	Banked: 16/11/2021	1,299.00						
	Ticket Sales& Booking Charges	560.00			615		560.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	659.00		73.23	881		48.00	AC/DC UK Jan 2022
					606		32.00	XmasParty Mainly
					609		33.78	Xmas Saturday
					632		68.44	Santa's Grotto Xmas 2021
					608		161.78	Saturday Comedy Club
					598		117.33	The Floyd Effect Nov 21
					626		124.44	UltimateElton&RocketBand
	Ticket Sales& Booking Charges	80.00		13.33	1435	201	66.67	TicketS/BookingOutsideCh
	Banked: 16/11/2021	28.60						
	FDMS/App/Bar WebSales HCEvents	28.60			1420	201	28.60	FDMS/App/Bar WebSales
	Banked: 16/11/2021	254.40						
	FDMS/TicketS&BookingChr&HCBa	114.00			615		114.00	Sleeping Beauty Dec 21
	FDMS/TicketS&BookingChr&HCBa	122.50		13.61	621		62.22	Abba Fever Feb 2022
					622		46.67	Voodoo Room Mar 2022
	Subtotal Carried Forward:	40,320.76	216.00	1,651.75			27,180.05	

## Bank Current/Deposit Account

Receipts received between 01/11/2021 and 30/11/2021

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	FDMS/TicketS&BookingChr&HCBa	2.50		0.42	1435	201	6.88	FDMS/BookingChargsAme
					1435	201	-4.80	FDMS/BookingOutsideCha
	FDMS/TicketS&BookingChr&HCBa	15.40			1420	201	15.40	FDMS/CreditCards/bar
	Banked: 16/11/2021	1,200.00						
	Sales Recpts Page 4404	1,200.00	1,200.00		101			Sales Recpts Page 4404
	Banked: 17/11/2021	2,970.50						
	Ticket Sales& Booking Charges	1,584.00			615		1,584.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	1,209.97		134.44	590		84.44	Xmas Party 80s Rewind
					621		108.89	Abba Fever Feb 2022
					881		32.00	AC/DC UK Jan 2022
					606		64.00	XmasParty Mainly
					795		93.33	Elles Bailey Nov 21
					609		204.86	Xmas Saturday
					614		231.11	Fleet Jazz Concert Nov 21
					582		16.00	Guns 2 Roses Mar 2022
					883		35.56	James Taylor Quartet Jan
					632		112.00	Santa's Grotto Xmas 2021
					608		34.67	Saturday Comedy Club
					598		19.56	The Floyd Effect Nov 21
					580		39.11	TOTALLY TINA March
	Ticket Sales& Booking Charges	176.53		29.42	1435	201	147.11	TicketS/BookingOutsideCh
	Banked: 17/11/2021	278.55						
	FDMS/TicketS&BookingChr&HCBa	154.00			615		154.00	Sleeping Beauty Dec 21
	FDMS/TicketS&BookingChr&HCBa	66.00		7.33	614		35.56	Fleet Jazz Concert Nov 21
					608		23.11	Saturday Comedy Club
	FDMS/TicketS&BookingChr&HCBa	3.50		0.58	1435	201	2.92	FDMS/Booking outside
	FDMS/TicketS&BookingChr&HCBa	55.05			1433	201	1.30	FDMS/CreditC/BarSalesHC
					1420	201	53.75	FDMS/CreditCards/bar
	Banked: 17/11/2021	919.10						
	FDMS/TicketS&BookingChr&HCBa	29.00		3.22	609		219.56	Xmas Saturday
					614		71.11	Fleet Jazz Concert Nov 21
					883		-195.56	Refnd
					608		-69.33	RefundSaturdayComedyCl
	FDMS/TicketS&BookingChr&HCBa	50.00			615		50.00	Sleeping Beauty Dec 21
	FDMS/TicketS&BookingChr&HCBa	0.75		0.12	1435	201	0.63	FDMS/Booking outside
	FDMS/TicketS&BookingChr&HCBa	839.35			1433	201	40.30	FDMS/CreditC/BarSalesHC
					1431	201	4.00	FDMS/CreditC/BarSalesHC
					1420	201	795.05	FDMS/CreditCards/bar

Subtotal Carried Forward: 45,688.91 1,200.00 1,827.28 31,190.57

## Bank Current/Deposit Account

Receipts received between 01/11/2021 and 30/11/2021

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 17/11/2021	200.00						
	Cash/bar sales HC Events Nov21	200.00			1420	201	200.00	Cash/bar sales HC Events
	Banked: 17/11/2021	19.00						
	Cash/bar sales HC Events Nov21	19.00			1420	201	19.00	Cash/bar sales HC Events
	Banked: 17/11/2021	153.85						
	Cash/bar sales HC Events Nov21	153.85			1420	201	153.85	Cash/bar sales HC Events
	Banked: 17/11/2021	662.30						
	FDMS/App/Bar WebSales HCEvents	662.30			1420	201	662.30	FDMS/App/Bar WebSales
	Banked: 17/11/2021	947.55						
	FDMS/TicketS&BookingChr&HCBa	125.00		13.89	621		31.11	Abba Fever Feb 2022
					614		53.33	Fleet Jazz Concert Nov 21
					608		26.67	Saturday Comedy Club
	FDMS/TicketS&BookingChr&HCBa	2.75		0.46	1435	201	2.29	FDMS/Booking outside
	FDMS/TicketS&BookingChr&HCBa	819.80			1433	201	52.70	FDMS/CreditC/BarSalesHC
					1431	201	14.00	FDMS/CreditC/BarSalesHC
					1420	201	753.10	FDMS/CreditCards/bar
	Banked: 18/11/2021	1,113.50						
	Ticket Sales& Booking Charges	596.00			615		596.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	456.50		50.72	881		32.00	AC/DC UK Jan 2022
					795		15.55	Elles Bailey Nov 21
					609		33.78	Xmas Saturday
					614		266.67	Fleet Jazz Concert Nov 21
					632		18.67	Santa's Grotto Xmas 2021
					580		39.11	TOTALLY TINA March
	Ticket Sales& Booking Charges	61.00		10.17	1435	201	50.83	TicketS/BookingOutsideCh
	Banked: 18/11/2021	37.78						
	STRIPE	37.78		6.30	1065	310	31.48	TENNIS HIRE-Calthorpe
	Banked: 18/11/2021	145.00						
	M Stokes/plot1100 F&M HesterTr	145.00			1121	350	145.00	DOGTrnsfPlot1100
	Banked: 19/11/2021	1,181.00						
	Ticket Sales& Booking Charges	314.00			615		314.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	804.00		89.33	590		101.33	Xmas Party 80s Rewind
					881		96.00	AC/DC UK Jan 2022
					606		32.00	XmasParty Mainly
					795		31.11	Elles Bailey Nov 21
					609		84.45	Xmas Saturday
					614		106.67	Fleet Jazz Concert Nov 21
					620		67.56	Forever Jackson Feb 2022
					632		6.22	Santa's Grotto Xmas 2021
					594		96.00	T-Rextasy Jan 2022
	Subtotal Carried Forward:	50,148.89	0.00	1,998.15			35,323.35	

## Bank Current/Deposit Account

Receipts received between 01/11/2021 and 30/11/2021

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
					616		93.33	Committed to the BluesBr
	Ticket Sales& Booking Charges	63.00		10.50	1435	201	52.50	TicketS/BookingOutsideCh
	Banked: 19/11/2021	129.75						
	FDMS/TicketSales&BookingChrgs	48.00			615		48.00	Sleeping Beauty Dec 21
	FDMS/TicketSales&BookingChrgs	80.00		8.89	614		71.11	Fleet Jazz Concert Nov 21
	FDMS/TicketSales&BookingChrgs	1.75		0.29	1435	201	1.67	FDMS/BookingChrgsAme
					1435	201	-0.21	FDMS/BookingOutsideCha
	Banked: 19/11/2021	733.00						
	Ticket Sales& Booking Charges	586.00			615		586.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	105.00		11.67	590		16.89	Xmas Party 80s Rewind
					881		32.00	AC/DC UK Jan 202232
					606		32.00	XmasParty Mainly
					632		12.44	Santa's Grotto Xmas 2021
	Ticket Sales& Booking Charges	42.00		7.00	1435	201	35.00	TicketS/BookingOutsideCh
	Banked: 20/11/2021	200.00						
	Sales Recpts Page 4405	200.00	200.00		101			Sales Recpts Page 4405
	Banked: 22/11/2021	118.25						
	FDMS/App/Bar WebSales HCEvents	118.25			1420	201	118.25	FDMS/App/Bar WebSales
	Banked: 22/11/2021	544.20						
	FDMS/TicketS&BookingChr&HCBa	120.00			615		120.00	Sleeping Beauty Dec 21
	FDMS/TicketS&BookingChr&HCBa	20.00		2.22	614		17.78	Fleet Jazz Concert Nov 21
	FDMS/TicketS&BookingChr&HCBa	0.25		0.04	1435	201	0.21	FDMS/Booking outside
	FDMS/TicketS&BookingChr&HCBa	403.95			1433	201	45.40	FDMS/CreditC/BarSalesHC
					1420	201	358.55	FDMS/CreditCards/bar
	Banked: 22/11/2021	30.00						
	Sales Recpts Page 4422	30.00	30.00		101			Sales Recpts Page 4422
	Banked: 23/11/2021	885.00						
	Ticket Sales& Booking Charges	452.00			615		452.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	383.00		42.56	881		64.00	AC/DC UK Jan 2022
					795		31.11	Elles Bailey Nov 21
					624		26.67	RU40 Feb 22
					632		24.89	Santa's Grotto Xmas 2021
					594		53.33	T-Rextasy Jan 2022
					598		39.11	The Floyd Effect Nov 21
					580		39.11	TOTALLY TINA March
					622		62.22	Voodoo Room - Mar 2022
	Ticket Sales& Booking Charges	50.00		8.33	1435	201	41.67	TicketS/BookingOutsideCh
	Banked: 23/11/2021	81.80						
	FDMS/TicketS&BookingChr&HCBa	70.00		7.78	606		32.00	XmasParty Mainly

Subtotal Carried Forward:

52,870.89

230.00 2,097.43

37,830.38

## Bank Current/Deposit Account

Receipts received between 01/11/2021 and 30/11/2021

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
					609		33.78	Xmas Saturday
					594		35.56	T-Rextasy Jan 2022
					598		-39.12	Refund The Floyd Effect
	FDMS/TicketS&BookingChr&HCBa	1.50		0.25	1435	201	2.92	FDMS/BookingChargsAme
					1435	201	-1.67	FDMS/BookingOutsideCha
	FDMS/TicketS&BookingChr&HCBa	10.30			1420	201	10.30	FDMS/CreditCards/bar
	Banked: 23/11/2021	68.40						
	Sales Recpts Page 4407	68.40	68.40		101			Sales Recpts Page 4407
	Banked: 23/11/2021	28.70						
	FDMS/App/Bar WebSales HCEvents	28.70			1420	201	28.70	FDMS/App/Bar WebSales
	Banked: 23/11/2021	70.00						
	Haven Memorials/Plot1800 Leech	70.00			1130	350	70.00	HavenMemorials/MePlot18
	Banked: 24/11/2021	698.40						
	Sales Recpts Page 4406	698.40	698.40		101			Sales Recpts Page 4406
	Banked: 24/11/2021	476.40						
	FDMS/TicketS&BookingChr&HCBa	76.00			615		76.00	Sleeping Beauty Dec 21
	FDMS/TicketS&BookingChr&HCBa	54.00		6.00	606		48.00	XmasParty Mainly
	FDMS/TicketS&BookingChr&HCBa	2.00		0.33	1435	201	1.67	FDMS/Booking outside
	FDMS/TicketS&BookingChr&HCBa	344.40			1433	201	40.80	FDMS/CreditC/BarSalesHC
					1431	201	42.00	FDMS/CreditC/BarSalesHC
					1420	201	261.60	FDMS/CreditCards/bar
	Banked: 24/11/2021	237.25						
	FDMS/TicketS&BookingChr&HCBa	78.00			615		78.00	Sleeping Beauty Dec 21
	FDMS/TicketS&BookingChr&HCBa	105.00		11.67	621		62.22	Abba Fever Feb 2022
					626		31.11	UltimateElton&RocketBand
	FDMS/TicketS&BookingChr&HCBa	2.75		0.46	1435	201	2.29	FDMS/Booking outside
	FDMS/TicketS&BookingChr&HCBa	51.50			1420	201	50.20	FDMS/CreditCards/bar
					1433	201	1.30	FDMS/CreditC/BarSalesHC
	Banked: 24/11/2021	1,730.15						
	FDMS/TicketS&BookingChr&HCBa	208.00			615		208.00	Sleeping Beauty Dec 21
	FDMS/TicketS&BookingChr&HCBa	17.50		1.94	795		15.56	Elles Bailey Nov 21
	FDMS/TicketS&BookingChr&HCBa	3.50		0.58	1435	201	1.25	FDMS/BookingChargsAme
					1435	201	1.67	FDMS/Booking outside
	Subtotal Carried Forward:	56,180.19	766.80	2,118.66			38,892.52	

## Bank Current/Deposit Account

Receipts received between 01/11/2021 and 30/11/2021

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	FDMS/TicketS&BookingChr&HCBa	1,501.15			1433	201	77.80	FDMS/CreditC/BarSalesHC
					1431	201	10.00	FDMS/CreditC/BarSalesHC
					1420	201	1,413.35	FDMS/CreditCards/bar
	Banked: 24/11/2021	567.65						
	FDMS/App/Bar WebSales HCEvents	567.65			1420	201	567.65	FDMS/App/Bar WebSales
	Banked: 24/11/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 24/11/2021	44.60						
	Cash/bar sales HC Events Nov21	44.60			1420	201	44.60	Cash/bar sales HC Events
	Banked: 24/11/2021	729.60						
	Sales Recpts Page 4408	729.60	729.60		101			Sales Recpts Page 4408
	Banked: 24/11/2021	30.10						
	Cash/bar sales HC Events Nov21	30.10			1420	201	30.10	Cash/bar sales HC Events
	Banked: 24/11/2021	13.80						
	Cash/bar sales HC Events Nov21	13.80			1420	201	13.80	Cash/bar sales HC Events
	Banked: 24/11/2021	124.30						
	Cash/bar sales HC Events Nov21	124.30			1420	201	124.30	Cash/bar sales HC Events
	Banked: 24/11/2021	159.10						
	Cash/bar sales HC Events Nov21	159.10			1420	201	159.10	Cash/bar sales HC Events
	Banked: 24/11/2021	2,698.00						
	Ticket Sales& Booking Charges	1,754.00			615		1,754.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	785.00		87.22	881		80.00	AC/DC UK Jan 2022
					590		101.33	Xmas Party 80s Rewind
					565		60.45	Bootleg Blondie Jan 2022
					594		248.89	T-Rextasy Jan 2022
					632		112.00	Santa's Grotto Xmas 2021
					795		31.11	Elles Bailey Nov 21
					609		16.89	Xmas Saturday
					606		16.00	XmasParty Mainly
					622		31.11	Voodoo Room Mar 2022
	Ticket Sales& Booking Charges	159.00		26.50	1435	201	132.50	TicketS/BookingOutsideCh
	Banked: 25/11/2021	360.00						
	Sales Recpts Page 4409	360.00	360.00		101			Sales Recpts Page 4409
	Banked: 25/11/2021	1,083.50						
	Ticket Sales& Booking Charges	588.00			615		588.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	435.50		48.39	621		53.33	Abba Fever Feb 2022
					632		12.44	Santa's Grotto Xmas 2021
					580		273.78	TOTALLY TINA March
					795		15.56	Elles Bailey Nov 21
					881		32.00	AC/DC UK Jan 2022
	Subtotal Carried Forward:	61,997.06	1,089.60	2,281.81			44,897.79	

