



NOTICE OF MEETING

Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

On

**Wednesday 6th April 2022 at 7pm
in
The Harlington**

All members are summoned to attend

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

SIGNED:

Janet Stanton

Janet Stanton,
Town Clerk
Date: 31st March 2022

AGENDA

1. APOLOGIES

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

2. DECLARATIONS OF INTEREST

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

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

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

To receive questions and statements from members of the public.

4. CHAIRMAN'S ANNOUNCEMENTS

To receive any updates from the Chairman of Fleet Town Council.

5. MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes and confidential minutes of the Council Meeting held on Wednesday 2nd March 2022 (*copies attached*).

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

RLA	16 th March 2022
Development Control	28 th February 2022
	14 th March 2022

Part 1 – ITEMS FOR DECISION

6. FINANCIAL MONITORING

1. To receive:
 - a. The bank reconciliation for February 2022 *on FTC portal and web site*
 - b. The list of receipts for February 2022 *on FTC portal and web site*
 - c. The list of payments for February 2022 *on FTC portal and web site*
2. Councillor Robinson to confirm that the bank statements match the reconciliation, and he has signed the bank statements and payment schedules.

RECOMMENDATION

1. To accept into the minutes:
 - a. The bank reconciliation for February 2022
 - b. The list of receipts for February 2022
 - c. The list of payments for February 2022
2. To accept Councillor Robinson's confirmation that the bank reconciliation for February 2022 equals zero, and the bank statements match the reconciliation.

7. CEMETERY PRICE LIST 2022/2023

At the RLA Meeting on 16th March 2022, it was **RESOLVED**:

1. To approve the Cemetery Fees for 2022/2023.
2. To approve the Garden of Remembrance Fees for 2022/2023 with the following amendments:
 - There be no increase to the resident's fees, therefore the Garden of Remembrance fees for a Fleet resident remain as the current price.
 - The Garden of Remembrance fees for a non-resident be increased as proposed.

Members to receive and approve the new Cemetery Fees and Garden of Remembrance Fees 2022/2023, with the updated amendments.

RECOMMENDATION

To approve the recommendation of the Recreation, Leisure and Amenities Committee to:

1. To approve the Cemetery Fees for 2022/2023.
2. To approve the Garden of Remembrance Fees for 2022/2023.

8. DATE OF NEXT ACTION DAY

It is proposed that the next Annual Action Day is to be held on Saturday 28th May 2022 at 09:30 – 12.00midday. Volunteers are needed to take part and Councillors are encouraged to keep the day free and to communicate the event to residents, family and friends.

RECOMMENDATION

That the Action Day takes place on Saturday 28th May 2022 at 09:30 – 12.00midday.

9. OPEN AIR CIVIC EVENTS POLICY

At the RLA Meeting on 16th March 2022, it was **RESOLVED**:

1. To determine that the FTC parks should not be used for private events which are not open to the whole community.
2. To amend the Civic Events policy in line with the decision of the Council and bring to Council in April 2022.

Members to receive and consider the recommendation of the RLA committee to make the amends to the Open Air Civic Events Policy as shown (*copy attached*).

RECOMMENDATION

To approve the amended Open Air Civic Events Policy.

10. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

As a matter of good practice, the Council regularly reviews Standing Orders. Members are asked to consider whether the existing FTC Standing Orders and Financial Regulations should be subject to any revisions (*copies on request or on website or Member's portal*).

Any revisions suggested by members should be submitted to the Town Clerk by Friday 22nd April 2022 for consideration by Annual Council Meeting on 18th May 2022.

Copies of the existing FTC Standing Orders and Financial Regulations are included in the Members' Handbook

RECOMMENDATION

Members be invited to submit any suggested revisions to Standing Orders and Financial Regulations to the Town Clerk by Friday 22nd April 2022 for inclusion in the final copy to be considered at the Annual Council Meeting.

Part 2 – ITEMS TO NOTE

11. FLEET HALF MARATHON

To receive and note a letter of thanks from Penny Abbott, Race Director - Fleet Half Marathon.

12. COMPLAINTS

No complaints have been received.

13. TOWN CLERK'S REPORT

To receive any update from the Clerk.

14. HCC/HDC

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

15. DATE AND TIME OF NEXT MEETING

The next meeting of the Council is scheduled as the Annual Council Meeting, which is to be held on Wednesday 18th May 2022 at 7pm in the Harlington.

Part 3 CONFIDENTIAL ITEMS

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

The following types of business will be treated as confidential:

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

There are no confidential items.



FLEET TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

held on
Wednesday 2nd March 2022
in the Harlington

PRESENT

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

Also Present:

Janet Stanton – Town Clerk
Susanna Walker – Committee Clerk
Councillor Stephen Parker – HCC
Councillor Katie Davies – HCC
Councillor Mark Butcher – HDC
Tracey Shrimpton – Fleet BID

FC March 2022 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted apologies for absence from Councillor Hope due to a prior commitment, Councillor Robinson due to ill health, Councillor Wildsmith due to childcare issues and Councillor Willcocks due to work commitments.

FC March 2022 ITEM 2 DECLARATIONS OF INTEREST

Councillor Richmond declared an interest in Item 5 – FLEET BUSINESS IMPROVEMENT DISTRICT (BID) RENEWAL REFERENDUM.

FC March 2022 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

Councillor Schofield read out the following question submitted by Mr Russell Hunt:

“After losing £20,000 per month on the Harlington FTC has agreed to break open the piggy bank, the guaranteed sacrosanct Harlington reserve, and lend funds to the General Reserve. Taxpayers, especially those with young families and pensioners, are struggling with double digit inflation with more to come, yet FTC continues to build the Harlington reserve. It is time to face reality. FTC and Fleet Town residents do not have the resources to maintain and continue to subsidise the Harlington let alone fund any new development. Having breached the integrity of the fund, will FTC now scrap the Harlington precept for 2022/23 and release the £2 million plus Harlington Fund into General Reserves using approximately £600,000 to fund the whole FTC precept for 2022/23?”

Councillor Schofield answered this question by addressing the following points:

- The question was in response to the Finance paper written by the Chair of the Policy & Finance Committee in February 2022.
- Using money from the Harlington Reserve Fund was not a commitment, it was only proposed as an option, should there be another pandemic in quick succession before FTC had the opportunity to rebuild reserves.
- Even after inflation, residents living in a Band D property in Fleet pay £2 a week for the services that FTC provides.

FC March 2022 ITEM 6 POLICIES

Members received the recommendation of the January Establishment Committee to approve the following policies:

- a. Adoption / Surrogacy Policy.
- b. Time off in Lieu Policy.

Members **RESOLVED** to

- a. Approve the Adoption / Surrogacy Policy.
- b. Approve the Time off in Lieu Policy.

FC March 2022 ITEM 7 FINANCIAL MONITORING

Members received and noted the following:

- a. The bank reconciliation for January 2022.
- b. Councillor Robinson's confirmation that the bank statements match the reconciliation, and he has signed the bank statements and payment schedules.

RESOLVED

Members accepted and approved into the minutes:

- a. The bank reconciliation for January 2022.
- b. Councillor Robinson's confirmation that the bank reconciliation for January 2022 equals zero, and the bank statements match the reconciliation.

FC March 2022 ITEM 8 CIVIC QUARTER DEVELOPMENT

Members received an update on the Civic Quarter Regeneration and discussed the following:

- The latest meeting of the Civic Quarter Working Group was 22nd February 2022.
- The main purpose of the meeting was to review the public engagement posters and the associated questionnaire.
- Branding for the presentation was questioned as the HDC logo will be present, but support from FTC and HCC, as involved landowners, was raised.
- Having FTC's logo on the presentation shows solidarity from all councils.
- The revised start date of the public engagement is now 23rd May 2022 for a period of 6 weeks.
- There will be 3 days for face-to-face discussions with members of the public.
- The provision of 3 days for face-to-face discussions provoked some disappointment, but this is due to a staffing resource issue.
- A digital presentation will also be available online.

Members **RESOLVED** to

Approve the FTC logo to be included in the HDC communication for the Civic Quarter Development.

FC March 2022 ITEM 9 CEMETERY EXTENSION TENDER

Members noted that the cemetery extension tender has been awarded to Scandor Landscape Contractors Limited, with the contract value confirmed at £49,869.47 ex VAT. The work is due to commence the first week in May. Members also noted that Scandor Landscapes had previously worked on the Garden of Remembrance.

FC March 2022 ITEM 10 ANNUAL RESIDENTS' MEETING - TUESDAY 22ND MARCH 2022

Members noted and were reminded that the Annual Residents' meeting will be held on Tuesday 22nd March 2022 in the Harlington. Members noted the following:

- It is proposed that refreshments will be served from 7pm (tea and coffee) giving councillors an opportunity to chat to residents before the meeting begins at 7.30pm.
- In the main Auditorium, a "post-it ideas wall" will be created where residents will be able to write down any ideas about the town that they would like the new Fleet Town Council to consider over its coming 4 years term of office.
- The Community Video, produced in lieu of 2021 ARM, will be playing in the Auditorium as people take their seats for the meeting.
- A new video will also be produced by the same company, celebrating FTC's successes and challenges over the past year.

Members noted the confirmed programme of the evening, as detailed below:

1. Welcome to the last ARM by the present Council.
2. Presentation of a Civic Award.
3. Presentation by local GP on success of Vaccination Centre and post Covid services.
4. Meet our local Police and Hart Community Safety Officer.
Members noted that the Police are happy to take a few questions at the meeting, but should the public be interested, they would organise a separate Police presentation.
5. Promotion of the Jubilee Celebrations
6. Round up of last 4 years of the Town Council's successes and frustrations - supported by a brief video.
7. Forthcoming elections and the value of being a Town Councillor comment by two of FTC's newer Councillors.
8. Public Q&A session (*supported by a post-it ideas wall*).

It was emphasised that all Fleet Town Councillors should attend this meeting.

FC March 2022 ITEM 11 SID BOARDS

Members received the second report on the installation of SID Boards within Fleet. Members noted the following:

- Aldershot Road 85%ile is 31mph
- Church Crookham Road 85%ile is 32mph
- A suggestion was made that the SIDS boards be used in one location without the speed display for a week and then displayed with the speed, to see if there was any influence on the speed of traffic with or without the speed display.
- Speed along Ancells Lanes and Hitches Lane is influenced by school traffic.

FC March 2022 ITEM 12 COUNCILLOR TRAINING (Diary Note)

Members noted that Councillor training has now been arranged for that all new FTC Councillors and re-elected Councillors, to ensure that they are aware and up to date with all aspects of taking on the role of town councillor.

Members also noted that the training is in two parts and will take place on the evenings of 21st and 28th June 2022 in The Harlington. It is expected that all FTC Councillors of the new Council will attend this training. A tour of all parks in Fleet and the Harlington will also be organised.

