



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE VIRTUAL ANNUAL MEETING OF THE FLEET TOWN COUNCIL

On

Wednesday 5th May 2021 at 7pm

All members are summoned to attend

Any members of the public wishing to attend the virtual meeting will need to contact Charlotte on charlotte.benham@fleet-tc.gov.uk by midday on Tuesday 4th May 2021.

The virtual Annual Meeting of Fleet Town Council will be live streamed on YouTube and the link for this meeting is: <https://youtu.be/L20hkIxiPS8>

To Councillors: R. Schofield (Outgoing Chairman), G. Carpenter, G. Chenery, P. Einchcomb, R. Hill, L. Holt, A. Hope, K. Jasper, A. Oliver, D. Pierce, R. Richmond, R. Robinson, S. Tilley, S. Wheale, P. Wildsmith, G. Woods, J. Wright.

SIGNED:

Janet Stanton,
Town Clerk

Date: 27th April 2021

AGENDA

1. ELECTION OF CHAIRMAN

To receive nominations for and to elect a chairman of the Fleet Town Council for the local government year 2021/2022.

2. ELECTION OF VICE CHAIRMAN

To receive nominations for and to elect a vice-chairman of the Fleet Town Council for the local government year 2021/2022.

3. DECLARATIONS OF ACCEPTANCE OF OFFICE

The Chairman to sign the Declaration of Acceptance for the office of Chairman of Fleet Town Council for 2021/2022.

4. 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.

5. 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.

6. MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Council Meeting held on Wednesday 7th April 2021 (*copy attached*).

To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration.

Development Control 12th April 2021

Part 1 – ITEMS FOR DECISION

7. NOMINATIONS TO COMMITTEES and WORKING GROUPS 2021/2022

To consider the allocation of members to committees and working groups

- a. Membership of Committees 2021/2022
- b. Membership of Working Groups 2021/2022

Papers are attached which show the preferences of members for service on Committees and Working Groups in 2021/2022.

RECOMMENDATION

To approve the membership of Committees and Working Groups for 2021/2022.

8. APPOINTMENTS TO EXTERNAL BODIES

To consider the allocation of members to represent Fleet Town Council on External Bodies. A paper is attached which shows the preference of members to represent FTC on External Bodies in 2021/2022.

RECOMMENDATION

To approve the representation of FTC on External Bodies for 2021/2022.

9. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

A review of Standing Orders and Financial Regulations has been carried out in line with the usual practice for the Annual Meeting of Council. Both the Standing Orders and Financial Regulations include minor changes as indicated.

RECOMMENDATION

To approve the amendments to the Standing Orders and Financial Regulations

10. MEETING SCHEDULE

To assist officers with the month end financial administration for the Policy and Finance Committee meetings, Members are asked to approve a revision to the schedule of meetings for 2021/2022. This proposed meeting schedule allows for the meetings to be moved from the third Monday to the third Wednesday of May 2021, July 2021, October 2021 and February 2022 (*copy attached*).

RECOMMENDATION

To approve the revised schedule of meetings for 2021/2022.

11. MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

a. Hampshire Association of Local Councils (HALC and NALC)

To approve the membership and the payment of the annual Affiliation Fees. HALC £1,050.00 and NALC £1,345.25.

b. Institute of Cemeteries and Crematoria Management (ICCM)

To consider the payment of the annual Corporate Membership Fee of £95.00.

c. Society of Local Council Clerks

To approve the continuing membership of the Clerk and the payment of the annual fee of £358.00.

RECOMMENDATION

To approve/note the payment of the following fees for 2021/2022.

- | | |
|---------|-----------|
| a. HALC | £1,050.00 |
| NALC | £1,345.25 |
| b. ICCM | £95.00 |
| c. SLCC | £358.00 |

12. FLEET TOWN COUNCIL ASSET REGISTER AND LAND OWNERSHIP

To receive and approve Fleet Town Council's asset register and land ownership as at 31st March 2021 (*copy attached*).

RECOMMENDATION

To receive and approve Fleet Town Council's asset register and land ownership as at 31st March 2021.

Part 2 – ITEMS TO NOTE

13. INSURANCE COVER

To note that arrangements have been made for insurance cover for 2021/2022 (*copy attached*).

14. STATEMENT OF COUNCILLOR ATTENDANCE 2020/2021

To receive and note a statement of the attendance of Councillors at ordinary meetings of Full Council during 2020/2021 (*copy attached*).

15. NEW COUNCILLOR VACANCY

To note that the Councillor vacancy for the Central Ward which was advertised for 14 working days has now closed and the Elections Officer at Hart District Council has now confirmed that 10 registered electors from the Courtmoor Ward did not come forward and request a by-election. As a by-election was not requested, Fleet Town Council now has the power to co-opt a councillor to fill the vacancy. An advertisement inviting applications for co-option will be produced and publicised.

16. TOWN CLERK'S REPORT

To receive and note any update report of the Town Clerk.

17. DATE AND TIME OF NEXT MEETING

The provisional date of the next meeting of the Council is scheduled for Wednesday 2nd June 2021 at 7pm in The Function Room of The Harlington.

Part 3 - CONFIDENTIAL ITEMS

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

The following types of business will be treated as confidential:

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

There are no confidential items.



FLEET TOWN COUNCIL

MINUTES OF THE FULL COUNCIL VIRTUAL MEETING

held on

Wednesday 7th April 2021

PRESENT

Councillors: R. Schofield (Chairman), G. Carpenter, G. Chenery, P. Einchcomb, R. Hill, L. Holt, A. Hope, K. Jasper, A. Oliver, D. Pierce, R. Richmond, R. Robinson, S. Tilley, S. Wheale, G. Woods, J. Wright.

Also Present: Janet Stanton - Town Clerk
Susanna Walker - Committee Clerk
Charlotte Benham - Project and Committee Officer
Councillor John Bennison - HCC
Councillor Steve Forster - HCC
Councillor Adrian Collett - HCC
Councillor Katie Davies - HCC
Charlotte Tickner – Managing Director, Fleet Phoenix
Angela Forster - Trustee, Sasha's Project

Number of YouTube viewers - 9

FC April 2021 ITEM 1

APOLOGIES FOR ABSENCE

There were no apologies for absence.

FC April 2021 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

FC April 2021 ITEM 3

QUESTIONS FROM MEMBERS OF THE PUBLIC

Members noted the following question from Mr Russell Hunt, regarding the allotments at Edenbrook:

"On behalf of a number of residents on the waiting list, I would like an update on the allotments at Edenbrook please. Although the site was fenced and a borehole installed well over a year ago, little work has been done since. What is the plan to complete the work, and release the plots to the waiting public?"

Councillor Schofield responded to the question, stating that the Edenbrook SANG development including the allotments is the responsibility of HDC and the question should be directed to them. However, members noted that FTC has approached the responsible officer and can report that:

- Hart District Council successfully tendered for the design and build for the community gardens and have awarded this project to the Groundwork Trust who are long established in providing community green spaces throughout the country.
- HDC expects works to start in May and be completed by mid-summer.

- An Officer has been designated as the project manager who will run this project throughout its life in partnership with Hart Allotments Association and Hart Voluntary Action.
- HDC will post updates on all social media as they occur.

Councillor Schofield then updated members on the following:

- **Fleet BID 20 Minute Town presentation, presented by Subtrans.**
 - Mapped out that Fleet could be a pedestrian centric town.
- **HDC Workshop on town regeneration, presented by Matt Baker.**
- **New Frimley Health Trust presentation.**
 - An amalgamation of local Clinical Commissioning Groups, which will cover a broad and diverse area.
 - Some benefits of scale but appears to go against the idea of localised health services.
- **Live opening of Sasha's Project.**
 - Small attendance in keeping with current COVID guidelines.
 - Unable to visit the premises.
 - Thanks to the volunteers who work to run this valuable service.
- **Filming for the Centenary Rededication of the War Memorial.**
- **Council Tax Increase.**
- FTC's element of the Council Tax is to increase by 1.1%, yet FTC resolved not to increase its element of the tax.
- The division of legal responsibility is that FTC is required to notify HDC, as the tax collection authority, of how much money HDC are to collect on behalf of FTC to run the council for the coming financial year, called the Precept.
- HDC is then responsible for determining what is called the Tax Base, expressed as the total number of Band D equivalent properties derived by a complex calculation.
- The Band D equivalent Council Tax is the Precept/Tax Base
- FTC had been advised of the Tax Base for the financial year 2021/2022, for which a spreadsheet to demonstrate that the tax base multiplied by the previous level of Council Tax (£102.32). produced a sum of money that together with an agreed contribution from reserves covered FTC's running costs for next year.
- In the final computation of the Council Tax, HDC used a different Tax Base, not the one FTC had been advised of. A lower number was used that resulted in an increased element of Council Tax.
- Each household will therefore see a 1.1% increase in their contribution towards the Town Council, but FTC will only receive the same amount of money from HDC that was asked for, the Precept.
- FTC has queried the variation and received an explanation, but no apology.

FC April 2021 ITEM 4

MINUTES OF PREVIOUS MEETINGS

Members received and approved as a correct record the minutes and confidential minutes of the Council Meeting held on Wednesday 3rd March 2021. Due to an omission in the minutes, members noted that Councillor Hope's name was to be added to the Councillor's present list for this meeting.

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

RLA
Development Control

17th March 2021
8th & 22nd March 2021

Members noted that in the RLA minutes, Item 4 – Minutes of Previous Meeting, the third bullet detailed an amendment sought to the wording in the Clerks Report, whereby the words 'cherry trees' were to be replaced by 'cherry tree'. Following this, the meeting recording was checked against the minutes, and it was found that the original minutes were correct and the amendment sought changed the minutes incorrectly.

Regarding the Development Control minutes, members also noted that the Chairman had met with Mark Jaggard and Emma Whitaker to discuss the assessment of planning applications.

FC April 2021 ITEM 5

MEETINGS

Members noted that Government has decided not to extend the temporary legislation on the holding of virtual meetings and all Council Meetings after 7th May 2021 should revert to face to face meetings. The following was discussed:

- Any resolutions made at virtual meetings following 7th May 2021 will not be valid.
- The government has recommended Councils to bring forward any meetings scheduled in May to before 7th May 2021, where virtual meetings will still be legal and all resolutions of the meeting binding.
- The Annual General Meeting of FTC to be brought forward to 5th May 2021.
 - The primary purpose of this meeting is to establish the administrative practices of the Council for the coming year, elect a chairman, allocate councillors to committees etc.
 - Any matters that may require debate can be deferred to the next Council Meeting on 2nd June 2021.