## Bank Current/Deposit Account

Receipts received between 01/11/2021 and 30/11/2021

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Ticket Sales& Booking Charges	60.00		10.00	1435	201	50.00	TicketS/BookingOutsideCh
	Banked: 25/11/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe
	Banked: 26/11/2021	1,440.00						
	Cemetery Cheques	1,270.00			1120	350	1,100.00	DOG/Plot3006 Martin John
					1130	350	170.00	MemrPlot3006 Martin John
	Cemetery Cheques	170.00			1100	350	170.00	IntermPI AP0261A
	Banked: 26/11/2021	441.00						
	Cheques:FoOakleyP&XmasDayLu	441.00			1053	315	191.00	Donation/CentinaryTree
					504		250.00	ImaginationDpl/GrantXmas
	Banked: 26/11/2021	171.60						
	Sales Recpts Page 4410	171.60	171.60		101			Sales Recpts Page 4410
	Banked: 26/11/2021	48.00						
	Sales Recpts Page 4411	48.00	48.00		101			Sales Recpts Page 4411
	Banked: 26/11/2021	844.00						
	Ticket Sales& Booking Charges	634.00			615		634.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	159.00		17.67	590		16.89	Xmas Party 80s Rewind
					609		67.55	Xmas Saturday
					632		24.89	Santa's Grotto Xmas 2021
					881		32.00	AC/DC UK Jan 2022
	Ticket Sales& Booking Charges	51.00		8.50	1435	201	42.50	TicketS/BookingOutsideCh
	Banked: 26/11/2021	243.50						
	FDMS/TicketS&BookingChr&HCBa	136.00			615		136.00	Sleeping Beauty Dec 21
	FDMS/TicketS&BookingChr&HCBa	2.25		0.38	1435	201	1.87	FDMS/Booking outside
	FDMS/TicketS&BookingChr&HCBa	105.25			1433	201	3.60	FDMS/CreditC/BarSalesHC
					1431	201	4.00	FDMS/CreditC/BarSalesHC
					1420	201	97.65	FDMS/CreditCards/bar
	Banked: 26/11/2021	240.00						
	Sales Recpts Page 4412	240.00	240.00		101			Sales Recpts Page 4412
	Banked: 26/11/2021	1,710.00						
	HOLMES LTD/Plot2550TI J Semple	1,710.00			1120	350	1,100.00	DOG Plot2550 Jamie
					1100	350	440.00	IntermentPlot2550 Jamie
					1130	350	170.00	Memorial Plot2550Jamie
	Banked: 29/11/2021	545.25						
	FDMS/TicketSales&BookingChrgs	92.00			615		92.00	Sleeping Beauty Dec 21
	FDMS/TicketSales&BookingChrgs	445.00		49.44	590		67.56	Xmas Party 80s Rewind
					621		186.67	Abba Fever Feb 2022
					609		135.11	Xmas Saturday
					632		6.22	Santa's Grotto Xmas 2021
	Subtotal Carried Forward:	67,692.85	459.60	2,369.87			50,097.67	

## Bank Current/Deposit Account

Receipts received between 01/11/2021 and 30/11/2021

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	FDMS/TicketSales&BookingChrgs	8.25		1.37	1435	201	1.67	FDMS/Online Booking Fee
					1435	201	5.21	FDMS/Booking outside
	Banked: 29/11/2021	200.00						
	Church Crookham Parish Council	200.00			504		200.00	Donation/XmasDayLunch
	Banked: 29/11/2021	191.70						
	Cash/bar sales HC Events Nov21	191.70			1420	201	191.70	Cash/bar sales HC Events
	Banked: 29/11/2021	17.05						
	Cash/bar sales HC Events Nov21	17.05			1420	201	17.05	Cash/bar sales HC Events
	Banked: 29/11/2021	-191.70						
	Cash/bar sales HC Events Nov21	-191.70			1420	201	-191.70	Cash/bar sales HC Events
	Banked: 29/11/2021	191.70						
	Cash/bar sales HC Events Nov21	191.70			1420	201	191.70	Cash/bar sales HC Events
	Banked: 29/11/2021	179.75						
	Cash/bar sales HC Events Nov21	179.75			1420	201	179.75	Cash/bar sales HC Events
	Banked: 29/11/2021	346.80						
	Sales Recpts Page 4413	346.80	346.80		101			Sales Recpts Page 4413
	Banked: 29/11/2021	81.60						
	Sales Recpts Page 4414	81.60	81.60		101			Sales Recpts Page 4414
	Banked: 29/11/2021	41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-
	Banked: 29/11/2021	878.50						
	Ticket Sales& Booking Charges	528.00			615		528.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	301.50		33.50	580		56.00	TOTALLY TINA March
					609		67.56	Xmas Saturday
					632		12.44	Santa's Grotto Xmas 2021
					590		84.44	Xmas Party 80s Rewind
					795		15.56	Elles Bailey Nov 21
					881		32.00	AC/DC UK Jan 2022
	Ticket Sales& Booking Charges	49.00		8.17	1435	201	40.83	TicketS/BookingOutsideCh
	Banked: 30/11/2021	1,200.00						
	Sales Recpts Page 4415	1,200.00	1,200.00		101			Sales Recpts Page 4415
	Banked: 30/11/2021	108.00						
	Sales Recpts Page 4416	108.00	108.00		101			Sales Recpts Page 4416
	Banked: 30/11/2021	49.50						
	Sales Recpts Page 4417	49.50	49.50		101			Sales Recpts Page 4417
	Banked: 30/11/2021	30.00						
	Sales Recpts Page 4418	30.00	30.00		101			Sales Recpts Page 4418
	Banked: 30/11/2021	76.50						
	Sales Recpts Page 4419	76.50	76.50		101			Sales Recpts Page 4419
	Subtotal Carried Forward:	71,093.41	1,892.40	2,419.77			51,564.18	



## Bank Current/Deposit Account

Receipts received between 01/11/2021 and 30/11/2021

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 30/11/2021	2,150.00						
	G.M. LUFF & PARTNER LTD	2,150.00			1120	350	1,100.00	DOG Plot2545 Bernard
					1100	350	440.00	Interm Plot2545 Bernard
					1130	350	170.00	MemorialPlot2545
					1100	350	440.00	Interment Plot2259 David
	Banked: 30/11/2021	290.00						
	LAMBERT NP/Plot1885 PaulinePow	290.00			1121	350	290.00	DOGTransPlot1885
	Banked: 30/11/2021	543.00						
	Ticket Sales& Booking Charges	154.00			615		154.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	359.00		39.89	590		118.22	Xmas Party 80s Rewind
					606		64.00	XmasParty Mainly
					609		16.89	Xmas Saturday
					558		26.67	GENESIS Connected April
					616		31.11	Committed to the BluesBr
					795		62.22	Elles Bailey Nov 21
	Ticket Sales& Booking Charges	30.00		5.00	1435	201	25.00	TicketS/BookingOutsideCh
	Banked: 30/11/2021	655.35						
	FDMS/TicketS&BookingChr&HCBa	99.60			1431	201	2.00	FDMS/CreditC/BarSalesHC
					1420	201	97.60	FDMS/CreditCards/bar
	FDMS/TicketS&BookingChr&HCBa	306.00			615		306.00	Sleeping Beauty Dec 21
	FDMS/TicketS&BookingChr&HCBa	246.00		27.33	590		16.89	Xmas Party 80s Rewind
					632		130.67	Santa's Grotto Xmas 2021
					594		71.11	T-Rextasy Jan 2022
	FDMS/TicketS&BookingChr&HCBa	-7.00		-0.78	632		-6.22	Refund Santa's Grotto
	FDMS/TicketS&BookingChr&HCBa	10.75		1.79	1435	201	8.96	FDMS/Booking outside
	<b>Total Receipts:</b>	<b>74,731.76</b>	<b>17,109.46</b>	<b>2,493.00</b>			<b>55,129.30</b>	

## List of Payments made between 01/11/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/11/2021	PAY AND SHOP	DD	23.56		TransactionChargesHCEvnt Sep21
09/11/2021	HSBC	DDR	12.20		ELECTR BKG CHARGES Sep2021
09/11/2021	HSBC	DDR	47.88		ELECTR BKG CHARGES Sep2021
09/11/2021	BOOKER LTD-BK	DD	386.84		BOOKER LTD-BK
11/11/2021	BACS P/L Pymnt Page 1915	BACS Pymnt	65,839.54		BACS P/L Pymnt Page 1915
11/11/2021	NPOWER	DD	82.29		First payment AFPVAV Electricity
11/11/2021	NPOWER	DD	-82.29		First payment AFPVAV Electricity
11/11/2021	NPOWER	DD	82.29		First payment AFCC Electricity
12/11/2021	FDMS/Paymentsense	DD	247.31		MonthlyServiceFeeT1 HCEv Oct21
12/11/2021	FDMS/Paymentsense	DD	27.53		MonthlyServiceFeeT2 HCEv Oct21
15/11/2021	NPOWER	DD	98.16		First payment OakleyP&P Electr
15/11/2021	NPOWER	DD	61.17		First payment BasingbP&P Elect
15/11/2021	NPOWER	DD	56.89		First payment Calth P&P Electr
15/11/2021	CASTLE WATER	DD	85.90		Water&WasteCemtr1 Sep21-28Feb22
15/11/2021	CASTLE WATER	DD	146.22		Water&WasteAFPVAV1 Sep21-28Feb21
15/11/2021	NPOWER	DD	68.02		FirstPayment AFPVAV electricity
15/11/2021	CommercialCards/HSBC	DD	443.96		CommercialCard-GM HC Oct/Nov21
15/11/2021	CommercialCards/HSBC	DD	936.31		CommercialCard DM HC Oct/Nov21
15/11/2021	CommercialCards/HSBC	DD	1,199.73		CommercialCard OS&FM Oct/Nov21
15/11/2021	CommercialCards/HSBC	DD	512.61		CommercialCard PACO Oct/Nov21
15/11/2021	CommercialCards/HSBC	DD	96.96		CommercialCard TechS Oct/Nov21
16/11/2021	GLOBAL PAYMENTS	DD	619.79		MonthlyServFHCEv Oct21/Inv0058
16/11/2021	Legal and General	DD	4,031.09		Payroll Nov 2021
19/11/2021	PAYMENTSSENSE LTD	DD	113.94		MonthlyServFHCEvents Oct/Nov21
19/11/2021	PAYMENTSSENSE LTD	DD	17.88		MonthlyServFHCEvents Oct/Nov21
19/11/2021	PAYMENTSSENSE LTD	DD	-113.94		MonthlyServFHCEvents Oct/Nov21
19/11/2021	PAYMENTSSENSE LTD	DD	113.94		MonthlyServFHCEvents Oct/Nov21
19/11/2021	Fleet Town Council	DDR	25,142.68		Payroll Nov 2021
22/11/2021	CENT COMP MANG LTD/LivePay	DD	74.20		Payroll records&postage 2022/7
22/11/2021	Inland Revenue	DDR	8,214.33		Payroll Nov 2021
24/11/2021	BACS P/L Pymnt Page 1921	BACS Pymnt	23,355.46		BACS P/L Pymnt Page 1921
25/11/2021	BOC MANCHESTER ACC	DD	49.32		HCEvGas for HarlingtonBarOct21
29/11/2021	British Telecom/BT Group PLC	DD	93.24		Harlington&CafeWifi 01-30Nov21
29/11/2021	CASTLE WATER	DD	263.23		WstWaterBasingbP1Feb21-31Jan22
29/11/2021	HSBC	DDR	57.69		HSBC Total Charges 8Oct-7Nov21
30/11/2021	PAY AND SHOP	DD	50.45		TransactionChargesHCEvnt Oct21
30/11/2021	VODAFONE LTD	DD	34.47		Mobile Phones 18Oct -17Nov21
30/11/2021	Nationwide Building Society	200006	400,000.00		TRANSF NOV21/Nationwide Buildi
Total Payments			532,490.85		

