



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

Wednesday 5th June 2024 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

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

Rochelle Halliday, Executive Officer
29th May 2024

AGENDA

1.	APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
2.	DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council.
5.	HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
6.	MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record the main and confidential minutes of the Annual Meeting of the Town Council held on 8 th May 2024 (<i>copies attached</i>). To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: <ul style="list-style-type: none">• Development Control 13th and 28th May 2024 (if available)• Policy & Finance 15th May 2024

Part 1 – ITEMS FOR DECISION	
7.	<p>COUNCILLOR CO-OPTION TO FILL A CASUAL VACANCY</p> <p>To consider the applications received for co-option to fill one casual vacancy and to agree the appointment (<i>copies attached</i>).</p> <p>RECOMMENDATION</p> <p>To approve co-opting a Council Member to fill the one vacancy, if all qualification requirements have been met.</p>
8.	<p>FINANCIAL REPORTING FOR THE YEAR ENDING 31st MARCH 2024</p> <p>a) To consider and agree the Asset Register as at 31st March 2024 (<i>summary register attached</i>).</p> <p>b) To receive and note the Summary of Financial Statements report for the year ending 31st March 2024 (<i>copy attached</i>).</p> <p>RECOMMENDATIONS</p> <p>a) To approve the Asset Register as at 31st March 2024.</p> <p>b) To note the Summary of Financial Statements for the year ending 31st March 2024.</p>
9.	<p>INTERNAL AUDIT FOR THE YEAR ENDING 2023/24</p> <p>a) To receive and note the Internal Audit report for the year end (<i>copy attached</i>).</p> <p>b) To receive and approve the audit actions report (<i>copy attached</i>).</p> <p>RECOMMENDATIONS</p> <p>a) To note the Internal Audit report for the year end.</p> <p>b) To approve the audit actions report.</p>
10.	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/24</p> <p>a) To receive and agree a response to the conflict of interest form for submission to the external auditor, BDO (<i>copy attached</i>).</p> <p>b) To consider and agree the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2024 - evidence for AGAR Section 1 (<i>copy attached</i>).</p> <p>c) To receive and note the Annual Internal Audit report 2023/24 (within the AGAR).</p> <p>d) To consider and agree the statements contained in the AGAR Section 1 – Annual Governance Statement 2023/24 (<i>copy attached</i>).</p> <p>e) To consider and agree the statements in AGAR Section 2 - Accounting Statements 2023/24 (<i>as attached for item 10d</i>).</p> <p>RECOMMENDATIONS</p> <p>a) To approve the response to the conflict of interest form for the external auditor BDO.</p> <p>b) To approve the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2024.</p> <p>c) To note the Annual Internal Audit report.</p> <p>d) To approve the statements in the AGAR Section 1 – Annual Governance Statement 2023/24.</p> <p>e) To approve the statements in the AGAR Section 2 – Accounting Statements 2023/24.</p>
11.	<p>EARMARKED RESERVES</p> <p>To consider and agree the proposed movement of £60,000 from the General Fund to the Play Equipment earmarked reserve (<i>copy attached</i>).</p> <p>RECOMMENDATION</p> <p>To approve moving £60,000 from the General Fund to the Play Equipment earmarked reserve.</p>

12.	<p>FINANCIAL MONITORING REPORT</p> <p>a) To receive the bank reconciliation and list of payments for April 2024 (<i>copies attached</i>).</p> <p>b) To receive a statement from Councillor Robinson that the bank reconciliation and list of payments for April 2024 have been verified and signed off against the original bank statement.</p> <p>RECOMMENDATIONS</p> <p>a) To receive and accept the bank reconciliation and list of payments for April 2024.</p> <p>b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for April 2024 have been verified and signed.</p>
13.	<p>COUNCIL LEASE</p> <p>To consider and agree whether the criteria has been met for a rent waiver to be applied to the Council lease for the Lions Community Store at Basingbourne Park (£500), as deferred from the last meeting.</p> <p>At the meeting of the Council on 6th July 2016, the following resolution was passed in relation to FTC leases: <i>‘To waive the rent set out in the Particulars to the lease so long as the Tenant shall act in the spirit of the lease and occupy the premises fully in accordance with the terms of the lease. The Tenant’s performance against this waiver shall be reviewed by the Council annually. Failure to comply with the said terms shall result in the reinstatement of the full rent as set out in the Particulars’.</i></p> <p>RECOMMENDATION</p> <p>To approve waiving the £500 per annum rent for the Lions Community Store at Basingbourne Park for the current financial year.</p>
Part 2 – ITEMS TO NOTE	
14.	<p>THE HARLINGTON UPDATE</p> <p>To receive a verbal update on The Harlington tender for architectural services and The Harlington lease.</p>
15.	<p>COMPLAINTS</p> <p>To receive notification of any complaints (<i>see Executive Officer’s report</i>).</p>
16.	<p>EXECUTIVE OFFICER’S REPORT</p> <p>To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
17.	<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting of the Council is scheduled to be held on Wednesday 3rd July 2024 at 7pm in the Harlington.</p>
Part 3 – CONFIDENTIAL ITEMS	
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> a. Engagement, terms of service, conduct and dismissal of employees. b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts. c. Receipt of professional legal advice and preparation of cases in legal proceedings. d. The early stages of any dispute. e. Matters of a commercial nature. <p>There are no confidential items for consideration.</p>



FLEET TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL

held on

Wednesday 8th May 2024 at 7pm

PRESENT

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

In Attendance: Rochelle Halliday – Executive Officer
Louise Rogers – Administration Support Officer
Councillor Steve Forster – HCC
Councillor Stephen Parker – HCC
1st Crookham Scouts representative
Fleet Cricket Club representative

AC MAY 2024 ITEM 1

ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

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

RESOLVED

That Councillor Bob Schofield be re-elected to the office of Chairman of Council for the local government year 2024/2025.

The Declaration of Acceptance of Office was signed by Cllr Schofield.

AC MAY 2024 ITEM 2

ELECTION OF VICE CHAIRMAN

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

RESOLVED

That Councillor Paul Einchcomb be elected to the office of Vice Chairman of Council for the local government year 2024/2025.

AC MAY 2024 ITEM 3

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Richmond (prior engagement) and Wildsmith.

Councillors Cottrell (apologies received post-meeting), Fang, Hope and Krishnamurthy were absent.

AC MAY 2024 ITEM 4

DECLARATIONS OF INTEREST

There were no declarations of interest made for any item on the agenda.

AC MAY 2024 ITEM 5

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

Since an item for County and District Councillor updates is not included at the Annual Meeting, a brief update from the representative Councillors was taken instead:

Cllr Forster (HCC)

- Congratulations to those who stood for election and were elected.
- The Hampshire County Council consultation results have now been published and will be analysed by Hampshire County Council.
- There is ongoing roadworks at Hartland Village.
- Various roadworks have been postponed, such as works on Elvetham Road, due to the number of other roadworks taking place in the area at the same time. This scheme will be postponed until July; the works are expected to take 6-7 weeks.

Cllr Stephen Parker (HCC)

Gave an update on the roadworks in Crookham.

Members agreed to take the item 13 presentations from 1st Crookham Scouts and Cricket Club representatives next. The decision will be made at item 13.

1st Crookham Scouts, Basingbourne representative

- This year is the 130-year anniversary of 1st Crookham Scouts.
- 220 children attend the scout groups each week.
- There were challenges for the Scouting Association over the pandemic, resulting in financially difficult times as a national organisation.
- Some costs are now being passed on to local Scout groups. With utility costs rising the Scout group are very grateful and appreciate the Council's rent waiver for the use of the Scout compound.
- The longer-term plan is to rebuild the Scout hut complex to modernise the site. This will cost approximately £500k, therefore, the Scout group are doing local fund raising.
- Finding volunteers is a challenge, so the Scout group are constantly recruiting for volunteers.

The 1st Crookham Scouts, Basingbourne representative left the meeting at 7:30pm.

Fleet Cricket Club

- The Cricket Club have played at Calthorpe Park since 1907.
- The club have benefitted from rent waivers in the past when the ground was operated before being transferred to Fleet Town Council.
- There are 120 Juniors aged 9-17 years (boys and girls) that play at the club.
- The club are currently developing a girls and women's section.
- The club maintain the whole playing area and the pavilion. They are looking to refurbish the pavilion and will be seeking funding and sponsorship to enable this.

- It is a very tight budget to run the club and they welcome the Fleet Town Council rent waivers that have been given in the past as this enables them to provide a community function in the town.

The Fleet Cricket Club representative left the meeting at 7:40pm.

Cllrs Forster and Parker left the meeting at 7.40pm.

AC MAY 2024 ITEM 6

CHAIRMAN'S ANNOUNCEMENTS

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

30th April - Attended the contractor open day for the Harlington development. It was a successful open day with lots of useful feedback.

AC MAY 2024 ITEM 7

MINUTES OF PREVIOUS MEETINGS

The main and confidential minutes of the Council held on 3rd April 2024 were approved and signed by the Chairman.

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

- Development Control 8th April 2024 and 29th April 2024

AC MAY 2024 ITEM 8

NOMINATIONS TO COMMITTEES AND WORKING GROUPS 2024/2025

Nominations were received for the Council's Committees and Working Groups for the coming year.

RESOLVED

That the Members listed in the table below would serve on the following Committees and Working Groups during 2024/2025.

FTC Committee Membership		
RECREATION, LEISURE & AMENITIES	ESTABLISHMENT	PLANNING / DEVELOPMENT CONTROL
Cllr Chenery Cllr Einchcomb Cllr Fang Cllr Holt Cllr May Cllr Oliver Cllr Schofield Cllr Taylor Cllr Tilley Cllr Wildsmith Cllr Willcocks Cllr Woods	Cllr Einchcomb Cllr Holt Cllr May Cllr Robinson Cllr Schofield Cllr Tilley Cllr Wildsmith Cllr Woods	Cllr Chenery Cllr Holt Cllr Hope Cllr May (reserve) Cllr Robinson Cllr Schofield
	POLICY & FINANCE	
	Cllr Einchcomb Cllr Fang Cllr Holt Cllr Richmond Cllr Robinson	Cllr Schofield Cllr Taylor Cllr Tilley Cllr Woods

FTC Working Group Membership		
CLIMATE CHANGE	LEASES	COMMUNITY EMERGENCY PLAN
Cllr Cottrell Cllr Fang Cllr Oliver Cllr Schofield Cllr Tilley Cllr Willcocks Cllr Woods	Cllr Holt Cllr Oliver Cllr Richmond Cllr Robinson Cllr Schofield Cllr Tilley Cllr Woods	Cllr Hope Cllr May Cllr Schofield Cllr Wildsmith Cllr Willcocks
RISK MANAGEMENT	THE HARLINGTON / CIVIC QUARTER	PARKS & OPEN SPACES
Cllr Holt Cllr Richmond Cllr Robinson Cllr Schofield	Cllr Chenery Cllr Einchcomb Cllr Fang Cllr Holt Cllr Oliver Cllr Richmond	Cllr Schofield Cllr Taylor Cllr Tilley Cllr Wildsmith Cllr Willcocks Cllr Woods
		Cllr Einchcomb Cllr Fang Cllr May Cllr Schofield Cllr Tilley Cllr Willcocks Cllr Woods

AC MAY 2024 ITEM 9

APPOINTMENTS TO EXTERNAL BODIES

Members considered the Council's representatives for serving on external bodies for the coming year.

RESOLVED

1. That the Members listed in the table below would serve on the following external bodies.
2. That Basingstoke Canal is to be removed from the list as it is now under new management and JMC have dissolved.

FTC External Bodies Membership 2024/2025	
Here for Hart	Cllr Woods Cllr Holt (<i>Reserve</i>)
Business Improvement District (BID)	Cllr Schofield (<i>Levy Payer's Board Director</i>) Cllr Fang (<i>FTC Representative</i>) Cllr May (<i>FTC representative reserve</i>)
Fleet Cricket Club	Cllr Oliver (<i>Lead</i>) Cllr Woods (<i>Deputy</i>)
Fleet Football Club	Cllr Woods (<i>Lead</i>) Cllr Richmond (<i>Deputy</i>)
Fleet Connect and Community Transport	Cllr Schofield Cllr Wildsmith Cllr Woods
Fleet Phoenix (observer)	Cllr Fang (<i>Lead</i>) Cllr Chenery (<i>Deputy</i>) Cllr May (<i>reserve</i>)
Fleet Pond Society	Cllr May (<i>Lead</i>) Cllr Willcocks (<i>Deputy</i>) Cllr Taylor (<i>reserve</i>)
Flood Forum	Cllr May Cllr Schofield
Hart Community Safety (QPM)	Cllr George Woods Cllr May (<i>reserve</i>)

Hart District Association of Parish and Town Councils (HDAPTC)	Cllr Einchcomb (<i>Lead</i>) Cllr Schofield (<i>Ex Officio</i>) Cllr Tilley
Hart Voluntary Action (HVA)	Cllr Oliver (<i>Lead</i>) Cllr Schofield (<i>reserve</i>)

AC MAY 2024 ITEM 10

REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Minor changes were proposed to the Council's Standing Orders and Financial Regulations, which were reviewed by Members:

Standing Orders

- SO 34.a.v., pg 15, - 'Excluding VAT' to be added in after £25,000.
- SO 34.f., pg 16 – Procurement thresholds changed to £214,904 and £5,327,609.
- SO 34.f., pg 16, - To remove 'and in OJEU' on the last line of the paragraph.