FC March 2022 ITEM 13 COMPLAINTS

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

FC March 2022 ITEM 14 COVID UPDATE AND TOWN CLERK'S REPORT

Members received and noted the following updates from the Town Clerk:

- Two new officers have been recruited to Fleet Town Council, the Technical Manager, and the Part time Finance Assistant.
- Wendy Allen, the Office Manager, is retiring in mid-April and recruitment is underway for her replacement.
- The next Chairman's Coffee Morning for the Courtmoor Ward, due to be held at the beginning of March has been cancelled.
- Volunteers needed for the Jubilee Celebration weekend.
- Officers have reviewed all Council procedures for the death of a senior Royal.

FC March 2022 ITEM 15 HCC/HDC

Councillor Parker discussed the following points:

- **Storms Eunice and Franklin.**
 - Highway teams worked tirelessly to keep roads clear during the storms.
 - 1200 incidents reported.
- **Secondary School Admissions.**
 - 98% of applicants in Hampshire were offered a school place in the top 3 choices.
 - 92% of this was first choice.
- **Community Grants.**
 - Grants are available up to £30,000.00 for community buildings.
- **Crisis in Ukraine.**

Councillor Davies noted the following:

- **Crisis in Ukraine.**
 - Vigil to be held in Gurkha Square on Friday 4th March at 19.00.
- **Plastic Free.**
 - Kate Cottrell (owner of Scoop) keen for Hart as a community to be plastic free.
 - FTC to support.
 - Include litter picking initiative as part of the Jubilee Celebrations.

Councillor Butcher reported on the following:

- **Calthorpe Park Playground.**
 - Thanks was given to Councillor Richmond, the Town Clerk and the Open Space and Facilities Manager, for the swift response to vandalism and graffiti in the park.
- **Traffic Orders.**

Councillor Oliver updated members on the following:

- **Traffic Orders.**
 - New round of traffic orders to be released in April 2022.
- **Budget.**
 - Additional grant being given to the food bank.
- **Edenbrook Allotments.**
 - Opening in March 2022.
 - Community garden facility.

Councillor Schofield took the opportunity to suspend Standing Orders under clause 36. As a response to the crisis in the Ukraine, Members were made aware that FTC had been approached to be a collection point for aid and monetary donations. Councillor Schofield discussed this proposal with Sarah Horton, who gave the following response:

Thank you so much for the kind offer. In terms of aid, all my contacts are saying not to collect - that the border areas are becoming swamped with aid and much that is being taken over by well-meaning people is having to be left out in the rain unused. That isn't to say that all aid is being wasted, but that organisations have to have a clear plan for transporting and delivering

aid at source. Very many don't. At the moment, I cannot find one that isn't being swamped. Europe is a big area, and every nation seems to want to help and send aid in. As things settle down, we will continue to look for practical ways in which people can help.

In the meantime, I'm advising people to visit

<https://ukrainianinstitute.org.uk/russias-war-against-ukraine-what-can-you-do-to-support-ukraine-ukrainians/>

the HVA page <https://www.hartvolaction.org.uk/news/support-for-ukraine/>

or for those people who trust me as being able to recommend a safe place to donate money, I have worked with members from this organisation and trust them.

<https://www.justgiving.com/campaign/RefugeeSupportUkraine>

Members also noted that FTC is a public body regulated by audit rules, and therefore cannot accept any monetary donations. Members also noted that The British Red Cross as a suitable organisation to make donations: see <http://redcross.org.uk/survive> or text SURVIVE to 70141 to make a £10 donation.

It was requested that for the vigil in Gurkha Square on Friday 4th March 2022, the lights on the War Memorial be blue and yellow as a sign of support for Ukraine.

Members **RESOLVED** that

- a. FTC would direct residents to donate money in response to the crisis in Ukraine, using the following websites:
 - <https://ukrainianinstitute.org.uk/russias-war-against-ukraine-what-can-you-do-to-support-ukraine-ukrainians/>
 - <https://www.hartvolaction.org.uk/news/support-for-ukraine/>
 - <https://www.justgiving.com/campaign/RefugeeSupportUkraine>
 - <https://redcross.org.uk/survive>
- b. The RVS building be available for aid donations if and when appropriate.

FC March 2022 ITEM 16 DATE AND TIME OF NEXT MEETING

The date and time of the next meeting of the Council is on Wednesday 6th April 2022 at 19.00 in the Harlington.

There being no further business the meeting closed at 21:35

Signed.....

Date.....

Chairman

Part 3 CONFIDENTIAL ITEMS

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

FC March 2022 ITEM 17 STAFF MATTERS

Members received and considered a proposal regarding staff remuneration.

FC March 2022 ITEM 18 CONFIDENTIAL ITEM

Members discussed a confidential item.

DRAFT



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 16th March 2022 at 7pm

PRESENT

Councillors: P. Einchcomb, R. Fang, L. Holt, K. Jasper, A. Oliver, R. Richmond, S. Tilley, G. Woods.

Also Present: Janet Stanton - Town Clerk
 Susanna Walker - Committee Clerk
 Alex Robins - Harlington General Manager
 Ben Crane - Facilities and Open Spaces Manager
 Sian Taylor – Cemetery Officer
 Mike Bye – Friends of Oakley Park

RLA March 2022 ITEM 1 APOLOGIES

Members received and accepted the apologies from Councillor Chenery due to health reasons, Councillor Schofield due to being on holiday and Councillor Wright due to work commitments.

RLA March 2022 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

RLA March 2022 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public. Mike Bye, Chairman of Friends of Oakley Park (FOBP) made members aware that the public footpath in Oakley Park, from Albany Road to Burnside is deteriorating and there has been one reported incident of a member of public falling on the path. A short discussion followed, where members discussed funding for the repair of the path.

RLA March 2022 ITEM 4 MINUTES OF PREVIOUS MEETING

Members received and approved as a correct record the minutes of the Recreation, Leisure & Amenities Committee meeting held on Wednesday 8th December 2021. The Chairman signed the minutes as a true record of the meeting.

RLA March 2022 ITEM 5 THE CEMETERY OFFICER'S REPORT

Members received the report of the Cemetery Officer, which included the Cemetery and Garden of Remembrance Fees for each structure for 2022/2023. The following matters were discussed:

- **New Burial Area**
 - The contractor is on track to start the work on 1st May 2022.
 - There are currently 8 plots remaining.
 - The new burial area will provide approximately 70 new plots.
 - Between 5 – 20 plots are sold each year.

- **Cemetery Fees**

- Prices have not increased for the past 3 years.
- The new fees are increased by 4%.
- The cost for a Sanctum is greater, due to the installation cost. These prices are in line with Aldershot Crematorium.
- There has been a proposed increase in costs for the Garden of Remembrance for non-Fleet residents.
- Members noted that the difference in costs for a resident and non-resident was £100.00, which covered the cost of grounds maintenance at the Cemetery.
- Fleet residents already pay for the Cemetery maintenance through their Council Tax.
- Members suggested a greater difference in price between a Fleet resident and non-Fleet resident for the Garden of Remembrance fees. It was proposed that the Fleet resident fee stay as the current price and the non-resident fee increase to the proposed fee.
- FTC need to ensure that the Sanctum is not overpriced.
- Aldershot Crematorium does not differentiate costs for residents and non-residents.
- Sales of the sanctum over the past year total 11 Fleet residents and 12 non-Fleet residents.
- The cost of a mushroom disc for children is £125.00, whether a Fleet resident or not. (In the report, it had been noted as £225.00 for a non-Fleet resident).
- It was suggested that the Cemetery and Garden of Remembrance Fees be included in the Cemetery Policy.

After the discussion, the following proposal was moved and seconded:

- To approve the Cemetery and Garden of Remembrance Fees for 2022/2023.
- Members agreed to approve the Cemetery Fees for 2022/2023.

The following counterproposal was then moved and adopted:

- To amend the Garden of Remembrance Fees for 2022/2023 to reflect the following:
 - There be no increase to the resident's fees, therefore the Garden of Remembrance fees for a Fleet resident remain as the current price.
 - The Garden of Remembrance fees for a non-resident be increased as proposed.
- The new substantive motion was passed.

RESOLVED

1. To note the report of the Cemetery Clerk.
2. To approve the Cemetery Fees for 2022/2023.
3. To approve the Garden of Remembrance Fees for 2022/2023 with the following amendments:
 - There be no increase to the resident's fees, therefore the Garden of Remembrance fees for a Fleet resident remain as the current price.
 - The Garden of Remembrance fees for a non-resident be increased as proposed.

RLA March 2022 ITEM 6 FACILITIES AND OPEN SPACES MANAGER'S REPORT

Members received the report of the FOSM for the December 2021 – February 2022 quarter. The following matters were discussed:

- **Calthorpe Park**
 - Public Liability Insurance for Friends of Calthorpe Park.
 - Several residential properties are encroaching into the park. Letters from FTC will be sent to the relevant properties in the next week.
 - FOSM to talk to John Elson at HDC regarding capturing public land illegally.

- **Trees**

- Only 1 tree in Basingbourne Park fell during the storms towards the end of February.
- Testament to the tree survey carried out every year and the work done to make sure trees are safe.

RESOLVED

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

RLA March 2022 ITEM 7 THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

The report of the General Manager of the Harlington for the period December 2021 – February 2022 was presented. Members discussed the following:

- Several shows were cancelled or rescheduled in January, due to members of the band having COVID.
- The vaccination centre has been extended until March 2023, with 28 days' notice. It will operate 3 days a week from April 2022.
- An approach has been made for this to include a diagnostics and screening option, something which is being investigated. A possible space for this is the RVS.
- The new brochure for the 2022 season is available.
- Sales of tickets have been increasing, but some shows still have low attendance.
- Hall hire is back to expected levels.
- Ancells Farm Community Centre car park cost is approximately £8,500.00 + vat, which is 1/3rd of the annual bill charged out. The pub pays 1/3rd and the other 1/3rd is paid by the local shops and flats.
- Concerns were raised over the maintenance of the car park.
- A suggestion was made that if FTC are paying a 1/3rd of the car park fee, then 1/3rd of the car park spaces should be allocated to the Community Centre.
- Another suggestion was that the car park be changed to pay and display.