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AMETHYST Amethyst Horticulture Ltd</b>							
<i>20036/Amethyst Horticulture Lt</i>	30/09/2021	20036	1	6,526.86	0.00	6,526.86	0.00
					<u>0.00</u>	<u>6,526.86</u>	
Above paid on 11/11/2021 by Online Payment Ref AMETHYST							
<b>BIFFA Biffa Waste Services Ltd</b>							
<i>227T24575/Biffa Waste Services</i>	22/10/2021	227T24575	1	602.40	0.00	602.40	0.00
<i>227T24576/Biffa Waste Services</i>	22/10/2021	227T24576	1	108.14	0.00	108.14	0.00
<i>227T24577/Biffa Waste Services</i>	22/10/2021	227T24577	1	98.59	0.00	98.59	0.00
<i>227T24578/Biffa Waste Services</i>	22/10/2021	227T24578	1	39.60	0.00	39.60	0.00
					<u>0.00</u>	<u>848.73</u>	
Above paid on 11/11/2021 by Online Payment Ref BIFFA							
<b>BRAND Brand Pest Control</b>							
<i>2394/Brand Pest Control</i>	08/11/2021	2394	1	72.00	0.00	72.00	0.00
					<u>0.00</u>	<u>72.00</u>	
Above paid on 11/11/2021 by Online Payment Ref BRAND							
<b>CHUBB Chubb Fire &amp; Security Limited</b>							
<i>9028184/Chubb Fire &amp; Security</i>	27/10/2021	9028184	1	504.00	0.00	504.00	0.00
<i>9028185/Chubb Fire &amp; Security</i>	27/10/2021	9028185	1	504.00	0.00	504.00	0.00
<i>9028186/Chubb Fire &amp; Security</i>	27/10/2021	9028186	1	504.00	0.00	504.00	0.00
					<u>0.00</u>	<u>1,512.00</u>	
Above paid on 11/11/2021 by Online Payment Ref CHUBB							
<b>COLOUR Colourways</b>							
<i>36258/Colourways</i>	27/10/2021	36258	1	635.99	0.00	635.99	0.00
					<u>0.00</u>	<u>635.99</u>	
Above paid on 11/11/2021 by Online Payment Ref COLOUR							
<b>COMEDYCOMP The Comedy Company Ltd</b>							
<i>13NOV21/The Comedy Company Ltd</i>	13/11/2021	13NOV21	1	840.00	0.00	840.00	0.00
<i>23OCT21/The Comedy Company Ltd</i>	29/09/2021	23OCT21	1	840.00	0.00	840.00	0.00
					<u>0.00</u>	<u>1,680.00</u>	
Above paid on 11/11/2021 by Online Payment Ref TheComedyC							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CREST Crest Lifts Limited							
<i>SI-27902/Crest Lifts Limited</i>	28/10/2021	SI-27902	1	840.14	0.00	840.14	0.00
					0.00	840.14	
Above paid on 11/11/2021 by Online Payment Ref CrestLifts							
DAN DUNK Dan Dunk							
<i>OCT2021 DD/Dan Dunk</i>	20/10/2021	OCT2021 DD	1	18.45	0.00	18.45	0.00
					0.00	18.45	
Above paid on 11/11/2021 by Online Payment Ref DANDUNK							
DTM CONTR DTM Contractors Ltd							
<i>1005/DTM Contractors Ltd</i>	03/11/2021	1005	1	443.86	0.00	443.86	0.00
<i>1006/DTM Contractors Ltd</i>	03/11/2021	1006	1	67.50	0.00	67.50	0.00
<i>1011/DTM Contractors Ltd</i>	09/11/2021	1011	1	206.96	0.00	206.96	0.00
					0.00	718.32	
Above paid on 11/11/2021 by Online Payment Ref DTMCONTR							
FEVER KRF Corporate Entertainment Ltd							
<i>2021/0511/KRF Corporate Entert</i>	10/11/2021	2021/0511	1	2,550.00	0.00	2,550.00	0.00
					0.00	2,550.00	
Above paid on 11/11/2021 by Online Payment Ref FEVERPRODU							
FLTJAZ Fleet Jazz Club							
<i>21/03/Fleet Jazz Club</i>	15/10/2021	21/03	1	720.00	0.00	720.00	0.00
<i>21/04/Fleet Jazz Club</i>	19/10/2021	21/04	1	70.35	0.00	70.35	0.00
<i>21/05/Fleet Jazz Club</i>	21/10/2021	21/05	1	218.28	0.00	218.28	0.00
<i>21/06/Fleet Jazz Club</i>	29/10/2021	21/06	1	145.91	0.00	145.91	0.00
					0.00	1,154.54	
Above paid on 11/11/2021 by Online Payment Ref FLTJAZ							
GC LIGHTNG GC Lighting							
<i>003/2021/GC Lighting</i>	30/10/2021	003/2021	1	132.00	0.00	132.00	0.00
					0.00	132.00	
Above paid on 11/11/2021 by Online Payment Ref GCLIGHTNG							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GREENHOUSE Greenhouse Graphics Ltd							
<i>24749/Greenhouse Graphics Ltd</i>	29/10/2021	24749	1	370.00	0.00	370.00	0.00
					<u>0.00</u>	<u>370.00</u>	
Above paid on 11/11/2021 by Online Payment Ref GREENHOUSE							
HOGSBACK Hogs Back Brewery Ltd.							
<i>INV-05438/Hogs Back Brewery Lt</i>	10/11/2021	INV-05438	1	207.58	0.00	207.58	0.00
<i>NV-05065/Hogs Back Brewery Ltd</i>	27/10/2021	NV-05065	1	207.58	0.00	207.58	0.00
					<u>0.00</u>	<u>415.16</u>	
Above paid on 11/11/2021 by Online Payment Ref HOGSBACK							
LANDFORD Landford Trees Ltd							
<i>053785/Landford Trees Ltd</i>	04/11/2021	053785	1	229.20	0.00	229.20	0.00
					<u>0.00</u>	<u>229.20</u>	
Above paid on 11/11/2021 by Online Payment Ref LANDFORD							
LAWMANS UK Lawmans Uk Ltd							
<i>264860/Lawmans Uk Ltd</i>	25/10/2021	264860	1	504.00	0.00	504.00	0.00
<i>265156/Lawmans Uk Ltd</i>	01/11/2021	265156	1	440.98	0.00	440.98	0.00
					<u>0.00</u>	<u>944.98</u>	
Above paid on 11/11/2021 by Online Payment Ref LAWMANSUK							
MILLERSARK Millers Ark Animals							
<i>29376/Millers Ark Animals</i>	05/11/2021	2937A	1	250.00	0.00	250.00	0.00
					<u>0.00</u>	<u>250.00</u>	
Above paid on 11/11/2021 by Online Payment Ref MillersArk							
MINTNETWORK Mint Network Ltd							
<i>09211646/Mint Network Ltd</i>	09/10/2021	09211646	1	145.03	0.00	145.03	0.00
<i>10211646/Mint Network Ltd</i>	09/11/2021	10211646	1	122.64	0.00	122.64	0.00
					<u>0.00</u>	<u>267.67</u>	
Above paid on 11/11/2021 by Online Payment Ref MINTNETWORK							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>NIGELJEFFR Nigel Jeffries Landscapes Limited</b>							
<i>14221/Nigel Jeffries Landscape</i>	31/10/2021	14221	1	13,157.24	0.00	13,157.24	0.00
					<u>0.00</u>	<u>13,157.24</u>	
Above paid on 11/11/2021 by Online Payment Ref NIGELJEFFR							
<b>NPTREE NP Tree Management Ltd</b>							
<i>2368/NP Tree Management Ltd</i>	10/11/2021	2368	1	228.00	0.00	228.00	0.00
					<u>0.00</u>	<u>228.00</u>	
Above paid on 11/11/2021 by Online Payment Ref NPTREE							
<b>PRIMA CH Cleaning Services</b>							
<i>001419/CH Cleaning Services</i>	31/10/2021	001419	1	2,822.52	0.00	2,822.52	0.00
<i>001420/CH Cleaning Services</i>	31/10/2021	001420	1	687.12	0.00	687.12	0.00
<i>001421/CH Cleaning Services</i>	31/10/2021	001421	1	440.82	0.00	440.82	0.00
<i>001422/CH Cleaning Services</i>	31/10/2021	001422	1	126.18	0.00	126.18	0.00
<i>001423/CH Cleaning Services</i>	31/10/2021	001423	1	126.18	0.00	126.18	0.00
<i>001424/CH Cleaning Services</i>	31/10/2021	001424	1	126.18	0.00	126.18	0.00
<i>001425/CH Cleaning Services</i>	31/10/2021	001425	1	140.22	0.00	140.22	0.00
					<u>0.00</u>	<u>4,469.22</u>	
Above paid on 11/11/2021 by Online Payment Ref CHCleaning							
<b>PRINCESTN Alan Prince-Princestones</b>							
<i>PEAKE/Alan Prince-Princestones</i>	29/10/2021	PEAKE	1	100.00	0.00	100.00	0.00
					<u>0.00</u>	<u>100.00</u>	
Above paid on 11/11/2021 by Online Payment Ref PRINCESTN							
<b>PURPLEZEPP PURPLE ZEPPELIN</b>							
<i>301021/PURPLE ZEPPELIN</i>	30/10/2021	301021	1	1,462.13	0.00	1,462.13	0.00
					<u>0.00</u>	<u>1,462.13</u>	
Above paid on 11/11/2021 by Online Payment Ref PURPLEZEPP							
<b>PXPRODUCT PX Productions Ltd</b>							
<i>INV-25120/PX Productions Ltd</i>	13/10/2021	INV-25120	1	1,512.00	0.00	1,512.00	0.00
<i>INV-25128/PX Productions Ltd</i>	29/10/2021	INV-25128	1	720.00	0.00	720.00	0.00
					<u>0.00</u>	<u>2,232.00</u>	
Above paid on 11/11/2021 by Online Payment Ref PXPRODUCT							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
RODNEY M Rodney Marshall							
<i>OCT2021 RM/Rodney Marshall</i>	03/11/2021	OCT2021 RM	1	39.00	0.00	39.00	0.00
					<u>0.00</u>	<u>39.00</u>	
					0.00	39.00	
Above paid on 11/11/2021 by Online Payment Ref RODNEYM							
SGPOS SG POS/Shelfguard Systems							
<i>INV-17529/SG POS/Shelfguard Sy</i>	01/11/2021	INV-17529	1	84.00	0.00	84.00	0.00
					<u>0.00</u>	<u>84.00</u>	
					0.00	84.00	
Above paid on 11/11/2021 by Online Payment Ref SGPOS							
SHIELD SEC Shield Security Services Ltd							
<i>4586/Shield Security Services</i>	01/11/2021	45864	1	50.40	0.00	50.40	0.00
<i>45950/Shield Security Services</i>	31/10/2021	45950	1	42.00	0.00	42.00	0.00
					<u>0.00</u>	<u>92.40</u>	
					0.00	92.40	
Above paid on 11/11/2021 by Online Payment Ref SHIELDSEC							
SIAN Sian Taylor							
<i>OCT2021 ST/Sian Taylor</i>	01/11/2021	OCT2021 ST	1	70.58	0.00	70.58	0.00
					<u>0.00</u>	<u>70.58</u>	
					0.00	70.58	
Above paid on 11/11/2021 by Online Payment Ref SIANT							
SOUNDLIGHT True Sound Hire Ltd							
<i>24NOV2021/True Sound Hire Ltd</i>	24/11/2021	24NOV2021	1	1,460.00	0.00	1,460.00	0.00
					<u>0.00</u>	<u>1,460.00</u>	
					0.00	1,460.00	
Above paid on 11/11/2021 by Online Payment Ref TrueSoundH							
STARBURST Starburst Foundation							
<i>SLEEPING BEAUTY21/Starburst Fo</i>	01/11/2021	SLEEPING BEAUTY21	1	20,000.00	0.00	20,000.00	0.00
					<u>0.00</u>	<u>20,000.00</u>	
					0.00	20,000.00	
Above paid on 11/11/2021 by Online Payment Ref STARBURST							
SUX HR HUB The Sussex HR Hub Ltd							
<i>INV-0834/The Sussex HR Hub Ltd</i>	01/11/2021	INV-0834	1	109.20	0.00	109.20	0.00
					<u>0.00</u>	<u>109.20</u>	
					0.00	109.20	
Above paid on 11/11/2021 by Online Payment Ref TheSussexH							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
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TICKETSOLV TicketSolve Ltd							
21100045/TicketSolve Ltd	31/10/2021	21100045	1	2,306.59	0.00	2,306.59	0.00
					<u>0.00</u>	<u>2,306.59</u>	
					0.00	2,306.59	
							Above paid on 11/11/2021 by Online Payment Ref TICKETSOLV
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UWR United Washrooms Limited							
HI585783/United Washrooms Limi	01/11/2021	HI585783	1	141.63	0.00	141.63	0.00
HI586094/United Washrooms Limi	01/11/2021	HI586094	1	628.92	0.00	628.92	0.00
					<u>0.00</u>	<u>770.55</u>	
					0.00	770.55	
							Above paid on 11/11/2021 by Online Payment Ref UWR
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VIMTO Vimto Limited							
OP/I535129/Vimto Limited	28/10/2021	OP/I535129	1	92.59	0.00	92.59	0.00
					<u>0.00</u>	<u>92.59</u>	
					0.00	92.59	
							Above paid on 11/11/2021 by Online Payment Ref VIMTO
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BASINGDEAN BASINGSTOKE AND DEANE BOROUGH COUNCIL							
HA204806/BASINGSTOKE AND DEANE	18/11/2021	HA204806	1	70.00	0.00	70.00	0.00
					<u>0.00</u>	<u>70.00</u>	
					0.00	70.00	
							Above paid on 24/11/2021 by Online Payment Ref BASINGDEAN
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CBS Comfort Building Services Ltd							
50077/Comfort Building Service	09/11/2021	50077	1	988.80	0.00	988.80	0.00
50078/Comfort Building Service	09/11/2021	50078	1	509.47	0.00	509.47	0.00
					<u>0.00</u>	<u>1,498.27</u>	
					0.00	1,498.27	
							Above paid on 24/11/2021 by Online Payment Ref CBS
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CHUBB Chubb Fire & Security Limited							
9025509/Chubb Fire & Security	25/10/2021	9025509	1	636.00	0.00	636.00	0.00
9025512/Chubb Fire & Security	25/10/2021	9025512	1	504.00	0.00	504.00	0.00
					<u>0.00</u>	<u>1,140.00</u>	
					0.00	1,140.00	
							Above paid on 24/11/2021 by Online Payment Ref CHUBB



Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>COMEDYCOMP The Comedy Company Ltd</b>							
<i>04NOV21/The Comedy Company Ltd</i>	23/11/2021	04NOV21	1	840.00	0.00	840.00	0.00
					<u>0.00</u>	<u>840.00</u>	
					0.00	840.00	
Above paid on 24/11/2021 by Online Payment Ref TheComedyC							
<b>COORS Molson Coors Brewing Co (UK) Ltd-ROP</b>							
<i>906297947/Molson Coors Brewing</i>	09/11/2021	906297947	1	1,018.57	0.00	1,018.57	0.00
<i>906308944/Molson Coors Brewing</i>	16/11/2021	906308944	1	4,653.77	0.00	4,653.77	0.00
					<u>0.00</u>	<u>5,672.34</u>	
					0.00	5,672.34	
Above paid on 24/11/2021 by Online Payment Ref COORS							
<b>CULLAN FLA Cullan Flanagan</b>							
<i>#0045/Cullan Flanagan</i>	14/11/2021	#0045	1	140.00	0.00	140.00	0.00
					<u>0.00</u>	<u>140.00</u>	
					0.00	140.00	
Above paid on 24/11/2021 by Online Payment Ref CULLANFLA							
<b>DTM CONTR DTM Contractors Ltd</b>							
<i>1014/DTM Contractors Ltd</i>	12/11/2021	1014	1	195.71	0.00	195.71	0.00
<i>1017/DTM Contractors Ltd</i>	17/11/2021	1017	1	80.25	0.00	80.25	0.00
					<u>0.00</u>	<u>275.96</u>	
					0.00	275.96	
Above paid on 24/11/2021 by Online Payment Ref DTMCONTR							
<b>ELO Mr S Rownes &amp; Mrs B Rownes</b>							
<i>ELOE_HAR_04/Mr S Rownes &amp; Mrs</i>	18/11/2021	ELOE_HAR_04	1	1,587.27	0.00	1,587.27	0.00
					<u>0.00</u>	<u>1,587.27</u>	
					0.00	1,587.27	
Above paid on 24/11/2021 by Online Payment Ref ELOENCOUNT							
<b>FARNCOMM Farnborough Communications</b>							
<i>5990/Farnborough Communication</i>	22/11/2021	5990	1	114.00	0.00	114.00	0.00
					<u>0.00</u>	<u>114.00</u>	
					0.00	114.00	
Above paid on 24/11/2021 by Online Payment Ref FARNCOMM							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LONDONCAT London Catering &amp; Hygiene Solutions Ltd</b>							
<i>68062/London Catering &amp; Hygien</i>	27/08/2021	68062	1	194.95	0.00	194.95	0.00
<i>68785/London Catering &amp; Hygien</i>	14/09/2021	68785	1	204.72	0.00	204.72	0.00
<i>69252/London Catering &amp; Hygien</i>	23/09/2021	69252	1	206.78	0.00	206.78	0.00
					<u>0.00</u>	<u>606.45</u>	
Above paid on 24/11/2021 by Online Payment Ref LONDONCAT							
<b>MILLERSARK Millers Ark Animals</b>							
<i>2937/Millers Ark Animals</i>	05/11/2021	2937	1	458.90	0.00	458.90	0.00
					<u>0.00</u>	<u>458.90</u>	
Above paid on 24/11/2021 by Online Payment Ref MillersArk							
<b>NEW F ICEC New Forest Ice Cream</b>							
<i>16767/New Forest Ice Cream</i>	18/11/2021	16767	1	1,040.58	0.00	1,040.58	0.00
					<u>0.00</u>	<u>1,040.58</u>	
Above paid on 24/11/2021 by Online Payment Ref NEWFICEC							
<b>PEGASUS Pegasus Building Services Herriard Ltd</b>							
<i>SI-346/Pegasus Building Servic</i>	21/10/2021	SI-346	1	178.15	0.00	178.15	0.00
					<u>0.00</u>	<u>178.15</u>	
Above paid on 24/11/2021 by Online Payment Ref PEGASUS							
<b>PPLPRS PPL PRS Ltd</b>							
<i>SIN1875186/PPL PRS Ltd</i>	01/11/2021	SIN1875186	1	3,495.28	0.00	3,495.28	0.00
					<u>0.00</u>	<u>3,495.28</u>	
Above paid on 24/11/2021 by Online Payment Ref PPLPRS							
<b>SSE SOUTHE SSE Southern Electric</b>							
<i>0040/SSE Southern Electric</i>	08/11/2021	0040	1	58.39	0.00	58.39	0.00
					<u>0.00</u>	<u>58.39</u>	
Above paid on 24/11/2021 by Online Payment Ref SSESOUTHE							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOTGAS      Total Gas & Power Ltd							
<i>251634410/21/Total Gas &amp; Power</i>	12/11/2021	251634410/21	1	1,409.56	0.00	1,409.56	0.00
<i>251634674/21/Total Gas &amp; Power</i>	12/11/2021	251634674/21	1	25.69	0.00	25.69	0.00
<i>251634861/21/Total Gas &amp; Power</i>	12/11/2021	251634861/21	1	125.00	0.00	125.00	0.00
					<u>0.00</u>	<u>1,560.25</u>	
Above paid on 24/11/2021 by Online Payment Ref TOTGAS							
VIKING      VIKING DIRECT							
<i>7874986/VIKING DIRECT</i>	04/11/2021	7874986	1	63.62	0.00	63.62	0.00
					<u>0.00</u>	<u>63.62</u>	
Above paid on 24/11/2021 by Online Payment Ref VIKING							
WBPROD      WB Productions							
<i>158/WB Productions</i>	21/11/2021	158	1	4,400.00	0.00	4,400.00	0.00
					<u>0.00</u>	<u>4,400.00</u>	
Above paid on 24/11/2021 by Online Payment Ref WBProducti							
WINNING PR      Paul Winning							
<i>INV-1285/Paul Winning</i>	15/11/2021	INV-1285	1	156.00	0.00	156.00	0.00
					<u>0.00</u>	<u>156.00</u>	
Above paid on 24/11/2021 by Online Payment Ref WINNINGPR							
NATIONWIDE      Nationwide Building Society							
<i>TRANSF NOV21/Nationwide Buildi</i>	30/11/2021	TRANSF NOV21	1	400,000.00	0.00	400,000.00	0.00
					<u>0.00</u>	<u>400,000.00</u>	
Above paid on 30/11/2021 by Cheque 200006							
Total Purchase Ledger Payments for Month 8					<u>0.00</u>	<u>489,195.00</u>	

**From:** [Edwards, Bethan](#)  
**To:** [Janet Stanton](#); [Bob Schofield](#); [George Woods](#); [Alan Hope](#); [Sharyn Wheale](#)  
**Cc:** [Bennett, Sarah](#)  
**Subject:** Community Transport Schemes 2022/23 – Funding Arrangements for Fleet Town Council  
**Date:** 01 December 2021 13:56:40  
**Attachments:** [image002.png](#)  
**Importance:** High

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Dear Colleagues,

As you will know, the previous Community Transport tender arrangement allowed for us to initially award a two-year contract with the option to extend for a further four years (six years in total). The contracts in place have since been extended for a further year, to run until 31 March 2022.

We are now proposing to extend the contracts in place again for a further year from 1 April 2022- 31 March 2023. Given the current operating environment, extending the contract by one year seems the right approach at this time.

The contribution required from **Fleet Town Council** for 2022/23 is set out in the table below. This has been calculated on the basis of the contribution for 21/22 with inflation of 5% added onto the contract price only. Inflation is added to the contract on the anniversary of the contract, in this case 1 April 2022, and if the actual inflation rate is different than this, then the contribution required during 22/23 will be amended to reflect this. Please do keep in mind that inflation rates are currently increasing.

Service	Annual Contract contribution 2022/23 (with inflation of 5% added)	Annual Vehicle Replacement (no inflation)	Total annual contribution for 2022/23*
Fleet Link	£11,673.24	£2,515.63	£14,188.87

*\*this figure may change if the actual inflation rate is different to this.*

**Please can you confirm your Council's agreement to this or let us know when you may expect to get approval?**

We will then need to issue a formal Deed of Agreement to cover the 1-year extension period.

If you require any further information at this stage, then please let us know.

Kind regards,

Bethan

**Bethan Edwards**

Community Transport Officer

Community Transport and Contracts Team

Hampshire County Council, 2<sup>nd</sup> Floor Elizabeth II Court West, The Castle, Winchester, SO23 8UJ

Tel: 0370 779 5035



[Click here to contact me on Teams](#)



A woman with long blonde hair and glasses is sitting at a desk, looking at a laptop. She is wearing a light-colored sweater. In the background, there are other people in a meeting room, some standing and some sitting. The overall scene is dimly lit with a warm, brownish tint.

# **Fleet Saturday Market**

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## **Business Plan**



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# EXECUTIVE SUMMARY

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Fleet Saturday Market Working Group (FSMWG) proposes to operate the Fleet Saturday market in order to improve the retail offer for residents of and visitors to Fleet; improve the visitor experience; create a more vibrant atmosphere in Fleet; stimulate more footfall and create employment and business opportunities for local people.

We propose to create a new Community Interest Company (CIC) which will operate a weekly market using attractive, robust and uniform stalls. A Saturday market will combine a core market catering for regular shopping needs with regular specialist markets each month.

The CIC will employ a part-time manager who will be responsible for the day to day running of the company and the operation of the market. The manager will be supported by an unpaid board of directors who will provide the necessary business skills and who will represent a wide spectrum of the community in Fleet. FSMWG will mobilise additional volunteer resources as required to help get the market back up and running successfully.

Outline plans are already in place for the procurement of stalls, for the marketing, advertising and publicity required to relaunch the market and for the day-to-day operation of the market.

Financial forecasts of costs and revenues have been developed and show that a viable market could be established in Fleet. The financial risks and other risks of operating the market have been assessed and actions prepared to minimise the impact of the risks arising.

Investment requirements for the relaunch of Fleet market have been established and plans are in place to raise the required funding, which is forecasted to be between £12k and £15k.

FSMWG is convinced that it has a workable plan to relaunch Fleet Market which will create a vibrant atmosphere in Fleet, will be financially sustainable and which will benefit the whole community of Fleet. It is forecasted that the market will be self sufficient in terms of funding from Quarter 3 2022.

From a financial perspective, the cash flow projections included in this report have been based upon three models, an expected target outcome plus a low and high watermark assessment (worst-case and best-case scenarios).

All cash flow projections are based upon an initial investment of approx. £12k to £15k. The baseline forecast shows that with a realistic pricing structure and ambitious but achievable targets it is possible to generate a reasonable surplus which would allow the CIC to build up a prudent reserve, pay a profit share to FTC and perhaps even generate a small fund to invest in community activities in Fleet.

## **BENEFITS TO THE COMMUNITY**

- Creation of a vibrant atmosphere
- Increased retail choice
- Supporting primarily local businesses and traders

## **BENEFITS TO THE LOCAL ECONOMY**

- New opportunities for local businesses to trade
- Improved footfall for “bricks and mortar” businesses along Fleet Road
- Greater retention of retail spend in the local area
- Attraction of spend from outside Fleet.
- Will draw shoppers along Fleet Road, benefitting businesses at the Gurkha Square end

## **BENEFITS TO FLEET TOWN COUNCIL**

- Improved positivity from a successful market
- Potential profit share from market surplus
- Option to remove liability for the market from FTC



# INTRODUCTION

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## **Aims & Objectives**

FSMWG will regenerate and operate Fleet Saturday Market with the aims of:

- Improving the retail offer for residents of and visitors to Fleet.
- Improving the visitor experience.
- Creating a more vibrant atmosphere in Fleet and reversing the decline in the town centre
- Stimulating more footfall in Fleet and beyond for current and future retail and leisure businesses.
- Creating employment and business opportunities for local people to trade on the market and to develop offerings which could also be used at other markets.
- Protecting Fleet Town Council from any losses it may incur on the operation of the market.
- Using any financial surplus which might be generated for the benefit of the community.

## **Purpose of this document**

This Business Plan has been prepared in order to set out how FSMWG proposes to meet the aims and objectives for Fleet Saturday Market. It sets out:

- A vision of the market
- How we propose to regenerate the market
- How we will operate the market
- The organisational model and governance structure we propose
- Financial projections, funding requirements and funding approach
- The benefits we anticipate for the local community, the local economy, Fleet Town Council and Hart District Council
- The risks we see for the successful regeneration and operation of Fleet market and how we will manage those risks

# WHAT WILL THE MARKET BE LIKE?

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## **FSMWG vision for Fleet Market**

Our aim is to regenerate a vibrant and financially successful weekly market in Gurkha Square operating every Saturday. The Saturday market should combine a core market which operates every week with different specialist / themed markets that operate one Sunday every other month.

The core Saturday market should be at least 10 – 15 stalls providing shopping essentials such as fruit and veg; fish; household goods; small furnishings; flowers & plants etc.

Each of the specialist markets would have an individual theme (e.g. Artisan Market, Farmers Market, Fashion Market, Arts and Crafts Market).

Integrating the core market with a rotating schedule of local / specialist stalls will provide a sufficiently large market to be financially viable and sustainable. If successful we would expect to grow the combined market to 30 or more stalls.

## **Appearance of the market**

We aim to provide an attractive market which will draw the attention of people passing through the market square on foot or by car and which will create a positive impression so that they are more likely to visit the market. We therefore propose to procure robust and colourful stalls which will be provided to stallholders as part of the rental of their pitch. We will expect stallholders to operate from the supplied stalls unless they are able to supply their own good quality equivalent stalls. It is expected that around 40-50% of the stalls in use will be provided by the CIC.

An area of the market will be setup as a public stage, and will encourage local performing arts groups, singers, dancers etc to perform and create a destination activity, one that will draw in friends, family, supporters and fans of the acts performing. In the early stages of the market, this will be primarily free of charge performers (due to the limited funds available to the CIC), however once a surplus is generated, this will be a mix of local interest performers (eg Hampshire Music Service etc) as well as paid professional and semi-professional performers.

# HOW WILL THE MARKET OPERATE?

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## RECRUITMENT OF STALL HOLDERS

We will aim to achieve a balance between ensuring that stalls provide goods of sufficient quality, that there are sufficient numbers of stalls and that local people trade on the market. The CIC will recruit stall holders by:

- Using established stall-finder websites
- Advertising locally
- Building up a database of traders who trade locally
- Work with existing traders for referrals
- Proactively targeting businesses that operate in one of our target stall areas
- Working with the National Market Traders Federation to access their database of traders

Incentives will be offered as necessary to build up and maintain the number of stall holders. The incentives may include discounts for block bookings or for introducing a new stallholder. We will identify “core” offerings for the markets (e.g. fruit and veg) and if we are not recruiting these core traders then additional incentives may be offered.

We will ensure that there are not too many similar stalls in the market. For the core market that may mean limiting the number of stalls selling similar products to one or two but for specialist markets it might be appropriate to have several stalls selling similar products.

We will aim to encourage local people to trade on the market. To this end the CIC will work with other organisations (e.g. Fleet BID, Fleet Lions, existing traders) to support and mentor new local traders).

We will make a provision for community based groups and/or charities to have stalls at heavily discounted fees or free of charge (the number of these stalls will be limited by the capacity and need to meet financial targets).

Some suggested stall types to target are:

Bakery, BBQ, Cakes, Candles, Cheese, Childrens toys, Chocolate, Clothes, Coffee, Crafts, Cupcakes, Delicatessen, Environmentally friendly products, Fish, Flowers, Games, Gardening - plants etc., Gin, Homeware, Ironmongery, Jewellery, Meat (Butchers), Mental health (drop in clinic), Model/collectors, Music/performing arts, Perfumes, Pet products, Recycling, Second hand clothing, Sweets (incl all types), Toy swap (second hand toys), Vintage & retro, Wine, Woodwork (carpentry)

## **MARKETING**

Key to the success of the market will be to ensure that there is a good number of customers visiting the market on a regular basis. When the CIC takes over the market it will prepare a marketing campaign to launch the market at a viable scale.

The campaign will identify target customers locally and beyond Fleet and it will arrange targeted media coverage and advertising to bring in the target customers. Ongoing media coverage and advertising will continue so as to maintain interest in the market and keep the number of customers up.