Financial Regulations

- FR 11.b., pg 7– To add 'and / or Find A Tender' on the last line after the website link.
- FR 11.f., pg 7– To add 'excluding VAT' after £25,000 in value.
- FR 11.i., pg 7 – figure of where the value of contract is likely to exceed to £214,904.
- FR 11.i., pg 7 – Figure for construction works above to be £5,372,609.

RESOLVED

1. To approve the revised Standing Orders, subject to the proposed amendments listed above.
2. To approve the revised Financial Regulations, subject to the proposed amendments listed above.

AC MAY 2024 ITEM 11

MEETING SCHEDULE FOR THE COUNCIL 2024/25

Members received the meeting schedule for the forthcoming year.

RESOLVED

1. To approve the proposed change to the RLA meeting from the 18th December to the 11th December 2024.
2. To approve the proposed schedule of meetings for the Council.

AC MAY 2024 ITEM 12

MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

The members considered the Council's affiliation membership and the associated annual fees.

RESOLVED

To approve the payment of the following annual membership fees for 2024/2025:

1. Hampshire Association of Local Councils (HALC and NALC)
 - i. HALC £1,100
 - ii. NALC £1,451

2. Institute of Cemeteries and Crematoria Management (ICCM)
 - i. ICCM £100
3. Society of Local Council Clerks
 - i. SLCC £470

AC MAY 2024 ITEM 13

COUNCIL LEASES

The presentations that were completed in item 5 were considered. Some organisations were unable to attend or did not provide the requested update presentation to inform the decision.

Members discussed that an update report is needed from Lions Community Store regarding their current purpose and their achievements for the town.

RESOLVED

1. To waive the annual rent for the 2024/2025 financial year for the following leases:
 - Fleet Cricket Club (Calthorpe Park) – annual rent £4,140.
 - 1st Crookham Scouts (Basingbourne Park) – annual rent £500.
 - 22nd and 26th Odiham Scouts (Calthorpe Park) – annual rent £500.
2. To defer the decision regarding the rent waiver for the Lions Community Store pending further information from the organisation.

AC MAY 2024 ITEM 14

STATEMENT OF COUNCILLOR ATTENDANCE 2023/2024

Members noted the 2023/2024 Statement of Councillor Attendance at Full Council Meetings. *Addendum:* Cllr Sharma Krishnmurthy has resigned from the Council due to health reasons.

Cllr May disputed the figure for her attendance, stating that she attended all ordinary Council meetings. *Addendum:* it has since been confirmed that Cllr May attended 12 meetings last year.

AC MAY 2024 ITEM 15

CLIMATE CHANGE UPDATE

Members received and noted the update regarding activities that the Council has been involved with to limit climate change.

Members discussed the method of distributing the counting of the Greening Campaign Cards and the overall effectiveness of the campaign, given that people in Fleet are keen to support environmentalism.

AC MAY 2024 ITEM 16

COMPLAINTS

No new complaints have been received since the last meeting.

AC MAY 2024 ITEM 17

EXECUTIVE OFFICER'S REPORT

Members noted the Executive Officer's report.

Cllrs May and Tilley offered to man the stall for the Pop up Hub session on 18th May 2024 at Fleet Market.

AC MAY 2024 ITEM 18

DATE AND TIME OF NEXT MEETING

The next Ordinary meeting of the Council is scheduled to be held on Wednesday 5th June 2024 at 7pm in The Harlington.

The Administration Support Officer left the meeting at 8:25pm.

CONFIDENTIAL ITEMS – CLOSED SESSION

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

RESOLVED

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

AC MAY 2024 ITEM 19

APPOINTMENT OF THE EXECUTIVE OFFICER

This item was considered last.

The Council received an update regarding the recruitment of the new Executive Officer.

RESOLVED

To appoint Rita Tong as the new Executive Officer, starting on 10th June 2024.

AC MAY 2024 ITEM 20

FLEET MARKET

Cllr Taylor prepared a report for the Council outlining the options for the Fleet Market.

Members discuss in depth the options available and issues surrounding Fleet Market, including the low footfall and the low number of stalls.

RESOLVED

1. To give Fleet Market CIC three months' notice to wind up.
2. Within the three month period, to investigate whether there are any alternative arrangements that can be put in place for the market.

AC MAY 2024 ITEM 21

HARLINGTON DEVELOPMENT

Members considered The Harlington development update report.

The tender for architectural services for The Harlington Development is currently live and closes on 17th May 2024.

The tender assessment panel was agreed as follows:

- Cllr Schofield
- Cllr Taylor
- Cllr Tilley
- Executive Officer
- Harlington General Manager

The date for the assessment will be set once it is know how many tenders have been submitted.

RESOLVED

1. To appoint the tender evaluation panel as detailed above.
2. To note The Harlington development update report.

The Executive Officer and Cllr Willcocks left the meeting at 9.10pm, before item 19 was considered.

The meeting closed at 9:15pm.

Signed.....
Chairman

Date:.....



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 13th May 2024
at 7pm in The Function Room, The Harlington

Present:

Cllr Schofield
Cllr Holt
Cllr Robinson
Cllr Hope

Absent: Cllr Chenery

Officers: Charlotte Benham

1	Apologies None received
	Election of Chairman Cllr Schofield was elected as Chairman of the Planning Committee Election of Vice-Chairman Cllr Hope was elected as Vice Chairman of the Planning Committee
2	Declarations of interest to any item on the agenda None declared
3	Public Session None present
4	Approval of the Notes The minutes of the development and control advisory group meeting held on Monday 29 th April were accepted as a correct record of the meeting.
5	24/00693/FUL Unit 5 Bramshot Farm Barns Bramshot Lane Fleet GU51 2SF <u>Change of use of business unit from office (Land Use Class E (g)(i)) to a flexible use comprising office (Land Use Class E (g)(i)) or a dog grooming business (Land Use Class Sui Generis).</u> Comments required by 9 May

	<p>NO OBJECTION</p> <p>24/00606/HOU 17 Alton Road Fleet Hampshire GU51 3HN Erection of a single storey rear extension and alterations to fenestration ground floor side. Comments required by 9 May</p> <p>No impact on neighbours and no change to number of bedrooms so NO OBJECTION</p> <p>24/00667/HOU 25 Longdown Fleet Hampshire GU52 7UY Erection of a rear orangery. Comments required by 9 May</p> <p>Possible minor infringement of the 45° rule, needs checking, but otherwise NO OBJECTION</p> <p>24/00681/HOU 6 Woodlark Mews Fleet Hampshire GU51 3HG Conversion of loft into habitable accommodation with rear dormer. Comments required by 9 May</p> <ul style="list-style-type: none"> • Previous comments from 23/02650 still stand • The two parking plans show different allocations for no.6's car parking space. • Increase from 3 to 4 bedrooms does not require more parking space, but should be 3 allocated (possible) and 0.5 unallocated. • Second storey does increase overlooking on immediate neighbour and loss of some privacy. • Hart's previous grounds for refusal were: <i>"the proposed development, by virtue of its siting and design would result in an incongruous and discordant form of development that would be out of keeping and character to the existing property. As such, the proposal would fail to complement and integrate with neighbouring properties and would appear out of keeping and unduly dominant in the context of the character of both the site and the wider area."</i> <p>The shape of the dormer has been changed from a flat roof to pitched roof, but this does not appear to address the overall impact therefore OBJECTION</p> <p>24/00542/FUL 104B Kings Road Fleet GU51 3DU Creation of a new crossover access off Kings Road and replacement and re-positioning of access gates Comments required by 9 May</p> <p>Looks to be an improvement and no objection from HCC Highways so NO OBJECTION</p> <p>24/00558/FUL 104C Kings Road Fleet GU51 3DU</p>
--	---

Replace two doors at ground floor side with windows, replace one window at ground floor other side with a door, replace one window at first floor side with door and creation of an external staircase to first floor side

Comments required by 13 May

- No change in the number of bedrooms but only 4 parking spaces which currently means the front boundary has been removed to allow parking parallel to the pavement. There is no unallocated parking spaces for visitors etc.
- Looks to change the access arrangements to the existing 4 flats.
- Side open steel staircase visible from the main road is totally uncharacteristic of the area.
- Is this the result of a fire inspection? If required for safety reasons the designed could be improved e.g. enclosing the fire escape inside an extension.
- Negative impact on the street scene as totally out of character and poor design

OBJECTION

24/00549/HOU

4 Adams Drive, Fleet, Hampshire GU51 3DZ

Erection of a single storey rear extension

comments required by 16 May

Not the best design but as it's all to the rear it causes no issues therefore NO OBJECTION

24/00826/HOU

51 Dukes Mead, Fleet, Hampshire GU51 4HD

Part retrospective works for part conversion of existing garage and outhouse into habitable accommodation to include the replacement of one garage door with a window. Insertion of two windows to ground floor side and alterations to window and door to rear elevation. Replacement of existing flat roof and replacement of existing tile hanging

Comments required by 20 May

- Previous application 24/00436 was refused. The application for a Certificate of Lawful Development to fundamentally legalise completed work was refused as the work fell outside permitted development rights.
- The applicant has now submitted a Full Planning application (retrospectively).
- The only contentious issue is the replacement of the hung tiles with coloured boarding which is out of keeping with local character.

NO OBJECTION in principle but suggest the materials be used are more in keeping with local character – tiles as opposed to coloured boarding.

24/00577/HOU

5 Denning Close, Fleet, GU52 7SP

Remove garage extension to front elevations, changes to window design on rear elevation and removal of pitched lean to roof on rear elevation above ground floor flat roof (Alterations to planning application 22/02828/HOU)

Comments required by 23 May

	<ul style="list-style-type: none"> • This is a property within the Basingstoke Canal Conservation Area - the proposed extensions to the rear of the property do not particularly enhance the character of the building but it is off the canal and screened by trees. • There is a proposed Juliet Balcony to a rear bedroom which is generally undesirable because of overlooking, but the arrangement of the neighbouring properties along with the set back French door, screens the neighbouring property so overlooking does not seem to be an issue. • There would be an easy opportunity to turn the property into a 5-bedroom property which would require a total of 4 parking spaces. This is a large plot so accommodating the parking would not be an issue. <p>NO OBJECTION</p> <p>24/00854/HOU 58 Westover Road, Fleet GU51 3DF Erection of a single storey outbuilding within rear garden Comments required by 23 May</p> <ul style="list-style-type: none"> • This is a substantial development, brick with a tiled roof, not a general garden room. • Developed in the most tree'd area of the garden so it requires piled foundations and tree root zone protection. • It is not specified if there are any services to be provided, water, electric etc. • Needs a condition that the building is not used for residential accommodation. • It will provide views onto the rear elevations of the neighbouring properties – question if there will be a privacy issue? <p>NO OBJECTION subject to following:</p> <ol style="list-style-type: none"> 1. Tree root zone protection measures put in place 2. Condition that the outbuilding is not to be used as residential accommodation 3. No major loss of privacy to neighbour
6	<p>To Note:</p> <p>Review of weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>22nd May</p>
8	<p>Date of Next Development Control Committee Meeting</p> <p><u>Tuesday</u> 28th May</p>

Meeting closed: 8pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

**Meeting held on Tuesday 28th May 2024
at 7pm in The Function Room, The Harlington**

Present:

Cllr Holt
Cllr Robinson
Cllr Hope

Absent: Cllr Chenery

Officers: Charlotte Benham

1	Apologies Cllr Schofield
2	Declarations of interest to any item on the agenda None declared
3	Public Session None present
4	Approval of the Minutes The minutes of the development and control advisory group meeting held on Monday 13 th May were accepted as a correct record of the meeting.
5	<p>24/00773/HOU 6 Rowan Close, Fleet, Hampshire GU51 3JL <u>Erection of a first floor side extension over existing garage, first floor side extension over existing study and single storey side extension to form garage/store.</u> Comments required by 29 May</p> <ul style="list-style-type: none">• Architecturally well integrated but proposals would fill the plot width.• Increase to 5 beds with no garage. Indicative plan shows 4 parking spaces on site that will breach Fleet Neighbourhood Plan Policy 15, residential gardens, as more than 50% of the front garden will be lost to hard standing for parking.• Parking plan looks impractical.

	<p>OBJECTION</p> <p>24/00913/HOU 10 Magnolia Way, Fleet, GU52 7JZ Erection of a two storey front infill extension and front porch. Alterations to existing roof and fenestration Comments required by 3 June</p> <ul style="list-style-type: none"> Doesn't have a major impact but on-site parking looks very tight Previous application refused due to lack of protection for TPO tree – needs checking if there is adequate protection now <p>NO OBJECTION in principle but concern about parking and protection of TPO tree</p> <p>24/00919/HOU 17 Guildford Road, Fleet GU51 3ES Erection of a single storey side extension and front porch Comments required by 5 June</p> <ul style="list-style-type: none"> Proposal does not enhance the front elevation. Side extension will create a longer, narrower, and darker access to rear of No. 17A. Not a planning issue but will require a party wall agreement. Loss of space down side of house and addition of porch – is parking still adequate? <p>NO OBJECTION in principle</p> <p>24/00858/HOU 5 Fairland Close, Fleet, GU52 7LU Demolition of conservatory and erection of a single storey rear extension and front porch, partial replacement of gravel hardstanding with paving and remove existing shed and base and replace with larger shed and base/paved area Comments required by 5 June</p> <p>This is a significant rear extension, approx. 40m², plus the addition of extra block work and a large additional shed. Although block work is claimed to be permeable it does increase instant run-off. Need a drainage plan with details of how biodiversity is sustained or improved. NO OBJECTION in principle subject to drainage details as above.</p>
6	<p>To Note:</p> <p>Review of weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>19th June</p>
8	<p>Date of Next Development Control Committee Meeting</p> <p>10th June</p>

Meeting closed: 7.30pm

Signed:.....