Members were made aware that the Harlington has had a request to hold a fundraising concert for Ukraine on the afternoon of Sunday 10th April 2022, with all profits going to the Disasters Emergency Committee (DEC) Ukraine Appeal. Members discussed the following:

- All artists appearing have agreed to perform for no fee.
- Big I Am is the promotional company who has offered all artists.
- The box office company have been approached to waive their fee, with a possible gift aid and donation option available.
- Bar will be open, and all profits will go to DEC, once staff costs have been covered.
- The Harlington will be donated free of charge for the event.
- The event has the potential to be live streamed.
- Security will not be needed.
- Tickets will go on sale on Friday 18th March 2022.
- Approximate cost of the tickets will be between £20 - £25.
- Audience capacity is 260 people – 60 standing and 200 seated.
- This is a one-off event and members noted that this will not set a precedent for any future events.
- FTC to support the Harlington with this event.
- Donation buckets to be on site during the event.
- Need to make audience members aware that all profits will go to DEC.

Members noted that the 8 RLA Committee members did not make up the majority of the Council, and so one more Councillor would be contacted, in order the majority vote of approval. This would then be brought to Council in April 2022, for further updates.

RESOLVED

1. To note the report of the General Manager of the Harlington.
2. To approve the fundraising concert in the Harlington in aid of DEC Ukraine Appeal on Sunday 10th April 2022, subject to one more councillor being contacted.

RLA March 2022 ITEM 8 DONATION FOR A COMMEMORATIVE BENCH AND PLAQUE FROM FLEET AND CHURCH CROOKHAM SOCIETY

Members were reminded that at the February Council meeting, approval was given to the installation of a bench to mark the Queen's Platinum Jubilee, as provided by The Fleet & Church Crookham Society. Members discussed suitable locations for the bench and the following locations were suggested:

- The Views – potentially 12 new picnic benches to be installed.
- Outside the Oatsheaf pub.
- Durnsford Avenue overlooking the canal.
- By the War Memorial.
- Basingbourne Canal Car Park

Members agreed that the green space in Basingbourne Canal Car Park would be an ideal place, as many people stop there to have picnics. It was agreed that permission would be needed from Basingbourne Canal regarding the possibility of the installation of the bench.

RESOLVED

1. To approve the location of green space in Basingbourne Canal Car Park for the commemorative bench, subject to permission, and advise Fleet & Church Crookham Society accordingly.

RLA March 2022 ITEM 9 USE OF PARKS FOR PERSONAL PRIVATE EVENTS

Members were made aware that FTC has had an application from a local family to hold a private birthday party in one of the FTC parks. This party would include a bouncy castle and music. Members noted that currently the parks, which are funded by the residents of Fleet, only allow for community events and approved activities that promote health and well-being to take place in the park.

Following a brief discussion, it was decided that FTC cannot allow private and personal parties to be held in local FTC parks. It was also noted that the Open Air Civic Event Policy would be updated with the relevant changes, and brought back to Council in April 2022.

RESOLVED

1. To determine that the FTC parks should not be used for private events which are not open to the whole community.
2. To amend the Civic Events policy in line with the decision of the Council and bring to Council in April 2022.

RLA March 2022 ITEM 10 1ST CROOKHAM SCOUTS SPORTS DAY

Members considered and discussed a request from 1st Crookham Scouts to hold a Sports Day in Basingbourne Park on Saturday 2nd April 2022. Members noted that the event is a fundraising event and will be open to all. It was noted that the Scouts provide their own insurance for the event.

Members **RESOLVED** to Approve the request from 1st Crookham Scouts to hold a Sports Day in Basingbourne Park on Saturday 2nd April 2022.

RLA March 2022 ITEM 11 FUTURE EVENTS

Members noted the following events and noted that the Open Air Cinema dates are confirmed as 10th June and 10th September 2022.

20 th March 2022	Calthorpe Park	Fleet Half Marathon
26 th – 27 th March 2022	Calthorpe Park Ancells Farm Park	Queens Jubilee “Green Canopy” Tree Planting
16 th April 2022	Basingbourne Park	Easter Egg Hunt
CANCELLED	Ancells Farm	Falkner’s Arms Fun Day
18 th – 22 nd May 2022	The Views	Circus Wonderland
2 nd – 5 th June 2022	Fleet	Queen’s Platinum Jubilee
10 th June 2022	The Views	Open Air Cinema
25 th June 2022	Ancells Farm	Table Tennis Event
2 nd July 2022	Calthorpe Park	Fleet Carnival
10 th July 2022	The Views Skate Park	ScamJam
16 th July 2022	Oakley Park	Summer Fete
25 th July – 28 th August 2022	The Views Skate Park	ScamJam
10 th September 2022	The Views	Open Air Cinema
5 th November 2022	Calthorpe Park	Fleet Lions Fireworks

RLA March 2022 ITEM 12 CLERKS REPORT

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

- FTC have received £3,000.00 from the Lengthsman Scheme.
- Members are asked to consider any possible areas that the money can be used for, such as road sign cleaning.
- The Jubilee Committee have received a £2,000.00 grant from the National Lottery Awards from All. This money will be used to purchase cherry trees to be planted in the sensory garden.
- Special thanks were given to Councillor Tilley for all her efforts with the Jubilee Celebrations.

RLA March 2022 ITEM 13 DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure & Amenities Committee will be held on Wednesday 15th June 2022 at 7.00pm at the Harlington. There being no further business the meeting closed at 8.30pm.

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

Chairman



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 28th February 2022
at 7pm in The Function Room , The Harlington

Present:

Cllr Holt
Cllr Schofield
Cllr Kuntikanamata
Cllr Jasper

Officers: Janet Stanton – Town Clerk

1	<p>Apologies</p> <p>Cllr Hope and Robinson</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared</p>
3.	<p>Public Session</p> <p>None</p>
4	<p>Approval of the Notes</p> <p>The minutes of the development and control advisory group meeting held on Monday 14th February were accepted as a correct record of the meeting.</p>
6	<p>21/03207/HOU Beeches Waverley Avenue Fleet GU51 4NW Installation of new vehicle access and extension of driveway Comments required by 28 February</p> <p>OBJECTION on the grounds that the proposal is counter to the recommendations of the NFCA Character Appraisal and Management Plan and contrary to the Article 4 Direction protecting front boundaries.</p> <ul style="list-style-type: none"> • The Design and Heritage Statement fails to acknowledge planning application 21/02790/HOU granted in November 2021 (although the picture of the modified property is shown on the core of the statement) • The Statement fails to acknowledge Section 9 ISSUES AND RECOMMENDATIONS of the NFCA character appraisal and Management Proposals – Approved 04/12/08 Section 9.2, Maintaining the existing buildings and their boundaries:

- *The need to preserve and protect existing front boundaries and ensure that new works do not detract from the sylvan character of the conservation area.*
 - *The protection of front gardens including resistance to the creation of parking areas*
 - *The potential loss of hedges and other shrubbery*
- The application of the existing Article 4 Direction including enforcement. Recommendations include (page 29)
 - *The District Council will continue to enforce the existing Article 4 Direction and will encourage property owners to keep existing vegetation if carrying out works to their front garden.*
 - *The District Council will, funds permitting provide written guidance to property owners about the Article 4 Direction advising them what constraints are in forces and providing good practice advice about the creation of car parking, driveways, fencing walls and the protection of greenery and trees*
 - This application significantly extends an already significant area of hard standing and opens up a new access through an existing hedge which is contrary to the Article 4 Direction

21/03208/HOU

56 Dinorben Avenue Fleet GU52 7SH

[Erection of a replacement 1.8m high fence along part of the south boundary and erection of a new 1.8m high fence and automated gate along part of the south boundary and the east boundary \(retrospective\)](#)

Comments required by 25 February

OBJECTION

- This property is in the Basingstoke Canal Conservation Area
- The major frontages on Dinorben are very green and well tree'd
- This property has a number of trees to frontage and it appears trees have not been damaged.
- The works AS CONSTRUCTED are a 1.8m high black painted fence with a 1.8m high electrically operated gate
- This is totally out of keeping with local character and diminishes the local environment and should be the **subject of an enforcement order**

22/00175/HOU

5 Woodgate Fleet GU51 2TX

[Erection of a single storey side extension and single storey rear extension following demolition of existing conservatory](#)

Comments required by 25 February

NO OBJECTION in principle

Looks as if the side extension goes to the boundary which is the rear garden of the nearest house. Issue of maintenance of gulleys etc.

22/00209/HOU

86 Kenilworth Road Fleet Hampshire GU51 3AZ

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

Comments required by 4 March

NO OBJECTION

21/02986/HOU

Jon Mur Reading Road North Fleet GU51 4AQ

[Replace all windows and single side door](#)

Comments required by 4 March

NO OBJECTION - the proposed windows are an improvement on the existing dated window frames.

However to note, page 28 of the NFCA Characterisation and Management Report explains that in the original Institution of the NFCA, the Article 4 direction included constraints on the alteration of the buildings as well as the front boundaries. These restrictions included installation of plastic windows, change to roof materials or the addition of a front porch. It comments that generally buildings in the CA **have not suffered these inappropriate changes.**

22/00164/HOU

1 Cheswell Gardens Church Crookham Fleet GU51 5NJ

[Demolition of conservatory and erection of a single storey side extension](#)

Comments required by 4 March

Tree Officer has raised some technical queries but looks like a more permanent replacement of a temporary timber structure on virtually the same footprint.

NO OBJECTION subject to resolution of the Tree Officer's queries.

22/00267/HOU

7 Frere Avenue Fleet Hampshire GU51 5AW

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

Comments required by 4 March

NO OBJECTION

22/00165/HOU

26 Leawood Road Fleet GU51 5AL

[Erection of a part single part two storey rear extension, first floor side extension over the existing garage, alterations to porch, removal of shed and blocking up window to ground floor side and first floor rear](#)

Comments required by 9 March

NO OBJECTION

- Increases property from 4 to 5 beds, but no additional parking requirement.
- Taking up some additional front garden for hard standing?

22/00233/HOU

1 Dinorben Close Fleet Hampshire GU52 7SW

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

Comments required by 10 March

- plans are drawn on a sheet of crumpled brown paper

	<ul style="list-style-type: none"> the first floor extension is detailed but marked as “ignore” <p>If the application is solely for the minor extension to the rear of the building – then NO OBJECTION</p>
7	<p>Noted:</p> <p>Weekly List</p>
8	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>9th March 2022</p>
9	<p>Date of Next Advisory Group Meeting</p> <p>14th March 2022</p>

Meeting closed: 8pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 14th March 2022
at 7pm in The Function Room , The Harlington

Present:

Cllr Holt
Cllr Kuntikanamata
Cllr Jasper
Cllr Hope
Cllr Robinson

Officers: Janet Stanton – Town Clerk

1	<p>Apologies</p> <p>Cllr Schofield</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared</p>
3.	<p>Public Session</p> <p>None</p>
4	<p>Approval of the Notes</p> <p>The minutes of the development and control advisory group meeting held on Monday 28th February were accepted as a correct record of the meeting.</p>
6	<p>22/00205/HOU 10 Tavistock Road Fleet Hampshire GU51 4EH Erection of a two storey side extension and single storey rear extension, removal of chimney and alterations to windows and doors Comments required by 15 March</p> <p>OBJECTION</p> <ul style="list-style-type: none"> • Materials out of keeping with the local area. • The bedroom balcony will overlook adjoining gardens causing loss of privacy

22/00268/HOU

Tanglewood Gough Road Fleet Hampshire GU51 4LT

[Erection of a two storey rear extension and single storey rear extension, conversion of garage into habitable accommodation, a new covered porch area, a new dormer on the main roof, new traditional barge boarding to gable ends, and a new entrance gate.](#)

Comments required by 11 March

OBJECTION

- Lack of an appropriate tree protection plan - support Tree officer's concerns
- This building is within the NFCA Character Area 5. Article 4 Direction exists protecting front boundaries. Elaborate high gates are not in accord with the sylvan character of the area. 5 bar timber gates would be more appropriate.