RESOLVED

To approve the date of the Annual Meeting of the Council to conduct the statutory business of the first council meeting of the year on 5th May 2021.

FC April 2021 ITEM 6

SASHA'S PROJECT

Members received and considered a grant application for hire of The Point by Sasha's Project. Members discussed the following:

- Sasha's Project is a drop-in centre for young people struggling with mental health issues.
- The opening of the centre was delayed until 27th March 2021, because of COVID.
- Funding to be sought from other local and parish councils.
- The original recommendation was 'to approve the use of The Point for one night per week on a Saturday night/Sunday morning for Sasha's Project for a period of 6 months whereas the grant application requested the use of The Point for 37 nights, until the end of 2021.
- An amendment was moved, seconded and unanimously approved to remove the words "for a period of six months" and substitute "for 37 nights until the end of 2021."

Members voted on the adopted amendment and

RESOLVED

To approve the use of The Point for one night per week on a Saturday night/Sunday morning for Sasha's Project for 37 nights, until the end of 2021 and Sasha's Project to provide quarterly feedback reports to FTC.

FC April 2021 ITEM 7

EVENT APPLICATION

Members received and considered an event application from Friends of Ancells Farm to hold a Community Table Tennis Fun Day at Ancells Farm and playing fields on Saturday 10th July 2021. The following was discussed:

- Ancells Farm has installed an outdoor table tennis table.
- Fun Day to welcome the end of lockdown and create interest in table tennis.
- Small event, due to current government guidelines.
- All paperwork, including risk assessment, public liability, and insurance documents to be provided.
- No bond to be charged to Friends of Ancells Farm.

RESOLVED

To approve the Community Table Tennis Fun Day on Saturday 10th July 2021.

FC April 2021 ITEM 8

FINANCIAL MONITORING

Members received and noted the following:

1.
 - a. The bank reconciliation for February 2021.
 - b. The list of receipts for February 2021.
 - c. The list of payments for February 2021.
2. Councillor Robinson confirmed that the bank reconciliation for February 2021 equals zero, and the bank statements match the reconciliation, and has signed the bank statements and payment schedules.

RECOMMENDATION

Members approved and accepted into the minutes:

1.
 - a. The bank reconciliation for February 2021.
 - b. The list of receipts for February 2021.
 - c. The list of payments for February 2021.

FC April 2021 ITEM 9

FIBRE DATA CENTRE

Members received and considered a report on a proposed Data Fibre Centre in Fleet.

Members discussed the following:

- FTC has been approached by Up Connect, on behalf of a client wishing to provide Ultrafast Broadband to Fleet and lease a small piece of land to locate a mini data centre.
- The proposed site agreed by both FTC and the supplier is a piece of scrub land in Calthorpe Park, on the track off Crookham Road before the entrance to FTFC's leased area.
- Proposed area is approximately 7.5m x 7.5m.
- FTC to update this area and reinstate fencing.
- Company to provide natural screening and plants around the cabinet.
- Planning permission will be sought by UP Connect's Client.
- Security and insurance provided by the data company.
- Potential issues with noise, as near resident's houses.

RESOLVED

Members approved:

- The location of the Data Centre in Calthorpe Park
- To negotiate with Up Connect's client for the parcel of land in Calthorpe Park and progress the lease/legal documents.

FC April 2021 ITEM 9A

FLEET TOWN FOOTBALL CLUB

Members were asked and approved the waiving of Standing Orders to discuss an additional item, regarding the support to Fleet Town Football Club to secure an FA Grant for facility improvements. Members supported the proposal and noted the following:

- The Lease Working Group (LWG) has met to investigate a new lease for FTFC.
- FTFC currently applying to be a limited company.
- FTFC require a new lease of 10 years, to apply for major grants.
- Extension of current lease not an option.
- FTC do not wish to rush new lease negotiations.
- FTFC facilities including changing rooms and clubhouse are inadequate and need improvement works.
- Football Association Foundation Grant available every season.

- FTFC unable to apply for grant, due to limits with lease.
- FTC, as the freeholder, can apply on FTFC's behalf.
 - FTFC will complete the application and provide all the documents.
 - FTC to vet application before submission.
 - Grant to be paid to FTC if successful.
 - Appropriate indemnity from FTFC.
- FTFC an asset to Fleet.
- FTC should not set a precedence in applying for a grant on behalf of another group.
- FTC to agree with FTFC release of grant money.
- Outstanding issues with FTFC including floodlights to be discussed and dealt with by the LWG.

Members **RESOLVED** that

FTC support FTFC in securing an FA Foundation Grant for the improvement of the changing facilities and club house.

FC April 2021 ITEM 10

TOWNTALK

Members noted that the TownTalk newsletter will be delivered to properties in Fleet between 1st and 15th April 2021.

FC April 2021 ITEM 11

RESIDENT'S PRESENTATION

Members noted that the resident's presentation and the reasons behind the decision are being communicated to residents through the latest edition of TownTalk newsletter.

Residents are asked to send any concerns or questions they may have to FTC by 19th April 2021 and, where possible, they will be accommodated within the presentation. If not, they will be included in an online live Question and Answer session after the 25th May 2021 presentation.

FC April 2021 ITEM 12

WAR MEMORIAL CENTENARY

Members noted that a short centenary commemoration film is currently being filmed and will be publicly available to watch on the FTC Website or on social media from mid-late April.

FC April 2021 ITEM 13

GOVERNMENT CONSULTATION ON FORM OF MEETINGS

Members noted that having ended the use of virtual meetings from 7th May 2021, the government is now collecting evidence on the experience of authorities and individuals in the use of virtual meetings. Members noted that FTC will respond to this, but individual responses were also encouraged.

FC April 2021 ITEM 14

COMPLAINTS

Members noted that there were 4 complaints, which had all been dealt with. Matters discussed included:

- **Calthorpe Park.**
 - Current government guidelines to block off the tunnel slide.
 - Picnic benches include an overhang for wheelchairs. These are in line with all required specifications.

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

- FTC's achievements during the pandemic.
- Cemetery.
- Reduced staff levels, due to furlough scheme.
- Vaccinations.
- The volunteers at the Vaccination Centre.

FC April 2021 ITEM 16

HCC / HDC UPDATE

HCC / HDC

Councillor Forster reported on the following:

- **Pale Lane.**
 - Traveller incursion, which has been passed to the police.
- **Business Grants.**
 - Restart grants available for businesses.
 - To be processed from 12th April 2021.
- **Vaccinations.**
 - Infection rate in HDC approximately 37 per 100,000.
 - Infection rate in HCC approximately 27 per 100,000.
- **May Elections.**
 - Usual polling stations will be open.
 - One way system in place at most stations.
 - Voters encouraged to bring their own pen.

Councillor Bennison updated members on the following:

- **HCC and IOW Fire & Rescue Service.**
 - Amalgamation of HCC and IOW Fire & Rescue Services.
 - Launched 1st April 2021.
- **Household Waste Services.**
 - From 1st April 2021, opening hours will be 0900-1800 every day.
 - 50,000 slots available for booking each week.
- **Roadworks.**
 - Dinorben Avenue roadworks have been completed.
 - Beacon Hill Road will be closed from 15th April 2021 for 4 nights. A diversion will be in place.
 - Watery Lane has no roadworks at present.

Councillor Collett reported on the following:

- **Temporary Mortuary.**
 - Temporary mortuary in Basingstoke has been closed.
- **May Elections.**
 - Voters to take a pen and wear a mask.
 - Postal votes.
- **Blackbushes Road roundabout on A30**
 - Fleet Arm to be built.
- **Blackbush Airport.**
 - High Court have upheld the Appeal Court decision and ruled that the land should not be de-registered.

Members also discussed the following:

- **Green Waste Bins.**
 - Renewal process for residents.
 - Campaign to stop green bins being left out without subscriptions.

- **Waste Services.**
 - Waste team transferring to Basingstoke and Dean.
 - No impact to service and collections.
 - Thanks was given to the teams who have provided an excellent service throughout the past year.

Councillor Davies updated on the following:

- **Waste Collection.**
 - Residents to contact relevant Ward Councillor regarding any missed bin collections.
- **Grants.**
 - Process of applications longer due to COVID and elections.

FC April 2021 ITEM 17

DATE AND TIME OF NEXT MEETING

As agreed, and approved by members in Item 5 of this meeting, the date and time of the next virtual meeting of the Council is now scheduled for Wednesday 5th May 2021 at 19.00. There will be no opportunity for HDC and HCC updates, due to the formal business of the meeting.

There being no further business the meeting closed at 20.46.

Signed.....

Date.....

Chairman

Part 3 CONFIDENTIAL ITEMS

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

There were no confidential items.



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Virtual Meeting held on Monday 12 April

Present:

Cllr Schofield
Cllr Robinson
Cllr Holt
Cllr Pierce – Chairman
Cllr Jasper
Cllr Hope
Cllr Carpenter

Also present: Cllr Woods

Officers: Charlotte Benham – Projects and Committee Officer

1	Apologies Not present, Cllrs: Wildsmith
2	Declarations of interest to any item on the agenda None declared
3.	Public Session None
4	Approval of the Minutes The minutes of the development and control meeting that would have been held on Monday 22nd March were accepted as a correct record of the meeting.
5	21/00610/HOU 20 Beech Ride Fleet GU52 7XQ <u>Proposed loft conversion with 2 no dormer windows on front elevation, insertion of two roof lights on the rear roof slope and one roof light on the side (NW) roof slope Conversion of garage into habitable accommodation to include the replacement of the garage door with a window. Alterations to windows and doors.</u> Comments required by 13 April

The proposal fundamentally converts a bungalow to a house which breaches Fleet Neighbourhood Plan Policy 11 however there is some mitigation with the retention of a downstairs bedroom and bathroom which means a person of limited mobility could continue to occupy the property.

Also, it should be noted that the plan and elevations do not tie up – the single bedroom in the roof shows a vertical wall running from the dormer and appears to cross the ridge of the roof. This would significantly impact the appearance of the front elevation.

The application requires a dimensioned parking plan that meets Harts standards for on-site parking.

OBJECTION

Incompatible drawings that could result in a poorly designed front elevation. Breach, in principle, of FNP Policy 11 conversion of a bungalow to house..