Date:



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Wednesday 15th May 2024 at 7pm
at The Harlington**

PRESENT

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

Also Present: Rochelle Halliday – Executive Officer
Alex Robins – Harlington General Manager (left after item 8)
Sarah Moore – Finance and Administration Manager
Louise Rogers – Administration Support Officer
Katie McCaffrey – Communications Officer
The Vine Church representative

PF MAY 2024 ITEM 1

ELECTION OF CHAIRMAN

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

RESOLVED

That Cllr Holt be elected as Chairman of the Policy & Finance Committee for the local government year 2024/2025.

PF MAY 2024 ITEM 2

ELECTION OF VICE CHAIRMAN

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

RESOLVED

That Cllr George Woods be elected as Vice Chairman of the Policy & Finance Committee for the local government year 2024/2025.

PF MAY 2024 ITEM 3

APOLOGIES FOR ABSENCE

Members received and accepted apologies of absence from Cllr Taylor (work commitments).

Cllrs Fang and Richmond were absent.

PF MAY 2024 ITEM 4

DECLARATIONS OF INTEREST

There were no declarations of interest.

PF MAY 2024 ITEM 5

QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

PF MAY 2024 ITEM 6

MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Wednesday 21st February 2024 were approved and signed by the Chairman.

The Chairman stated that the financial modelling in preparation for the Harlington development should be progressed by the Harlington Working Group as soon as possible.

Members agreed to consider item 12 next.

PF MAY 2024 ITEM 7

DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) AND REVIEW OF INTERNAL CONTROLS FOR THE YEAR ENDING 31st MARCH 2024

a) Draft AGAR for the year ending 31st March 2024

Members received the draft Annual Governance and Accountability Return figures. These are the final draft figures.

Members also reviewed the report summarising the significant variances for the financial year, compared to the previous year.

b) Review of Internal Controls 31st March 2024

Members considered the document reviewing the effectiveness of the Council's internal controls.

No further comments were made.

RESOLVED

1. To note the draft AGAR the year ending 31st March 2024.
2. To note the summary of significant variances report.
3. To recommend to Council approval of the report reviewing the effectiveness of the Council's system of internal control.

PF MAY 2024 ITEM 8

QUARTERLY FINANCIAL MONITORING REPORT

The Committee considered the financial reports for the period ending 31st March 2024, as listed below:

- a) Quarterly Report
- b) Harlington Monthly Performance Totals
- c) 2023/24 Year to Date Budget Report
- d) Balance sheet as at 31st March 2024
- e) Bank & Investments Reconciliation
- f) List of Purchase Ledger Payments
- g) List of Debtors

The following matters were discussed:

Quarterly Report and Year to Date Budget Report

- The Earmarked reserves and the general fund balance were discussed. The closing general fund balance is £60k higher than the previous financial year.

- The interest from Harlington Development savings accounts should be posted to the Harlington Development in future.
- Members discussed that where there is a surplus balance at the year end, this should ideally be allocated to project work, rather than to fund operational expenditure.
- It was advised that the RLA Committee should look at costings for the Skate Park refurbishment and The Views playground refurbishment in more detail.
- To recommend to Council that £60k is allocated from the general fund to the Play Equipment earmarked reserve, to contributed towards major capital works in this area.

Harlington Monthly Performance Totals

- The Harlington ticket sales have continued to be buoyant.

Bank Reconciliation

- Councillor Robinson confirmed that the bank reconciliation and payments for March 2024 have been checked and that there are no qualifications.

RESOLVED

1. To receive and accept the financial reports for the period to 31st March 2024:

- a) Quarterly Report
- b) Harlington Monthly Performance Totals
- c) 2023/24 Year to Date Budget Report
- d) Balance sheet as at 31st March 2024
- e) Bank & Investments Reconciliation
- f) List of Purchase Ledger Payments
- g) List of Debtors

2. To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for March 2024 have been verified and signed.

3. To recommend to Council that £60,000 is transferred from the general fund to the Play Equipment earmarked reserve.

The Harlington General Manager left the meeting at 8:05pm.

PF MAY 2024 ITEM 9

DRAFT ASSET REGISTER AT 31ST MARCH 2024

Members received the updated Asset Register for the year ending March 2024.

A full audit of the assets in The Harlington has taken place. The asset value has increased, mainly due to technical and IT equipment that was previously not included. The new paths at Fleet Cemetery and new open spaces equipment were also added.

RESOLVED

That the Asset Register, valued at £848,544 on 31st March 2024, is recommended to the Council for approval.

PF MAY 2024 ITEM 10

LIST OF REGULAR DIRECT DEBITS FOR 2024/25 FINANCIAL YEAR

Members reviewed the list of regularly scheduled direct debits for Council expenditure.

It was discussed that average amount per month for gas at The Harlington is based on more than 12 months expenditure, and so the average going forward will be much lower because of the timings of the bills being received.

RESOLVED

To approve the listed direct debits for the current financial year.

PF MAY 2024 ITEM 11

INVESTMENT REPORT

Members considered the quarterly investment report.

RESOLVED

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

PF MAY 2024 ITEM 12

GRANT APPLICATION

The representative from The Vine Church provided Members with background information on the youth service they operate, for the grant application:

- The youth group would like to replace some of the recreational equipment.
- 40 teenagers attend to the club each Friday night, 15 of the teenagers are from Fleet and 25 of the teenagers are from Church Crookham.
- The grant funding will enable the items to be purchased as soon as possible, ready for the next intake of children.

The Vine Church representative has advised that the Youth Officer at The Vine Church to connect with Fleet Town Council to promote their youth service.

RESOLVED

- 1) To approve grant funding of £500 to The Vine Church, Odiham, for recreational equipment for a weekly youth club operating from Church Crookham Community Centre.
- 2) To note the record of grants for 2024/25.

PF MAY 2024 ITEM 13

POLICY REVIEWS

Members considered the following policies, with the comments recorded below:

Absence Policy

- 1.2 – The first sentence is too specific considering that the policy focuses on other absences.
- To remove the line 'such as short term illnesses and acute medical conditions.'
- 1.4 - To remove 'sickness' on the first line.
- 4.5 – To remove '... to keep the employee updated on matters at work'. To add a new final sentence, 'It may be necessary to update the member of staff on work matters to keep them up to date'.
- 7 – To change the heading to read 'Sickness Whilst on Annual Leave'.
- 9.1 – To change 'work in person' to 'work in the office.'
- 11.1 – To add in a definition of the trigger points for persistence short term absence.
- 12.2 – To remove the paragraph from the policy.
- 13 and 13.1 – To remove the heading and paragraph from the policy.
- 14.1 – To change the second sentence 'if an employee was' to 'if an employee is.'
- Officers to check if the trigger points outlined contain standard timeframes and amend as required.

- To change '(as detailed in 11.)' to '(as detailed in 11.1)'.

Menopause Policy

- Members discussed that the policy can be used as a workplace guide.
- No changes were made to the policy.

Rules and Regulations- Fleet Cemetery Policy

- 5.3 – to read '3 feet 3 inches' rather than '3 feet'.
- 7.2 and 8.8 – to swap around the imperial and metric measurements order, subject to confirming with the Cemetery Clerk if a specific order is required.

RESOLVED

1. Absence Policy – To approve the policy subject to the above amendments.
2. Menopause Policy – To approve the Policy.
3. Rules and Regulations - Fleet Cemetery – To approve the policy subject to the above amendments, and to check the order of the measurements.

PF MAY 2024 ITEM 14

EXECUTIVE OFFICER'S REPORT

Members noted the Executive Officer's report.

PF MAY 2024 ITEM 15

DATE AND TIME OF NEXT MEETING

The Chairman and Vice Chairman are both unavailable for the next meeting on Wednesday 17th July 2024.

Members agreed to change the date to Wednesday 24th July 2024.

The next meeting of the Policy and Finance Committee will be held on Wednesday 24th July 2024 at 7pm in the Harlington.

There being no further business the meeting closed at 9:10pm.

Signed: **Date:**

Chairman



Application for Co-option Part 1

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

Full Name & Title	Mrs Samantha Neves
Home Address	<input type="text"/>
Home Telephone	
Mobile Telephone	<input type="text"/>
Email Address	<input type="text"/>
Which Ward are you applying for?	Pondtail

About You

Please provide the Council with some background information about yourself.

Hello there

My name is Samantha Neves, a Pondtail resident together with my husband and 2 children. Originally South African, we moved to Fleet 5 years ago from Richmond and have settled into life here. We enjoy the Fleet nature reserve, spending time at children's playparks, exploring businesses and eateries on the high street and attending various community events.

Professionally, I am an executive leader of Marketing, Brand and Communications with 15 years' experience in a multinational, energy company (Shell), and a specialist in sustainability. My aspiration is to reach the level of Chief Marketing Officer, and I'm a certified member of the Chartered Institute of Marketing. I have 360' marketing expertise and manage all facets including brand strategy, product positioning, narrative and content creation, media channel deployment, policy & advocacy, and business partnering. My passion resides in effecting fast paced change and driving significant business outcomes by delivering the basics well, while innovating new approaches and advancing stakeholder relationships. As a versatile professional, I am highly adaptable and can quickly assess the operating environment and key priorities to develop a fit for purpose mar-comms strategy and activity plan. I particularly excel at cultivating marketing talent and connecting people with our mar-comms plan, driving both individual and collective motivation and accountability for aspired performance.

Reasons for applying

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

I'm looking to diversify my career, and transfer my experience and leadership skills to a new context and culture. I'm specifically wanting to broaden my perspective and lend my skills to towards more purpose led work where I can serve.



I have truly enjoyed organizing and participating in volunteering exercises (beach clean up, and nature reserve work) with my colleagues from London, but I would like to get more involved at a local level where I live.



This opportunity as Town Councillor for the Pondtail ward allows me to utilize my extensive corporate experience and network, to serve my community in a more meaningful way. I also hope to expand my understanding of the civil service in meeting the needs of the community.

I recently took the lead in my residential road and surrounds in putting together an objection to TOOB installation. I had to compile the communication, and go door to door talking to all residents to hear their views (for and against). I thoroughly loved this experience as it exposed me to a vast range of viewpoints and personalities, and allowed me to develop my interpersonal skills further and work for the collective in putting opposition together.

I also have a specific passion point for sustainability, and recently volunteered to count the Climate Action Week cards in my neighbourhood. I believe that I could really help accelerate Hart District Council's ambitions to be carbon neutral by 2040, through my industry experience and be able to work collaboratively between council and community in representing views, building trust and making inclusive change.

It would be a privilege to learn more about the role and discuss my suitability further. Thank you for considering my application.

Signature



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

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

Co-option Eligibility Form Part 2

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

a) I am registered as a local government elector for the parish; or

☐

b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

☒

c) My principal or only place of work during those twelve months has been in the parish; or

☐

d) I have during the whole of twelve months resided within 4.8 km of The Parish of Fleet

☒

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

a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or

b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or

c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or

d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;

ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;

iii. If the person is discharged without such a certificate.

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

DECLARATION

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

Signature

Date **10 MAY 2024**

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

CO-OPTED COUNCILLOR PERSON SPECIFICATION

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



Application for Co-option Part 1

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

Full Name & Title	Mrs Janet Stanton
Home Address	<input type="text"/>
Home Telephone	<input type="text"/>
Mobile Telephone	<input type="text"/>
Email Address	<input type="text"/>
Which Ward are you applying for?	Pondtail Ward

About You

Please provide the Council with some background information about yourself.

My family has lived in Fleet for 40 years and both our children were educated at local schools.

My career during my working life has been split into two very different areas.

For 25 years, I worked as part of Senior Management Teams within the PR/Marketing/Communications sector planning and implementing strategies and programmes for businesses both in the UK and internationally.

Looking for a change of direction and wanting to work within a local community, I joined Farnham Town Council as The Finance and Administration Manager. It was here that I gained an in-depth knowledge and understanding of local government and also achieved my CiLCA (Certificate in local Council Administration) qualification.

Then with the creation of a new parish council in 2010, I joined Fleet Town Council as Deputy Clerk and in April 2014 I became Clerk to the Council and the Responsible and Financial Officer until my retirement in October 2022.

During this period, in my own time, I was also Clerk to the Governing Body of a School for Autistic Children.

In my spare time, up until 2014 when I became Clerk at FTC, I was a committee member of the

Basingstoke Synchronized Ice Skating Club. I would organise and accompany teams of skaters (aged between 5 and 18 years) to take part in international competitions, training camps, exhibitions and displays. I also obtained sponsorship and fund raised to finance these events.

Whilst at FTC, as a resident, I took an active role in helping at the many community events and since retiring in October 2022, I have continued leading or helping at events such as the Fleet Coronation event, Christmas Festivals, Christmas Day Lunches and Music on The Views. I am very interested in climate change and am part of the Waste Pillar of Fleet Greening helping out at the monthly Repair Café. I also volunteer and support other local organisations' events on an ad hoc basis eg Fleet marathon, Fireworks, Beer festival Fun Fest, Hype etc.

Reasons for applying

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

I care passionately about the local community of Fleet and want to help the town continue to be one of the best places to live in the south of England.

With my PR and networking skills and wide knowledge of local government, finance and Fleet town, I believe I can offer expertise and enthusiasm to the Council. I am also very familiar with the Town Council's assets and have successfully worked with many of the local organisations, the local authorities and neighbouring parish councils.