22/00294/HOU

1A Osborne Drive Fleet Hampshire GU52 7LL

[Removal and raising of the roof height of the existing bungalow to create a first floor with rear dormer and single storey rear extension](#)

Comments required by 14 March

OBJECTION

- This is a breach of Fleet neighbourhood Plan Policy 11 as it converts a bungalow (defined as a building with no stairs) into a chalet.
- Loss of privacy and overlooking Neighbour at 1B Osborne Drive.

22/00159/HOU

33 Knoll Road Fleet GU51 4PT

[Erection of a part two storey part first floor front extension, first floor side extension and blocking up of a door to ground floor rear of garage](#)

Comments required by 15 March

OBJECTION

- A dimensioned parking plan that meets Hart's standards needs submitting. The loss of parking looks inadequate as this is a front extension.

22/00348/HOU

24 Wood Lane Fleet Hampshire GU51 3EA

[Demolition of existing garage and single storey rear extension and erection of replacement garage, single storey study behind garage, in-fill extension between new garage and house, single storey rear extension and flat-roofed, timber framed car port.](#)

Comments required by 17 March

OBJECTION

A dimensioned parking plan that meets Hart's standards needs to be submitted -,parking looks inadequate.

22/00321/HOU

Cornerways 8 Velmead Road Fleet Hampshire GU52 7JY

[Proposed alterations, upgrade and conversion of existing outbuilding to garage and garden room, widen existing access, demolition of gate post and entrance gates and replaced with new brick gate post with buttress pier](#)

Comments required by 17 March

NO OBJECTION - Subject to the following two conditions:

- Demonstration that vehicles can turn on site and exit in a forward direction as Velmead is a busy road and access not far from junction.
- That the Garden Room is not permitted to be a separate living accommodation and the property continues to be a single residential address.

22/00316/HOU

13 Velmead Close Fleet Hampshire GU52 7LR

[Erection of single storey rear extension following demolition of existing conservatory, bricking up of door to ground floor side and demolition of kennel](#)

Comments required by 18 March

NO OBJECTION

22/00297/HOU

54 Church Road Fleet Hampshire GU51 4LY

[Replacement boundary fence \(retrospective\)](#)

Comments required by 18 March

OBJECTION

- This is out of keeping with the local area and ignores the conditions set out in the North Fleet Conservation Area Character Appraisal and Management Proposals.

22/00302/HOU

98 Dukes Mead Fleet Hampshire GU51 4HF

[Erection of a two storey rear extension and single storey front extension, open front porch, conversion of garage into habitable accommodation and alterations to windows and doors](#)

Comment required for 21 March

OBJECTION

- A dimensioned parking plan that meets Hart's standards is required to demonstrate the ability to be able to turn around in the drive as the

house is on a corner.

- Overlooking neighbour's property. Removal of the French windows and Juliet balcony required and reversion to matching window design.

22/00284/HOU

10 Johnson Way Church Crookham Fleet Hampshire GU52 6HJ

[Erection of two storey front and single storey rear extensions](#)

Comments required by 22 March

OBJECTION

Inadequate onsite parking for a three bedroom house.

22/00386/HOU

15 Kent Road Fleet Hampshire GU51 3AJ

[Erection of a single storey front extension, conversion of existing garage to habitable accommodation to include the replacement of the garage doors with a window, erection of a single storey side extension to form garage with glazed covered area behind.](#)

Comments required by 23 March

NO OBJECTION – subject to:

A dimensioned parking plan that meets Hart's standards being produced.

22/00009/FUL

102 - 104 Fleet Road Fleet Hampshire GU51 4PA

[Erection of a first floor rear extension, conversion of loft space to form one 1 bedroom flat, alterations to shopfronts, alterations to one window to first floor front, erection of one dormer window and insertion of one window to second floor front, replace two doors and two windows to ground floor rear with one door and three windows, erection one dormer window to second floor rear and insertion of two rooflights to first floor side](#)

Comments required by 24 March

OBJECTION

- On site parking is inadequate

22/00322/HOU

Hadlow Avenue Road Fleet Hampshire GU51 4NG

[Removal and raising of the roof height of the existing bungalow to create a first floor with front and side dormers, insertion of roof lights, installation of solar panels and alterations to windows and doors](#)

Comments required by 24 March

OBJECTION

- Loss of a bungalow - breach of Fleet Neighbourhood Plan Policy 11

	<p>22/00456/PRIOR 23 Williams Way Fleet Hampshire GU51 3EU Erection of a single storey rear extension Comments required by 24 March</p> <p>Concern:</p> <ul style="list-style-type: none"> • that the proposed extension will overlook adjacent properties • Height, and bulk of building • Location of windows
7	<p>Noted: water Weekly List</p>
8	<p>Noted: Hart Planning Meeting Dates 13th April 2022</p>
9	<p>Date of Next Advisory Group Meeting 28th March 2022</p>

Meeting closed: 8.15pm

Signed:.....

Date:

Date: 03/03/2022

Fleet Town Council Current Year

Page 1

Time: 16:01

**Bank Reconciliation Statement as at 28/02/2022
for Cashbook 1 - Bank Current/Deposit Account**

User: WA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC	28/02/2022	559	692,789.79
			<u>692,789.79</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
19/01/2022 200008 Fleet Town Council Petty Cash		129.53	
28/02/2022 BACS Pymnt BACS P/L Pymnt Page 1952		6,148.74	
			<u>6,278.27</u>
			686,511.52
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			686,511.52
		Balance per Cash Book is :-	686,511.52
		Difference is :-	0.00

Bank Current/Deposit Account

Receipts received between 01/02/2022 and 28/02/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 01/02/2022	-13.40						
	FDMS Ticket and Bar Sales	-13.40		0.71	881		32.00	ACDC Ticket Sales
					623		-31.11	Northsyde Refund
					615		-18.00	Panto Refund 26.01.22
					1435	201	-1.25	Booking Fees 26.01.22
					1420	201	4.25	Bar Sales 26.01.22
	Banked: 01/02/2022	17.80						
	FDMS Ticket and Bar Sales	17.80		2.97	1420	201	14.83	Bar App Sales 26.01.22
	Banked: 01/02/2022	845.50						
	Mastercard	845.50		96.44	634		142.22	80s Online Sales 27.01.22
					643		35.56	90s Online Sales 27.01.22
					621		26.67	Abba Online Sales
					881		112.00	ACDC Online Sales
					565		90.67	Blondie Online Sales
					647		88.89	Los Pac Online Sales
					646		26.67	Harrison Online Sales
					624		46.67	RU40 Online Sales
					636		26.67	Comedy Online Sales
					637		53.33	Comedy Online Sales
					626		62.22	Elton Online Sales
					1435	201	37.49	Online Booking Fees
	Banked: 01/02/2022	82.20						
	Go Cardless	82.20		13.70	1064	310	68.50	Tennis Payments
	Banked: 01/02/2022	12.38						
	Stripe Payments Tennis	12.38		2.06	1065	310	10.32	Tennis payments
	Banked: 01/02/2022	14.40						
	Sales Recpts Page 4487	14.40	14.40		101			Sales Recpts Page 4487
	Banked: 01/02/2022	33.98						
	Nationwide	33.98			1870	101	33.98	Nationwide Interest
	Banked: 02/02/2022	22.90						
	FDMS Ticket and Bar Sales	22.90		4.79	623		-77.78	Northsyde Refunds
					626		62.22	Elton Ticket Sales 27.01.22
					1435	201	-4.58	Booking Fees 27.01.22
					1420	201	38.25	Bar Sales 27.01.22
	Banked: 02/02/2022	-114.00						
	FDMS Ticket and Bar Sales	-114.00		-12.77	565		-60.44	Blondie Refunds 29.01.22
					580		-39.11	TinaTicket Refunds
					1435	201	-1.68	Booking Fees 29.01.22
	Banked: 02/02/2022	1,709.00						
	Mastercard	1,709.00		194.83	643		302.22	90s online sales 28.02.22
					621		13.33	Abba online sales
					881		96.00	ACDC online sales
					565		30.22	Blondie online sales
	Subtotal Carried Forward:	2,610.76	14.40	302.73			1,221.23	

Bank Current/Deposit Account

Receipts received between 01/02/2022 and 28/02/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
					639		35.56	Jazz online sales 28.02.22
					620		50.67	Jackson online sales
					647		71.11	Los Pac online sales
					624		62.22	RU40 online sales
					616		31.11	Blues online sales
					622		53.33	Voodoo online sales
					620		124.44	Jackon online sales
					647		53.33	Los Pac online sales
					646		13.33	Harrison online sales
					636		53.33	Comedy online sales
					642		35.56	Stayin online sales
					626		93.33	Elton online sales 29.02.22
					621		13.33	Abba online sales
					620		33.78	Jackson online sales
					582		16.00	Guns online sales
					647		71.11	Los Pac online sales
					624		88.89	RU40 online sales
					636		26.67	Comedy online sales
					642		71.11	Stayin online sales
					1435	201	37.50	Booking Fees 28.02.22
					1435	201	20.00	Booking Fees 29.02.22
					1435	201	16.69	Booking Fees 30.02.22
	Banked: 02/02/2022	147.56						
	CCLA		147.56		1870	101	147.56	CCLA Interest
	Banked: 02/02/2022	82.44						
	Sales Recpts Page 4500	82.44	82.44		101			Sales Recpts Page 4500
	Banked: 02/02/2022	3,136.95						
	FDMS Ticket and Bar Sales	3,136.95		515.73	881		113.56	FDMS Ticket and Bar
					1433	201	6.58	FDMS Ticket and Bar
					1431	201	2.67	FDMS Ticket and Bar
					1420	201	2,498.41	FDMS Ticket and Bar
	Banked: 03/02/2022	18.66						
	Stripe Payments Tennis	18.66		3.11	1065	310	15.55	Tennis payments
	Banked: 03/02/2022	84.00						
	Mastercard	84.00		9.56	647		35.56	Los Pac Online Sales
					641		35.56	Zerdin Online Sales
					1435	201	3.32	Online Booking Fees
	Banked: 03/02/2022	182.40						
	Sales Recpts Page 4483	182.40	182.40		101			Sales Recpts Page 4483
	Banked: 04/02/2022	-606.75						
	FDMS Ticket and Bar Sales	-606.75		-69.43	621		46.67	Abba Ticket Sales
					565		-589.33	Blondie Ticket Refund
					639		35.56	Jazz Ticket Sales 31.01.22
					1435	201	-30.22	Booking Fees 31.01.22
	Banked: 04/02/2022	40.20						
	Subtotal Carried Forward:	5,696.22	264.84	761.70			4,615.08	