21/00540/HOU

Chartley Birch Avenue Fleet GU51 4PB

[Erection of a rear orangery.](#)

Comments required by 13 April

NO OBJECTION

21/00651/HOU

16 Victoria Road Fleet Hampshire GU51 4DN

[Demolition of existing single storey side and rear extension and chimneys and erection of a two storey rear extension and single storey side extension.](#)

Comments required by 14 April

NO OBJECTION subject to:

- 1) a parking plan that meets Hart's standards and
- 2) the materials match that of the existing building

21/00324/HOU

5 Greenways Fleet Hampshire GU52 7UG

[Erection of a single storey rear extension, front porch, conversion of garage to habitable accommodation to include the replacement of the garage door, alterations to ground floor side window and replacement of ground floor side door with window](#)

Comments required by 14 April

OBJECTION until the following information is provided:

- 1) dimensioned parking plan that meets Hart's standards for on-site parking – looking at the plans only 2 cars can be accommodated on the drive, so additional space would have to be provided on the front of the property which would result in the loss of the front garden.
- 2) A parking plan and landscape plan that demonstrates compliance with Fleet Neighbourhood Plan Policy 15, that 50% of the front garden be retained as soft landscaping. Reason, to protect local character and support zero carbon.

21/00720/HOU

7 Lestock Way Fleet Hampshire GU51 3EB

[Erection of an outbuilding for use as a hobby workshop.](#)

Comments required by 16 April

OBJECTION :

This is a substantial brick structure. Require details of foundations to be submitted along with a tree report, Footings may impact on the trees in neighbour's gardens. Special piled foundations may be needed to avoid root damage.

21/00706/AMCON

Land North Of Netherhouse Copse Hitches Lane Fleet GU51 5EE

[Variation of Condition 2 attached to planning permission 18/01794/REM dated 01/12/2020 to seek a variation to the wording of the Condition to vary approved drawings.](#)

Comments required by 16 April

NO OBJECTION

But question how much of the SANG will be accessible all year round as the boundary to the west by river is known to flood in winter and to the north is an extensive area of ponds.

21/00740/HOU

46 Award Road Church Crookham Fleet GU52 6HG

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

Comments required by 16 April

OBJECTION

- Submission of tree report and protection of the mature trees/roots during construction required
- Details of drainage to address the issue raised in neighbour's letter
- new side window would look into neighbour's property, may be acceptable if fence is maintained, otherwise requires obscure glass.
- plans and elevations do not match - elevations omit the lantern to the roof over the extension.

21/00718/HOU

30 Kent Road Fleet GU51 3AH

[Demolition of an existing conservatory and erection of a single storey rear extension and creation of a raised deck](#)

Comments required by 20 April

OBJECTION

- proposed rear extension is out of keeping with the host dwelling and will be visible from Avondale Road. Proposed extension roof to be zinc sheeting.
- Overall with the raised deck 72 m² area lost to carbon absorption, consideration should be given as to how individuals can support a carbon neutral society.

21/00689/HOU
8 Newlands Fleet Hampshire GU52 6TW
[Increase height of a boundary garden wall from 0.99m to 1.68 m with fencing.](#)
Comments required by 21 April

OBJECTION

- New fence is above Hart's 900mm specification for a front fence – out of keeping with the street scene and there is no need for the fence to be so high
- Would be only 12 feet from the front windows of No.10. and the trees in tubs along with the wall will reduce light to No.10's windows and front garden - so significant loss of amenity.
- In breach of Fleet Neighbourhood Plan Policy 10.1 to 10.4 and Hart Local Plan GEN1 – out of character with the local area.

21/00844/PRIOR
Zenith House 3 Rye Close Fleet Hampshire GU51 2UY
[Change of use of offices to residential to provide 34 flats](#)
Comments required by 16 April

It is fully appreciated that this is an application under Permitted Development Rights and removes local democratic rights to raise reasonable objections to the application, but this is such a poor quality development that we wish to place our objection on record.

OBJECTION

- There is no evidence base for more one bed flats in the Fleet area.
- Poor design and layout with no immediate access to open air and
- No immediate access to amenity space
- This application is being put through before Government brings in controls for permitted development accommodation to meet Minimum Space Standards i.e. 1 bed x 2 person should be 50m² and 2 bed 4 person 70m². Not one of the 34 flats meets these minimum standards.
- Being so close to the motorway the occupants of these flats will be subjected to traffic noise and pollution.

21/00875/PRIOR
17 Little Copse Fleet Hampshire GU52 7UQ
[Erection of a single storey rear extension following demolition of existing single storey rear extension and insertion of a door to ground floor side](#)
Comments required by 16 April

NO OBJECTION

But plans are poor and have no room labels so if extension contains any additional bedrooms then a parking plan that meets Hart's standards for on-site parking is required

21/00673/HOU
The Gables 56 Church Road Fleet GU51 4LY
[Replacement of a 1m high chain link fence with a 1.82m high close board fence](#)

<p>Comments required by 26 April</p> <p>OBJECTION</p> <ul style="list-style-type: none"> - New fence is above Hart's 900mm guidance for a front fence and more specifically it will be out of keeping in the North Fleet Conservation Area - Front boundary treatment is a key parameter in the character of the Conservation Area, the general character of which is sylvan with a semi-rural character. - The character of Church Road is being progressively eroded by inappropriate front boundary fences. - These high fences are contrary to the Article 4 Direction that protects or enhances the existing front boundaries and is contrary to Section 69 of the Planning (listed buildings and conservation areas) Act 1990 in that his development neither protects nor enhances the Conservation Area.. <p>21/00721/HOU The Beech Stockton Avenue Fleet GU51 4NS <u>Erection of a single storey front extension alterations to all doors and windows and external materials</u> Comments required by 27 April</p> <p>OBJECTION</p> <p>The document states the frontage would match the other older style houses (Abstract from the heritage report:</p> <p><i>The Beech's proposed material pallet redresses the house in white render and reroofs the house with slate. This is in keeping with The Coach House and other neighbouring properties, providing an aesthetic in keeping with its surroundings. The windows are also going to be replaced with more a premium equivalent.)</i></p> <p>but the plans show the complete remodelling of the elevations of the house and transforming the character of the house from a typical 1960's presentation to a 2020's appearance, white render, slate roof and grey aluminium framing to the windows - out of keeping with properties in the area.</p> <p>Para 7.2 "Maintaining the existing buildings and their plots" of the NFCA Management Plan states: the need to prevent unsympathetic changes to the existing houses, such as oversize extensions or changes to the elevations.</p> <p>Although compared to the adjacent property which has recently been painted white, the original character of the Coach House has been maintained and enhanced by the improved finishes.</p> <p>The proposed finishes bear no relationship to the surrounding dwellings.</p>
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	<p>21/00804/HOU Lomond 1A Pondtail Road Fleet GU51 3JW <u>Erection of a first floor front extension, blocking up of ground floor side window, insertion of first floor side window and creation of internal staircase reducing the length of the garage to 4.9m</u> Comments required by 28 April</p> <p>OBJECTION</p> <ul style="list-style-type: none"> • Overdevelopment of the site. • Out of keeping with street scene – brings building to edge of plot/pavement with no windows so a two storey blank brick wall adjacent to the pavement. • Breaches Fleet Neighbourhood Plan Policy 10 <ul style="list-style-type: none"> - 10.1 does not complement or integrate with neighbouring properties in scale, massing and separation - 10.2 it is not high quality design that reflects high quality local design references - 10.3 it produces a bulky featureless appearance (two storey blank brick wall) in a dominant position. Overbearing in the existing street scene. • Reduction in depth of garage means parking for three cars needed not including the garage – a parking plan that meets Hart's standards is needed showing ability to manoeuvre to leave the site safely in a forward direction onto a busy road on a blind corner • Due to its location a detailed study should be done to determine how the builders and their vehicles will work on the busy road next to the traffic lights. As a minimum there needs to be restrictions on times for deliveries to avoid the school opening and closing times when the road is heavily used by parents of Velmead School.
6	<p>Noted:</p> <p>Planning Enforcement notices</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>N/A</p>
9	<p>Date of Next Virtual Meeting</p> <p>26th April, 18:30 for 19:00</p>

Meeting closed: 8.20

Signed:.....

Date:

COMMITTEE MEMBERSHIP

2021/2022

POLICY & FINANCE		
Cllr Carpenter Cllr Einchcomb Cllr Holt	Cllr Robinson Cllr Schofield Cllr Tilley	Cllr Wheale Cllr Wildsmith Cllr Woods
PLANNING/DEVELOPMENT CONTROL		
Cllr Carpenter Cllr Holt Cllr Hope	Cllr Jasper Cllr Pierce Cllr Robinson	Cllr Schofield Cllr Wildsmith
RECREATION, LEISURE & AMENITIES		
Cllr Carpenter Cllr Chenery Cllr Einchcomb Cllr Holt Cllr Hill	Cllr Jasper Cllr Oliver Cllr Richmond Cllr Schofield Cllr Tilley	Cllr Wheale Cllr Wildsmith Cllr Woods Cllr Wright
ESTABLISHMENT		
Cllr Einchcomb Cllr Holt Cllr Jasper	Cllr Robinson Cllr Schofield Cllr Tilley	Cllr Wheale Cllr Woods Cllr Wildsmith

WORKING GROUPS MEMBERSHIP

2021/2022

THE HARLINGTON / CIVIC QUARTER WORKING GROUP		
Cllr Carpenter Cllr Chenery Cllr Einchcomb Cllr Hill Cllr Holt	Cllr Jasper Cllr Oliver Cllr Richmond Cllr Schofield Cllr Tilley	Cllr Woods Cllr Wildsmith Town Clerk General Manager
RISK MANAGEMENT WORKING GROUP		
Cllr Carpenter Cllr Holt Cllr Robinson Cllr Schofield	Cllr Wildsmith Town Clerk General Manager	Office Manager Projects & Committee Officer
LEASE WORKING GROUP		
Cllr Carpenter Cllr Holt Cllr Robinson	Cllr Schofield Cllr Tilley Cllr Woods	Town Clerk
CLIMATE CHANGE WORKING GROUP		
Cllr Chenery Cllr Hill Cllr Holt	Cllr Jasper Cllr Oliver Cllr Schofield	Cllr Tilley Cllr Woods FTC Officer
PARKS & OPEN SPACES WORKING GROUP <i>Includes Calthorpe Park / The Views / Cemetery Working Groups</i>		
Cllr Carpenter Cllr Einchcomb Cllr Hill Cllr Holt Cllr Jasper	Cllr Oliver Cllr Richmond Cllr Schofield Cllr Tilley Cllr Woods	Cllr Wright Town Clerk Facilities & Open Spaces Manager Cemetery Clerk
COMMUNITY EMERGENCY PLAN WORKING GROUP		
Cllr Carpenter Cllr Hope Cllr Schofield	Cllr Wildsmith FTC Officer	