Fleet has a great deal to offer and future projects such as the refurbishment of The Harlington will certainly bring benefits to the residents and businesses of the town.

I would like to have the opportunity to join Fleet Town Council and use my knowledge, skills and experience to ensure that Fleet continues to be the best place to live and work for the whole community.

Signature

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

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

Co-option Eligibility Form Part 2

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

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

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

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

This disqualification for bankruptcy ceases in the following circumstances:

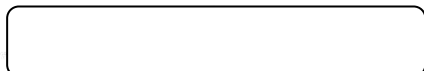
- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii.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

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

DECLARATION

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

Signature....



.....Date... 22.05.24

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

CO-OPTED COUNCILLOR PERSON SPECIFICATION

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

FLEET TOWN COUNCIL ASSET REGISTER - SUMMARY 31.03.24

	Figure on 2023/24 AGAR
	Mar-24
Buildings	£
Ancells Community Centre	1
Ancells Farm Pavilion	1
Basingbourne Sports Pavilion	1
Calthorpe Football Club Dressing Room (Fleet Town Football Club)	1
Calthorpe Football Clubhouse (Fleet Town Football Club)	1
Calthorpe Hut	1
Calthorpe Pavilion	1
Calthorpe Scout HQ	1
Cathorpe Cricket Pavilion Clubhouse	1
Fleet Cemetery Shelter	1
Fleet Cemetery Toilet block	1
Lion's Community Store GU526TQ	1
Oakley Pavilion	1
Scout Hut, Basingbourne	1
War Memorial	1

£15

Land	
Oakley Park	1
Ancells Farm Park	1
The Views	1
Basingbourne Recreation Site	1
Calthorpe Park	1
Cemetery Land	1
Cemetery Rd, Highway	1
Ancells Farm Amenity Area	1
Ancells Farm Drive/Saddleback Amenity	1
Ancells Chestnut Close public open space	1
Ancells Cove Road/Farm Drive/Ancells Rd	1
Ancells Faulkners Close footpath	1
Leawood Road amenity space	1
New Barn Close amenity space	1
Land off Coxheath Rd/Basingstoke canal	1
Dukes Mead Open Space	1
Holland Gardens open space	1
Longmead Open Space	1
Durnsford Avenue public open space	1
Branksomewood Rd, Victoria Rd Footpath	1
Edenbrook Play Area 1	1
Edenbrook Play Area 2	1

£22

Parks	
Oakley Park 270m2	1
Basingbourne Park 1350m2	1
Calthorpe Park	1
Ancells Farm Park	1
The View Path	1
The Cemetery	1
Sensory Garden resin bond path	20780
	£20,786

Play Equipment	
The Views	3012
Basingbourne Park	69112
Branksomewood Road	2
Oakley Park	19950
Ancells Farm Pavilion	84728
Calthorpe Park	242559
Edenbrook Park	405
	£419,768

Signage, Bins, Seats, Goalposts	
The Views	3086
Basingbourne Park	3187
Oakley Park	6253
Ancells Farm Pavilion	17301
Edenbrook Park	5
Cemetery	36480
Town Centre	29926
Calthorpe Park	1
	£96,239

Contents	
Ancells Farm Community Centre	1800
Ancells Farm Pavilion	12980
Harlington	109371
Harlington Technical/Streaming	187562
	£311,714

TOTAL ASSETS	£848,544
---------------------	-----------------



FLEET TOWN COUNCIL

SUMMARY OF FINANCIAL STATEMENTS (UNAUDITED)

For the year ending 31st March 2024

Background to the Council's Financial Statements

The Council's financial statements are prepared in accordance with the Accounts and Audit Regulations 2015 and the Joint Panel on Accountability and Governance Practitioners' Guide, using sector specific finance software (Rialtas Omega).

This document provides a summary of the Council's unaudited accounts at the year ending 31st March 2024, for general information only as a supplementary document to the Annual Governance and Accountability Return (AGAR) 2023/24.

The financial statements are a fair representation of the Council's unaudited financial position at the year end.

The Council's external auditor is BDO UK LLP.

Prepared by: Rochelle Halliday, Executive Officer / Responsible Financial Officer

Date: 24th May 2023

Balance Sheet and Reserves as at 31st March 2024

	Notes	31 st March 2024 £	31 st March 2023 £
Current Assets			
Debtors Control	1	41,803	44,427
VAT Control		0	3,754
Prepayments		9,858	9,396
Stock		8,254	9,308
Bank Current Account		302,044	729,145
Petty Cash & Floats		2,136	2,220
CCLA Public Sector Deposit Fund	2	2,200,000	1,350,000
HSBC Savings Account	2	300,584	0
Nationwide saver	2	824,735	800,458
Cambridge BS saver		0	100,001
Harlington Events Control		1,307	1,440
Total Assets		£3,690,720	£3,050,150
Current Liabilities			
VAT Control		4,138	0
Creditors Control	3	41,286	61,909
Credit Card Creditor		1,720	585
Christmas Festivities		4,576	5,132
Christmas Day Lunch		4,481	4,765
Receipts in Advance	4	16,218	0
Coronation 2023		0	11,691
PAYE/NI Due		9,775	8,319
Accruals		47,731	35,703
Harlington Events Control		59,617	49,746
Total Liabilities		£189,542	£177,848
Total Assets Less Current Liabilities		£3,501,179	£2,872,302
Represented by Reserves			
General Fund		441,727	380,837
EMR – Pension Obligation		40,000	30,000
EMR – Cemetery Memorial Testing 2024		4,750	3,425
EMR – CP Tennis Sinking 2026		58,563	51,563
EMR – S106 Sensory Garden 2021		10,981	10,981
EMR – Cemetery Works (Badgers)		7,000	0
EMR – Play Equipment		29,517	0
EMR – Elections 2026		6,250	0
EMR – Edenbrook Commuted Sum		81,160	0
Harlington Development Fund		2,821,231	2,395,496
Total Reserves		£3,501,179	£2,872,302

Please note that rounding differences in the Rialtas Omega software results in a small variance of up to £3 in the data shown above.

Summary of Income and Expenditure for the Year Ending 31st March 2024

	Notes	31 st March 2024 £	31 st March 2023 £
Income			
Central Administration		106,168	31,975
Precept – Operational		846,115	733,823
Precept – Harlington Development		412,017	412,017
Civic Events / Town Centre		5,957	0
Harlington Events	5	516,298	434,408
Building	6	24,669	25,573
Ancells Community Centre		28,991	26,930
General Open Spaces		9,517	6,595
Parks & Pavilions	7	47,421	45,699
Cemetery	8	110,524	136,275
Lengthsman Scheme		0	3,300
Total Income		£2,107,676	£1,856,592
Expenditure			
Central Administration	9	222,159	200,438
Civic & Democratic		3,233	10,868
Grants	10	60,043	41,138
Projects	11	13,500	0
Civic Events / Town Centre/ Climate		53,562	42,539
Harlington Development		16,282	8,640
Harlington Events	12	487,285	393,111
Building	13	265,506	301,297
Ancells Community Centre		58,993	49,652
General Open Spaces		39,252	42,836
Parks & Pavilions	14	211,814	252,823
Cemetery	15	47,168	87,154
Lengthsman Scheme		0	3,010
Total Expenditure		£1,478,799	£1,433,508
General Fund Analysis			
Opening Balance		380,837	329,407
Plus: Income for Year		2,107,676	1,856,592
<i>Subtotal</i>		2,488,513	2,185,999
Less: Expenditure for Year		1,478,799	1,433,508
<i>Subtotal</i>		1,009,714	752,491
Net Transfer of Reserves	16	567,987	371,654
Closing Balance		£441,727	£380,837

Please note that rounding differences in the Rialtas Omega software results in a small variance of up to £3 in the data shown above.

Financial Statements - Supplementary Notes for the Year Ending March 2024

Current Assets

1. Debtors Control

The debtors control account (£41.8k) is comprised of income due in the year but not yet received at the year end from:

Item	Amount
Sales – hall hire, lettings, cemetery	£32,023
Bank interest	£9,780
Total	£41,803

2. Interest from Investments

The Council earned interest from the following sources last financial year:

Item	Interest Received
CCLA Public Sector Deposit Fund *	£81,260
HSBC Savings Account	£584
Nationwide saver	£24,277
Total	£106,121

* Capital sum is shown on the balance sheet, as the interest is paid into the HSBC current account.

Current Liabilities

3. Creditors Control

The creditors control account holds £41.3k for expenditure relating to the 2023/24 financial year that will be paid in the following financial year, once the invoices have been received.

4. Receipts in Advance

The Council has received £16.2k of income for activities that will take place in the next financial year or that have been deferred.

Item	Income Received
Music on The Views grants / sponsorship	£10,572
Lengthsman funding	£3,300
Circus fee	£1,491
Repair Café grant	£855
Total	£16,218

Income

5. Harlington Events

Event income (£516.2k) at The Harlington exceeded the budget prediction by £53.8k. Compared to the previous year, income was up by 18.8%, due to ticket sales stabilising post COVID.

The cost centre as a whole returned a positive balance of £29k, versus the £31.8k deficit budgeted.

When the expenditure position is taken into account, the overall position of this cost centre shows that the contribution compared to the previous year is 29.7% down. This has been mainly due to the impact of higher operating costs, outlined in point 12.

6. Building (Harlington)

The Harlington building income is for the proportionate recharge of utility costs to Fleet Library. In 2023, a small change was implemented to timing of the recharge.

7. Parks & Pavilions

Unbudgeted income of £9.5k was received from HMRC as refund of VAT levied on sports lettings. The Council made a decision on 3rd April 2024 to allocate this to the Play Equipment earmarked reserve so that it could be reinvested in the Skate Park refurbishment.

The tennis courts at Calthorpe Park brought in almost the same level of income as the previous year.

In the coming financial year, Officers will be working on the marketing of the Council's sporting facilities to raise awareness and increase the income opportunity from these assets.

8. Cemetery

Cemetery income (£110.5k) increased by 36% compared to last year, not taking into account the £55k grant funding received in the previous year.

Overall, the cost centre exceeded its budgeted surplus by £40.6k.

Now that the Council has set a balanced budget, it may be prudent to start ringfencing surplus funds from the Cemetery cost centre to save for future maintenance works.

Expenditure

9. Central Administration

Administration was underspent against budget by £40.9k mainly due to actual spend on the following areas being lower than budgeted:

Item	Budget Saving
Staff vacancies	£16,666
Health & safety due to changing supplier *	£8,414
Various IT services under a new contract	£4,176
Equipment costs	£2,353
Promotion / Publicity / Vision	£1,995
Insurance	£1,404
Accountancy due to an accrual for services made last year	£1,127
Stationery and consumables	£1,024
Other smaller items including staff training, web costs, bank charges, phone and broadband	£3,764
Total	£40,923

* A credit was also issued by the previous provider due a timing issue with their last invoice, which has contributed to this reduction in spend.

10. Grants

The Council contributed £60k to the community in the form of financial assistance, rent-free accommodation and community event support, detailed in the table below:

Beneficiary	Grant Contribution
Basingstoke Canal	£18,309
Fleet Connect	£12,304
Fleet Phoenix (accommodation offset amount)	£11,656*
Sasha's Project (accommodation offset amount)	£7,540*

Fleet Town Council Summary of Financial Statements March 2024

Music on The Views	£4,118
Coronation	£2,916
Citizens Advice Hart – for essential support services	£1,000
All Saints Church – for a new community garden	£1,000
Fleet & District Carnival – for toilet facilities	£1,000
Victim Support – for personal security items	£200
Total	£60,043

* Internal transfer of funds between Council accounts.

In addition to the above grants, the Council supported various community organisations through the provision of rent waivers for the following Council leases:

- Fleet Lions Community Store – Basingbourne Park
- Scout Hut – Calthorpe Park
- Fleet Cricket Club and grounds
- Scouts Hut – Basingbourne Park
- Guides Hut – Basingbourne Park

11. Projects

The Council scheduled two technical projects to take place in the financial year, for a new website and a new phone system.

The web development work has been commissioned but is not due to be completed until mid 2024, therefore, an accrual has been made for the full £10k project cost.

Work on the new phone system has not started as yet, and so the £3,500 project cost has also been accrued to next financial year.

12. Harlington Events

Expenditure for the Harlington events programme was in budget, but showed a 19% increase compared to last year mainly due to an increase in:

- Performance costs, stock and sales costs: + £44.7k
- Salary costs (including the impact of increases to the minimum wage): + £41.4k.
- Marketing to support the events programme: + £7.8k.

Some of these costs are inevitable as they are linked to an increase in sales activity.

13. Building (Harlington)

Compared to the previous financial year, expenditure allocated to the Building decreased by 11.8%. This was mainly due to:

- A reallocation of staffing costs: - £19.3k.
- Lower utility costs: - £12.6k.
- Refuse collection costs reduced due to changing supplier: - £4k.

Overall, the Building cost centre was only £6.1k over budget, given that the building is in constant need of repair.

The change in the Council's long term supplier for hygiene services to a more cost effective option will be realised in the 2024/25 accounts.

14. Parks & Pavilions

Despite a £15k increase to the cost of tree surgery and a £1k increase to playground repairs, compared to last financial year, comparative expenditure on the parks has fallen. This is due to various projects that took place last financial year, such as The Views Sensory Garden and the trim trail at Oakley Park.

Across all cost centre totals for the Parks and Pavilions, there is a £7.2k saving against budgeted expenditure.

Due to the uncertainty of park maintenance, it is prudent to have some contingency funding build into the budget to deal with unexpected costs.