Bank Current/Deposit Account

Receipts received between 01/02/2022 and 28/02/2022

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Cash	40.20		6.70	1420	201	33.50	Bar Sales 03.02.22
	Banked: 04/02/2022	662.50						
	Mastercard	662.50		75.44	643		320.00	90s Online Sales 01.02.22
					620		67.56	Jackson Online Sales
					582		32.00	Guns Online Sales
					624		31.11	RU40 Online Sales
					616		108.89	Blues Online Sales
					1435	201	27.50	Online Booking Fees
	Banked: 04/02/2022	2,000.00						
	HCC	2,000.00			507		2,000.00	HCC councillor grant
	Banked: 07/02/2022	121.50						
	FDMS Ticket and Bar Sales	121.50		13.58	639		71.11	Jazz Ticket Sales 01.02.22
					647		35.56	Los Pac Ticket Sales
					1435	201	1.25	Booking Fees 01.02.22
	Banked: 07/02/2022	656.50						
	Mastercard	656.50		74.94	643		35.56	90s Online Sales 02.02.22
					621		68.89	Abba Online Sales
					639		53.33	Jazz Online Sales
					625		120.89	Geno Online Sales
					582		64.00	Guns Online Sales
					647		124.44	Los Pac Online Sales
					646		53.33	Harrison Online Sales
					624		31.11	RU40 Online Sales
					1435	201	0.83	Postage 02.02.22
					1435	201	29.18	Online Booking Fees
	Banked: 07/02/2022	259.20						
	Sales Recpts Page 4488	259.20	259.20		101			Sales Recpts Page 4488
	Banked: 07/02/2022	162.00						
	Sales Recpts Page 4495	162.00	162.00		101			Sales Recpts Page 4495
	Banked: 07/02/2022	1,710.00						
	Holmes Ltd	1,710.00			1120	350	1,100.00	J Wood
					1100	350	440.00	J Wood
					1130	350	170.00	J Wood
	Banked: 08/02/2022	27.80						
	FDMS Ticket and Bar Sales	27.80		4.63	1420	201	23.17	App Bar Sales 02.02.22
	Banked: 08/02/2022	381.35						
	FDMS Ticket and Bar Sales	381.35		42.67	634		53.33	80s Ticket Sales 02.02.22
					565		-30.22	Blondie Refunds 02.02.22
					624		217.78	RU40 Ticket Sales
					622		93.33	Voodoo Ticket Sales
					1435	201	3.13	Booking Fees 02.02.22
					1420	201	1.33	Bar Sales 02.02.22
	Banked: 08/02/2022	349.80						
	Subtotal Carried Forward:	12,026.87	421.20	979.66			9,996.97	

Bank Current/Deposit Account

Receipts received between 01/02/2022 and 28/02/2022

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Cash	349.80		58.30	1433	201	33.50	Snack sales 05.02.22
					1431	201	3.33	Confectionary sales
					1420	201	254.67	Bar sales 05.02.22
	Banked: 08/02/2022	41.10						
	Go Cardless	41.10		6.85	1064	310	34.25	Tennis Payments
	Banked: 08/02/2022	6.22						
	Stripe Payments Tennis	6.22		1.04	1065	310	5.18	Tennis Payments
	Banked: 08/02/2022	235.00						
	Mastercard	235.00		26.78	620		118.22	Jackson Online Sales
					582		80.00	Guns Online Sales
					1435	201	10.00	Online Booking Fees
	Banked: 08/02/2022	66.00						
	Sales Recpts Page 4489	66.00	66.00		101			Sales Recpts Page 4489
	Banked: 08/02/2022	1,000.00						
	Hampshire County Council	1,000.00			507		1,000.00	HCC Councillor grant
	Banked: 09/02/2022	-359.50						
	FDMS Ticket and Bar Sales	-359.50		-40.50	621		-46.67	Abba Ticket Refunds
					591		-19.56	Kemp Ticket Refunds
					624		-244.44	RU40 Ticket Refunds
					1435	201	-8.33	Booking Fees Refund
	Banked: 09/02/2022	-6.45						
	FDMS Ticket and Bar Sales	-6.45		2.70	565		-60.44	Blondie Refunds 03.02.22
					1435	201	-3.33	Booking Fees 03.02.22
					1420	201	54.62	Bar Sales 03.02.22
	Banked: 09/02/2022	24.00						
	FDMS Ticket and Bar Sales	24.00		4.00	1420	201	20.00	App bar sales 05.02.22
	Banked: 09/02/2022	706.75						
	FDMS Ticket and Bar Sales	706.75		118.43	620		5.33	Jackson Ticket Sales
					624		-31.11	RU40 Ticket Sales
					622		15.56	Voodoo Ticket Sales
					1435	201	0.63	Booking Fees 05.02.22
					1420	201	597.91	Bar Sales 05.02.22
	Banked: 09/02/2022	12.44						
	Stripe Payments Tennis	12.44		2.07	1065	310	10.37	Tennis payments
	Banked: 09/02/2022	1,746.00						
	Mastercard	1,746.00		199.11	621		126.67	Abba Online Sales
					620		90.67	Jackson Online Sales
					625		71.11	Geno Online Sales
					647		88.89	Los Pac Online Sales
					623		93.33	NorthsydeOnline Sales
					649		67.56	Rockhero Online Sales
					626		31.11	Elton Online Sales
	Subtotal Carried Forward:	15,498.43	66.00	1,358.44			12,396.00	

Bank Current/Deposit Account

Receipts received between 01/02/2022 and 28/02/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
					621		26.67	Abba Online Sales
					620		62.22	Jackson Online Sales
					646		53.33	Harrison Online Sales
					649		157.33	Rockhero Online Sales
					636		40.00	Comedy Online Sales
					616		124.44	Blues Online Sales
					626		31.11	Elton Online Sales
					622		122.22	Voodoo Online Sales
					634		106.67	80s Online Sales 06.02.22
					639		88.89	Jazz Online Sales
					647		71.11	Los Pac Online Sales
					649		16.89	RockHero Online Sales
					1435	201	30.00	Online Booking Fees
					1435	201	33.33	Online Booking Fees
					1435	201	13.34	Online Booking Fees
	Banked: 09/02/2022	60.00						
	Sales Recpts Page 4490	60.00	60.00		101			Sales Recpts Page 4490
	Banked: 09/02/2022	60.00						
	Sales Recpts Page 4491	60.00	60.00		101			Sales Recpts Page 4491
	Banked: 10/02/2022	18.37						
	Stripe Payments Tennis	18.37		3.06	1065	310	15.31	Tennis payments
	Banked: 10/02/2022	296.00						
	Mastercard	296.00		33.72	643		142.22	90s Online Sales 07.02.22
					621		40.00	Abba Online Sales
					639		35.56	Jazz Online Sales
					648		32.00	Alderton Online Sales
					1435	201	12.50	Online Booking Fees
	Banked: 10/02/2022	559.74						
	Sales Recpts Page 4492	559.74	559.74		101			Sales Recpts Page 4492
	Banked: 10/02/2022	75.00						
	Sales Recpts Page 4497	75.00	75.00		101			Sales Recpts Page 4497
	Banked: 10/02/2022	192.00						
	Sales Recpts Page 4499	192.00	192.00		101			Sales Recpts Page 4499
	Banked: 11/02/2022	41.10						
	Go Cardless	41.10		6.85	1064	310	34.25	Tennis Payments
	Banked: 11/02/2022	168.00						
	Mastercard	168.00		19.11	643		35.56	90s Online Sales 08.02.22
					639		35.56	Jazz Online Sales
					642		71.11	Stayin Online Sales
					1435	201	6.66	Online Booking Fees
	Banked: 11/02/2022	650.00						
	Sales Recpts Page 4493	650.00	650.00		101			Sales Recpts Page 4493
	Subtotal Carried Forward:	17,618.64	1,596.74	1,421.18			13,834.28	

Bank Current/Deposit Account

Receipts received between 01/02/2022 and 28/02/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 14/02/2022	-314.50						
	FDMS Ticket and Bar Sales	-314.50		-35.89	624		-264.44	RU40 Refunds 08.02.22
					1435	201	-14.17	Booking Fee Refunds
	Banked: 14/02/2022	51.30						
	Cash	51.30		8.55	1420	201	42.75	Bar Sales 10.02.22
	Banked: 14/02/2022	187.30						
	Cash	187.30		31.22	1420	201	156.08	Bar Sales 11.02.22
	Banked: 14/02/2022	6.22						
	Stripe Payments Tennis	6.22		1.04	1065	310	5.18	Tennis Payments
	Banked: 14/02/2022	476.00						
	Mastercard	476.00		54.22	634		35.56	80s Online Sales 09.02.22
					643		177.78	90s Online Sales 09.02.22
					655		15.11	Bon Jovi Online Sales
					647		17.78	Los Pac Online Sales
					646		13.33	Harrison Online Sales
					649		16.89	RockHero Online Sales
					642		17.78	Stayin Online Sales
					594		17.78	T-rex Online Sales
					580		58.67	Tina Online Sales 09.02.22
					622		31.11	Voodoo Online Sales
					1435	201	0.83	Postage Sales 09.02.22
					1435	201	19.16	Online Booking Fees
	Banked: 14/02/2022	1,000.00						
	Hart District Council	1,000.00			1053	204	1,000.00	Omicrom Grant
	Banked: 15/02/2022	-18.50						
	FDMS Ticket and Bar Sales	-18.50		-2.11	624		-15.56	RU40 Refund 09.02.22
					1435	201	-0.83	Booking Fee Refund
	Banked: 15/02/2022	27.80						
	FDMS Ticket and Bar Sales	27.80		4.63	1420	201	23.17	Bar App Sales 09.02.22
	Banked: 15/02/2022	517.30						
	Cash	517.30		86.22	1420	201	431.08	Bar Sales 12.02.22
	Banked: 15/02/2022	41.10						
	Go Cardless	41.10		6.85	1064	310	34.25	Tennis Payments
	Banked: 15/02/2022	206.00						
	Mastercard	206.00		23.45	639		71.11	Jazz Online Sales
					625		35.56	Geno Online Sales
					582		32.00	Guns Online Sales
					883		35.56	JTQ Online Sales 10.02.22
					1435	201	8.32	Online Booking Fees
	Banked: 15/02/2022	5,280.96						
	Subtotal Carried Forward:	25,079.62	0.00	1,599.36			15,836.12	