New signage for the market will be put in place along the frontage of Gurkha Square as well as 3 “temporary” signs straddling over Fleet Road where there is an existing provision for these hanging signs. It is estimated these can be in place for approximately 9 months of the year so as to be classed as temporary.

Marketing will include digital means of communication as well as traditional marketing to ensure we are communicating with our local audience as well as reaching the broadest possible demographic

## **PROVISION OF STALLS**

The CIC will procure uniform steel-framed stalls with coloured covers / tarpaulins. These will project a neat and attractive appearance to the market and will ensure that all stalls meet health and safety requirements. The stalls will be set up by the CIC in good time for the stall holders to do their own preparation before the opening of the market. The CIC will take down the stalls at the end of the day and clear away the market. Secure storage and transport will be provided for the stalls (hopefully this may be possible as part of a rent concession with Fleet Town Football Club).

## **SPONSORSHIP**

There will be 2 opportunities to raise funds through sponsorship – firstly the sponsorship of the market as a whole (including branding on signage, website and social media) and secondly through weekly sponsorship of outbound communications (again website, social media and any printed media).

## **SUNDAY MARKETS**

The current arrangement includes the provision of 6 Sunday markets per annum, to be held on the 1<sup>st</sup> Sunday of every even numbered month. These would likely be heavily themed, potentially using some of the suggested themes below:

American, Antiques, Artisan, Arts and crafts, Baby/child, Baking, Charity, Christmas, Easter, French, Gardening, General food, German, Indian, Italian, Mexican, Nepalese, Oktoberfest, Pets, St Patricks day, Valentines, Vegan, Vegetarian

## **COMMUNITY FOCUS**

To assist in driving footfall, it is anticipated that part of the weekly market would be made available free of charge to local community groups, to provide them with a platform to promote

their message, as well as to potentially aid with recruitment / public support. Some examples of this could include local dance groups providing demonstrations, local schools running competitions against each other, performing arts group providing entertainment etc.

## **COVID**

The market benefits from being an outdoor space, and has good distances between stalls with plenty of space for the public to move around freely and carefully. Any future Covid related restrictions (or other such restrictions as might be put in place) would be enforced by the market.

## **SUSTAINABILITY AND CLIMATE CHANGE**

The market would actively encourage the use of sustainable products, packaging and methods of transport by both stall holders and the public. There will be provision for cycle parking (utilizing the existing bike parking bays in Gurkha Square) as well as potentially offering incentives to traders who source their products locally, ethically or provide sustainable packaging & packing.

## **PARKING**

It is anticipated that the existing car parks serving the high street will continue to be used, with visitors solely to the market likely to primarily use the Victoria Road car park. We will campaign with HDC to allow the use of parking along Harlington Way as well as the parking around the council offices free of charge on market days, as a way of a) encouraging people into Fleet and b) directing them through Gurkha Square and the market enroute to the High St.

## **MANAGEMENT OF THE BUSINESS**

The success of the market will depend on having resources with enough time to devote to the business over the long term and having the necessary expert skills available when necessary. The CIC will employ a permanent part-time manager who will be responsible for the day-to-day operation of the market including the advertising, recruitment of stallholders, management of the set-up and dismantling of the market, collection of fees and supervision of the market. The manager will be supported by a board of directors with the necessary skills including: marketing, finance, general commercial and business skills, market operations and market trading.

Additional support will be sought from volunteers, particularly in the early set-up days. FTC may be well placed to mobilise such volunteers. A number of staff will be recruited for the set up and dismantling of the market and will be paid on an hourly basis.

# COMPANY STRUCTURE AND GOVERNANCE

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## COMMUNITY INTEREST COMPANY

We will establish a new Community Interest Company (CIC) to operate the market in the interest of the residents and businesses. The assets of a CIC are “locked” so that they can only ever be owned by the CIC or transferred to another “asset locked” company.

## GOVERNANCE PRINCIPLES

### Company Membership

The CIC will be set up to represent the community. Depending on the funding requirements (see below) we will choose one of two options for the company: The first option is to form a company “limited by guarantee” which will have a small number of members who do not make an investment but who are each responsible for a limited amount of the company’s debts (usually £1 each) in the event that the company is wound up.

The second option, if there is a need to raise funds from the community, is to form a company “limited by shares”. In this case the members would each invest money in the company and the members’ losses would be limited to the amount they had invested in the event the company is wound up.

### Directors and employees.

A board of directors will be appointed by the members for initial terms of up to 3 years and subsequently elected on three year terms. The board will be selected to ensure that it both represents the community and has the necessary skills to oversee the management of the company. The directors will not be paid in their roles as directors. It is proposed that 2 directors are elected from Fleet Town Council, 1 from Hart District Council, 1 from the market traders themselves and 1 independent (eg Fleet BID)

The company will employ staff as necessary to operate the markets successfully. The employees may include one or more staff to manage the day to day operations of the market and may also include the staff necessary to set-up and take down the stalls on each market day

### Treatment of surpluses / profits

The CIC will aim to at least break even and will in practice aim to make a modest surplus. Any surpluses will be treated as follows:

- In the first instance any surplus will be used to build and maintain a prudent reserve against future expenditure plus a contingency against unforeseen expenditure.
- Any surpluses above the level needed to maintain a prudent reserve may, with the approval of the members be distributed to other community organisations in Fleet
- Surpluses above the level need for a prudent reserve may also be used to repay shareholders original investment through a share buy-back or similar scheme.

- In no circumstances will profits/ surpluses be distributed to shareholders in the form of dividends.
- Should profits become excessive the directors will either adjust pricing or make investments which benefit the market (e.g. improving the appearance of the Market place) and bring the surpluses back to a reasonable level.

# OPERATING POLICIES

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The Market CIC will operate as an ethical company taking proper care of its employees, customers, suppliers and of the environment while aiming to benefit the community of Fleet.

## **Non-discrimination**

The CIC will not discriminate on the basis of race, sex, sexuality, age or disability with regard to treatment of employees, customers and suppliers or the appointment of directors.

## **Employment**

Employees will be paid at least the UK living wage Training needs will be assessed and training will be provided so that employees can work safely and effectively.

## **Health and Safety**

Policies and procedures will be developed to ensure the safety of employees, stall holders and market visitors. This will include lone working safety procedures for employees.

## **Inspection and maintenance**

Policies and procedures will be developed for the inspection and maintenance of equipment used by the CIC to ensure that it is safe and works effectively.



# FINANCES

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## FINANCIAL PRINCIPLES

- The CIC will operate for the benefit of the community. Members and directors will not profit from the market.
- The finances will be open for anyone to see, full accounts will be published.
- The market must at least break even in the long term.
- Pricing of pitches / stalls will be set at a realistic level which is sufficiently attractive to attract stall holders, reflects the services offered and which covers the costs of operating the market. We anticipate that the fee for a standard pitch will be in the region of £25-£30 which is less than the current fee for a pitch (with no stall supplied) of approx. £35-£45 charged by commercial operators of specialist markets.

## CASHFLOW PROJECTIONS

Appendix I shows cost, income and cashflow projections for the operation of the market. The first page sets out the assumptions behind the cost and income breakdowns. The second page sets out a baseline scenario which represents an ambitious but very achievable target for the market. Pages three and four represent pessimistic and optimistic variations on the baseline which show what could happen if we were less successful than we hope in building up the market or if we achieve higher growth than we forecast.

At this stage the cashflow projections do not include any licence fee or profit share paid to FTC. Payments to the council would be subject to negotiation. Our preference would be to pay the council a profit share once the market is cash-positive. The baseline forecast shows that with a realistic pricing structure and ambitious but achievable targets it is possible to generate a reasonable surplus which would allow the CIC to build up a prudent reserve, pay a profit share to FTC and perhaps even generate a small fund to invest in community activities in Fleet.

Alternatively, FTC could be fully removed from the equation, with the CIC establishing a commercial relationship with HDC for the use of Gurkha Square, and utilizing any project profit to invest further in the market. This option might appeal to FTC as it would remove any financial liability on the town council for the operation of the market.

The pessimistic forecast show what might happen if we cannot achieve the growth in the number of stalls which we expect and if we incur unexpected additional costs. In this scenario a larger negative cashflow is produced in the early years of the market but within the three years of the forecast the losses are reversed and the deficit stabilised. In practice we will closely monitor performance against our projections and will take actions to reduce costs if we find cost overruns, we will take actions to improve trader recruitment if the volume of stalls is lower than expected and we will review advertising and marketing if we do not draw sufficient footfall to the market. The optimistic scenario shows what would happen if we were able to generate a higher (but not unrealistic) number of stalls on the market. In this scenario substantial surpluses would be generated allowing a greater return for FTC and providing funds for investment in community projects and/or making improvements to the Market.

## FUNDING.

The initial investment required to kickstart the rejuvenation of the market is estimated in the £12k to £15k range. This includes the purchase of stalls, advertising, initial salaries for the market manager (required ahead of receiving any revenue), company setup.

FTC have indicated that there is approx. £2,400 available as income from the existing market but where there has been no outgoing rent payable to HDC (Hart suspended charges for the space earlier in 2021). This money could (and should) be allocated to the rejuvenation of the market.

A personal County Councillor Grant of £1,000 has been secured from Cllr Steve Forster and hopefully additional funding can be secured from other County Councillors (aiming for approx. £500 per Councillor)

Additionally, FTC and HDC have access to a number of grants which could also be used to provide baseline capital for the market project.

- The Community Renewal Fund
- Re-opening High Streets Safely Welcome Back Fund (Hart has secured funding of £86k)
- Leaders Community Grants
- Waste Prevention Community Grant Fund

We have also opened discussions with Hart District Council for additional support for the market in the form of an initial 12 month “rent free” period for the use of Gurkha Square.

# RISKS

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## **Failure to recruit/retain enough stallholders**

### **Risk**

In order to be successful as a shopping destination and to be financially successful the market will have to rapidly build to regularly attract a minimum of 20 stalls on a Saturday. Starting from the current numbers of around half a dozen or fewer stalls could lead to a situation in which the required number of stalls is not achieved.

### **Risk management actions**

In order to reduce the likelihood of the risk arising and to minimise the impact of the risk if it should arise the following actions will be taken:

- There will be a publicity campaign aimed at stallholders for the “launch” of a new market to attract traders who would not come to the current market.
- Multiple channels will be used to recruit traders (specialist websites, local advertising, personal contact at various markets).
- Additional volunteer resources will be used in the initial stallholder recruitment.
- An initial survey of potential stallholders for the specialist markets will be conducted if it appears likely that the CIC will not be able to easily recruit stallholders we will partner with one or more specialist market operators for an initial period in order to get the market under way.
- In order to avoid costs based on higher than justified by the actual number of stallholders recruited, all expenditure will be phased to match the growth of the Market. For example stalls will be purchased in several tranches and the number of staff hours contracted to setup/clear-up the market will be monitored and matched to the number of stallholders.

## **Failure to attract enough footfall**

### **Risk**

An important measure of the success of the market will be an increased footfall in Fleet on market days. Without a sufficient footfall the market will fail to deliver one of its key benefits but more importantly without sufficient customers the market will not be able to recruit and retain stallholders and so it would be likely to fail financially.

### **Risk management actions**

In order to reduce the likelihood of the risk arising and to minimise the impact of the risk if it should arise the following actions will be taken:

- There will be a publicity campaign aimed at potential customers in Fleet and in target areas outside Fleet for the “launch” of a new market to attract people who would not come to the current market.
- Signage will be deployed around the town to make people aware of the market and its location. In particular it will aim to move people up from Fleet Road to Gurkha Square.
- Volunteers acting as talking signposts will promote the market and encourage visitors in Fleet Road to visit the market place.

### Poor weather affects market

#### Risk

Fleet, and Gurkha Square in particular, has a reputation for at times being a cold and windy place. This may discourage visitors or in extreme cases it could lead to the cancellation of the market

#### Risk management actions

In order to reduce the likelihood of the risk arising and to minimise the impact of the risk if it should arise the following actions will be taken:

- We will investigate the best kind of stall to withstand strong winds (we currently believe this will be steel framed stalls rather than aluminium framed gazebos).
- We will monitor the weather and its impact on stalls and on visitor numbers.
- We will investigate strategies to best protect stalls and customers from the weather (e.g. the layout of the market; the deployment of vehicles as wind breaks, installing decorative barriers etc.)

### Failure to raise required funding

#### Risk

Our strategy for the market will be dependent on initial investments before the market raises sufficient revenues to pay for them. In particular we will need to buy stalls; pay for advance publicity and for initial management and admin costs on the pre-launch and launch periods.

#### Risk management actions

In order to reduce the likelihood of the risk arising and to minimise the impact of the risk if it should arise the following actions will be taken:

- We will minimise the funding requirements by phasing expenditure to match growth in income as far as is possible (in particular buying stalls in stages).
- We will implement financial controls from the start in order to ensure that expenditure is controlled.
- We will pursue various sources of funding in parallel (e.g. grants, share issues, other crowd funding)

## **Competition**

### **Risk**

The programme of markets, fairs, farmers markets and similar events held at other locations around Fleet (eg Elvetham Heath Market, Farnham etc) has the potential to provide multiple similar events on the same day. This could reduce the numbers of people visiting each event and it could cause confusion among potential customers of what events are taking place in Fleet.

### **Risk management actions**

In order to reduce the likelihood of the risk arising and to minimise the impact of the risk if it should arise the following actions will be taken:

- We will work closely with FTC / HDC and other event organisers to co-ordinate the programme of specialist markets with the other events in order to avoid obvious conflicts.
- We will work with FTC / HDC and other event organisers to co-ordinate publicity and signage so that each event supports other events and encourages the flow of people between them.