15. Cemetery

An unbudgeted invoice to the value of £5.1k was received as the final payment for the Cemetery extension works. This contributed to Cemetery expenditure being £5.3k over budget.

General Fund Analysis

16. Net Transfer of Reserves

The following reserves transfers took place in the 2023/24 financial year:

Ear Marked Reserve Account	Opening Balance at 01.04.23 (£)	Net Transfers (£)	Closing Balance at 31.03.24 (£)
321 – Pension Obligation	30,000	10,000	40,000
329 – Cemetery Memorial Testing 2024	3,425	1,325	4,750
330 – CP Tennis Sinking Fund 2026	51,563	7,000	58,563
332 – S106 Sensory Garden 21	10,981	0	10,981
340 – Cemetery Works Badgers	0	7,000	7,000
345 - Play Equipment	0	29,517.16	29,517.16
350 – Elections 2026	0	6,250	6,250
355 – Edenbrook Commuted Sum	0	81,160	81,160
360 – Harlington Development Fund	2,395,495.76	425,735	2,821,230.76
Totals	£2,491,464.76	£567,987.16	£3,059,451.92

In the 2024/25 financial year, the Council will use the Edenbrook Commuted Sum to fund general maintenance costs and the refurbishment of the two playgrounds.

Summary

At the start of the financial year, the Council budgeted a £73k deficit. Due to income exceeding budget by £228k, as a result of bank interest received, Cemetery income and Harlington event sales, and expenditure being on target, the deficit was eliminated.

The year end position has resulted in an improved General Fund closing balance of £441,727, an increase of £60,890.

Do the Numbers Limited
37 Upper Brownhill Road

8th May 2024

Rochelle Halliday, Executive Officer
Fleet Town Council

Dear Rochelle,

Subject: Review of matters arising from Internal Audit for 31 March 2024

Following my visits to the office today and earlier in the year, please find below the list of matters arising.

I found the records and systems to be in very good order.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2024](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	The records of the council comply	with this test
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Document retention policy	The current model document is under review	The council should take a risk based approach to document retention and destruction
FOI policy	The published policy document contains an erroneous header and out of date information.	The council has still not adopted the model ICO scheme and approach listed here.
Financial regulations	The council is not using the model Financial regulations resulting in contradictory and invalid clauses. Model documents that have been checked by sector bodies whenever possible.	The new model is available from HALC and should be adapted and adopted at the time of approving the AGAR.
Standing Orders	The standing orders of the council are not based on the recent model.	The NALC model document should be adopted with as little variance as possible
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Risk assessment	The risk assessment has not been updates to reflect changes in software and the upcoming change in Proper Officer	The policy was updated but not the actual schedule. It is important that the risk tests reflect the current reality of the council.
Fidelity insurance	It is a legal requirement that a council holds Fidelity Insurance to a value greater than the maximum	In advance of approval of the AGAR, this insurance should be increased to cover all funds held linked to the


	value of funds held. FTC currently has £2m against a need for £4.3m	Harlington project.
Policy updates	On several occasions during the year, members did not take the advice of Officers on policy updates. This increases future risk.	ACAS policy templates are the legal basis for employment tribunals. They should be adhered to. RFO is the legal term and should always be used over and above clerk or other name.
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Harlington refurbishment	The lease will hopefully be resolved before the change in proper officer and thus the precepted funds be appropriately applied.	This project will require close monitoring due to the sums and disruption involved.
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council comply	with this test
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
	The records of the council comply	with this test
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
Casual staff	The national minimum wage is now above the NI and auto enrollment limits	The payroll bureau should be monitoring this, but officers and members need to be aware for budgeting purposes.
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Asset updates	The asset register is now included in the Rialtas software and a significant value of stage equipment has been included.	It may be worth setting a 'de minimis' for asset inclusion, and differentiating between 'inventory' and 'assets'
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Bank reconciliation	At present only one member of the council carries out financial control tests.	Each member of the council in rotation should check the bank reconciliations back to the statements each month.
Interest on balances	The council has at long last moved all but day to day funds into interest bearing accounts.	Balances should be reviewed quarterly to reduce risk and improve returns.
HSBC savings	A savings account with HSBC was opened on which no signatories were minuted.	It is a requirement that all changes in investments are properly minuted and controls thereon recorded.
Investment policy	The council does not appear to have an investment policy, in accordance with PG requirements.	A best practice policy such as this should be adapted and adopted.
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	The records of the council comply	with this test
K	<i>Certified Exempt in prior year</i>	
Not applicable to this Council		
L	<i>Transparency Code</i>	

	The records of the council comply	with this test
<i>M</i>	<i>Public Rights</i>	
Public rights	When the AGAR is approved, it is good practice to minute the dates for public rights.	Please ensure that this is done from 2024 onwards.
Members DPI forms	The Hart district council links are utterly incomplete, in breach of their legal obligations. <i>(also raised last year)</i>	Following the Annual meeting of the council, updated DPI forms should be uploaded by the monitoring officer here
DPI form content	Several members of the council have not included their home address or party affiliation on their forms, in breach of the regulations. <i>(also raised last year)</i>	All councillor home addresses, whether owned, rented or borrowed, must be included on the forms. Only the monitoring officer has the power to redact information.
Councillor resignation	A member of the council resigned during the year but it was included in an officer report rather than minuted.	It is good practice to ensure that all changes in membership are clearly minuted.
<i>N</i>	<i>Publication of prior year AGAR</i>	
The records of the council comply with this test.		
<i>O</i>	<i>Trust funds</i>	
Not applicable to this Council		
<i>P</i>	<i>Borrowing</i>	
Not applicable to Fleet Town Council		

Please find enclosed my invoice for the balance of the agreed fee.

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

Regards,



Eleanor S Greene



OFFICER: Rochelle Halliday, Executive Officer
DATE: 28th May 2024
MEETING: Council 5th June 2024
SUBJECT: Item 9b - Interim Internal Audit Actions Report May 2024

AGAR Internal Control Objective	Matter Arising	Recommended Action	Action to be Taken
A - Appropriate accounting records have been properly kept throughout the financial year.	The records of the Council comply with this test.		N/A.
B - This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	Document Retention Policy The current model is under review.	The council should take a risk based approach to document retention and destruction.	Noted.
	FOI Policy The published policy document contains an erroneous header and out of date information.	The council has still not adopted the model ICO scheme https://ico.org.uk/for-organisations/foi/publication-schemes-a-guide/ and approach listed here.	To be reviewed by Officers and modifications proposed for consideration by the Policy and Finance Committee, if required.
	Financial Regulations The council is not using the model Financial regulations resulting in contradictory and invalid clauses. Model documents that have been checked by sector bodies whenever possible.	The new model is available from HALC and should be adapted and adopted at the time of approving the AGAR.	Noted. The new model Financial Regulations will be reviewed and adapted for consideration by the Policy & Finance Committee in July and then the Council meeting in September.
	Standing Orders The standing orders of the council are not based on the recent model.	The NALC model document should be adopted with as little variance as possible.	Noted. Will look to standardise Standing Orders in the same timeframe as the Financial Regulations.

AGAR Internal Control Objective	Matter Arising	Recommended Action	Action to be Taken
C - The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Risk Assessment The risk assessment has not been updated to reflect changes in software and the upcoming change in Proper Officer.	The policy was updated but not the actual schedule. It is important that the risk tests reflect the current reality of the council.	The Council's Risk Assessment will be fully updated for the September 2024 Council meeting.
	Fidelity Insurance It is a legal requirement that a council holds Fidelity Insurance to a value greater than the maximum value of funds held. FTC currently has £2m against a need for £4.3m.	In advance of approval of the AGAR, this insurance should be increased to cover all funds held linked to the Harlington project.	The Council's insurance company has been contacted for a quote and the cover will be put in place once this has been received.
	Policy Updates On several occasions during the year, members did not take the advice of Officers on policy updates. This increases future risk.	ACAS policy templates are the legal basis for employment tribunals. They should be adhered to. RFO is the legal term and should always be used over and above clerk or other name.	Noted. A review of the Council's approach to policy making as a whole should be completed.
D - The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves are appropriate.	Harlington Refurbishment The lease will hopefully be resolved before the change in proper officer and thus the precepted funds be appropriately applied.	This project will require close monitoring due to the sums and disruption involved	Financial monitoring for the Harlington development will be set up as part of the project planning process. The impact of the development on operations will also be evaluated.
E - Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	The records of the Council comply with this test.		N/A.
F - Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	The records of the Council comply with this test.		N/A.

AGAR Internal Control Objective	Matter Arising	Recommended Action	Action to be Taken
G – Salaries to employees and allowances to members were paid in accordance with this authority's approvals and PAYE and NI requirements were properly applied.	Casual Staff The national minimum wage is now above the NI and auto enrolment limits	The payroll bureau should be monitoring this, but officers and members need to be aware for budgeting purposes.	Noted and monitored in-house.
H – Asset and investment registers were complete and accurate and properly maintained.	Asset Updates The asset register is now included in the Rialtas software and a significant value of stage equipment has been included.	It may be worth setting a 'de minimis' for asset inclusion, and differentiating between 'inventory' and 'assets'	Noted. To be reviewed by the Policy & Finance Committee.
I – Periodic Bank reconciliations week carried out during the year.	Bank Reconciliation At present only one member of the council carries out financial control tests.	Each member of the council in rotation should check the bank reconciliations back to the statements each month.	Several Members from the Policy & Finance Committee to be allocated to complete the bank reconciliation checks.
	Interest on Balances The council has at long last moved all but day to day funds into interest bearing accounts.	Balances should be reviewed quarterly to reduce risk and improve returns.	Noted.
	HSBC Savings A savings account with HSBC was opened on which no signatories were minuted.	It is a requirement that all changes in investments are properly minuted and controls thereon recorded.	The bank signatories will be minuted at the next Policy & Finance Committee meeting.
	Investment Policy The council does not appear to have an investment policy, in accordance with PG requirements.	A best practice policy such as this https://www.petersfield-tc.gov.uk/policies-2/ should be adapted and adopted.	Noted. An investment policy will be prepared for review by the Policy and Finance Committee and subsequent approval by the Council.

AGAR Internal Control Objective	Matter Arising	Recommended Action	Action to be Taken
J - Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by an adequate audit trail and debtors and creditors were properly recorded.	The records of the Council comply with this test.		N/A.
K – Certified exempt in prior year.	Not applicable to Fleet Town Council.		N/A.
L – Transparency Code.	The records of the Council comply with this test.		N/A.
M – Public Rights.	Public Rights When the AGAR is approved, it is good practice to minute the dates for public rights.	Please ensure that this is done from 2024 onwards.	Noted.
	Members' DPI Forms The Hart district council links are utterly incomplete, in breach of their legal obligations. (also raised last year)	Following the Annual meeting of the council, updated DPI forms should be uploaded by the monitoring officer on the HDC website.	Noted.
	DPI Form Content Several members of the council have not included their home address or party affiliation on their forms, in breach of the regulations. (also raised last year).	All councillor home addresses, whether owned, rented or borrowed, must be included on the forms. Only the monitoring officer has the power to redact information.	A review of DPI forms on the website has been completed. Members will be asked to update the form or confirm if there are no changes. The required information will be checked by officers on the forms but it is the responsibility of Members to complete the forms accurately.

AGAR Internal Control Objective	Matter Arising	Recommended Action	Action to be Taken
	Councillor Resignation A member of the council resigned during the year but it was included in an officer report rather than minuted.	It is good practice to ensure that all changes in membership are clearly minuted.	Noted.
N – Publication of prior year AGAR.	The records of the council comply with this test.		N/A.
O – Trust funds.	Not applicable to Fleet Town Council.		N/A.
P – Borrowing.	Not applicable to Fleet Town Council.		N/A.

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	FLEET TOWN COUNCIL
---------------------------	--------------------

☐

I confirm that there are no conflicts of interest with BDO LLP.

☐

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
5 th June 2024 – Full Council	

Signed (Clerk/RFO)

Print Name: Rochelle Halliday

Signed (Chair)

Print Name: Cllr Bob Schofield



OFFICER: Rochelle Halliday, Executive Officer
DATE: 23rd May 2024
MEETING: Council 5th June 2024
SUBJECT: Item 10b - Review of the Effectiveness of the System of Internal Control for the Year Ending 31st March 2024

Purpose: The Governance & Accountability for Smaller Authorities Practitioner's Guide to Proper Practices and The Accounts and Audit Regulations 2015 - Regulations 3 and 6, requires the Council to conduct an annual review of the effectiveness of its system of internal control. This review forms part of the evidence for the statements asserted in Section 1 - Annual Governance Statement of the Annual Governance and Accountability Return (AGAR).

AGAR Section 1 – Annual Governance Statement 2023/24	Control Measures and Supporting Evidence	Are the Control Measures Effective?
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<p>Budget Preparation</p> <ul style="list-style-type: none"> Budget prepared in accordance with the Practitioner's Guide to Proper Practices and reviewed / approved by Council. Precept request submitted to the District Council on time and payments received. <p>Budgetary Control</p> <ul style="list-style-type: none"> Full quarterly budget and projections monitored by Policy and Finance Committee. Financial reports for intervening months reported to Policy and Finance Committee or Council. <p>Bank Reconciliation</p> <ul style="list-style-type: none"> Bank reconciliation checks completed monthly by a Councillor and minuted. Bank balances in accounts system checked by RFO against bank statement online monthly. <p>Income Received and Expenditure</p> <ul style="list-style-type: none"> Budget report showing actual income and expenditure for each month reported to the Council. <p>Asset Register</p> <ul style="list-style-type: none"> Annual review of asset register. Last approved by Council on 07.06.23. Last approved by Policy and Finance Committee on 17.05.23, subject to final approval by Council in June 2024. 	Yes.