MEMBERSHIP OF EXTERNAL BODIES

2021/2022

Basingstoke Canal JMC	Cllr Wildsmith
Business Improvement District (BID)	Cllr Schofield
Fleet Cricket Club	Cllr Oliver
Fleet Crondall and Crookham Welfare Trust	Cllr Wright
Fleet Football Club	Cllr Chenery Cllr Hill Cllr Oliver Cllr Woods
Fleet Link and Community Transport	Cllr Hope Cllr Schofield Cllr Wheale Cllr Woods
Fleet Phoenix (Observer)	Cllr Wildsmith Cllr Chenery (reserve)
Fleet Pond Society	Cllr Chenery Cllr Hill Cllr Wildsmith
Flood Forum	Cllr Schofield Cllr Wildsmith
Hart Community Safety (QPM)	Cllr Woods
Hart District Association of Parish And Town Councils (HDAPTC)	Cllr Robinson Cllr Wildsmith
Hart Voluntary Action (HVA)	Cllr Harrison Cllr Tilley Cllr Wildsmith
Rushmoor Transport Forum	Cllr Holt
The Ageing Well Network	Cllr Holt Cllr Woods



FLEET TOWN COUNCIL

Standing Orders

As at May ~~2021~~2020

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FLEET TOWN COUNCIL

Standing Orders

1. Meetings of Full Council and Committees

~~CORONA VIRUS PANDEMIC – April 2020 –~~Emergency Temporary Measures e.g. Pandemic

- Meetings to be held via video (usually Microsoft Teams) for each Committee and Council Meeting during the COVID19 Crisis.
 - Members of the public may “attend” the virtual meeting and will need to contact charlotte.benham@fleet-tc.gov.uk at least 24 hours before the meeting in order for access to be arranged.
 - Questions or statements from the public will need to be emailed to charlotte.benham@fleet-tc.gov.uk at least 24 hours before the meeting.
 - Documents to accompany the agenda for the meeting will all be placed on www.fleet-tc.gov.uk or can be accessed via the Members portal. Confidential documents will be emailed to all Fleet Town Councillors
 - At the start of the meeting the Chairman will state the method of Voting to be used. It will be a recorded vote for all meetings. The two methods of voting are:
 - Verbally - when asked, the Member to give their name and state For, Against or Abstain or
 - Electronically - when asked, in the “Conversation” section of Microsoft Teams to type the Agenda Item Number and For, Against or Abstain.
 - That all agendas are advertised on Fleet Town and Hart District Councils' web sites.
 - These measures are to be reviewed at each Council Meeting.
- a Meetings do take place in the Harlington which is licensed for the supply of alcohol as this is the most practical venue to hold Council meetings. Alcohol however is not served in the part of the building when the meeting is taking place.**
- b When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. This will be subject to the paragraphs below and will ordinarily occur during the time set aside for public participation at the beginning of the meeting.**
- e The period of time [which is at the Chairman's discretion] OR [which is designated for public participation in accordance with standing order 1(d) above] shall not exceed 15 minutes unless the Chairman wishes to use his discretion.**
- f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and must hand a written copy of the question to the Town Clerk immediately before the meeting at the latest. The length of the question must not exceed**

65 words. The total time for public participation shall not exceed 15 minutes.

- g** In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The question will be included in the minutes.
- h** In accordance with standing order 1(g) above. Questions will be answered in one of the following ways:
 - When an answer can be given immediately, the answer will be included in the first draft of the minutes
 - When an answer requires research to be taken over a period of up to 4 weeks, the answer, as soon it is available, will be added to the draft minutes displayed on the Council website and will be included in the minutes adopted by the next following Council meeting
 - When an answer still cannot be answered by this Council meeting then an update will be included at item 3 on the next and every subsequent agenda, until an answer can be provided and will then be included in the next available set of minutes.
- i** A summary record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j** Any person speaking at a meeting shall address his comments to the Chairman.
- k** Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- l** A copy of the above Public Participation rules shall be placed in the public seating area at the Council meeting.
- m** **Subject to standing order 1(n), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- n** **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- o** **In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- p** **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if any).**
- q** **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- r** **Subject to model standing order 1 (t) below and the meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- s** **The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (See also standing orders 2 (h) and (i) below.)**
- t** **Voting on any question, with the exception of Councillor co-option, shall be by a show of hands.**

Voting by Secret Ballot is permitted for the co-option of a Councillor.

At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a

request shall be made before moving on to the next item of business on the agenda.

- u **The minutes of a meeting shall record the names of councillors present** and absent also the names of officers and visiting Councillors as well as the number of members of the public.
- v **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- w **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.** (*See also standing order 9 below.*)
- x **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council / Committee are present and in no case shall the quorum of a meeting be less than 3.**
- y **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- z Meetings shall not exceed a period of 3 hours.
- aa The Chairman's decision as to the application of Standing Orders at meetings shall be final.
- bb A Councillor's failure to observe Standing Orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with Standing Order 12b
- bbcc A Councillor or non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code of on his right to participate and vote on that matter.

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2. Annual Council meetings

See also standing order 1 above

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.
- b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- e The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the

next annual meeting of the Council.

- g **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the Annual General Meeting of the Council, the order of business shall be as follows.
 - i. In an election year, delivery by Councillors of their declarations of acceptance of office.
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
 - iii. Receipt of nominations to existing committees.
 - iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - v. Review and adoption of appropriate standing orders (including Review of delegation arrangements and terms of reference to committees, sub-committees, employees and other local authorities) and financial regulations in line with the requirement at SO 33b
 - vi. Review of representation on or work with external bodies and arrangements for reporting back.
 - vii. Review of inventory of land and assets including buildings and office equipment.
 - viii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
 - ix. Review of the Council's and/or employees' memberships of other bodies.
 - x. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3 Extraordinary meetings

See also standing order 1 above

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.**
- c The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public

notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

4. Preparation for Council meetings

- a. Agenda items are not to be debated if there is no supporting report or it is circulated less than three days prior to the meeting.
- b. Chairman should ensure that only items for which briefing papers have been circulated prior to the meeting are on the agenda.
- c. No financial approvals shall be given unless all relevant financial information is circulated at least three days prior to the meeting.
- d. Chairmen are to assume that all briefing papers have been read
- e. Members are responsible for reading all background papers prior to the meeting.

5. Motions requiring written notice

- a. In accordance with standing order 7(b)(iii), below no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.
- b. The Proper Officer may, before including a motion in the agenda received in accordance with standing order 5(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c. If the Proper Officer considers the wording of a motion received in accordance with standing order 5(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear days before the meeting.
- d. If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e. Having consulted the Chairman or councillors pursuant to standing order 5(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f. Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- g. Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- h. Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- i. All Submitted Motions must have a supporting report as per Standing Order 5a.

6. Motions not requiring written notice

- a. Motions in respect of the following matters may be moved without written notice.
 - i. To appoint a person to preside at a meeting.
 - ii. To approve the absences of Councillors.
 - iii. To approve the accuracy of the minutes of the previous meeting.
 - iv. To correct an inaccuracy in the minutes of the previous meeting.
 - v. To dispose of business, if any, remaining from the last meeting.
 - vi. To alter the order of business on the agenda for reasons of urgency or expedience.

- vii. To proceed to the next business on the agenda.
 - viii. To close or adjourn debate.
 - ix. To refer by formal delegation a matter to a committee or an employee.
 - x. To appoint a committee, sub-committee or working group or any councillors (including substitutes) thereto.
 - xi. To receive nominations to a committee sub-committee or working group
 - xii. To dissolve a committee, sub-committee or working group
 - xiii. To note the minutes of a meeting of a committee sub-committee or working group
 - xiv. To consider a report and/or recommendations made by a committee or a sub- committee or a Working Group or an employee.
 - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 - xvi. To authorise legal deeds signed by two councillors and witnessed.
(See standing orders 16 (a) and (b) below.)
 - xvii. To authorise the payment of monies up to £250.
 - xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - xix. To extend the time limit for speeches.
 - xx. To exclude the press and public for all or part of a meeting.
 - xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - xxii. To give the consent of the Council if such consent is required by standing orders.
 - xxiii. To suspend any standing order except those which are mandatory by law.**
 - xxiv. To adjourn the meeting.
 - xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - xxvi. To answer questions from councillors.
 - xxvii. To give dispensations to Councillors where appropriate (see 9)
- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

7. Proper Officer

- a The Council's Proper Officer shall be The Town Clerk. The Deputy Town Clerk or other person duly authorised to so act during the Proper Officer's absence is appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the Deputy Town Clerk or other duly authorised person appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
 - i. **Give notice to councillors confirming the time, date, venue and the agenda for a meeting by electronic delivery at least 3 clear days before a meeting provided any such email contains the electronic signature and title of the Proper Officer.**
 - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - iii. Subject to standing orders 5a)–(e) above, include in the agenda all motions in the order

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received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it.

- iv. **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order 7(b)i] and 7(b)ii] above.**
- v. **Make available for inspection the minutes of meetings.**
- vi. **Receive and retain copies of byelaws made by other local authorities.**
- vii. **Receive and retain declarations of acceptance of office from councillors.**
- viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- ix. Keep proper records required before and after meetings;
- x. Process all requests made under the Freedom of Information Act 2000 and Data Protection legislation, in accordance with and subject to the Council's procedures relating to the same.
- xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form subject to the requirement of data protection, freedom of information legislation and other legitimate requirements (e.g. The Statute of Limitations Act 1980).
- xiii. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xiv. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

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8. Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b Subject to standing orders 5(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to standing order 7(b)(iii) above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.
- g A proposed and not carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to Standing Order 5(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- j Pursuant to standing order 5(h) above, the number of amendments to an original or substantive

motion, which may be moved by a Councillor, is limited to one.

- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o Subject to standing orders 8 (m) and (n) above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.
- p During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the Chairman and his decision shall be final.
- r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- s Subject to standing order 8(o) above, when a Councillor's motion is under debate no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be silent or for him to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. To suspend any standing order, except those which are mandatory.
- t In respect of standing order 8 (s)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before being put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

9. Code of conduct (England)

See also standing orders 1(v)–(w) above

All Councillors shall observe the code of conduct adopted by the Council.

- a All Councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- b It is a criminal offence for a member to participate and vote at a meeting on a matter which he / she is deemed to have a disclosable pecuniary interest. If a member is unsure as to whether they hold a disclosable pecuniary interest in a matter they should first seek advice from the clerk well in advance of the meeting. If they feel they have a disclosable pecuniary interest then the Council will have to approve a dispensation prior to participating in the item at the meeting. Details of the dispensation will be recorded in the minutes.
- c Where a member has a disclosable pecuniary interest in a matter he / she will leave the room

whilst the matter is being discussed unless they have been given a dispensation as per 9(b).