Bank Current/Deposit Account

Receipts received between 01/02/2022 and 28/02/2022

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 4484	5,280.96	5,280.96		101			Sales Recpts Page 4484
	Banked: 15/02/2022	5,280.96						
	Sales Recpts Page 4485	5,280.96	5,280.96		101			Sales Recpts Page 4485
	Banked: 15/02/2022	1,071.95						
	Churches together	1,071.95			504		1,071.95	Christmas Day lunch
	Banked: 16/02/2022	177.80						
	FDMS Ticket and Bar Sales	177.80		24.50	621		46.67	Abba Ticket Sales
					639		35.56	Jazz Ticket Sales 10.02.22
					1435	201	1.04	Booking Fees 10.02.22
					1420	201	66.54	Bar Sales 10.02.22
					1431	201	1.00	Confectionary Sales
					1433	201	2.49	Snacks Sales 10.02.22
	Banked: 16/02/2022	177.90						
	FDMS Ticket and Bar Sales	177.90		29.65	1420	201	148.25	App Bar Sales 11.02.22
	Banked: 16/02/2022	1,297.45						
	FDMS Ticket and Bar Sales	1,297.45		219.01	621		26.67	ABBA Ticket Sales
					624		-71.11	RU40 Refunds 11.02.22
					1435	201	-3.75	Bookign Fee Refunds
					1420	201	1,100.04	Bar Sales 11.02.22
					1431	201	3.33	Confectionary Sales
					1433	201	23.26	Snack Sales 11.02.22
	Banked: 16/02/2022	1,422.15						
	FDMS Ticket and Bar Sales	1,422.15		237.02	1420	201	1,153.55	Bar Sales 12.02.22
					1431	201	8.33	Confectionary Sales
					1433	201	23.25	Snack Sales 12.02.22
	Banked: 16/02/2022	165.90						
	FDMS Ticket and Bar Sales	165.90		27.65	1420	201	138.25	App Bar Sales 12.02.22
	Banked: 16/02/2022	12.67						
	Stripe Payments Tennis	12.67		2.11	1065	310	10.56	Tennis Payments
	Banked: 16/02/2022	39.00						
	Cash	39.00		6.50	1420	201	32.50	Bar Sales 14.02.22
	Banked: 16/02/2022	71.70						
	Cash	71.70		11.95	1420	201	59.75	Bar Sales 15.02.22
	Banked: 16/02/2022	300.00						
	Cash	300.00		33.33	639		266.67	Jazz Door Tickets
	Banked: 16/02/2022	1,149.00						
	Mastercard	1,149.00		131.00	621		26.67	Abba Online Sales
					582		32.00	Guns Online Sales
					636		26.67	Comedy Online Sales
					580		156.44	Tina Online Sales 11.02.22
					616		62.22	Blues Online Sales

Subtotal Carried Forward:

36,246.10

10,561.92

2,322.08

20,284.92

Bank Current/Deposit Account

Receipts received between 01/02/2022 and 28/02/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
					626		62.22	Elton Online Sales
					622		31.11	Voodoo Online Sales
					621		13.33	Abba Online Sales
					639		35.56	Jazz Online Sales
					646		13.33	Harrison Online Sales
					636		53.33	Comedy Online Sales
					580		78.22	Tina Online Sales 12.02.22
					622		62.22	Voodoo Online Sales
					639		35.56	Jazz Online Sales
					625		35.56	Geno Online Sales
					582		48.00	Guns Online Sales
					646		13.33	Harrison Online Sales
					636		26.67	Comedy Online Sales
					616		62.22	Blues Online Sales
					626		62.22	Elton Online Sales
					622		31.11	Voodoo Online Sales
					1435	201	20.00	Online Booking Fees
					1435	201	13.33	Online Booking Fees
					1435	201	16.68	Online Booking Fees
	Banked: 16/02/2022	137.08						
	Sales Recpts Page 4494	137.08	137.08		101			Sales Recpts Page 4494
	Banked: 16/02/2022	440.00						
	Holmes Ltd	440.00			1100	350	440.00	F Delvin
	Banked: 17/02/2022	12.44						
	Stripe Payments Tennis	12.44		2.07	1065	310	10.37	Tennis Payments
	Banked: 17/02/2022	469.00						
	Mastercard	469.00		53.39	639		71.11	Jazz Online Sales
					625		30.22	Geno Online Sales
					883		35.56	JTQ Online Sales 14.02.22
					646		26.67	Harrison Online Sales
					642		71.11	Stayin Online Sales
					654		64.00	Doors Online Sales
					580		97.78	Tina Online Sales 14.02.22
					1435	201	19.16	Online Booking Fees
	Banked: 18/02/2022	174.46						
	FDMS Ticket and Bar Sales	174.46		22.41	639		106.67	Jazz Sales 14.02.22
					1435	201	1.25	Booking Fees 14.02.22
					1420	201	42.05	Bar Sales 14.02.22
					1432	201	2.08	Ice Cream Sales 14.02.22
	Banked: 18/02/2022	265.00						
	Mastercard	265.00		30.28	639		53.33	Jazz Online Sales
					582		64.00	Guns Online Sales
					646		13.33	Harrison Online Sales
					636		26.67	Comedy Online Sales
					580		33.78	Tina Online Sales 15.02.22
					616		31.11	Blues Online Sales
	Subtotal Carried Forward:	37,744.08	137.08	2,430.23			22,239.17	

Bank Current/Deposit Account

Receipts received between 01/02/2022 and 28/02/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
					1435	201	0.83	Online Postage 15.02.22
					1435	201	11.67	Online Booking Fees
	Banked: 18/02/2022	1,270.00						
	R Jones	1,270.00			1120	350	1,100.00	Plot 2560 R Jones
					1100	350	170.00	Plot 2560 R Jones
	Banked: 20/02/2022	200.00						
	Sales Recpts Page 4486	200.00	200.00		101			Sales Recpts Page 4486
	Banked: 21/02/2022	315.25						
	FDMS Ticket and Bar Sales	315.25		52.54	1420	201	224.79	Bar Sales 15.02.22
					1432	201	2.08	Ice Cream Sales 15.02.22
					1433	201	35.84	Snack Sales 15.02.22
	Banked: 21/02/2022	95.15						
	FDMS Ticket and Bar Sales	95.15		15.86	1420	201	79.29	App Bar Sales 15.02.22
	Banked: 21/02/2022	532.00						
	Mastercard	532.00		60.72	640		71.11	Jazz Online Sales
					582		80.00	Guns Online Sales
					647		35.56	Los Pac Online Sales
					646		13.33	Harrison Online Sales
					641		35.56	Zerdin Online Sales
					636		80.00	Comedy Online Sales
					637		53.33	Comedy Online Sales
					580		78.22	Tina Online Sales 16.02.22
					1435	201	0.83	Postage 16.02.22
					1435	201	23.34	Online Booking Fees
	Banked: 21/02/2022	880.00						
	FDMS Ticket and Bar Sales	880.00			1100	350	880.00	Plot 1871 C Phillips
	Banked: 22/02/2022	343.00						
	Mastercard	343.00		39.11	643		71.11	90s Online Sales 17.02.22
					622		217.78	Voodoo Online Sales
					1435	201	15.00	Online Booking Fees
	Banked: 22/02/2022	41.10						
	Go Cardless	41.10		6.85	1064	310	34.25	Tennis Payments
	Banked: 23/02/2022	144.90						
	Fleet Town Council	144.90		24.15	1420	201	120.75	Bar sales
	Banked: 23/02/2022	35.00						
	Fleet Town Council	35.00		5.83	1420	201	29.17	Bar Sales
	Banked: 23/02/2022	174.00						
	Fleet Town Council	174.00		29.00	1420	201	145.00	Bar Sales
	Banked: 23/02/2022	6.22						
	Stripe Payments Tennis	6.22		1.04	1065	310	5.18	Stripe Payments Tennis
	Subtotal Carried Forward:	41,780.70	200.00	2,665.33			25,853.19	

Bank Current/Deposit Account

Receipts received between 01/02/2022 and 28/02/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 23/02/2022	170.00						
	Haven	170.00			1130	350	170.00	1985 Seddington memorial
	Banked: 23/02/2022	698.40						
	Sales Recpts Page 4501	698.40	698.40		101			Sales Recpts Page 4501
	Banked: 23/02/2022	144.00						
	Sales Recpts Page 4502	144.00	144.00		101			Sales Recpts Page 4502
	Banked: 23/02/2022	710.00						
	Ticket sales	710.00		81.06	640		35.56	Ticket sales
					636		26.67	Ticket sales
					626		62.22	Ticket sales
					622		31.11	Ticket sales
					582		64.00	Ticket sales
					646		26.67	Ticket sales
					636		53.33	Ticket sales
					616		62.22	Ticket sales
					643		17.78	Ticket sales
					582		32.00	Ticket sales
					623		31.11	Ticket sales
					648		64.00	Ticket sales
					580		89.78	Ticket sales
					1435	201	32.49	Ticket sales
	Banked: 23/02/2022	169.25						
	FDMS Ticket and Bar Sales	169.25		28.21	1433	201	1.25	FDMS Ticket and Bar
					1431	201	1.67	FDMS Ticket and Bar
					1420	201	138.12	FDMS Ticket and Bar
	Banked: 23/02/2022	291.45						
	FDMS Ticket and Bar Sales	291.45		48.58	1433	201	5.83	FDMS Ticket and Bar
					1431	201	3.33	FDMS Ticket and Bar
					1420	201	233.71	FDMS Ticket and Bar
	Banked: 23/02/2022	533.20						
	FDMS Ticket and Bar Sales	533.20		86.62	640		35.00	FDMS Ticket and Bar
					1433	201	43.67	FDMS Ticket and Bar
					1431	201	53.50	FDMS Ticket and Bar
					1420	201	314.41	FDMS Ticket and Bar
	Banked: 23/02/2022	27.10						
	FDMS Ticket and Bar Sales	27.10		4.52	1420	201	22.58	FDMS Ticket and Bar
	Banked: 23/02/2022	45.60						
	Sales Recpts Page 4509	45.60	45.60		101			Sales Recpts Page 4509
	Banked: 24/02/2022	12.44						
	Stripe Payments Tennis	12.44		2.07	1065	310	10.37	Stripe Payments Tennis
	Banked: 24/02/2022	360.00						
	Sales Recpts Page 4503	360.00	360.00		101			Sales Recpts Page 4503
	Subtotal Carried Forward:	44,942.14	1,248.00	2,916.39			27,515.57	