AGAR Section 1 – Annual Governance Statement 2023/24	Control Measures and Supporting Evidence	Are the Control Measures Effective?
	<ul style="list-style-type: none"> Basic check of inventory against register completed last year and updated this year. 	
<p>2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</p>	<p>Procurement Processes</p> <ul style="list-style-type: none"> Formally approved Standing Orders and Financial Regulations at Council meeting on 10.05.23. Quotes for new work obtained when required and also where at all possible, to ensure good value. Approval of large value contracts tendered through Contracts Finder and comply with regulations. Evidence contained in minutes. Larger value purchases made in accordance with Financial Regulations and evidenced in minutes. Office staff made aware of procurement and payment processes in the Financial Regulations and Standing Orders. Processes are reinforced with Officers periodically. <p>Payment Authorisation</p> <ul style="list-style-type: none"> Purchase order system in place for all purchases, signed off by the RFO. Items checked against available budget. Invoices checked two members of staff and authorised by budget holder. Bank signatories are provided with a complete list of payments from the accounts system and a copy of all invoices to verify payments. Officers are unable to make payments via the bank account without dual authorisation from Councillor bank signatories. Petty cash payments are very low in number, with most transactions for expenses being paid via the bank account. Credit card statements are evidence by a receipt and Officer report and checked by RFO. 	Yes.
<p>3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant</p>	<p>Council Policies</p> <ul style="list-style-type: none"> Policy review schedule in place to ensure that policies are legally compliant. Standing Orders and Financial Regulations in place and up to date. 	Yes.

AGAR Section 1 – Annual Governance Statement 2023/24	Control Measures and Supporting Evidence	Are the Control Measures Effective?
financial effect on the ability of this authority to conduct its business or manage its finances.	<ul style="list-style-type: none"> • Key health and safety and HR policies in place. A review of health and safety processes has taken place in the year, with an action plan produced. • The Council has General Power of Competence. <p>Professional Advice</p> <ul style="list-style-type: none"> • Advice from the internal auditor on matters of financial governance is provided as needed. • Professional legal advice has been obtained in the year for contractual matters. • Contracted HR service to ensure that people management processes are legal and up to date. 	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<p>Public Rights</p> <ul style="list-style-type: none"> • Verified by internal auditor as being correctly published. • Exercise of public rights information published on the Council's website. 	Yes.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<p>Risk Management</p> <ul style="list-style-type: none"> • Oversight of risk management by Risk Management Working Group. • Last risk register approved by Council on 06.09.23. • Current risk register reviewed by Risk Management Working Group on 30.01.24, where new minor risks were considered for inclusion in the register, which was updated accordingly. The next review is next review due in July 2024. The document will be forwarded to the September 2024 Council meeting for approval. <p>Insurance Cover</p> <ul style="list-style-type: none"> • Insurance cover is in place for the year. • Insurance requirements reviewed by RFO and advice obtained for ad hoc activities to ensure that the Council is covered. 	Yes.
6. We maintained throughout the year an adequate and effective system of internal audit of the	<p>Internal Audit</p> <ul style="list-style-type: none"> • The scope of the internal audit process is effective and follows the requirements in 	Yes.

AGAR Section 1 – Annual Governance Statement 2023/24	Control Measures and Supporting Evidence	Are the Control Measures Effective?
accounting records and control systems.	<p>the Practitioner’s Guide to Proper Practices.</p> <ul style="list-style-type: none"> • The internal auditor provides a detailed schedule of audit topics to be covered by the audit. • All key controls are tested as part of the internal audit process, such as bank reconciliation, contract approval, payroll, asset register and risk management. • The Council’s application of its Standing Orders and Financial Regulations are tested. • The internal audit is an independent and competent financial professional. 	
7. We took appropriate action on all matters raised in reports from internal and external audit.	<p>Audit Reports</p> <ul style="list-style-type: none"> • Internal audits reports are reported to the Council and an action plan is agreed. • Internal audit reviews took place on 02.11.23, 10.01.24 and 08.05.24. No significant issues have been raised. • Last year’s external audit did not raise any qualifications. 	Yes.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<p>Unforeseen Events</p> <ul style="list-style-type: none"> • There are no unknown liabilities, commitments or unforeseen events that are likely to have a detrimental financial impact on the Council. • The Council will be made aware of any such events immediately, if they arise. 	Yes.

Overall Assessment Summary

The review the Council’s internal control processes have not identified any material issues. There are safeguards in place ensure that all financial risks are adequately managed.

The internal audit reports for the year have not identified any significant matters for concern. An action plan has been prepared to address the matters identified in the internal audit reports to improve the Council’s governance.

RECOMMENDATION

To approve the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2024.

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

FLEET TOWN COUNCIL

www.fleet-tc.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

2/11/23

10/1/24

8/5/24

Eleanor S. GAWNE ICMA

Signature of person who carried out the internal audit



Date

8/5/24

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

FLEET TOWN COUNCIL

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

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

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

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

and recorded as minute reference:

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

Chair

Clerk

www.fleet-tc.gov.uk

Section 2 – Accounting Statements 2023/24 for

FLEET TOWN COUNCIL

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

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

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

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



Date

28/05/2024

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

as recorded in minute reference:

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

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

In respect of

FLEET TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

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

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

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

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

2 External auditor’s limited assurance opinion 2023/24

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

OFFICER: Rochelle Halliday, Executive Officer
DATE: 29th May 2024
MEETING: Council 5th June 2024
SUBJECT: Item 11 – Earmarked Reserves

1. Background

The Council will be aware that the Skate Park at The Views is in need of refurbishment in the medium term.

The Skate Park is a well utilised and valued asset in the town. The Council needs to forward plan to either maintain the Skate Park or to replace it, both of which will require significant financial investment.

The proposal is for the Council to reallocate the 'surplus' balances in the General Fund, of £60,000, to the Play Equipment earmarked reserve to contribute towards the Skate Park refurbishment project.

2. Initial Project Costs

Last year, quotes were obtained for the Skate Park project, as follows:

Total replacement – approximately £220,000

Partial replacement – approximately £60,000

The above figures are based on estimated values only from a couple of suppliers and include an estimate for any grounds works that may be required.

3. Proposed Reserve Movement & Recommendation

It is the recommendation of the Policy & Finance Committee that £60,000 is transferred from General Fund to the Play Equipment earmarked reserve, to put towards the refurbishment of the Skate Park.

Please note that the funding in the Play Equipment earmarked reserve is not exclusively for the Skate Park and could be used for other park refurbishments should they become a more urgent priority.

The proposed £60,000 transfer would give a total balance in the Play Equipment earmarked reserve of £127,517 in the current financial year. This would help the Council in applying for grants, where match funding may be required, or assist in reducing the cost of any alternative funding measures.

The opening General Fund balance at the start of this financial year is £441,727. The proposed transfer would result in a current General Fund balance of £381,727 (2022/23 closing General Fund balance was £380,837).

RECOMMENDATION

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

Fleet Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 April 2024

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	30/04/2024	HSBC	969,968.14	
2	30/04/2024	Petty Cash	10.75	
3	30/04/2024	HSBC Savings	301,089.55	
				1,271,068.44
<u>Other Cash & Bank Balances</u>				
		CCLA Pub Sector Deposit Fund	2,200,000.00	
		Cash Floats	2,000.00	
		Nationwide deposit account	824,735.07	
		Petty Cash - Harlington	120.00	
				3,026,855.07
				4,297,923.51
<u>Unpresented Payments</u>				
1	29/04/2024	BACS Pymnt	65,151.37	
				65,151.37
				4,232,772.14
<u>Receipts not on Bank Statement</u>				
0	30/04/2024	All Receipts Cleared	0.00	
				0.00
Closing Balance				
				4,232,772.14
<u>All Cash & Bank Accounts</u>				
1		Bank Current/Deposit Account	904,816.77	
2		Petty Cash - FTC	10.75	
3		HSBC Savings Account	301,089.55	
		Other Cash & Bank Balances	3,026,855.07	
		Total Cash & Bank Balances		4,232,772.14

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/04/2024	BT Payment Services Ltd	dd488	121.39	121.39		500			broadband 1/3-31/3/24
02/04/2024	Global Payments - Direct Debit	dd489	50.40	50.40		500			Bank charges 1/2-29/2/24
02/04/2024	Hart District Council - DD	dd490	205.80	205.80		500			Business rates 2024/25
02/04/2024	Hart District Council - DD	dd491	1,636.25	1,636.25		500			Business rates 2024/25
02/04/2024	Hart District Council - DD	dd492	114.13	114.13		500			Business rates 2024/25
12/04/2024	HSBC	dd493	13.52	13.52		500			bank charges 1/2-29/2/24
12/04/2024	HSBC	dd494	61.64	61.64		500			bank charges 1/2-29/2/24
15/04/2024	NPower - Direct Debits	dd495	49.26	49.26		500			Elec 1/2-29/2/24
15/04/2024	NPower - Direct Debits	dd496	31.15	31.15		500			Elec 1/2-29/2/24
15/04/2024	NPower - Direct Debits	dd497	165.31	165.31		500			Elec 1/2-29/2/24
15/04/2024	NPower - Direct Debits	dd498	155.70	155.70		500			Elec 1/2-29/2/24
15/04/2024	Payment Sense Ltd	dd499	265.22	265.22		500			card charges march 24
15/04/2024	Payment Sense Ltd	dd500	28.57	28.57		500			card charges march 24
15/04/2024	NPower - Direct Debits	dd501	38.37	38.37		500			Elec 1/2-29/2/24
15/04/2024	HSBC	dd518	1,854.51	1,854.51		500			Credit Card March 24
16/04/2024	BACS P/L Pymnt Page 2393	BACS Pymnt	1,878.42	1,878.42		500			BACS P/L Pymnt Page 2393
16/04/2024	BACS P/L Pymnt Page 2394	BACS Pymnt	1,860.19	1,860.19		500			BACS P/L Pymnt Page 2394
17/04/2024	Fleet Town Council	DD	4,118.24			516		4,118.24	L&G Pension Apr 24
17/04/2024	Castle Water Limited	dd502	58.03	58.03		500			Water 1/3-31/3/24
17/04/2024	Global Payments - Direct Debit	dd503	533.91	533.91		500			bank charges march 24
18/04/2024	Castle Water Limited	dd504	25.59	25.59		500			Water 1/3-31/3/24
19/04/2024	Payment Sense Ltd	dd505	113.94	113.94		500			card charges 1/4-30/4/24
19/04/2024	Payment Sense Ltd	dd506	17.88	17.88		500			card charges 1/4-30/4/24
19/04/2024	Central Computer Management Lt	dd507	69.60	69.60		500			Monthly payroll Mar 24
19/04/2024	Fleet Town Council	DDR	31,138.41			516		121.45	Payroll April 24
						520		31,016.96	Payroll April 24
22/04/2024	Total Energies	dd508	97.58	97.58		500			Gas 31/1-29/2/24
22/04/2024	Fleet Town Council	DDR	9,774.37			515		9,774.37	Inland Rev Apr 24
23/04/2024	Croner Group Ltd	dd509	408.98	408.98		500			HR and H&S April 24
24/04/2024	Total Energies	dd510	4,731.57	4,731.57		500			Gas 31/1-29/2/24
Subtotal Carried Forward:			59,617.93	14,586.91	0.00			45,031.02	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
24/04/2024	Total Energies	dd511	402.26	402.26		500			Gas 31/1-29/2/24
25/04/2024	BOC Ltd	dd512	63.89	63.89		500			gas
29/04/2024	BACS P/L Pymnt Page 2400	BACS Pymnt	65,151.37	65,151.37		500			BACS P/L Pymnt Page 2400
29/04/2024	HSBC	dd513	63.18	63.18		500			bank charges
30/04/2024	Global Payments - Direct Debit	dd514	36.00	36.00		500			bank charges 1/3- 31/3/24
30/04/2024	BT Payment Services Ltd	dd515	130.63	130.63		500			Broadband 1/4- 30/4/24
30/04/2024	Vodafone Limited	dd516	42.41	42.41		500			Purchase Ledger DDR Payment
Total Payments:			125,507.67	80,476.65	0.00			45,031.02	