# APPENDIX I - CASHFLOW

## Cost Assumptions

Cost Assumptions	Ex VAT	Inc VAT
Purchase cost for 3m x 3m steel framed stall with cover and back panel	£ 200.00	£ 240.00
Manager hourly salary	£ 15.00	
Manager weekly hours	20	
Weekly labour costs (erect / dismantle stalls) per hour	£ 9.00	
Man hours / week to erect / dismantle per 10 stalls	4	
Salary uplift (NI etc)	20%	
Storage for stalls (per week)	£ 25.00	
Maintenance of stalls (% of purchase price per annum) starts after 6 months	20%	
Waste disposal / other services (weekly)	£ 40.00	£ 48.00
Company admin (insurance / accountancy / banking / company setup etc)	£ 2,500.00	£ 3,000.00
Royalty to HDC (per annum)	£ 7,200.00	
Income assumptions		
Average price per stall per week	£ 25.00	£ 30.00
Weekly sponsorship of marketing communication	£ 25.00	£ 30.00
Annual sponsorship of market	£ 1,500.00	£ 1,800.00
Further assumptions		
Market starts April 2nd 2022		
Startup costs from 01 Feb 2022		
Market will have initial 20 stalls - growing to 30 stalls over 6 months		
4 Sunday markets per year (included in HDC costs)		
CIC will be VAT registered so all income / expenditure subject to VAT		

## Expected Cashflow

	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
	Projections											
Average number of stalls (Saturday)		25	30	30	35	35	35	35	35	35	35	35
Average number of stalls (quarterly Sunday market)		30	35	40	40	40	40	40	40	40	40	40
Number of gazebos owned	8	8	12	12	12	12	12	12	12	12	12	12
<b>Costs</b>												
Stall acquisition	£ 1,600.00	£ -	£ 800.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Advertising	£ 2,000.00	£ 1,000.00	£ 1,000.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00
Manager salary	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00
Labour Saturday		£ 1,404.00	£ 1,684.80	£ 1,684.80	£ 1,965.60	£ 1,965.60	£ 1,965.60	£ 1,965.60	£ 1,965.60	£ 1,965.60	£ 1,965.60	£ 1,965.60
Labour Sunday		£ 388.80	£ 453.60	£ 518.40	£ 518.40	£ 518.40	£ 518.40	£ 518.40	£ 518.40	£ 518.40	£ 518.40	£ 518.40
Storage	£ 100.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00
Maintenance of stalls			£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00
Waste disposal etc		£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00
Admin	£ 1,000.00	£ 500.00	£ 500.00	£ 500.00	£ 1,000.00	£ 500.00	£ 500.00	£ 500.00	£ 1,000.00	£ 500.00	£ 500.00	£ 500.00
Royalty to HDC		£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00
<b>Total Costs</b>	<b>£ 9,380.00</b>	<b>£ 10,617.80</b>	<b>£ 11,883.40</b>	<b>£ 10,748.20</b>	<b>£ 11,529.00</b>	<b>£ 11,029.00</b>	<b>£ 11,029.00</b>	<b>£ 11,029.00</b>	<b>£ 11,529.00</b>	<b>£ 11,029.00</b>	<b>£ 11,029.00</b>	<b>£ 11,029.00</b>
<b>Income</b>												
Weekly Stall fees		£ 8,125.00	£ 9,750.00	£ 9,750.00	£ 11,375.00	£ 11,375.00	£ 11,375.00	£ 11,375.00	£ 11,375.00	£ 11,375.00	£ 11,375.00	£ 11,375.00
Quarterly Stall Fees		£ 750.00	£ 875.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
Weekly Sponsorship		£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00
Annual Sponsorship		£ 1,500.00				£ 1,500.00				£ 1,500.00		
<b>Net Income</b>		<b>£ 10,700.00</b>	<b>£ 10,950.00</b>	<b>£ 11,075.00</b>	<b>£ 12,700.00</b>	<b>£ 14,200.00</b>	<b>£ 12,700.00</b>	<b>£ 12,700.00</b>	<b>£ 12,700.00</b>	<b>£ 14,200.00</b>	<b>£ 12,700.00</b>	<b>£ 12,700.00</b>
<b>Cashflow</b>												
Quarterly Cashflow	-£ 9,380.00	£ 82.20	-£ 933.40	£ 326.80	£ 1,171.00	£ 3,171.00	£ 1,671.00	£ 1,671.00	£ 1,171.00	£ 3,171.00	£ 1,671.00	£ 1,671.00

## Low Water Mark Cashflow

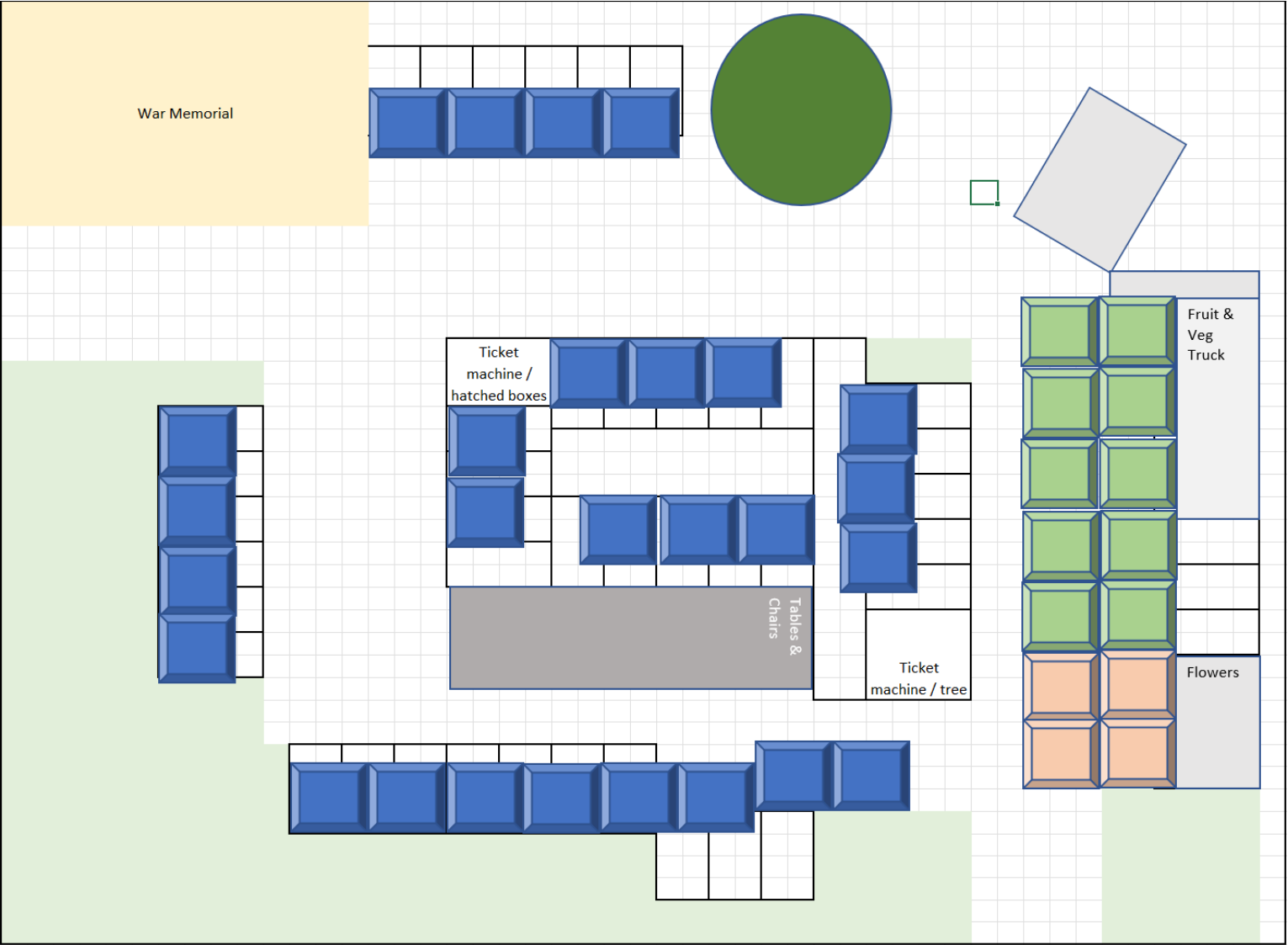
	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
				Projections								
Average number of stalls (Saturday)		15	15	20	20	20	20	20	20	20	20	20
Average number of stalls (quarterly Sunday market)		20	20	25	25	25	25	25	25	25	25	25
Number of gazebos owned	8	8	8	12	12	12	12	12	12	12	12	12
<b>Costs</b>												
Stall acquisition	£ 1,600.00	£ -	£ -	£ 800.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Advertising	£ 2,000.00	£ 1,000.00	£ 1,000.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00
Manager salary	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00
Labour Saturday		£ 842.40	£ 842.40	£ 1,123.20	£ 1,123.20	£ 1,123.20	£ 1,123.20	£ 1,123.20	£ 1,123.20	£ 1,123.20	£ 1,123.20	£ 1,123.20
Labour Sunday		£ 259.20	£ 259.20	£ 324.00	£ 324.00	£ 324.00	£ 324.00	£ 324.00	£ 324.00	£ 324.00	£ 324.00	£ 324.00
Storage	£ 100.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00
Maintenance of stalls			£ 80.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00
Waste disposal etc		£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00
Admin	£ 1,000.00	£ 500.00	£ 500.00	£ 500.00	£ 1,000.00	£ 500.00	£ 500.00	£ 500.00	£ 1,000.00	£ 500.00	£ 500.00	£ 500.00
Royalty to HDC		£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00
<b>Total Costs</b>	<b>£ 9,380.00</b>	<b>£ 9,926.60</b>	<b>£10,006.60</b>	<b>£10,792.20</b>	<b>£10,492.20</b>	<b>£ 9,992.20</b>	<b>£ 9,992.20</b>	<b>£ 9,992.20</b>	<b>£10,492.20</b>	<b>£ 9,992.20</b>	<b>£ 9,992.20</b>	<b>£ 9,992.20</b>
<b>Income</b>												
Weekly Stall fees		£ 4,875.00	£ 4,875.00	£ 6,500.00	£ 6,500.00	£ 6,500.00	£ 6,500.00	£ 6,500.00	£ 6,500.00	£ 6,500.00	£ 6,500.00	£ 6,500.00
Quarterly Stall Fees		£ 500.00	£ 500.00	£ 625.00	£ 625.00	£ 625.00	£ 625.00	£ 625.00	£ 625.00	£ 625.00	£ 625.00	£ 625.00
Weekly Sponsorship		£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00
Annual Sponsorship		£ 1,500.00				£ 1,500.00				£ 1,500.00		
<b>Net Income</b>		<b>£ 7,200.00</b>	<b>£ 5,700.00</b>	<b>£ 7,450.00</b>	<b>£ 7,450.00</b>	<b>£ 8,950.00</b>	<b>£ 7,450.00</b>	<b>£ 7,450.00</b>	<b>£ 7,450.00</b>	<b>£ 8,950.00</b>	<b>£ 7,450.00</b>	<b>£ 7,450.00</b>
<b>Cashflow</b>												
Quarterly Cashflow	-£ 9,380.00	-£ 2,726.60	-£ 4,306.60	-£ 3,342.20	-£ 3,042.20	-£ 1,042.20	-£ 2,542.20	-£ 2,542.20	-£ 3,042.20	-£ 1,042.20	-£ 2,542.20	-£ 2,542.20



## High Water Mark Cashflow

	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
					Projections							
Average number of stalls (Saturday)		25	30	30	35	35	40	40	40	40	40	40
Average number of stalls (quarterly Sunday market)		30	35	40	40	40	40	40	40	40	40	40
Number of gazebos owned	8	8	12	12	12	15	15	15	15	15	15	15
<b>Costs</b>												
Stall acquisition	£ 1,600.00	£ -	£ 800.00	£ -	£ -	£ 600.00	£ -	£ -	£ -	£ -	£ -	£ -
Advertising	£ 2,000.00	£ 1,000.00	£ 1,000.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00
Manager salary	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00	£ 4,680.00
Labour Saturday		£ 1,404.00	£ 1,684.80	£ 1,684.80	£ 1,965.60	£ 1,965.60	£ 2,246.40	£ 2,246.40	£ 2,246.40	£ 2,246.40	£ 2,246.40	£ 2,246.40
Labour Sunday		£ 388.80	£ 453.60	£ 518.40	£ 518.40	£ 518.40	£ 518.40	£ 518.40	£ 518.40	£ 518.40	£ 518.40	£ 518.40
Storage	£ 100.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00
Maintenance of stalls			£ 120.00	£ 120.00	£ 120.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00
Waste disposal etc		£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00
Admin	£ 1,000.00	£ 500.00	£ 500.00	£ 500.00	£ 1,000.00	£ 500.00	£ 500.00	£ 500.00	£ 1,000.00	£ 500.00	£ 500.00	£ 500.00
Royalty to HDC		£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00
<b>Total Costs</b>	<b>£ 9,380.00</b>	<b>£10,617.80</b>	<b>£11,883.40</b>	<b>£10,748.20</b>	<b>£11,529.00</b>	<b>£11,659.00</b>	<b>£11,339.80</b>	<b>£11,339.80</b>	<b>£11,839.80</b>	<b>£11,339.80</b>	<b>£11,339.80</b>	<b>£11,339.80</b>
<b>Income</b>												
Weekly Stall fees		£ 8,125.00	£ 9,750.00	£ 9,750.00	£11,375.00	£11,375.00	£13,000.00	£13,000.00	£13,000.00	£13,000.00	£13,000.00	£13,000.00
Quarterly Stall Fees		£ 750.00	£ 875.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
Weekly Sponsorship		£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00
Annual Sponsorship		£ 1,500.00				£ 1,500.00				£ 1,500.00		
<b>Net Income</b>		<b>£10,700.00</b>	<b>£10,950.00</b>	<b>£11,075.00</b>	<b>£12,700.00</b>	<b>£14,200.00</b>	<b>£14,325.00</b>	<b>£14,325.00</b>	<b>£14,325.00</b>	<b>£15,825.00</b>	<b>£14,325.00</b>	<b>£14,325.00</b>
<b>Cashflow</b>												
Quarterly Cashflow	-£ 9,380.00	£ 82.20	-£ 933.40	£ 326.80	£ 1,171.00	£ 2,541.00	£ 2,985.20	£ 2,985.20	£ 2,485.20	£ 4,485.20	£ 2,985.20	£ 2,985.20

# APPENDIX 2 – SUGGESTED LAYOUT





		Body	Amount	Date applied	Approved	Refused	Pending
10.	Details of any other grants applied for this project/event/activity and status	None We will be revisiting our applications in Jan 2022					
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	<p>A very generous grant from Fleet Town Council has funded us to open every Saturday night for the past 9 months. Without a grant, we would not be able to afford to continue to open at The Point and would have to reduce the times we are open.</p> <p>The Point rental for opening two nights every week for a year is £9,235.20 (£6 p/hr + VAT and cleaning costs £20 + VAT)</p>					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	Fleet Town Council have kindly funded the rental costs of Sasha's Project since 27 <sup>th</sup> March until 31 <sup>st</sup> Dec 2021 (£3,552.00)					
13.	How will you publically acknowledge Fleet Town Council's contribution?	We acknowledge the support of Fleet Town Council on all our literature and social media accounts. We attend town events to publicise the charity and it's supporters.					

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed



Date 17<sup>th</sup> December 2021

The following documents must be included with your application for it to be considered.