Bank Current/Deposit Account

Receipts received between 01/02/2022 and 28/02/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 24/02/2022	264.00						
	FDMS Ticket and Bar Sales	264.00		30.11	582		32.00	FDMS Ticket and Bar
					646		26.67	FDMS Ticket and Bar
					580		39.11	FDMS Ticket and Bar
					626		62.22	FDMS Ticket and Bar
					622		62.22	FDMS Ticket and Bar
					1435	201	11.67	FDMS Ticket and Bar
	Banked: 24/02/2022	264.00						
	Ticket sales	264.00		30.11	582		32.00	Ticket sales
					646		26.67	Ticket sales
					580		39.11	Ticket sales
					626		62.22	Ticket sales
					622		62.22	Ticket sales
					1435	201	11.67	Ticket sales
	Banked: 24/02/2022	-264.00						
	FDMS Ticket and Bar Sales	-264.00		-30.11	582		-32.00	FDMS Ticket and Bar
					646		-26.67	FDMS Ticket and Bar
					580		-39.11	FDMS Ticket and Bar
					626		-62.22	FDMS Ticket and Bar
					622		-62.22	FDMS Ticket and Bar
					1435	201	-11.67	FDMS Ticket and Bar
	Banked: 25/02/2022	78.20						
	Fleet Town Council	78.20		13.03	1420	201	65.17	Bar sales
	Banked: 25/02/2022	171.60						
	Sales Recpts Page 4498	171.60	171.60		101			Sales Recpts Page 4498
	Banked: 25/02/2022	285.60						
	Sales Recpts Page 4504	285.60	285.60		101			Sales Recpts Page 4504
	Banked: 25/02/2022	16.00						
	FDMS Ticket and Bar Sales	16.00		2.67	636		13.33	FDMS Ticket and Bar
	Banked: 25/02/2022	245.50						
	FDMS Ticket and Bar Sales	245.50		28.05	625		35.56	FDMS Ticket and Bar
					646		40.00	FDMS Ticket and Bar
					649		16.89	FDMS Ticket and Bar
					637		53.33	FDMS Ticket and Bar
					616		15.56	FDMS Ticket and Bar
					622		44.44	FDMS Ticket and Bar
					1435	201	11.67	FDMS Ticket and Bar
	Banked: 25/02/2022	91.20						
	Sales Recpts Page 4506	91.20	91.20		101			Sales Recpts Page 4506
	Banked: 25/02/2022	78.20						
	FDMS Ticket and Bar Sales	78.20		13.03	1420	201	65.17	FDMS Ticket and Bar
	Banked: 25/02/2022	245.50						
	Subtotal Carried Forward:	46,417.94	548.40	3,003.28			28,110.58	

Bank Current/Deposit Account

Receipts received between 01/02/2022 and 28/02/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Ticket Sales	245.50		28.05	625		35.56	Ticket Sales
					646		40.00	Ticket Sales
					649		16.89	Ticket Sales
					637		53.33	Ticket Sales
					616		15.56	Ticket Sales
					622		44.44	Ticket Sales
					1435	201	11.67	Ticket Sales
	Banked: 25/02/2022	-245.50						
	FDMS Ticket and Bar Sales	-245.50		-28.05	625		-35.56	FDMS Ticket and Bar
					646		-40.00	FDMS Ticket and Bar
					649		-16.89	FDMS Ticket and Bar
					637		-53.33	FDMS Ticket and Bar
					616		-15.56	FDMS Ticket and Bar
					622		-44.44	FDMS Ticket and Bar
					1435	201	-11.67	FDMS Ticket and Bar
	Banked: 25/02/2022	-78.20						
	FDMS Ticket and Bar Sales	-78.20		-13.03	1420	201	-65.17	FDMS Ticket and Bar
	Banked: 27/02/2022	20.52						
	Sales Recpts Page 4496	20.52	20.52		101			Sales Recpts Page 4496
	Banked: 27/02/2022	20.52						
	Sales Recpts Page 4505	20.52	20.52		101			Sales Recpts Page 4505
	Banked: 27/02/2022	102.00						
	Sales Recpts Page 4508	102.00	102.00		101			Sales Recpts Page 4508
	Banked: 28/02/2022	6.22						
	Stripe Payments Tennis	6.22		1.04	1065	310	5.18	Stripe Payments Tennis
	Banked: 28/02/2022	41.10						
	Go Cardless	41.10		6.85	1064	310	34.25	Go Cardless
	Banked: 28/02/2022	532.00						
	FDMS Ticket and Bar Sales	532.00		60.72	582		64.00	FDMS Ticket and Bar
					637		133.33	FDMS Ticket and Bar
					580		112.00	FDMS Ticket and Bar
					616		124.44	FDMS Ticket and Bar
					622		13.33	FDMS Ticket and Bar
					1435	201	24.18	FDMS Ticket and Bar
	Banked: 28/02/2022	83.00						
	FDMS Ticket and Bar Sales	83.00		9.22	625		71.11	FDMS Ticket and Bar
					591		-58.67	FDMS Ticket and Bar
					636		-26.67	FDMS Ticket and Bar
					637		26.67	FDMS Ticket and Bar
					616		15.56	FDMS Ticket and Bar
					626		46.67	FDMS Ticket and Bar
					1435	201	-0.89	FDMS Ticket and Bar
	Banked: 28/02/2022	532.00						
Subtotal Carried Forward:		47,431.60	143.04	3,068.08			28,629.90	

Bank Current/Deposit Account

Receipts received between 01/02/2022 and 28/02/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	FDMS Ticket and Bar Sales	532.00		60.72	582		64.00	FDMS Ticket and Bar
					637		133.33	FDMS Ticket and Bar
					580		112.00	FDMS Ticket and Bar
					616		124.44	FDMS Ticket and Bar
					622		13.33	FDMS Ticket and Bar
					1435	201	24.18	FDMS Ticket and Bar
	Banked: 28/02/2022	83.00						
	FDMS Ticket and Bar Sales	83.00		9.39	641		71.11	FDMS Ticket and Bar
					1435	201	2.50	FDMS Ticket and Bar
	Banked: 28/02/2022	740.73						
	Sales Recpts Page 4507	740.73	740.73		101			Sales Recpts Page 4507
	Banked: 28/02/2022	-532.00						
	FDMS Ticket and Bar Sales	-532.00		-60.73	582		-64.00	FDMS Ticket and Bar
					637		-133.33	FDMS Ticket and Bar
					580		-112.00	FDMS Ticket and Bar
					616		-124.44	FDMS Ticket and Bar
					622		-13.33	FDMS Ticket and Bar
					1435	201	-24.17	FDMS Ticket and Bar
	Banked: 28/02/2022	-83.00						
	FDMS Ticket and Bar Sales	-83.00		-9.22	625		-71.11	FDMS Ticket and Bar
					591		58.67	FDMS Ticket and Bar
					636		26.67	FDMS Ticket and Bar
					637		-26.67	FDMS Ticket and Bar
					616		-15.56	FDMS Ticket and Bar
					626		-46.67	FDMS Ticket and Bar
					1435	201	0.89	FDMS Ticket and Bar
	Banked: 28/02/2022	-20.52						
	Sales Recpts Page 4510	-20.52	-20.52		101			Sales Recpts Page 4510
	Total Receipts:	47,619.81	15,921.83	3,068.24			28,629.74	