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
26/04/2024	227C31238		BIFFA	BIFFA	0.48	0.10	0.58	4155	350	0.48	Pre treatment compliance
30/04/2024	3077946296		BOC	BOC	57.23	11.45	68.68	4700	201	57.23	gas
30/04/2024	3785		BRANDPEST	BRAND	40.00	8.00	48.00	4187	204	40.00	pest control
16/04/2024	M070WP		BT	BT	108.86	21.77	130.63	4487	204	108.86	Broadband 1/4-30/4/24
03/04/2024	20037819		BT REDCARE	BT REDCARE	1,349.56	269.91	1,619.47	4205	310	1,349.56	CCTV 1/4-31/3/25
03/04/2024	10001876680		CASTLE WATER DD	CASTLEWADD	54.16	3.87	58.03	4115	310	54.16	Water 1/3-31/3/24
04/04/2024	10001927140		CASTLE WATER DD	CASTLEWADD	23.35	2.24	25.59	4115	208	23.35	Water 1/3-31/3/24
04/04/2024	10001928779		CASTLE WATER DD	CASTLEWADD	21.77	0.98	22.75	4115	320	21.77	Water 1/3-31/3/24
22/04/2024	10002056333		CASTLE WATER DD	CASTLEWADD	-976.08	0.00	-976.08	4115	350	-976.08	Water 1/3-31/3/24
08/04/2024	10001966541		CASTLEWATER	CASTLEWATE	675.76	77.77	753.53	4115	204	675.76	Water 1/3-31/3/24
08/04/2024	10001990791		CASTLEWATER	CASTLEWATE	67.89	7.77	75.66	4115	205	67.89	Water 1/3-31/3/24
05/04/2024	53637		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	Contract 1/4-30/4/24
05/04/2024	53638		CBS	CBS	463.13	92.63	555.76	4170	204	463.13	Contract 1/4-30/4/24
24/04/2024	Z000650		CBS	CBS	236.00	47.20	283.20	4170	204	236.00	noisy pressurisation unit
30/04/2024	61420		CENTRAL COM LIVEPAY	CCMLPAY	60.00	12.00	72.00	4550	101	60.00	Payroll Apr 24
30/04/2024	P701298		CHAMBERS	CHAMBERS	239.45	47.89	287.34	4156	204	58.16	waste apr 24
								4155	204	181.29	waste apr 24
30/04/2024	P701299		CHAMBERS	CHAMBERS	82.63	16.53	99.16	4155	350	82.63	waste Apr 24
30/04/2024	P701300		CHAMBERS	CHAMBERS	28.10	5.62	33.72	4155	205	28.10	waste apr 24
03/04/2024	1/3/24		CHRIS WOODS	CHRISWOODS	2,811.20	562.24	3,373.44	781	0	2,811.20	Genesis 1/3/24
08/04/2024	2283		MARKET	CIC	1,031.00	0.00	1,031.00	4430	105	1,031.00	drawdown of funding by ftc
01/04/2024	INV-D-03236		CLOUDY IT	CLOUDYIT	378.20	75.64	453.84	4484	101	378.20	IT Support 1/4-30/4/24
10/04/2024	INV0095781		ODLINGS LTD	COLUMBARIA	264.50	52.90	317.40	4935	350	264.50	sanctum tablet
17/04/2024	INV0095905		ODLINGS LTD	COLUMBARIA	135.00	27.00	162.00	4935	350	135.00	posy on a spiral
09/04/2024	907611108		MOLSON COORS	COORS	697.57	139.51	837.08	4700	201	697.57	bar supplies
23/04/2024	907631226		MOLSON COORS	COORS	130.75	26.15	156.90	4700	201	130.75	bar supplies
23/04/2024	907631229		MOLSON COORS	COORS	791.11	158.22	949.33	4700	201	791.11	bar supplies
30/04/2024	907642433		MOLSON COORS	COORS	1,826.50	365.30	2,191.80	4700	201	1,826.50	bar supplies

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2024	INV-22809		COSMIC	COSMIC	2,400.00	480.00	2,880.00	4435	120	2,400.00	Website development
12/04/2024	SI-37279		CREST LIFTS	CREST	529.08	105.82	634.90	4170	204	529.08	Contract 19/4-19/7/24
19/04/2024	C000824263		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	HR and H&S April 24
								4187	101	154.80	HR and H&S April 24
24/04/2024	INV-05153	4807	DTM CONTRACTORS LTD	DTM CONTR	178.48	35.70	214.18	4170	320	178.48	fix toilet
30/04/2024	INV-05158		DTM CONTRACTORS LTD	DTM CONTR	264.95	52.99	317.94	4170	204	264.95	toilet repairs
19/04/2024	24003		FLEETPHOENIX	FLPHOENIX	120.00	0.00	120.00	4430	105	120.00	Hart youth achievement sponsor
14/04/2024	240		GARY RYAN	GARYRYAN	2,150.00	0.00	2,150.00	772	0	2,150.00	Neil diamond 13/4
14/04/2024	33		GC LIGHTING	GC LIGHTNG	165.00	0.00	165.00	772	0	165.00	lighting for neil diamond
26/04/2024	34		GC LIGHTING	GC LIGHTNG	120.00	0.00	120.00	831	0	120.00	lighting abba
30/04/2024	50389327		GLOBAL PAYMENTS DD	GLOBALDD	30.00	6.00	36.00	4422	201	30.00	Card charges 1/4-30/4/24
08/04/2024	INV-6564		HALC	HALC	2,551.00	0.00	2,551.00	4460	101	2,551.00	HALC/NALC affiliat fees 24/25
15/04/2024	58285174		HCC	HCC	10.67	2.13	12.80	4152	204	10.67	toilet roll dispenser
24/04/2024	58286025		HCC	HCC	160.05	32.01	192.06	4152	204	160.05	toilet roll dispenser
16/04/2024	3611782439		HCC	HCC	229.22	45.84	275.06	4205	208	229.22	Maint charge 1/10/23-30/3/24
15/04/2024	790008286		HDC	HDC	37.50	0.00	37.50	4110	204	37.50	Bid levy 1/4-31/3/25
15/04/2024	790008299 24		HDC	HDC	51.00	0.00	51.00	4110	204	51.00	bid levy 1/4-31/3/25
15/04/2024	790008833 24		HDC	HDC	431.25	0.00	431.25	4110	204	431.25	Bid levy 1/4-31/3/25
01/04/2024	701024754		HDC DD	HDC DD	2,095.80	0.00	2,095.80	4110	350	2,095.80	Business rates 2024/25
01/04/2024	701024783		HDC DD	HDC DD	16,342.25	0.00	16,342.25	4110	204	16,342.25	Business rates 2024/25
01/04/2024	701066301		HDC DD	HDC DD	1,185.13	0.00	1,185.13	4110	208	1,185.13	Business rates 2024/25
22/04/2024	532783683		HOWDEN	HOWDEN	1,034.40	0.00	1,034.40	4290	150	1,034.40	Event Insurance 25/8/24
26/04/2024	11435732		HSBC	HSBC	67.72	0.00	67.72	4420	101	67.72	Bank charges 1/3-31/3/24
26/04/2024	11463472		HSBC	HSBC	13.41	0.00	13.41	4420	101	13.41	Bank charges 1/3-31/3/24
07/04/2024	APRIL 2024		HSBC	HSBC	63.18	0.00	63.18	4420	101	63.18	bank charges
07/04/2024	C/CARDMARCH		HSBC	HSBC	1,719.98	134.53	1,854.51	4170	204	19.20	AR/CC/MAR24/SCREWS/NUTS
								4170	204	24.95	AR/CC/MAR24/END BUNG
								4170	204	16.81	AR/CC/MAR24/TIE BACKS
								4481	204	9.16	AR/CC/MAR24/MONTHLY FEE

Purchase Ledger for Month No 1				Order by Supplier A/c								
											Nominal Ledger Analysis	
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description	
								4433	201	92.39	AR/CC/MAR24/ADVERT SUPPORT	
								4433	201	129.90	AR/CC/MAR24/CANVA	
								4832	150	462.94	BC/CC/MAR24/REPAIR CAFE EQUIPE	
								4832	150	4.99	CB/CC/MAR24/LINE SPRAY	
								4832	150	4.99	CB/CC/MAR24/REPAIR CAFE EQUIP	
								4486	101	3.30	BC/CC/MAR24/MICROSOFT	
								4486	101	88.20	BC/CC/MAR24/MICROSOFT	
								4486	101	343.90	BC/CC/MAR24/MICROSOFT	
								4445	101	6.00	CB/CC/MAR24/PHONE	
								4445	101	6.00	CB/CC/MAR24/PHONE	
								4445	101	6.00	CB/CC/MAR24/PHONE	
								4655	150	65.00	CB/CC/MAR24/XMAS LIGHTS LICENC	
								4210	150	65.00	CB/CC/MAR24/FLORAL LICENCE	
								4185	201	19.00	CB/CC/MAR24/BATTERIES	
								4400	101	22.07	CB/CC/MAR24/AR MEETING SUPPLIE	
								4535	105	106.00	CB/CC/MAR24/AR MEETING CATERIN	
								4535	105	26.60	CB/CC/MAR24/AR MEETING CATERIN	
								4763	201	69.28	CB/CC/MAR24/BAR SNACKS	
								4187	101	30.70	CB/CC/MAR24/FIRST AID SUPPLIES	
								4187	101	7.60	CB/CC/MAR24/FIRST AID SUPPLIES	
								4551	101	90.00	CB/CC/MAR24/EO JOB ADVERT	
26/04/2024	3018194		IBSOFFICE	IBSOFFICE	272.08	54.42	326.50	4400	101	272.08	Prining 24/1-24/4/24	
01/04/2024	4677/2024/25		INSTITUTEFCOMET	ICCM	100.00	0.00	100.00	4481	350	100.00	ICCM Membership 1/4/24-31/3/25	
07/04/2024	Z2221823		INFO COMM	ICO	60.00	0.00	60.00	4460	101	60.00	GDPR/Protection 2024/25	
09/04/2024	000019		KBO FIRE AND SECURIT	KBO	52.00	10.40	62.40	4430	105	52.00	market store extra keys	
30/04/2024	297569		LAWMANS UK	LAWMANS UK	237.00	47.40	284.40	784	0	237.00	security 27/4	
09/04/2024	03241646		MINTNETWORK	MINTNETWOR	114.42	22.88	137.30	4440	101	114.42	Phones March 24	
04/04/2024	M040424		MJ STOCKTAKING	MJSTOCKTAK	185.00	0.00	185.00	4715	201	185.00	Stock take 2024	
29/04/2024	702763		NALC	NALC	300.00	60.00	360.00	4011	101	300.00	advert for eo role	

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/04/2024	17566	4832	NIGEL JEFFRIES	NIGELJEFFR	145.00	29.00	174.00	4202	350	145.00	Laycock plot increase
18/04/2024	17576		NIGEL JEFFRIES	NIGELJEFFR	105.00	21.00	126.00	4230	320	105.00	repair play equipment
30/04/2024	17638		NIGEL JEFFRIES	NIGELJEFFR	13,453.25	2,690.65	16,143.90	4200	208	2,263.07	grnds maint apr 24
								4200	301	1,432.42	grnds maint apr 24
								4200	310	3,848.97	grnds maint apr 24
								4200	315	2,051.73	grnds maint apr 24
								4200	320	1,744.77	grnds maint apr 24
								4200	325	722.93	grnds maint apr 24
								4200	350	1,083.73	grnds maint apr 24
								4200	330	305.63	grnds maint apr 24
30/04/2024	17690	4817	NIGEL JEFFRIES	NIGELJEFFR	290.00	58.00	348.00	4170	320	290.00	Remove waste from toilet
16/04/2024	IN10330974		NPOWER	NPOWER	20.20	1.06	21.26	4122	310	20.20	CCTV Calthorpe 1/3-31/3/24
16/04/2024	IN10335641		NPOWER	NPOWER	2,594.27	518.85	3,113.12	4122	204	2,594.27	Elec 1/3-31/3/24
16/04/2024	IN10335654		NPOWER DD	NPOWERDD	96.73	4.84	101.57	4122	310	96.73	elec 1/3-31/3/24
16/04/2024	IN10335656		NPOWER DD	NPOWERDD	45.39	2.27	47.66	4122	315	45.39	elec 1/3-31/3/24
16/04/2024	IN10335659		NPOWER DD	NPOWERDD	28.45	1.42	29.87	4122	320	28.45	elec 1/3-31/3/24
16/04/2024	IN10335696		NPOWER DD	NPOWERDD	33.25	1.66	34.91	4122	208	33.25	elec 1/3-31/3/24
16/04/2024	IN10335697		NPOWER DD	NPOWERDD	121.36	6.07	127.43	4122	205	121.36	elec 1/3-31/3/24
09/04/2024	OE-26-2024		ONE ENTERTAINMENT	ONEENTERT	2,503.17	500.63	3,003.80	819	0	2,503.17	rock for heroes 22/3
05/04/2024	5721657		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	card charges 1/4-30/4/24
05/04/2024	5721658		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	card charges 1/4-30/4/24
30/04/2024	APR24		PAYMENTSSENSE	PAYMENTSSEN	180.76	0.00	180.76	4422	201	180.76	Card charges 1/4-30/4/24
23/04/2024	SIN2698165		PPL PRS	PPLPRS	2,131.44	426.29	2,557.73	4740	205	2,131.44	Music royalties licence
23/04/2024	SIN2698171		PPL PRS	PPLPRS	4,276.93	855.38	5,132.31	4740	201	4,276.93	Music royalties
30/04/2024	001932		CHCLEANING	PRIMA	2,436.70	487.34	2,924.04	4150	204	2,436.70	cleaning 1/4-30/4/24
30/04/2024	001933		CHCLEANING	PRIMA	661.00	132.20	793.20	4150	205	661.00	cleaning 1/4-30/4/24
30/04/2024	001934		CHCLEANING	PRIMA	404.00	80.80	484.80	4150	204	404.00	cleaning 1/4-30/4/24
30/04/2024	001935		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	315	121.00	cleaning 1/4-30/4/24
30/04/2024	001936		CHCLEANING	PRIMA	61.00	12.20	73.20	4150	310	61.00	cleaning 1/4-30/4/24