	YES	T.C. USE CHECKED
Last Financial Years Accounts	As we haven't been running for a complete year yet, we have no accounts available	
Constitution	Sent in a separate email along with a copy of our safeguarding policy	
Copy of most recent Bank Statement for all accounts	Sent in a separate email	
Safeguarding Policy	Sent in a separate email along with a copy of our constitution	

Office Use

	Officer	Date
Grant Application verified?		
Committee decision?		
Applicant notified?		
If approved funds released?		
Press Release and Photo?		
Self-evaluation form of Event sent?		



**Constitution of a Charitable Incorporated Organisation whose only voting members are  
its charity trustees  
(‘Foundation’ model constitution)**

**Date of constitution:**

5<sup>th</sup> June 2019

8<sup>th</sup> March 2021

(last amended):

9<sup>th</sup> September 2021

**1. Name**

The name of the Charitable Incorporated Organisation (“the CIO”) is  
Sasha’s Project

**2. National location of principal office**

The principal office of the CIO is in England

**3. Objects**

The objects of the CIO are:-

To advance in life and relieve needs of young people through providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

**4. Powers**

The CIO has power to do anything which is calculated to further its object[s] or is conducive or incidental to doing so. In particular, the CIO has power to:

1. (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
2. (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
3. (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
4. (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;
5. (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the

same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

## **5. Application of income and property**

1. (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
  1. (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
  2. (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
2. (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
3. (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

## **6. Benefits and payments to charity trustees and connected persons**

### **(1) General provisions**

No charity trustee or connected person may:

1. (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
2. (b) sell goods, services, or any interest in land to the CIO;
3. (c) be employed by, or receive any remuneration from, the CIO;
4. (d) receive any other financial benefit from the CIO;  
unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

### **(2) Scope and powers permitting trustees' or connected persons' benefits**

- a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that it is available generally to the beneficiaries of the CIO.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate). The CIO should document the amount of, and the terms of, the trustees or connected persons loan
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

### **(3) Payment for supply of goods only – controls**

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

1. (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods (“the supplier”).
2. (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

(c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.

(c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.

3. (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
4. (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
5. (f) The reason for their decision is recorded by the charity trustees in the minute book.
6. (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

### **(4) In sub-clauses (2) and (3) of this clause:**

1. (a) “the CIO” includes any company in which the CIO:
  1. (i) holds more than 50% of the shares; or
  2. (ii) controls more than 50% of the voting rights attached to the shares; or
  3. (iii) has the right to appoint one or more directors to the board of the company;
2. (b) “connected person” includes any person within the definition set out in clause [30] (Interpretation);

## **7. Conflicts of interest and conflicts of loyalty**

A charity trustee must:

1. (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
2. (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.



## **8. Liability of members to contribute to the assets of the CIO if it is wound up**

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

## **9. Charity Trustees**

### **(1) Functions and duties of charity trustees**

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

1. (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
2. (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
  - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
  - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

### **(2) Eligibility for trusteeship**

1. (a) Every charity trustee must be a natural person.
2. (b) No individual may be appointed as a charity trustee of the CIO:
  - if he or she is under the age of 16 years; or
  - if he or she would automatically cease to hold office under the provisions of clause [12(1)(e)].
3. (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
  - (d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.

### **(3) Number of charity trustees**

(a) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

(b) The maximum number of charity trustees is 10. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

### **(4) First charity trustees**

The first charity trustees are as follows

Mrs Angela Forster appointed for 5 years

Mr Steven Forster appointed for 4 years

Mrs Georgina Forster Rampton appointed for 3 years

Mrs Charlotte Tickner appointed for 2 years (reappointed on 5<sup>th</sup> June 2021)

## **10. Appointment of charity trustees**

1. (1) Apart from the first charity trustees, every trustee must be appointed for a term of two years by a resolution passed at a properly convened meeting of the charity trustees.
2. (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

## **11. Information for new charity trustees**

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

## **12. Retirement and removal of charity trustees**

1. (1) A charity trustee ceases to hold office if he or she:
  1. (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
  2. (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
  3. (c) dies;
  4. (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
  5. (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
2. (2) Any person retiring as a charity trustee is eligible for reappointment.
- (3) A charity trustee, except for the four starting member trustees, who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

## **13. Taking of decisions by charity trustees**

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing or electronic form agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that
  - a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
  - the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved and delivered to the CIO at its principal office or such other place as the trustees may resolve [within 28 days of the circulation date].

## **14. Delegation by charity trustees**

1. (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
2. (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:
  1. (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
  2. (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
  3. (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

## **15. Meetings of charity trustees**

1. (1) **Calling meetings**
  1. (a) Any charity trustee may call a meeting of the charity trustees.
  2. (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.
2. (2) **Chairing of meetings**

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

### **(3) Procedure at meetings**

(a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

(b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.

(c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

### **(4) Participation in meetings by electronic means**

1. (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
2. (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
3. (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

## **16. Membership of the CIO**

1. (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
2. (2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

## **17. Informal or associate (non-voting) membership**

1. (1) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
2. (2) Other references in this constitution to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

## **18. Decisions which must be made by the members of the CIO**

(1) Any decision to:

1. (a) amend the constitution of the CIO;
2. (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or

(c) wind up or dissolve the CIO (including transferring its business to any other charity) must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).

2. (2) Decisions of the members may be made either:
  1. (a) by resolution at a general meeting; or
  2. (b) by resolution in writing, in accordance with sub-clause (4) of this clause.
3. (3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause [28] (amendment of constitution), clause [29] (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.
4. (4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:
  1. (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
  2. (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member’s agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

## **19. General meetings of members**

### **(1) Calling of general meetings of members**

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause [18] (Decisions which must be made by the members of the CIO).

### **2. (2) Notice of general meetings of members**

1. (a) The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.

2. (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.
3. (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

### 3. (3) **Procedure at general meetings of members**

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

## **20. Saving provisions**

(1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

## **21. Execution of documents**

1. (1) The CIO shall execute documents either by signature.
2. (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.

## **22. Use of electronic communications [(1) General]**

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

1. (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
2. (b) any requirements to provide information to the Commission in a particular form or manner.

## **23. Keeping of Registers**

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

## **24. Minutes**

The charity trustees must keep minutes of all:

1. (1) appointments of officers made by the charity trustees;
2. (2) proceedings at general meetings of the CIO;
3. (3) meetings of the charity trustees and committees of charity trustees including:
  - the names of the trustees present at the meeting;
  - the decisions made at the meetings; and
  - where appropriate the reasons for the decisions;
- (4) decisions made by the charity trustees otherwise than in meetings.

## **25. Accounting records, accounts, annual reports and returns, register maintenance**

1. (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
2. (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

## **26. Rules**

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

## **27. Disputes**

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

## **28. Amendment of constitution**

As provided by sections 224-227 of the Charities Act 2011: (1) This constitution can only be amended:

- (a) by resolution agreed in writing by all members of the CIO; or
- (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the

CIO called in accordance with clause 19 (General meetings of members).

(2) Any alteration of clause 3 (Objects), clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

3. (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
4. (4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be

sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

## **29. Voluntary winding up or dissolution**

1. (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
  1. (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
    1. (i) by a resolution passed by a 75% majority of those voting, or
    2. (ii) by a resolution passed by decision taken without a vote and without any expression of dissent  
in response to the question put to the general meeting; or
  2. (b) by a resolution agreed in writing by all members of the CIO.
2. (2) Subject to the payment of all the CIO's debts:
  1. (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
  2. (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
  3. (c) In either case the remaining assets must be applied  
for charitable purposes the same as or similar to those of the CIO.
3. (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
  - (a) the charity trustees must send with their application to the Commission:
    - (i) a copy of the resolution passed by the members of the CIO;
    2. (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
    3. (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;
  - (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

## **30. Interpretation**

In this constitution: "**connected person**" means:

1. (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
2. (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
3. (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;
4. (d) an institution which is controlled –
  1. (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
  2. (ii) by two or more persons falling within sub-clause (d)(i), when taken together
5. (e) a body corporate in which –

1. (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
2. (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

**“General Regulations”** means the Charitable Incorporated Organisations (General) Regulations 2012.

**“Dissolution Regulations”** means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **“Communications Provisions”** means the Communications Provisions in [Part 9, Chapter 4] of the General Regulations.

**“charity trustee”** means a charity trustee of the CIO.

A **“poll”** means a counted vote or ballot, usually (but not necessarily) in writing.

## **Additional Objects**

### **Our Vision**

To advance in life and relieve needs of young people through providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals. Therefore we believe that any young person who is experiencing mental health difficulties should have someone to talk to and somewhere to go, where they can learn these life skills.

### **Our Mission**

- to provide emotional support that helps reduce anxiety
- to challenge and change public perception about the stigma of mental health issues, inspiring others to do the same alongside promoting zero tolerance of suicide
- being accessible to all within our remit who need support

### **We will achieve this by**

- providing a safe place for people experiencing mental health difficulties and anxiety
- by raising awareness through networking and events whilst being open and transparent about the support we offer and the need for it
- offering free of charge support to those in need
- we will associate with local authorities, voluntary organisations and residents within the area, in a common effort to carry out the objectives of the group
- setting up Sasha’s Project as a charity

### **Our Values**

- listening without prejudice and judgement is essential
- by giving people the tools to help themselves out of mental health difficulties we uphold their dignity
- we act with compassion, a sense of common decency and with humanity
- we believe in providing a safe space to reduce present distress and time to stabilise emotions and to provide a clearer vision



Signed by:	Signature:	Date:
A Forster		12 <sup>th</sup> Sept 2021
S Forster		12 <sup>th</sup> Sept 2021
GP Forster Rampton		12 <sup>th</sup> Sept 2021
C Tickner		12 <sup>th</sup> Sept 2021

## **Sasha's Project Safeguarding Vulnerable Adults Policy**

### **1. Introduction**

1.1 Sasha's Project considers the safety and welfare of vulnerable adults at risk to be of the utmost importance. It is the duty of all staff and volunteers to protect each and every adult at risk from abuse and to be alert to the possibility of abuse. The purpose of this policy is to safeguard the wellbeing of the children and vulnerable adults with whom Sasha's Project works. To provide all volunteers with guidance on how they should behave if they suspect that a child or vulnerable adult may be experiencing or be at risk from abuse or harm. To guide volunteers on how to respond to - and report – concerns

1.2 As per the definitions set out in the Children Act 1989, a 'child' is anyone who has not yet reached their 18th birthday. Adults aged 18 and over have the potential to be vulnerable (either temporarily or permanently) for a variety of reasons and in different situations. An adult may be vulnerable if he/she:

- Has a learning or physical disability
- Has a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs
- Has a reduction in physical or mental capacity
- Is in the receipt of any form of healthcare
- Is detained in custody
- Is receiving community services because of age, health or disability
- Is living in sheltered or residential care home
- Is unable, for any other reason, to protect himself/herself against significant harm or exploitation.

1.3 Sasha's Project is guided by the principles set out in the Care Act 2014 and aims to demonstrate and promote these principles in its work.

- Empowerment – people being supported and encouraged to make their own decisions and informed consent.
- Prevention – it is better to take action before harm occurs.
- Proportionality – the least intrusive response appropriate to the risk presented.
- Protection – support and representation for those in greatest need.
- Partnership – local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability – accountability and transparency in delivering safeguarding.

1.4 The following Policy and Procedures have been adopted by the Trustees of Sasha's Project and are based on and should be read in conjunction with guidance issued by the Hampshire Safeguarding Adults Board.

## **2 Definition of Adult Safeguarding**

2.1 The Care Act 2014 provides a definition and framework for Safeguarding Adults. Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

2.2 The aims of adult safeguarding are to:

- Stop abuse or neglect wherever possible;
- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs;
- Safeguard adults in a way that supports them in making choices and having control about how they want to live
- Promote an approach that concentrates on improving life for the adults concerned
- Raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect.
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult
- Address what has caused the abuse or neglect

## **3. Recognise the signs of abuse**

3.1 To say or do things that hint that all is not well. It may come in the form of a complaint, or an expression of concern. Everyone within the organisation should understand what to do and where to go to get help, support and advice. It is vital that everyone within the organisation is vigilant on behalf of those unable to protect themselves, including:

- Knowing about different types of abuse and neglect and their signs
- Supporting adults to keep safe
- Knowing who to tell about suspected abuse or neglect and

- Supporting adults to think and weigh up the risks and benefits of different options when exercising choice and control.

3.2 The Care Act 2014 defines the following areas of abuse and neglect; they are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. These include:

- Physical: this is usually the use of force to cause pain and injury and signs might include burns, bruising, scratches, or accidents that cannot be explained. Also included is misuse of medication or forcing someone, for example, to stay in a care home against their wishes.
- Neglect and acts of omission: this is when an adult does not have his/her basic needs met, such as adequate food or warmth or help with personal hygiene. Acts of omission include failure to provide access to appropriate health, social care, welfare benefits or educational services.
- Financial or material: Theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Sexual: this includes rape and sexual assault or sexual acts which the adult at risk has not or could not consent to or was pressurised or manipulated into. Signs can include changes in behaviour or physical discomfort.
- Psychological: this might be emotional abuse such as threats of harm or abandonment, enforced isolation, blaming or controlling behaviour, intimidation, coercion, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.
- Discriminatory: Racism, sexism, or acts based on a person's disability, age or sexual orientation. It also includes other forms of harassment, slurs or similar treatment such as disability hate crime.
- Organisational: Neglect or poor practice as a result of the structure, policies, processes and practices within an organisation that is providing a care service.
- Domestic Abuse: Psychological, physical, sexual, financial, emotional abuse and "honour" based violence.
- Modern Slavery: Encompasses slavery, human trafficking, forced labour and domestic servitude.
- Self-neglect: Covers a wide range of behaviour including neglecting the care for one's personal hygiene, health or surroundings and behaviour such as hoarding.

### **3.3 Who might abuse?**

3.3.1 Abuse of adults at risk, may be perpetrated by a wide range of people including relatives, family members, professional staff, paid care workers, volunteers, other service users, neighbours, friends and associates, people who deliberately exploit vulnerable people and strangers.

3.3.2 Incidents of abuse may be one-off or multiple, and affect one person or more. Professionals and others should look beyond single incidents or individuals to identify patterns of harm.

## **4. Mental Capacity Act 2005 Principles**

4.1 All of Sasha's Project staff and volunteers have a responsibility to ensure they understand and always work in line with the Mental Capacity Act 2005 which is based on the following five principles:

- Presumption of mental capacity.
- Helping and encouraging people to make decisions.
- Respecting that people are entitled to make unwise decisions
- Any decisions made for a person without capacity must be based on their best interests.
- The least restrictive option must always be adopted.

## **5. Making Safeguarding Personal**

5.1 Making safeguarding personal means it should be person-led and outcome-focused. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety.