10. Questions

- a A Councillor may seek an answer to a question concerning any business of the Council provided 5 clear days notice of the question has been given to the Proper Officer.
- b Every question shall be put and answered without discussion.

11. Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 6(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairman of this meeting does not believe that the minutes of the meeting of the [Full Council OR [] Committee] held on [date] in respect of [item] were a correct record but his view was not upheld by the majority of the [Full Council OR [] Committee] and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

12. Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chairman, there has been a breach of standing order 12(a) above, the Chairman shall express that opinion and thereafter any Councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 12(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

13. Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least two-thirds of the members of the Council, or committee or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 13(a) above has been disposed of, no similar motion may be moved within a further 6 months.

14. Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

15. Expenditure

- a **Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.**
- b **The Council's financial regulations shall be reviewed once a year.**
- c **The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

16. Execution of legal deeds

See also standing order 6(a)(xvi) above

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b **In accordance with a resolution made under standing order 16(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

17. Committees

See also standing order 1 above

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. may permit committees to determine the dates of their meetings;
 - iii. shall appoint and determine the term of office of Councillor or non-Councillor members of such a committee (unless it is a committee which regulates and controls the finances of the Council);
 - iv. may in accordance with standing orders, dissolve a committee at any time.

18. Sub Committees

See also standing order 1 above

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

19. Working Groups

See also standing order 1 above

- a The Council or committees may appoint Working Groups comprised of a number of Councillors

and non-councillors.

- b Working Groups and any sub-Working Group may consist wholly of persons who are non-councillors.
- c Officers will not generally be required to attend Working Groups unless deemed necessary.
- d Working Groups only have power to investigate and report, unless otherwise delegated.

20. Accounts and Financial Statement

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's Financial Regulations, which shall be reviewed at least annually.
- b The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 31 March, 30 June, 30 September and 31 ~~January~~~~December~~ in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

21. Estimates/precepts

- a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than the 30th September.

22. Canvassing of and recommendations by Councillors

- a Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

23. Inspection of documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

24. Unauthorised activities

- a Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. Confidential business

- a Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A Councillor in breach of the provisions of standing order 25(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

26. General power of competence

- a The General Power of Competence (GPC) allows eligible local Councils “the power to do anything that individuals generally may do” as long as they don’t break other laws. This is the power of “first resort”.
 Eligibility criteria
 Two thirds of the Council must be elected (even if the election was not contested) For Fleet Town Council this is 12 members.
 The Clerk must hold the CiLCA qualification, including the GPC qualification.
- b The Council is then required to revisit that decision and make a new resolution at every ‘relevant’ annual meeting of the Council to confirm that it still meets the criteria (if it does). (i.e. a ‘relevant’ annual meeting is the annual meeting of the Council after the ordinary election that normally take place every four years.)

27. Matters affecting Council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR the establishment committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Subject to the Council’s policy regarding absences from work, the Council’s most senior employee shall notify the Chairman, in his absence, the Vice-Chairman of any absence occasioned by illness or urgency and that person shall report such absence to the Council at its next meeting if the absence is for more than 5 days.
- c The Chairman of the Council and the Chairman of Establishment Committee shall in accordance with the Councils Appraisals system conduct a review of the performance and/or appraisal of The Town Clerk and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by Policy and Finance Committee.
- d Subject to the Council’s policy regarding the handling of grievance matters, the Council’s most senior employee (or other employees) shall contact the Chairman or in his absence, the Vice-Chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Establishment committee
- e Subject to the Council’s policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by The Town Clerk relates to the Chairman or Vice-Chairman of the Finance and Policy committee, this shall be communicated to another member of the Finance and Policy committee, which shall be reported back and progressed by resolution of the council.
- f Any persons responsible for all or part of the management of Council employees shall keep

written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 27(g) and (h) above if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 27(g) and (h) above shall be provided only to The Town Clerk and/or the Chairman of the Council OR the Chairman of the Finance and Policy committee.

28. Responsibilities to provide information

See also standing order 29

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.*

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

29. Management of Information

See also standing order 30

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

30. Responsibilities under data protection legislation

(Below is not an exclusive list).
See also standing order 29.

- a The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- b The Council shall have a written policy in place for responding to and managing a personal data breach.
- c The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- d The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- e The Council shall maintain a written record of its processing activities.

31. Freedom of Information Act 2000

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance and Policy committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under Standing Order 7(b)(x) above.

32. Relations with the press/media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect of dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

33. Liaison with District and County Councillors

- a An invitation to attend a meeting of the Council shall be sent electronically, together with the agenda, to the Councillors of the District or County Council representing its electoral wards.
- b Unless the Council otherwise orders, a copy of each letter sent to the District or County Council shall be sent electronically to the District or County Councillor representing its electoral ward.
- c District and County Councillors may participate in Council meetings at the discretion of the Chairman.

34. Financial matters

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;

- iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
- iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 34(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer or Deputy Town Clerk or other duly appointed person in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of ~~£363,424, £378,660~~ for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or ~~£820,370, £663,540~~ for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

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35. Allegations of breaches of the code of conduct

All allegations of breaches of the Code of Conduct will be forwarded to the Monitoring Officer to investigate and deal with the complaint.

36. Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are **mandatory by law**, which are highlighted in bold, may be suspended by resolution of at least two-thirds of the councillors at a meeting in relation to any specific item of business
- b A motion to permanently add to or to vary or to revoke one or more of the Council's Standing Orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

37. Standing Orders to be given to Councillors

- a The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of his declaration of acceptance of office.

38. Delegation and terms of reference to the Planning Committee

- a. To consider and respond to all applications for planning permission and planning appeals referred to Town Council by Local Planning Authorities
- b. To consider all matters relating to Listed Building Consents, Buildings of Special Architectural Interest, Historic Buildings and the Conservation Areas;
- c. To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission;
- d. To consider and comment on all planning matters relating to the Town of Fleet and advise the District and Town Council as necessary;
- e. To comment upon and monitor Tree Applications, Tree Preservation Orders and to seek approval for further TPOs if deemed necessary;
- f. To commit to engage with residents and developers for pre-application consultation.
- g. To actively promote the needs of the Town for s106 contributions
- h. To consider and comment on all planning policy matters relating to the town of Fleet and provide recommendations for report to the Town Council.
- i. To respond to all relevant consultation documents relating to planning policy and associated matters.
- j. Facilitate the development of a Neighbourhood Plan for approval by the whole council and review at least every five years.

39. Delegation and terms of reference to Policy and

Finance Committee

- a. To regulate, manage and control the finance and resources of the Town Council, including the recommendation to Town Council of the annual budgets and precept within the Council's Financial Regulations;
- b. To review the expenditure on capital schemes and all budgets set by the Council;
- c. To provide guidance to Committees and Council on overall levels of income and expenditure, and the financial implication of its policies;
- d. To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and any other information;
- e. To ensure the preservation of probity and good financial and other practices within the Council;
- f. To consider and take appropriate action on all reports arising from both internal and external auditors;
- g. On the recommendation of the Risk Working Group, to take steps to identify and update key risks facing the Council, and to recommend to council appropriate measures to avoid, reduce or control those risks or their consequences including the provision of insurance cover
- h. To review quarterly performance against budget and take any necessary action
- i. To consider and where appropriate, authorise any requests for supplementary expenditure from spending committees, providing it falls within the overall approved Council budget and excluding General Reserves which must be authorised by Council
- j. To manage the central administration budget.
- k. To agree grants to organisations making a contribution to the local community in accordance with Grants Policy
- l. To keep the Council's policies and procedures under review in accordance with the Councils Policy timetable and adopt all new policies as and when required.

40. Delegation and terms of reference to Recreation Leisure and Amenities Committee

- a. Oversee the management and improvement of the Council's recreational facilities
- b. To oversee the management of Fleet Cemetery.
- c. Agree and monitor contracts for the maintenance of the Council's facilities
- d. Recommend fees for the use of the Council's facilities
- e. Oversee the maintenance of recreation grounds (Including children's play areas), recreational and amenity areas
- f. Review regular inspection of recreation ground equipment by an outside agency.
- g. To consult with interest groups and Fleet residents about matters within the committee's remit.
- h. To approve first time event applications.

41. Delegation to the Establishment Committee

- a. To set the level of staff resources together with matters relating to terms and conditions of employment, and level of salary within budgetary limits and guidelines.

- b. To ensure the Council complies with all legislative requirements relating to the employment of staff.
 - i. To advertise, interview and negotiate acceptable terms and conditions and
 - ii. make recommendations to employ the Senior Officer positions including Town Clerk and Senior Line Managers. For the sake of clarity all other positions shall be appointed by The Town Clerk or the Harlington General Manager as appropriate in accordance with the staffing resources, terms and conditions and salary levels determined by the Policy and Finance Committee and within budgetary provision.
- c. All members of the Establishment Committee must be members of the Town Council.
The maximum number of this committee shall be 8, including ex-officio members, so that there remains a pool of other councillors from whom 3 can be selected for any employment appeal hearing.
- d. To hear and resolve Grievance and Disciplinary hearing appeals.
- e. To agree annual bonuses in line with Council policy and contracts of employment
- f. To recommend annual pay reviews to be incorporated into annual budgets
- g. To develop policies related to the employment of staff

42. Delegation to The Town Clerk

- a. To act as the Councils Proper Officer wherever referred to.
- b. Power to spend all Council Budgets, and to delegate these to appropriate staff, within the limitations of the Council's Financial Regulations.
- c. Responsibility to manage all those employees who undertake Town Council (as opposed to The Harlington) functions
- d. Responsibility for the day to day management of The Councils facilities, finances and assets, Health and Safety except for The Harlington and Ancells Farm Community Centre.
- e. To make appropriate Grant Applications to support the Councils Capital programme and service delivery.
- f. To appoint all employees who carry out the Town Council function save for Senior Line Managers
- g. To deal with all Freedom of information Act requests in accordance with Legislation and Council Policy.
- h. Grant permission for event applications in line with Council Policy where it is a repeat application or a minor event.
- i. Power to grant block dispensations as per item 9 Code of Conduct.

43. Delegation to The Harlington and Ancells Farm Community Centre General Manager

- a. Responsibility to appoint and manage employees who carry out The Harlington and Ancells Farm Community Centre (as opposed to the Town Council) function
- b. Responsibility for the day to day management and Health and Safety of The Harlington and Ancells Farm Community Centre Facilities.