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2024	001937		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	320	121.00	cleaning 1/4-30/4/24
30/04/2024	001938		CHCLEANING	PRIMA	135.00	27.00	162.00	4150	208	135.00	cleaning 1/4-30/4/24
01/04/2024	61832		PRONTAPR	PRONTA	535.70	107.14	642.84	4433	201	535.70	posters
30/04/2024	31689		RBS	RBS	868.00	173.60	1,041.60	4560	101	868.00	year end 2024 closedown
01/04/2024	SM29346		RBS	RBS	1,540.00	308.00	1,848.00	4481	101	1,540.00	Cashbook 1/4-31/3/25
01/04/2024	SM29347		RBS	RBS	444.00	88.80	532.80	4481	101	444.00	Bookings 1/4-31/3/25
01/04/2024	SM29348		RBS	RBS	110.00	22.00	132.00	4481	101	110.00	VAT 1/4-31/3/25
01/04/2024	SM29349		RBS	RBS	249.00	49.80	298.80	4481	101	249.00	Asse 1/4-31/3/25
01/04/2024	INV-18166		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	web services
26/04/2024	APR24		SHANNON JAMES	SHANNONJAM	150.00	0.00	150.00	772	0	150.00	tech 26/4/24
18/04/2024	3771		SOUTHEASTBLOOM	SSEAST	555.00	0.00	555.00	4225	301	55.00	entry fee 2024
								4225	350	90.00	entry fee 2024
								4225	315	110.00	entry fee 2024
								4225	320	110.00	entry fee 2024
								4225	325	55.00	entry fee 2024
								4225	310	80.00	entry fee 2024
								4225	208	55.00	entry fee 2024
26/04/2024	2046		STAGEHEADS LTD	STAGEHEADS	1,350.00	270.00	1,620.00	831	0	1,350.00	abba fever
27/04/2024	29424		THE JAMD	THEJAMD	1,550.00	0.00	1,550.00	784	0	1,550.00	the jamd tribute
30/04/2024	24040103		TICKETSOLVE	TICKETSOLV	694.81	0.00	694.81	4490	201	694.81	ticket sale costs apr 24
11/04/2024	336787544/24		TOTAL ENERGIES DD	TOTENGDD	96.57	4.83	101.40	4120	208	96.57	gas 29/2-31/3/24
12/04/2024	336969605/24		TOTAL ENERGIES DD	TOTENGDD	3,516.28	703.26	4,219.54	4120	204	3,516.28	gas 29/2-31/3/24
12/04/2024	336969649/24		TOTAL ENERGIES DD	TOTENGDD	318.80	63.76	382.56	4120	205	318.80	gas 29/2-31/3/24
01/04/2024	HI592459		UNITED HYGIENE	UWR	159.83	31.97	191.80	4152	205	159.83	Hygiene 1/4-30/4/24
01/04/2024	HI592508		UNITED HYGIENE	UWR	709.62	141.92	851.54	4152	204	709.62	Hygiene 1/4-30/4/24
17/04/2024	4099711		VIKING	VIKING	53.87	10.77	64.64	4400	101	53.87	stationery
22/04/2024	OPI702546		VIMTO	VIMTO	445.09	89.02	534.11	4700	201	445.09	bar supplies
19/04/2024	446188-003		VIRGIN MEDIA	VIRGIN	185.83	37.17	223.00	4487	204	185.83	Broadband April 24
18/04/2024	7053298407		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	Mobile 18/4-17/5/24

Purchase Ledger for Month No 1				Order by Supplier A/c							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
23/04/2024	INV-15824		WOOSHWASHROOMS	WOOSH	1,240.00	248.00	1,488.00	4445	301	11.78	Mobile 18/4-17/5/24
								4445	101	11.78	Mobile 18/4-17/5/24
								4152	204	1,240.00	Hygiene 23/4/24-22/4/25
								TOTAL INVOICES		89,989.19	11,650.72



LIONS COMMUNITY STORE

Basingbourne Park, Basingbourne Rd, Fleet, Hants GU52 6TQ

Email: admin@communitystore.org.uk Web site: www.communitystore.org.uk

Tel: 01252 616998

Charity No. 1177181 (Lions Club of Fleet CIO)

Interim report from 1st July 2023 to the 1st March 2024

Operating Hours

The current operational times, Tuesday - Thursday the office/phone is open/answered 09:00 – 13:00. The van is out delivering / collecting between 10:00 – 15:00. People can drop items off between 10:00 – 12:00. The post code and address is now registered and it should be easier to find us. By appointment I do arrange for some agencies to meet me and collect items on a Monday or Friday as often these are for clients living in a very sensitive situation and the address where they are living can't be shared for many different reasons.

Helpers

So far this year we have been very busy. Currently we have 14 regular volunteers with a new lady starting this week, 5 of those are Lions (including myself). I am happy to report that volunteers Janet & Gary have been badged up as Fleet Lions now for a few months and they are really enjoying it. Without the regular team we couldn't be out helping in the community, they all work really hard giving a total of 110 hours each week.

Supply of Household Goods

We have supplied many thousands of household goods from beds (1350 last year), to fridges/freezers, televisions, furniture, cookers, bedding and crockery.

Number Of People We Have Helped

Lions Club Area/Fund/Other	Requests	How many people helped
Aldershot	123	252
Farnborough	162	371
Farnham	41	103
Fleet & Hart	82	212
Hook & Odiham	51	93
Yateley	65	167
Hart fund	86	203
Baby Bank	16	
Collected via agency	49	N/a
Referrals paid to bank	Information not available	
Failed, cancelled, not able to help	102	N/a

At the Community Store we take the security of your data seriously. We will keep safe any personal information you give us, will use it solely for the purpose for which you gave it, and will keep it only for as long as it is needed. We will not pass your details to any third party without your consent. For more details please see the data privacy notice on our web site (https://www.communitystore.org.uk/privacy_notice.html).

These figures only show 8 months, I will issue the full figures at the end of the Lions year in July.

Clothing

We are still collecting clothes, all items now get sorted when they get collected (mainly Jan's job) usable baby clothes get added to the baby bank, men's clothing gets sorted and sent to two different charities, ladies clothes get bagged up into size and stored until needed, children's clothes that are in good condition get sorted into size and sent to social services. All unusable items get bagged up and collected by a company that pay us by the kilo. So far, the year we have had over £700 from the clothing and this is being used towards our ever growing fuel bill. In January we supplied a local Charity a washing machine, tumble dryer, iron and ironing board and bags of clothing including shirts, suits, coats, and shoes from this. It is wonderful that I can report at least two of their clients have attended job interviews and got regular work. This is only one example of the difference that we make. The Grub Hub in Aldershot send us their unusable clothes twice a month and this added to the clothing collection.

The Bra Bank. We have now been collecting bras for 18 months and so far we have sent 1.1 tonnes to the charity 'Against Breast Cancer'. They sort and recycle all of them with nothing going to land fill. We have 3 local shops collecting on our behalf and have a collection box in our hallway. This has all been organised by Lion Lisa and so far, has been very successful.

Food

We are getting regular food donations from the Fleet Food Bank and we use this to help people that are being placed in emergency housing. Every time we send out a kettle we now supply a hot drinks pack. Last week Graham attended Crookham Infants' school as they had collected two trollies full of items to make hot drinks. Its lovely to work with the local schools.

Please see below for information about Christmas food parcels, last year was very successful and I am so proud of how many people we helped, this would not be possible without all the support that we receive. All the Harvest festival food from the local schools was added to the Christmas food parcels we sent out.

Supporters

We now have two new containers one funded by the local Lions Clubs and one funded by Farnham Lions. Lions Sam from Yateley has been able to do the electrics as he is a registered electrician.

We have had a donation from Hart District Council, and this is to help fund deliveries and purchase of items for clients living in their properties. We have also been able to set up a new baby bank with some of this funding (see the information below) this has been very popular already helping 16 new mums in the 1st two months.

In the past few years Fleet Town Council have very helpfully waived the cost of the lease for the Store Compound to Fleet Lions and we hope they will continue to do that.

Other Matters

We still have a major issue in disposing of broken fridges and freezers. Despite trying every option, the waste operators are still saying we have to pay for them to be collected. I will continue to pursue all options available if anyone has suggestions please send me an email.

At the Community Store we take the security of your data seriously. We will keep safe any personal information you give us, will use it solely for the purpose for which you gave it, and will keep it only for as long as it is needed. We will not pass your details to any third party without your consent. For more details please see the data privacy notice on our web site (https://www.communitystore.org.uk/privacy_notice.html).

If anyone would like to visit our operation please send me an email and I will arrange a time that is convenient.

Thankyou for all the support we have been given over the past 8 months and I look forward to continuing into the future.

Lion Nicola Painter
Manager, Lions Community Store

May 2024

Further Background Information

Baby Bank - February 2024

We are pleased to notify you of the launch of our new Baby Bank being run from the Lions Community Store.

From February we will be in the position to help families with a nominated selection of essential items of clothing and furniture when bringing a newborn baby back to their home. The items will be a selection of new and quality second-hand items. There is an additional possibility of support via locally donated funds.

Access to the Baby Bank is restricted to families living in Housing Association properties. Referrals for clothing/furniture will only be accepted from support workers, housing offices, social workers, health visitors or nursing teams. The Baby Bank will run alongside the normal services of the Community Store and will only be available for delivery.

Please send all requests for support to our email address: admin@communitystore.org.uk
Use the subject title : Baby Bank

Yours sincerely
Nicola Painter
Lions Community Store Manager

LIONS COMMUNITY STORE CHRISTMAS PARCELS 2023

SUPPORTED BY

**ALDRESHOT LIONS
FARNBOROUGH LIONS
FLEET INFANT SCHOOL
FLEET LIONS**

At the Community Store we take the security of your data seriously. We will keep safe any personal information you give us, will use it solely for the purpose for which you gave it, and will keep it only for as long as it is needed. We will not pass your details to any third party without your consent. For more details please see the data privacy notice on our web site (https://www.communitystore.org.uk/privacy_notice.html).

**FLEET TOWN COUNCIL
HART LIONS
HART COUNCIL
HERON ON THE LAKE
HOOK & ODIHAM LIONS
INSTAGROUP LTD, WOKINGHAM
LOMA SYSTEMS
MISSION CHRISTMAS
PRINCIPLE CARE HOMES
St ANDREWS's GARRISON CHURCH
TAVISTOCK INFANT SCHOOL
TWESELDOWN INFANT SCHOOL
YATELEY LIONS
VARIOUS PRIVATE SUPPORTERS**

With your support, we have delivered 604 hampers to local households and toys to 1265 children to open on Christmas Day. During the same period, we sent out gifts to a further 110 adults who would normally be overlooked.

Once again, we worked alongside supporting agencies, schools, and community groups to identify as many people in need as possible. Local Lions Clubs were very busy shopping and collecting food on our behalf to fill the hampers.

Our small band of volunteers together with local Lions put in extra hours to make sure that all the requests were completed before Christmas. In particular, Darren and John had their time donated by their employers which we thank them for. This enabled us to have both of our vans out every weekday from the 30th November. Weekends were reserved to make the hamper and toy parcels. In total 674 man hours were donated to make all this happen. An amazing effort. Well done everyone involved.

Thankyou!!!

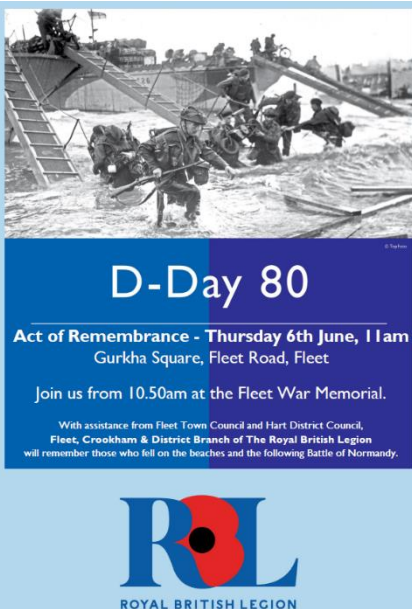
OFFICER: Rochelle Halliday, Executive Officer
DATE: 28th May 2024
MEETING: Council – 5th June 2024
SUBJECT: Item 16 - Executive Officer's Report

1. Complaints (Item 15.)

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

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

2. D-Day Commemorations – 6th June



On 6th June 2024, we will be commemorating the 80th anniversary of D-Day at the Fleet War Memorial, at 11am.

The schedule has been set as follows:

- Assemble at 10.50am
- The Vicar to welcome all with a few words and Prayers
- The Exhortation (RBL)
- Bugler: "The Last Post"
- 2 minutes silence
- Bugler: "The Reveille"
- The Kohima Epitaph (RBL)
- Laying of a D-Day Wreath (Cllr Bob Schofield)
- The Vicar concludes with last Prayers
- First verse of the National Anthem (sung without musical accompaniment).

This poster has been shared on social media.

All Members and staff are welcome to attend this short service of commemoration.

It was acknowledged by the Royal British Legion that the main commemoration events would take place by the coast, and so the timing of this event in Fleet enables residents to attend other gatherings if they wish.

3. Pop Up Hub

The next Pop Up Hub is due to take place at Fleet Market on 8th June.

Since the last Pop Up Hub only took place a few weeks ago, it is proposed that the session on 8th June is postponed and rescheduled to 6th July at Fleet Carnival. The Carnival have been asked if this will be possible and I am awaiting a reply.

If this proposal is acceptable, please could Members volunteer to man the Pop Up Hub for the following slots on 6th July:

- 1pm to 2pm.
- 2pm to 3pm.
- 3pm to 4pm.

4. Date Change - Next Policy & Finance Committee Meeting

The next meeting of the Policy & Finance Committee will be on 24th July 2024, and not on 17th July 2024 as previously stated.

5. Upcoming Council Meeting Dates

- 5th June 2024, 6.00pm – Lease Working Group
- 10th June 2024, 7.00pm – Development Control Committee
- 19th June 2024, 7.00pm – RLA Committee
- 24th June 2024, 7.00pm – Development Control Committee
- **3rd July 2024, 6.00pm – Climate Change Working Group**
- 3rd July 2024, 7.00pm – Council