5.2 Sasha's Project aims to empower its service users and provide them with the information they need to make decisions as to how to be safe from abuse and reduce risks.

5.3 Sasha's Project recognises that adults may make decisions that might be perceived as risky or unwise. Adults must be assumed to have capacity to make their own decisions and be given all practicable help before anyone treats them as not being able to make their own decisions. Where an adult is found to lack capacity to make a decision then any action taken, or any decision made for, or on their behalf, must be made in their best interests.

## **6. Making a safeguarding alert**

6.1 An alert is a concern that a person with care and support needs is experiencing, or is at risk of abuse, neglect or exploitation by a third party, or where a person at risk may be being harmed by others usually in a position of trust, power or authority. Alerts should be made when:

- The person has needs of care and support and there is a concern that they are being, or at risk of being, abused, neglected or exploited.
- There is concern that the adult has caused or is likely to cause harm to others.
- The adult has capacity to make decisions about their own safety and wants this to happen.
- The adult has been assessed has not have capacity to make a decision about their own safety, but a decision has been made in their best interests to make a referral.
- A crime has been or may have been committed against an adult who lacks the mental capacity to report a crime and a “best interests” decision has been made.
- The abuse or neglect has been caused by a member of staff or a volunteer.
  
- Other people or children are at risk from the person causing the harm.
- The concern is about organisational or systematic abuse.
- The person causing harm also has care and support needs.

## **7. Reporting procedures**

7.1 The following procedure refers to abuse or suspicion of abuse that staff or volunteers become aware of during their work with Sasha’s Project.

7.2 Any member of staff or volunteer who becomes aware that an adult is or is at risk of being abused or has safeguarding needs should raise the matter immediately with the designated safeguarding lead. Sasha’s Project safeguarding lead is Charlotte Tickner, and should she be unavailable, Angela Forster.

7.3 Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no member staff or volunteer should assume that someone else will pass on information which they think may be critical to the safety and wellbeing of the adult.

7.3.1 The following steps should be taken:

- Make an immediate evaluation of the risk and take steps to ensure that the adult is in no immediate danger.



- In an emergency call 999 (i.e. a serious incident, someone is in need of urgent medical attention).
- Consider contacting the Police if a crime has been or may have been committed and do not disturb or move articles that could be used in evidence. Please see end of the policy for police contact requirements.
- Contact Children’s Services if a child is also at risk.
- Report their concerns to Adult Services IMMEDIATELY (see the contact details below) and agree a plan of action.
- Inform the adult of the action that is proposed to be taken.
- Ensure that the adult is kept informed about what will happen next, so that he/she can be reassured about what to expect.
- Inform the adult if Sasha’s Project is planning to seek advice or report concerns to an external agency.

7.4 The principles of securing evidence:

- Secure the scene, for example lock the door, whilst not disturbing the area.
- Preserve other potential evidence, eg documents by locking them away if possible.
- Try not to ask the victim too many questions, but do give them reassurance. If in doubt about securing evidence, get advice from the Police.

7.5 Making a record: See Appendix 1 for full details of what information should be recorded

**8. Relevant Contacts**

HCC Adult Services (Office Hours)	0300 555 1386
HCC Adult Services (Out of Office Hours)	0300 555 1373
Police (Emergencies)	999
Police (Non emergencies)	101
Safeguarding Professional Advice Line	01962 847214
HCC Children’s Services (Office Hours)	0300 555 1384
HCC Children’s Services (Out of Office Hours)	0300 555 1373

Note: The safeguarding professional advice helpline should only be used if it is felt that is the best and most appropriate course of action.

8.1.1 further advice and guidance is required it is NOT for reporting alerts which must be made through the Hants direct numbers above.



8.2 A further user source of information is the Hampshire Safeguarding Adults Board web-site [www.hampshiresab.org.uk](http://www.hampshiresab.org.uk)

## **9. Promoting Adult Safeguarding within Sasha's Project.**

### 9.1 Confidentiality

9.1.1 Sasha's Project's adult service users have the right to expect that all staff and volunteers will deal sensitively and sympathetically with their situation. It is important that information remains confidential and that only those with a 'need to know' should be privy to it.

### 9.2 Safe Recruitment Procedures

9.2.1 Sasha's Project Recruitment Policy stipulates that all staff (paid or voluntary) will have to complete an application form, detailing past work history and references. Individuals are then interviewed and references requested. Only on receipt of satisfactory references will a formal offer of employment or placement be made.

### 9.3 Personal and previous employment references will be taken up.

9.3.1 All staff and volunteers working directly with vulnerable adults are required to have an enhanced check through the Disclosure Service – the Government's Disclosure Barring Service (DBS) before commencement of work or placement.

### 9.3 Management and Support of Staff and Volunteers

9.3.1 Sasha's Project has the following in place for managing/supporting its staff and volunteers:

- All staff are provided with a job description and volunteers are provided with a role description outlining their main responsibilities. Where appropriate this includes a requirement to comply with Sasha's Project's Safeguarding Policy and Code of Conduct policy.
- All paid staff are given supervision on regular basis. For certain projects, clinical supervision by a qualified supervisor will be provided to meet ethical framework guidance.
- All volunteers are given regular support sessions.
- All Trustees, staff and volunteers receive an induction, which includes information on all of Sasha's Projects policies and procedures.
- All Trustees, staff and volunteers attend regular ongoing safeguarding training appropriate to their role.





#### 9.4 Training

9.4.1 Sasha's Project will promote awareness of Adult Safeguarding issues to its Trustees, staff and volunteers, broader membership and service users.

9.5 Trustees, staff and volunteers will receive adult safeguarding training appropriate to their role. For all staff or volunteers who are working with adults at risk, this requires them as a minimum to have awareness training which enables them to:

- Understand what safeguarding is and their in safeguarding adults.
- Recognise an adult potentially in need of safeguarding and take action.
- Understand the procedures for making a safeguarding alert.
- Understand dignity and respect when working with individuals
- Have knowledge of policy, procedures and legislation that supports safeguarding adult activity.

#### 9.5 Linked Policies

9.5.1 Sasha's Project has the following linked policies in place:

- Health and Safety Policy
- Staff Code of Conduct
- Confidentiality Policy
- Service User Charter
- Service User Complaints Procedure
- Child Protection Policy
- Data Protection Policy

### **10. Abuse by Staff**

10.1 Staff suspected of abuse will be dealt with through Sasha's Project disciplinary procedures and if found at fault may face dismissal. Sasha's Project has a comprehensive Allegations Involving Volunteers Policy to refer to.

10.2 Where a criminal offence has been committed the Police will always be informed.

## **Sasha's Project Recording Information**

### **1. Recording Information**

1.1 It is vital that a written record of any incident or allegation of crime is made as soon as possible after the information is obtained. Written records must reflect as accurately as possible what was said and done by the people initially involved in the incident. The notes must be kept safe as it may be necessary to make records available as evidence and to disclose them to a court. An accurate record should be made at the time, including:

- Date and time of the incident.
- What the person at risk said, using their own words (their account) about the abuse and how it occurred or exactly what has been reported to you.
- Appearance and behaviour of the person at risk.
- Any injuries observed.
- Name and details of any witnesses.
- Any witness to the incident should write down exactly what they saw.
- The record should be factual, but if it does contain opinion or an assessment, it should be clearly stated as such and be backed up by factual evidence.
- Information from another person should be clearly attributed to them.
- Name and signature of the person making the record.

### **2. When raising an alert**

Where possible, provide the following information:

#### **2.1 Details of the referrer**

- Name, address and telephone number and name of Sasha's Project.
- Relationship to the vulnerable adult.

#### **2.2 Name of the person raising the alert if different.**

- Details of the adult(s) at risk
- Name(s), address and telephone number
- Date of birth and age
- Details of any other members of the household including children.
- Information about the primary care needs of the adult, ie disability or illness.
- Ethnic origin, religion and cultural needs.
- Gender (including transgender and sexuality).

- Communication needs of the adult due to sensory or other impairments (including dementia), including any interpreter or communication requirements.

### **2.3 Information about the abuse, neglect or exploitation**

- How and when did the concern come to light?
- When did the alleged abuse occur?
- Where did the alleged abuse take place?
- What are the details of the alleged abuse?
- What impact is this having on the adult?
- What is the adult saying about the abuse?
- Are there details of any witnesses?
- Is there any potential risk to anyone visiting the adult to find out what is happening? Is a child (under 18 years) at risk?

### **2.4 Details of the person causing the harm (if known)**

- Name, age and gender
- What is their relationship to the adult?
- Are they the adult's main carer?
- Are they a member of staff, paid carer or volunteer?
- What is their role?
- Are they employed through a personal budget?
- What organisation do they work or volunteer for?
- Are there other people at risk from the person causing the harm?

### **2.5 Any immediate/subsequent actions that have been taken, for example:**

- Were emergency services contacted?
- If so, which?
- What is the crime number if a report has been made to the Police?
- Have Children's Services been informed if a child (under 18 years) is at risk?

## **3. Source Information**

### **3.1 Safeguarding Adults Policy – September 2015**

If consent not given, explain the grounds upon which the decision was made to refer.

- What is known of the adult's mental capacity and their views about the abuse, neglect, exploitation and what they want done about it (if this is known at this stage).

- Details of how to gain access to the person and who can be contacted if there are difficulties.
- Details of any immediate plan in place to protect the adult from further harm.
- Information about the abuse, neglect or exploitation
- How and when did the concern come to light?
- When did the alleged abuse occur?
- Where did the alleged abuse take place?
- What are the details of the alleged abuse?
- What impact is this having on the adult?
- What is the adult saying about the abuse?
- Are there details of any witnesses?
- Is there any potential risk to anyone visiting the adult to find out what is happening? Is a child (under 18 years) at risk?
- Details of the person causing the harm (if known)
- Name, age and gender
- What is their relationship to the adult?
- Are they the adult's main carer?
- Are they a member of staff, paid carer or volunteer?
- What is their role?
- Are they employed through a personal budget?
- What organisation do they work or volunteer for?
- Are there other people at risk from the person causing the harm?
- Any immediate/subsequent actions that have been taken, for example:
- Were emergency services contacted? If so, which?
- What is the crime number if a report has been made to the Police?
- Have Children's Services been informed if a child (under 18 years) is at risk?

Source Information

(Source: Hampshire Safeguarding Adults Board):

[www.hampshiresab.org.uk](http://www.hampshiresab.org.uk)

### **Police contact requirements**

The type of information the police are likely to require if you report an incident involving a suspected criminal matter is set out below :

- the name of the person suspected of committing the crime
- confirmation of their nationality or claim to UK residency status;
- the role they had (eg trustee, employee, volunteer) within the charity or relationship with it at the time of the incident
- details of what happened, including date(s) and location(s);
- details of the victim(s), including where known: name, age / date of birth, nationality, location at time of offence, and present location;
- outline of the action taken by the charity locally in country, including any steps taken to protect the victim
- why the charity has not referred the matter locally to law enforcement overseas or why they believe the matter will not be progressed
- named contact points for the case within charity and/or local law enforcement.

If you have it, the policing may also want

- the person's date of birth;
- the person's address in the UK where known;
- details of any witnesses, and what claims they have made;
- what if any response the person has provided in relation to the allegations;
- details of the person's employment history with the charity and/or others where known.





## Fleet Town Council Meetings Timetable 2022/2023

2022/2023 Meetings	Jan 2022	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan 2023	Feb	Mar	Apr	May
<b>Annual Residents' Meeting</b> 7pm			22												21		
<b>Town Council</b> 7 pm, Monthly, first Wednesday (Except the Annual meeting held on the Third Wednesday in Election Year)	5	2	2	6	18 (A)	1	6		7	5	2	7	4	1	1	5	4
<b>Establishment Committee</b> 7pm, 2 times per year	12						13						11				
<b>Recreation, Leisure and Amenity Committee</b> 7 pm, Quarterly, third Wednesday of the month			16			15			21			14			15		
<b>Policy and Finance Committee</b> 7pm, Quarterly, third Wednesday of the month		16			25		20			19				15			
<b>Planning and Development Control Committee</b> 7pm, Second and fourth Monday except where there is a Monday Bank Holiday	10	7	7	4	3	7	4	2	5	3	1	5	9	6	6	3	
	24	21	21	19	16	20	18	15	19	17	14	19	23	20	20	17	
<b>Risk Management Working Group</b> 2 pm, Twice yearly, Wednesday	19						20						18				
<b>Highways and Transportation Working Group</b> As required.																	

**COUNCIL MEETING**  
**Wednesday 5 January 2022**

**OFFICER:** Janet Stanton  
**DATE:** 21 December, 2021  
**SUBJECT:** Clerk's Report

**1. Christmas Day Lunch**

At the time of writing this report, the Christmas Day Lunch is still going ahead as planned. However, additional COVID precautions are being put in place and the number of guests/volunteers has been reduced to ensure the safety of all the guests and volunteers.

**2. Speed Indicator Displays - SIDS – Update**

The SIDs programme of installations is now in progress. The dates and locations of the installations is as below:

Ancells Farm	15 – 29 November 2021
Hitches Lane	13 – 27 December 2021
Albany Road	13 – 27 December 2021
Connaught Road	10 – 24 January, 2022
Crookham Road	7 – 21 February, 2022
Aldershot Road	7 – 21 February, 2022
Basingbourne Road	7 – 21 March, 2022

FTC Members are asked to advise the Clerk of locations they would like to be considered for a SID installation by 26 January, to be included on the agenda for the February Council Meeting. Members are reminded that there is a limited installation budget for the year of £1,000.

**3. Vaccination Delivery**

In response to the new Omicron variant of COVID, Vaccination delivery was stepped up at the Harlington in December. Saturday 18 December 2021 saw the highest number of people vaccinated by the Fleet PCN with over 2,000 jabs being given. Agreement has now been reached with the NHS on future vaccination delivery which will continue to be delivered from The Harlington between January – March 2022 with the option to continue until 30 June if required. In total, nearly 60,000 jabs have been given from The Harlington and our thanks must go to the volunteers, medical staff and FTC staff who have worked tirelessly throughout this period

The FTC Thank You event for the COVID Vaccination centre volunteers and medical staff took place on Thursday 9 December.

**4. Cemetery Extension Tender**

The Bidders Day for the Cemetery Extension Contract took place on 8 December but unfortunately no bidders attended. The closing date for bids is Tuesday 4 January.



## **5. Sponsored Tree Planting**

Planning has started on a sponsored school tree planting programme by The Fleet Lions and they will be looking for locations to plant trees e.g. schools, open spaces and parks. Once more information is available and as soon as officers are aware of the number, sizes and varieties of the trees to be planted, the council will advise their Ranger of suitable locations.