FLEET TOWN COUNCIL

FINANCIAL REGULATIONS

1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of financial control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the council meets these responsibilities.
- 1.2 The Town Clerk is the Proper Officer of the Town Council for the purpose of Section 112 of the Local Government Act 1972, and is also the Responsible Financial Officer (RFO) for the purpose of Section 151 of the same Act. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practice.
- 1.3 In the event that the Town Clerk is unable to fulfil these responsibilities owing to illness or other cause the Deputy Town Clerk or other duly authorised person shall be the appointed Proper Officer and RFO.
- 1.4 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practice.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 or other regulations then in force.
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

2. ANNUAL ESTIMATES (BUDGET)

- 2.1 Officers shall formulate and submit proposals to the Policy and Finance Committee in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of October each year.
- 2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the council.
- 2.3 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.5 The Council shall consider the need for and shall have regard to a three-year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget.

3 BUDGETARY CONTROL

3.1 Budget and Responsibilities

Policy and Finance		Recreation Leisure and Amenities				Full Council	
The Town Clerk Administration		Harlington General Manager		The Town Clerk Open Spaces and Parks		The Town Clerk Harlington Development	
Cost Centres		Cost Centres		Cost Centres		Cost Centres	
101	Central Admin	200	General	301	Open Spaces	160	New Harlington Dev.
		201	Events	208	AF Park		
105	Civic & Democratic	202	Coffee Shop	310	Calthorpe Park		
110	Grants	203	The Point	315	Oakley Park		
115	Precept	204	Building	320	B/bourne Pk		
150	Events	205	AFCC	325	The Views		
475	Lengthsman			330	Edenbrook		
900	Ear Marked Reserves??			350	Cemetery		

- 3.1.1 No expenditure may be incurred that will exceed the amount provided in the budget for that Committees expenditure.
- 3.1.2 The RFO shall regularly provide the Policy and Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the

appropriate date against that planned as shown in the budget and year end projections. These statements are to be prepared at least at the end of each financial quarter.

3.2 Financial Authorities.

- 3.2.1 The clerk is authorised to spend all budgeted items to deliver the smooth running of the Council
- 3.2.2 The General Manager may spend, without further authorisation, any amount within budget that falls within the Harlington cost centres 200-205.
- 3.2.3 The Clerk and General Manager are authorised to manage the items within a cost centre provided it does not exceed the net cost centre total.
- 3.2.4. The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision subject to a limit of £1000. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 3.2.5. The Clerk may arrange in consultation with the Chairman of the Council, to effect an emergency repair to an unlimited amount on any matter which carries a high risk to staff or members of the public, or a high risk in relation to loss of assets.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the Council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Governance and Accountability Return (AGAR) (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the AGAR for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practice. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from

any conflicts of interest and have no involvement in the financial decision making, management or control of the council.

- 4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Policy and Finance Committee. They shall be regularly reviewed for efficiency.
- 5.2 A schedule of the payments required, forming part of the Agenda for the Meeting shall be prepared by the RFO and, together with the relevant invoices, be presented to the Audit working group or the nominated councillor. If the schedule is in order it shall be initialled by the Chairman of the Audit working group or the nominated councillor and shall subsequently be authorised by a resolution of the Policy and Finance Committee and if more appropriate the detail may be shown in the Minutes of the Meeting.
- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 ~~or in accordance with paragraph 6.4~~ shall be signed by two members of Council.
- 5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the list of Purchase Ledger - Cheques Printed.

6 PAYMENT OF ACCOUNTS

- 6.1 Payments shall be effected electronically and by cheque or other order drawn on the Council's bankers
- Electronic payments will be made by BACS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made.
- 6.2 All invoices for payment shall be examined, verified and certified by the RFO. The RFO shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall allocate them to the appropriate expenditure heading. The RFO shall take all steps to settle all invoices submitted, and which are in order, within 14 days of receipt.
- 6.4 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) A cash float of up to £100 for the administrative office and up to £2,500 for the Harlington for the purpose of defraying operational and other expenses and

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

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

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

6.6 **COVID-19 Pandemic Emergency Temporary Measures**

The following measures will be invoked to ensure suppliers are paid during ~~the Pandemic an~~ **emergency**:

- Invoices will be scanned and sent via email to signatories of the Bank together with the Purchase ledger showing the list of payments to be made and the BACS payment schedule.
- 2 Bank Signatories will check the invoices against the Purchase Ledger report and BACS payment schedule; using the security device provided by the Bank they will authorise the payment electronically. An email should then be sent confirming the authorisation.

These measures are to be reviewed monthly at each Council Meeting until no longer required.

7 PAYMENT OF SALARIES

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

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

8 LOANS AND INVESTMENTS

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

8.2 The Council should diversify its risk away from all funds being held in one institution.

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 The Council's investment strategy is to secure maximum interest from interest bearing accounts taking into account 8.2 above.

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

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

9 INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 The Appropriate Committee will review all fees and charges annually, following a report of the Clerk.
- 9.3 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.4 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.5 The origin of each receipt shall be entered on the paying-in slip.
- 9.6 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.7 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least quarterly.
- 9.8 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10 ORDERS FOR WORK, GOODS AND SERVICES

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

11 CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage and telephone services;

- (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external Auditor up to an estimated value of £500
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall use www.contractsfinder.service.gov.uk.
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk. Each tendering firm shall be supplied with a tender for that contract.
- (e) All returned tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- (f) If less than three tenders are received for contracts above £25,000 the Council may accept the lowest tender or seek further tenders.
- (g) When it is to enter into a contract less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk shall obtain more than one quote if it is deemed necessary.
- (h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (i) Where the value of a contract is likely to exceed £189,330 (or other threshold specified by the Office of Government Commerce from time to time the Council must consider whether the Public Contracts Regulations 2015 and Utilities Contracts Regulations 2016 (apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.
- For construction works above £4,733,252 must be advertised in the Official Journal of the European Union (OJEU) even if the contracts are not covered by the European procurement regulations, their general principles should be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Subject to de minimus levels, any variation to a contract or addition to or omission from a contract must be approved by the Clerk (in Consultation with the Chairman of Policy & Finance) to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13 STORES AND EQUIPMENT

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

14 ASSETS, PROPERTIES AND ESTATES

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

15 INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO in consultation with the Deputy Clerk or other duly authorised officer shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The RFO shall give prompt notification to the Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16 CHARITIES

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

17 RISK MANAGEMENT

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Policy & Finance Committee, a risk management register / policy in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Policy and Finance Committee at least annually.
- 17.2 When considering any new activity, on the recommendation of the Risk Working Group to the Policy and Finance Committee for onward recommendation to Full Council, the Clerk and RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption.

18 REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Policy and Finance Committee of any requirement for a consequential amendment to these financial regulations.

Fleet Town Council Meetings Timetable 2021/2022

2021/2022 Meetings	Jan 2021	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan 2022	Feb	Mar	Apr	May
Annual Residents' Meeting 7pm					25										22		
Town Council 7 pm, Monthly, first Wednesday (Except the Annual meeting held on the Third Wednesday in Election Year)	6	3	3	7	5 (A)	2	7		1	6	3	1	5	2	2	6	18 (A)
Establishment Committee 7pm, 2 times per year	13						14						12				
Recreation, Leisure and Amenity Committee 7 pm, Quarterly, third Wednesday of the month			17			16			15			15			16		
Policy and Finance Committee 7pm, Quarterly, third Monday of the month		15			17 19		19 21			18 20				14 16			23 25
Planning and Development Control Committee 7pm, Second and fourth Monday except where there is a Monday Bank Holiday	11	8	8	12	10	14	12	9	13	11	8	6	10	7	7	4	3
	25	22	22	26	24	28	26	23	27	25	22	20	24	21	21	19	16
Risk Management Working Group 2 pm, Twice yearly, Wednesday	20						21						19				
Highways and Transportation Working Group As required.																	

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at January 2021
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2021 (incs 1% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT
BUILDINGS				
Fleet Cemetery Shelter	£1	£7,166	01/04/2010	Tfr ex HDC
Fleet Cemetery Toilet block	£1	£46,814	01/04/2010	Tfr ex HDC
Basingbourne Sport's Pavilion	£1	£217,540	01/04/2010	Tfr ex HDC
Girl Guide Hut Basingbourne	£1	£0	01/04/2010	Insured by tenant
Scout Hut, Basingbourne	£1	£0	01/04/2010	Insured by tenant
Lion's Community Store	£1	£180,107	01/04/2010	Tfr ex HDC
Calthorpe Cricket Pavilion Clubhouse	£1	£0	01/04/2010	Insured by tenant
Calthorpe Pavilion	£1	£42,228	01/04/2010	Tfr ex HDC
Calthorpe Hut	£1	£58,854	01/04/2010	Tfr ex HDC
Calthorpe Football Clubhouse	£1	£0	01/04/2010	Insured by tenant
Calthorpe Football Club Dressing Room	£1	£0	01/04/2010	Insured by tenant
Calthorpe Scout HQ	£1	£0	01/04/2010	Insured by tenant
Oakley Pavilion	£1	£84,456	01/04/2010	Tfr ex HDC
Ancell's Farm Pavilion	£1	£198,347	01/04/2010	Tfr ex HDC
Ancell's Community Centre	£1	£647,508	01/04/2010	Tfr ex HDC
War Memorial	£1	£52,946	01/04/2010	Tfr ex HDC
		£0		
TOTAL	£16	£1,535,964		
LAND				
Oakley Park	£1	£0	01/04/2010	Tfr ex HDC
The Views	£1	£0	01/04/2010	Tfr ex HDC
Basingbourne Recreation Site 1	£1	£0	01/04/2010	Tfr ex HDC
Calthorpe Park	£1	£0	01/04/2010	Tfr ex HDC
Cemetery Land	£1	£0	01/04/2010	Tfr ex HDC
Cemetery Rd, highway	£1	£0	01/04/2010	Tfr ex HDC
Ancells Farm Amenity Area	£1	£0	01/04/2010	Tfr ex HDC
Ancells Farm Drive/Saddleback Amenity	£1	£0	01/04/2010	Tfr ex HDC
Ancells Chestnut Close public open space	£1	£0	01/04/2010	Tfr ex HDC
Ancells Cove Road/Farm Drive/Ancells Rd	£1	£0	01/04/2010	Tfr ex HDC
Ancells Faulkners Close footpath	£1	£0	01/04/2010	Tfr ex HDC
Leawood Road amenity space	£1	£0	01/04/2010	Tfr ex HDC
New Barn Close amenity space	£1	£0	01/04/2010	Tfr ex HDC
Land off Coxheath Rd/Basingstoke canal	£1	£0	01/04/2010	Tfr ex HDC
Dukes Mead open space	£1	£0	01/04/2010	Tfr ex HDC
Holland Gardens open space	£1	£0	01/04/2010	Tfr ex HDC
Longmead open space	£1	£0	01/04/2010	Tfr ex HDC
Durnsford Avenue public open space	£1	£0	01/04/2010	Tfr ex HDC
Branksomewood Rd, Victoria Rd footpath	£1	£0	01/04/2010	Tfr ex HDC
Edenbrook play area 1	£1	£0	2014	Tfr ex HDC
Edenbrook play area 2	£1	£0	2014	Tfr ex HDC
TOTAL	£21	£0		
PATHS				
Oakley Park 270 m2	£1	£0		
Basingbourne Park 1350 m2	£1	£0		

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at January 2021
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2021 (incs 1% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT
Calthorpe Park	£1	£0		
Ancells Farm Park	£1	£0		
The Views	£1	£0		
The Cemetery	£1	£0		
TOTAL	£6	£0		
PLAY EQUIPMENT				
The Views				
1 bay 2 cradle seat swing	£1	£4,429	01/04/2010	Tfr ex HDC
Wickstead Caterpillar and Slide	£1	£12,302	01/04/2010	Tfr ex HDC
2 Bay, 4 Cradle Seat Swing	£1	£4,429	01/04/2010	Tfr ex HDC
3,4m Embankment Slide	£1	£3,997	01/04/2010	Tfr ex HDC
4,4m Embankment Slide	£1	£4,613	01/04/2010	Tfr ex HDC
Fun Buggy - Tractor	£1	£8,611	01/04/2010	Tfr ex HDC
Safety Surface	£1	£18,452	01/04/2010	Tfr ex HDC
Fencing	£1	£6,334	01/04/2010	Tfr ex HDC
Gates	£1	£2,952	01/04/2010	Tfr ex HDC
Chain link fencing	£2,994	£3,208	18/04/2018	Safe site fencing
2 Bay, 4 Flat Seat Swings	£1	£3,198	01/04/2010	Tfr ex HDC
Skate park				
Tarmac Skate Surface	£1	£7,381	01/04/2010	Tfr ex HDC
1 Spined Mini Ramp (1.5m x 1.8m x 7.5m)	£1	£2,460	01/04/2010	Tfr ex HDC
1 Spine (1,0m x 2,5m x 6,0m)	£1	£2,460	01/04/2010	Tfr ex HDC
1 Volcano (.9m x 2.5m x 6,0m)	£1	£2,460	01/04/2010	Tfr ex HDC
1 Driveway Planter (0,6m x 2,5m x 6m)	£1	£2,460	01/04/2010	Tfr ex HDC
1 Combo End Unit & seating area	£1	£4,921	01/04/2010	Tfr ex HDC
Surround Fencing	£1	£12,302	01/04/2010	Tfr ex HDC
Basingbourne Rec Ground				
Fencing	£1	£3,690	01/04/2010	Tfr ex HDC
4 Gates	£1	£2,952	01/04/2010	Tfr ex HDC
Paths and Tarmac Area	£1	£11,071	01/04/2010	Tfr ex HDC
Menagerie Tower	£1	£19,681	01/04/2010	Tfr ex HDC
10 Log Walk	£1	£738	01/04/2010	Tfr ex HDC
4 Balance Beams	£1	£492	01/04/2010	Tfr ex HDC
Somersault Bar and Signal	£1	£1,230	01/04/2010	Tfr ex HDC
Multi User Play	£12,000	£23,372	01/10/2011	Refurbished equipment
2 Cradle Seat Swings	£1	£4,429	01/04/2010	Tfr ex HDC
2 Flat Seat Swings	£1	£3,198	01/04/2010	Tfr ex HDC
Embankment Slide	£1	£3,997	01/04/2010	Tfr ex HDC
Station, Train and Coach	£1	£14,762	01/04/2010	Tfr ex HDC
3 Springers	£1	£2,214	01/04/2010	Tfr ex HDC
Railway Station	£1	£12,302	01/04/2010	Tfr ex HDC
3 metal benches	£1	£643	01/04/2017	Friends of BB
Bear Bins x 2	£197	£211	29/03/2018	glasdon

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at January 2021
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2021 (incs 1% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT
Menagerie unit	£1	£7,996	01/04/2010	Tfr ex HDC
3 Panel Multi Active wall	£49,030	£51,008	23/11/2018	Caloo
Vinci Swings - 2 Bays, 1 Basket Swing				Caloo
Vinci Fixed Net Climber - 3.0m High				Caloo
Vinci Overhead Twister - 1.8m High				Caloo
Quali Cite Horizontal See Saw				Caloo
Vinci Timber Multiplay Unit - 4 platforms				Caloo
Vinci Ski Simulator				Caloo
Youth Shelter				Caloo
Steel Bench (over 8's play area) - 1.8m long				Caloo
Rubber Mulch Surfacing				Caloo
Rubber Mulch Surfacing (additional)	£3,660	£3,922		caloo
1 Springer	£400	£416	01/09/2018	Friends of BB
Oakley Park				
Fencing	£1	£9,841	01/04/2010	Tfr ex HDC
Gates	£1	£1,722	01/04/2010	Tfr ex HDC
Safer Surfacing	£1	£14,762	01/04/2010	Tfr ex HDC
Paths and Tarmac Area	£1	£1,230	01/04/2010	Tfr ex HDC
SMP Horison Loughborough Climber	£1	£2,398	01/04/2010	Tfr ex HDC
SMP New World Paris Tower	£1	£4,306	01/04/2010	Tfr ex HDC
SMP Junior Slide	£1	£1,906	01/04/2010	Tfr ex HDC
SMP 2 Flat Seat Swings	£1	£3,198	01/04/2010	Tfr ex HDC
SMP 2 Cradle Seat Swings	£1	£3,198	01/04/2010	Tfr ex HDC
Record Spinner	£1	£861	01/04/2010	Tfr ex HDC
SMP Polynesia Dolphin Sea Saw	£1	£1,599	01/04/2010	Tfr ex HDC
SMP Polynesia Ark Spinger	£1	£738	01/04/2010	Tfr ex HDC
SMP Trim Trail (wobble board/balance beam/stepping stones)	£1	£922	01/04/2010	Tfr ex HDC
SMP Youth Shelter	£1	£3,075	01/04/2010	Tfr ex HDC
Cantilever Tyre Swing	£3,840	£4,224	16/02/2016	Play Quest Adventure Play
Group Swing	£1	£3,690	01/04/2010	Tfr ex HDC
Kicking Board	£1	£2,706	01/04/2010	Tfr ex HDC
Basketball Area	£1	£615	01/04/2010	Tfr ex HDC
Defibrillator	£3,812	£4,084	20/10/2017	Donated by Friends of Oakley Park
Flymobile	£3,337	£3,576	23/11/2017	Donated by Friends of Oakley Park
Boot Scrapper	£135	£140	01/03/2019	Mark Harrod
Bear Bin	£197	£205	29/03/2018	glasdon
Ancells Farm				
Onion Youth Shelter	£3,090	£3,215	01/03/2015	Donated by Friends of Ancells Farm
Basket Ball Hoop	£536	£557	01/03/2015	Donated by Friends of Ancells Farm
Cableway	£12,600	£13,108	30/08/2019	Caloo
Pick-up Sticks	£4,832	£5,770	31/03/2011	Wicksteed

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at January 2021
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2021 (incs 1% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT
Birds Nest Swing	£6,936	£8,283	31/03/2011	Wicksteed
Rota Web Climber	£6,216	£7,423	31/03/2011	Wicksteed
Gwyder Unit with slide	£13,360	£15,955	31/03/2011	Wicksteed
Dizzy	£3,360	£4,012	31/03/2011	Wicksteed
Safety Surfaces	£14,856	£17,741	31/03/2011	Wicksteed
Trim Trail and Young Explorer Play	£6,400	£7,643	01/05/2012	Purchased new
Swing	£909	£946	01/03/2015	Donated by Friends of Ancells Farm
Simple simon slide	£1,500	£1,791	01/05/2011	Purchased New
Donkey Springie	£600	£717	01/05/2011	Purchased New
Fencing	£3,400	£4,061	01/05/2011	Purchased New
Rock n Bowl	£2,000	£2,389	01/05/2011	Purchased New
Tripple toddler swing	£3,800	£4,538	01/05/2011	Purchased New
Defibrillator and cabinet (Community centre)	£3,812	£3,966	01/06/2017	Donated by Friends of Ancells Farm
Bear Bin	£197	£205	29/03/2018	glasdon
Boot Scarpper	£135	£145	01/02/2019	Mark Harrod
Calthorpe Park				
Snake	£1,382	£1,700	01/02/2012	
Swan Seat	£1,382	£1,700	01/02/2012	
Swan Seat	£1,382	£1,700	01/02/2012	
Swan Planter	£4,152	£5,107	01/02/2012	
Grasshopper	£1,382	£1,700	01/02/2012	
Dragonfly	£1,382	£1,700	01/02/2012	
Defibrillator and cabinet (Cricket Club)	£3,812	£4,087	01/06/2017	Donated by Friends of Fleet Hospital
Wooden benches x 7	£2,450	£2,678	01/09/2017	
Bike hoops x 6	£234.96	£252	25/05/2017	
Vinci Timber SEN Multiplay Unit	£225,000	£225,000	07/09/2020	Caloo
Vinci Elephant Slide				
Vinci Basket Swing				
Magnifying Post x 2				
Vinci Timber Swing - 2.3 High, 2 Flat, 2 Cradle Seats				
Count the Shapes Play Panel - 1200mm x 800mm				
Noughts and Crosses Play Panel - 1200mm x 800mm				
Solar Explorer Play Panel - 1200mm x 800mm				
Vinci Timber Swing - 2.3 High, 2 Flat Seats				
In Ground Trampoline with 1.00m x 1.00m				
Jumping area - Unit size 1.5m x 1.5m				
Ground anchors for bolt down of Caloo table				
tennis tables into grass site				
Quali Cite Chair Duo Springer 1 to 6 years				
Autumn Leaves Play Panel - 770mm x 690mm				
The Labyrinth Play Panel- 720mm x 690mm				

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at January 2021
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2021 (incs 1% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT
Square Litter Bin x 8				
Picnic Steel Table - Inclusive x 4				
Traditional Steel Bench - 1.8m long x 4				
3 Panel Single Sided Multi Active Wall - 8.2				
3 Panel Single Sided Multi Active Wall - 8.2m wide x 2m high				
Youth Shelter - Rest - 4.0m x 2.5m x 2.5m High				
You&Me Inclusive Swing Seat - 2.4m high frames				
Mini Bike / scooter track				
Mega Fort				
ManDDAa Accessible Whirl - 2.0m Diameter				
Embankment Tube Slide				
Edenbrook Play Area				
Toddler Pay Area	£1	£29,857	2014	Tfr ex HDC
Large Rope play	£1		2014	Tfr ex HDC
Slide and Rope Frame	£1		2014	Tfr ex HDC
Dome Swing	£1		2014	Tfr ex HDC
Small Slide Frame	£1		2014	Tfr ex HDC
Circular Spring Board	£1		2014	Tfr ex HDC
Bear Bin	£197	£211	29/03/2018	glasdon
Bear Bin	£197	£211	29/03/2018	glasdon
Junior Play Area	£1	£57,974	2014	Tfr ex HDC
Slide and Rope Frame	£1		2014	Tfr ex HDC
Dome Swing	£1		2014	Tfr ex HDC
Wooden Balance Bridge	£1		2014	Tfr ex HDC
Ground Dish	£1		2014	Tfr ex HDC
TOTAL	£411,154	£780,625		
SIGNAGE, BINS, SEATS, GOALPOSTS				
The Views				
14 seats	£1	£2,214	01/04/2010	Tfr ex HDC
5 New Bins	£1,031	£1,267	01.08.2012	Purchased New
Park Signs 2 large and 5 small signs	£1,021	£1,256	2013	Purchased New
Skatepark				
2 Disclaimer Signs	£1	£107	01/04/2010	Tfr ex HDC
2 Litter Bins	£1	£358	01/04/2010	Tfr ex HDC
4 New Bins	£672	£826	01.08.2012	Purchased New
Basingbourne Rec Ground				
Nature Sign	£1	£1,230	01/04/2010	Tfr ex HDC
4 Park Seats	£1	£2,952	01/04/2010	Tfr ex HDC
4 Bins	£1	£738	01/04/2010	Tfr ex HDC

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at January 2021
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2021 (incs 1% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT
8 New Bins	£1,400	£1,722	01.08.2012	Purchased New
2 x Goalposts padlocked to outside of pavilion	£1	£3,075	01.04.2010	Tfr ex HDC
Park Signs - 5 prk signs and 3 small signs	£1,783	£2,193	2013	Purchased New
Oakley Park				
7 benches and picnic table x1	£1	£1,845	01/04/2010	Tfr ex HDC
10 bins	£1	£369	01/04/2010	Tfr ex HDC
Goalposts and nets Locked to the ground	£1	£3,690	2010	Tfr ex HDC
4 Bins	£978	£1,203	01.08.2012	Purchased New
Park Signs - 4 large signs and 4 small signs	£1,556	£1,913	2013	Purchased New
9v9 Goal Posts	£816	£1,003	29.09.15	Purchased New
Picnic table x3	£2,900	£3,500	24/7/2017	Donated by Friends of Oakley Park
Ancells Farm				
3 Benches	£888	£1,003	28.08.14	Donated by Friends of Ancells Farm
2 Wooden Bridges	£2,389	£2,486	17/05/2019	Donated by Friends of Ancells Farm
Tree Seat	£1,000	£1,230	31/03/2011	Wicksteed
1 bench Seat	£1	£984	31/03/2011 Refurb	Tfr ex HDC - Refurb
2 Park Seats	£1	£1,476	31/03/2011 Refurb	Tfr ex HDC - Refurb
3 Seats concrete	£2,800	£3,322	2011	Donated 1/5/2011
Park Signs - 3 large and 3 small	£1,167	£1,436	2013	Purchased New
7 x wooden benches	£1	£3,444	01.04.2010	Tfr ex HDC
5 Bins	£1	£1,476	01.04.2010	Tfr ex HDC
12 Bins	£2,337	£2,875	01.08.2012	Purchased New
6 rubbing posts	£648	£674	11/04/2019	Donated by Friends of Ancells Farm
3 Wildlife Boards	£648	£674	12/04/2019	Donated by Friends of Ancells Farm
Park Signs 6 large signs	£1,848	£2,273	2013	Purchased New
EDENBROOK				
Junior area				
Signage x2	£1	£0	2014	Tfr ex HDC
Litter bins	£1	£0	2014	Tfr ex HDC
Seating	£1	£0	2014	Tfr ex HDC
Toddler area				
Signage x2	£1	£0	2014	Tfr ex HDC
Litter bins	£1	£0	2014	Tfr ex HDC
Cemetery				
3 Benches	£1	£1,036	Mar-Aug 2014	Donated (1 by Fleet Lions, 2 by Public)
Notice Boards	£599	£661	01/03/2016	
Memorial kerb stones	£2,040	£2,122	01/12/2018	Columbaria

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at January 2021
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2021 (incs 1% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT
Sanctums	£24,840	£25,841	01/12/2018	Columbaria
Bench	£9,000	£9,363	01/09/2018	Gaze Burvill
Town Centre				
Lakeside Benches x2	£2,326	£2,420	15/11/2019	Broxap - Lakeside Bench
Baltimore Cast Iron Bench x 23	£27,600	£34,407	April 2010 - Aug 2019	Town scape - see Bench Details - Town Centre
TOTAL	£95,879	£134,938		
CONTENTS				
Oakley Park Pavilion				
2 Tea tables	£1	£123	2010	Tfr ex HDC
8 Plastic Chairs	£1	£246	2010	Tfr ex HDC
Cups/Kettle/Cutlery	£1	£62	2010	Tfr ex HDC
Miscellaneous equipment	£1	£743	2010	Tfr ex HDC
6 foot plastic tables X 4	£1	£643	2014	Purchased New
4 foot round plastic tables x9	£1	£643	2010	Purchased New
Ancells Farm Park Pavilion		£0		
Miscellaneous Equipment	£1	£2,460	2010	Tfr ex HDC
Calthorpe Park Hut		£0		
1 plastic table	£1	£62	2010	Tfr ex HDC
8 Plastic Chairs	£1	£247	2010	Tfr ex HDC
Cups/Kettle/Cutlery	£1	£62	2010	Tfr ex HDC
Miscellaneous Equipment	£1	£2,091	2010	Tfr ex HDC
Basingbourne Pavilion		£0		
Miscellaneous equipment	£1	£2,389	2010	Tfr ex HDC
Ancells Farm Pavilion		£0		
Miscellaneous equipment	£1	£2,389	2010	Tfr ex HDC
The Harlington		£0		
See The Harlington Asset List	£209,961	£448,800		Part Tfr ex HDC
Ancells Farm Community Centre		£0		
See Ancells Farm Asset List	£1,800	£10,463		Part Tfr ex HDC
TOTAL	£211,774	£471,422		
Grand Total	£718,844	£2,922,949		

Mrs Janet Stanton
Fleet Town Council
1st Floor Office
The Harlington Centre
Fleet Road
Fleet
Hampshire
GU51 4BY

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720433893
Insured	Fleet Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st April 2021
To	31 st March 2022
and any other period for which cover has been agreed.	

Renewal Premium	£ 9,130.01
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	82916689
Long term agreement active until	01 st April 2022
Preparation Date	18 th February 2021
Prepared by	Mr Vincent Liu
Policy Form Reference	MLAACC03

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

To Whom It May Concern

Name of Insured: Fleet Town Council

This is to confirm that Fleet Town Council have in force with this Company until the policy expiry on 31st March 2022 insurance incorporating the following essential features:

Policy Number: YLL-2720433893

Renewal Date: 1st April 2022

Limits of Indemnity: Public Liability: £10,000,000 minimum*
any one event

Products Liability: £10,000,000 minimum*
for all claims in the
aggregate during and one
period of insurance

Pollution Liability: As per Products Liability

Official's Indemnity: As below

*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

Excess:

Public Liability/Products Liability/Pollution Liability: £100 each and every claim in respect of Third Party Property Damage

Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy

The policy documents should be referred to for details of full cover.

Zurich Insurance plc
A public limited company
incorporated in Ireland.
Registration No. 13460.
Registered Office:
Zurich House
Ballsbridge Park,
Dublin 4, Ireland.
UK Branch registered in
England and Wales
Registration No. BR7985.
UK Branch Head Office:
The Zurich Centre,
3000 Parkway,
Whiteley, Fareham,
Hampshire PO15 7JZ.

Zurich Insurance plc is
authorised by the Central Bank
of Ireland and authorised and
subject to limited regulation by
the Financial Conduct Authority.
Details about the extent of our
authorisation by the Financial
Conduct Authority are available
from us on request. Our FCA
Firm Reference Number is
203093.

Communications may be
monitored or recorded to
improve our service and for
security and regulatory
purposes



STATEMENT OF COUNCILLORS ATTENDANCE
AT
ORDINARY FULL COUNCIL MEETINGS 2020/2021
(11 meetings held)

Councillor Name	No of attendances	Apologies presented
Cllr Carpenter	10	1
Cllr Chenery	11	n/a
Cllr Einchcomb	10	1
Cllr Harrison (<i>resigned 30.03.2021</i>)	10	n/a
Cllr Hill (<i>joined 07.10.2020</i>)	7	n/a
Cllr Holt	11	n/a
Cllr Hope	10	1
Cllr Jasper	11	n/a
Cllr Oliver	11	n/a
Cllr Pierce	6	5
Cllr Richmond (<i>joined 02.12.2020</i>)	5	n/a
Cllr Robinson	11	n/a
Cllr Schofield	11	n/a
Cllr Tilley	11	n/a
Cllr Wheale	4	0
Cllr Wildsmith	9	1
Cllr Woods	11	n/a
Cllr Wright	9	2

COUNCIL MEETING
Wednesday 5 May 2021

OFFICER: Janet Stanton
DATE: 28 April, 2021

CLERK'S REPORT

1. Year End Accounts and Audit

The year end close down of the accounts has now taken place and a full financial report will be brought to the May Policy & Finance Committee Meeting. At this meeting members will also review the Annual Governance and Accountability statement in readiness for consideration and approval at the June Council meeting prior to being submitted to the External auditor with the accompanying documents.

2. Centenary of the Fleet War Memorial in Gurkha Square

The filming of the laying of the wreaths and the history of the war memorial are currently being made into a documentary video and will be available for public viewing in the next few weeks.

3. Residents Presentation

Members will remember that a Residents Presentation will be produced and made available on line to the public on May 25 2021. Details of the presentation were included in the April TownTalk, the Council's Newsletter, and asked residents to send in any questions that they would like to ask with the intention that, wherever possible, the answers will be included in the video. Those questions that cannot be answered in this way will be included in the live on-line Q & A session – date still to be announced.