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ACDC Mr D Curran							
<i>ACDC Show 28.01.22</i>	02/02/2022	280122	1	3,088.89	0.00	3,088.89	0.00
					0.00	3,088.89	
Above paid on 16/02/2022 by Online Payment Ref ACDC							
BAR Black Attic Records							
<i>Technical Service Jan-Feb '22</i>	05/02/2022	BAR0122	1	837.48	0.00	837.48	0.00
					0.00	837.48	
Above paid on 16/02/2022 by Online Payment Ref BAR							
BCM BCM Entertainment Ltd							
<i>Forever Jackson 05.02.22</i>	06/02/2022	INV-2389	1	2,400.00	0.00	2,400.00	0.00
					0.00	2,400.00	
Above paid on 16/02/2022 by Online Payment Ref BCM							
BIFFA Biffa Waste Services Ltd							
<i>Jan 22 additional service</i>	21/01/2022	227C02635	1	20.23	0.00	20.23	0.00
<i>Jan 22 monthly services</i>	21/01/2022	227T27787	1	663.70	0.00	663.70	0.00
<i>Jan 22 monthly services</i>	21/01/2022	227T27788	1	128.26	0.00	128.26	0.00
<i>Jan 22 monthly services</i>	21/01/2022	227T27790	1	44.06	0.00	44.06	0.00
<i>Jan 22 monthly services</i>	21/01/2022	227YT27789	1	108.82	0.00	108.82	0.00
					0.00	965.07	
Above paid on 16/02/2022 by Online Payment Ref BIFFA							
BRAND Brand Pest Control							
<i>Pest control visit 04.02.22</i>	15/02/2022	2519	1	48.00	0.00	48.00	0.00
					0.00	48.00	
Above paid on 16/02/2022 by Online Payment Ref BRAND							
CBS Comfort Building Services Ltd							
<i>Feb 2022 contract HS5024</i>	08/02/2022	50439	1	988.80	0.00	988.80	0.00
<i>Feb 2022 contract HS5872</i>	08/02/2022	50440	1	509.47	0.00	509.47	0.00
					0.00	1,498.27	
Above paid on 16/02/2022 by Online Payment Ref CBS							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CONNECT Connect Computer Consultants Ltd							
<i>Nov 21 monthly IT support</i>	15/10/2021	2550	1	432.00	0.00	432.00	0.00
<i>Feb 22 monthly IT support</i>	01/01/2022	2562	1	432.00	0.00	432.00	0.00
<i>March 22 support services</i>	15/02/2022	2567	1	432.00	0.00	432.00	0.00
<i>Additional cabling work 21/22</i>	15/02/2022	2568	1	1,512.00	0.00	1,512.00	0.00
					0.00	2,808.00	
Above paid on 16/02/2022 by Online Payment Ref CONNECT							
COORS Molson Coors Brewing Co (UK) Ltd-ROP							
<i>Alcohol sample Jan 22</i>	25/01/2022	906401107	1	9.73	0.00	9.73	0.00
<i>Alcohol Jan 22</i>	25/01/2022	906401108	1	2,082.84	0.00	2,082.84	0.00
					0.00	2,092.57	
Above paid on 16/02/2022 by Online Payment Ref COORS							
DTM CONTR DTM Contractors Ltd							
<i>Fix water heater The Point</i>	10/02/2022	1071	1	73.06	0.00	73.06	0.00
<i>Repair Ancells Farm main door</i>	11/02/2022	1073	1	69.47	0.00	69.47	0.00
					0.00	142.53	
Above paid on 16/02/2022 by Online Payment Ref DTMCONTR							
E-MAN E-Mango							
<i>Feb-May 2022 hosting & support</i>	31/01/2022	INV_31065	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 16/02/2022 by Online Payment Ref E-Mango							
GC LIGHTNG GC Lighting							
<i>Lighting Operator 28.01.22</i>	28/01/2022	005	1	107.00	0.00	107.00	0.00
<i>Lighting Operator for show</i>	05/02/2022	006	1	155.00	0.00	155.00	0.00
					0.00	262.00	
Above paid on 16/02/2022 by Online Payment Ref GCLIGHTNG							
GREENHOUSE Greenhouse Graphics Ltd							
<i>Printing March newsletter</i>	11/02/2022	25172	1	1,675.00	0.00	1,675.00	0.00
					0.00	1,675.00	
Above paid on 16/02/2022 by Online Payment Ref GREENHOUSE							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
HDC Hart District Council							
<i>Hire annex car Park Jan-Mar 22</i>	24/01/2022	4000009719	1	162.00	0.00	162.00	0.00
					<u>0.00</u>	<u>162.00</u>	
Above paid on 16/02/2022 by Online Payment Ref HDC							
<hr/>							
HOGSBACK Hogs Back Brewery Ltd.							
<i>Beer Order Feb 22</i>	02/02/2022	INV-07295	1	207.58	0.00	207.58	0.00
					<u>0.00</u>	<u>207.58</u>	
Above paid on 16/02/2022 by Online Payment Ref HOGSBACK							
<hr/>							
MINTNETWOR Mint Network Ltd							
<i>Phones Jan 2022</i>	07/02/2022	01221646	1	137.46	0.00	137.46	0.00
<i>Phones Dec 2021</i>	09/01/2022	12211646	1	173.57	0.00	173.57	0.00
					<u>0.00</u>	<u>311.03</u>	
Above paid on 16/02/2022 by Online Payment Ref MINTNETWOR							
<hr/>							
NIGELJEFFR Nigel Jeffries Landscapes Limited							
<i>Grounds Maintenance Jan 2022</i>	31/01/2022	14535	1	13,157.24	0.00	13,157.24	0.00
<i>Path Repair on 28.01.22</i>	31/01/2022	14536	1	276.00	0.00	276.00	0.00
					<u>0.00</u>	<u>13,433.24</u>	
Above paid on 16/02/2022 by Online Payment Ref NIGELJEFFR							
<hr/>							
PRIMA CH Cleaning Services							
<i>Jan 2022 Cleaning Services</i>	31/01/2022	001464	1	2,373.12	0.00	2,373.12	0.00
<i>Jan 2022 Cleaning Services</i>	31/01/2022	001465	1	687.12	0.00	687.12	0.00
<i>Jan 2022 Cleaning Services</i>	31/01/2022	001466	1	419.82	0.00	419.82	0.00
<i>Jan 2022 Cleaning Services</i>	31/01/2022	001467	1	126.18	0.00	126.18	0.00
<i>Jan 2022 Cleaning Services</i>	31/01/2022	001468	1	126.18	0.00	126.18	0.00
<i>Jan 2022 Cleaning Services</i>	31/01/2022	001469	1	126.18	0.00	126.18	0.00
<i>Jan 2022 Cleaning Services</i>	31/01/2022	001470	1	140.22	0.00	140.22	0.00
					<u>0.00</u>	<u>3,998.82</u>	
Above paid on 16/02/2022 by Online Payment Ref CHCleaning							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SGPOS SG POS/Shelfguard Systems							
<i>Web services Feb 2022</i>	01/02/2022	INV-17602	1	84.00	0.00	84.00	0.00
					<u>0.00</u>	<u>84.00</u>	
Above paid on 16/02/2022 by Online Payment Ref SGPOS							
SIAN Sian Taylor							
<i>Jan 2022 Expenses</i>	31/01/2022	SIANJAN	1	36.33	0.00	36.33	0.00
					<u>0.00</u>	<u>36.33</u>	
Above paid on 16/02/2022 by Online Payment Ref SIANT							
SOUNDLIGHT True Sound Hire Ltd							
<i>Jubilee Jun 22 stage deposit</i>	07/02/2022	#01SPS21623	1	1,009.00	0.00	1,009.00	0.00
					<u>0.00</u>	<u>1,009.00</u>	
Above paid on 16/02/2022 by Online Payment Ref TrueSoundH							
STARBURST Starburst Foundation							
<i>Final panto 2021 balance</i>	21/01/2022	SLEEPING 003	1	16,025.41	0.00	16,025.41	0.00
					<u>0.00</u>	<u>16,025.41</u>	
Above paid on 16/02/2022 by Online Payment Ref STARBURST							
SUX HR HUB The Sussex HR Hub Ltd							
<i>Monthly HR services</i>	01/02/2022	INV-0915	1	90.00	0.00	90.00	0.00
					<u>0.00</u>	<u>90.00</u>	
Above paid on 16/02/2022 by Online Payment Ref TheSussexH							
TOT ENG TotalEnergies Gas and Power							
<i>Gas usage Jan 22</i>	08/02/2022	258749595/22	1	296.56	0.00	296.56	0.00
<i>Gas supply Jan 2022</i>	08/02/2022	258749804/22	1	28.14	0.00	28.14	0.00
<i>Gas supply Jan 2022</i>	08/02/2022	258750222/22	1	3,225.73	0.00	3,225.73	0.00
					<u>0.00</u>	<u>3,550.43</u>	
Above paid on 16/02/2022 by Online Payment Ref TOTENG							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
UWR United Hygiene Solutions							
<i>Contract 99 - Feb 2022</i>	01/02/2022	HI586487	1	159.31	0.00	159.31	0.00
<i>Contract 649 - Feb 2022</i>	01/02/2022	HI586791	1	707.56	0.00	707.56	0.00
					<u>0.00</u>	<u>866.87</u>	
Above paid on 16/02/2022 by Online Payment Ref UHS							
VIKING VIKING DIRECT							
<i>Stationary order 03.02.22</i>	04/02/2022	8399308	1	234.08	0.00	234.08	0.00
					<u>0.00</u>	<u>234.08</u>	
Above paid on 16/02/2022 by Online Payment Ref VIKING							
VIMTO Vimto Limited							
<i>Beverage order Jan 22</i>	25/01/2022	I551979	1	652.20	0.00	652.20	0.00
					<u>0.00</u>	<u>652.20</u>	
Above paid on 16/02/2022 by Online Payment Ref VIMTO							
VITAPLAY Vita Play Limited							
<i>Remedial Works for The Views</i>	30/11/2021	3188	1	3,263.67	0.00	3,263.67	0.00
					<u>0.00</u>	<u>3,263.67</u>	
Above paid on 16/02/2022 by Online Payment Ref VITAPLAY							
CHRISWOODS Chris Woods/ C S Woods							
<i>Genesis Connected Feb 2022</i>	16/02/2022	GENESISFEB22	1	2,376.00	0.00	2,376.00	0.00
					<u>0.00</u>	<u>2,376.00</u>	
Above paid on 23/02/2022 by Online Payment Ref CHRISWOODS							
COORS Molson Coors Brewing Co (UK) Ltd-ROP							
<i>Alcohol order Oct 21</i>	28/10/2021	906281751	1	726.57	0.00	726.57	0.00
					<u>0.00</u>	<u>726.57</u>	
Above paid on 23/02/2022 by Online Payment Ref COORS							
DTM CONTR DTM Contractors Ltd							
<i>Stage circuit breaker work</i>	15/02/2022	1075	1	218.06	0.00	218.06	0.00
<i>Circuit & socket faults Feb 22</i>	15/02/2022	1076	1	84.82	0.00	84.82	0.00

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Hall tech box work</i>	16/02/2022	1078	1	32.00	0.00	32.00	0.00
					0.00	334.88	

Above paid on 23/02/2022 by Online Payment Ref DTMCONTR

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EINCHCOMB Paul Einchcomb							
<i>Ink Cartridges</i>	16/02/2022	PAULFEB22	1	140.47	0.00	140.47	0.00
<i>Expenses Nov 2021</i>	23/11/2021	PAULNOV21	1	36.10	0.00	36.10	0.00
					0.00	176.57	

Above paid on 23/02/2022 by Online Payment Ref EINCHCOMB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FLTJAZ Fleet Jazz Club							
<i>Advance for March 2022</i>	09/02/2022	22/03	1	720.00	0.00	720.00	0.00
					0.00	720.00	

Above paid on 23/02/2022 by Online Payment Ref FLTJAZ

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LONDONCAT London Catering & Hygiene Solutions Ltd							
<i>Supplies Feb 22</i>	17/02/2022	75707	1	337.75	0.00	337.75	0.00
					0.00	337.75	

Above paid on 23/02/2022 by Online Payment Ref LONDONCAT

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NPTREE NP Tree Management Ltd							
<i>Make blown tree safe</i>	21/02/2022	2493	1	234.00	0.00	234.00	0.00
					0.00	234.00	

Above paid on 23/02/2022 by Online Payment Ref NPTREE

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SSE SOUTHE SSE Southern Electric							
<i>Christmas lighting supply 2021</i>	17/01/2022	XMAS2021	1	70.71	0.00	70.71	0.00
					0.00	70.71	

Above paid on 23/02/2022 by Online Payment Ref SSESOUTHE

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
STAGEHEADS StageHeads Ltd							
<i>Abba Fever Show 12.02.22</i>	12/02/2022	1555	1	1,500.00	0.00	1,500.00	0.00
					0.00	1,500.00	

Above paid on 23/02/2022 by Online Payment Ref STAGEHEADS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TICKETSOLV TicketSolve Ltd							
<i>Jan 22 ticket commission</i>	31/01/2022	22010039	1	537.81	0.00	537.81	0.00
					<u>0.00</u>	<u>537.81</u>	
Above paid on 23/02/2022 by Online Payment Ref TICKETSOLV							
VIMTO Vimto Limited							
<i>Beverage order Feb 22</i>	09/02/2022	OP/I555125	1	260.94	0.00	260.94	0.00
					<u>0.00</u>	<u>260.94</u>	
Above paid on 23/02/2022 by Online Payment Ref VIMTO							
A S CHURCH All Saints Church							
<i>Grant - audio visual equipment</i>	23/02/2022	GRANT	1	2,000.00	0.00	2,000.00	0.00
					<u>0.00</u>	<u>2,000.00</u>	
Above paid on 28/02/2022 by Online Payment Ref ASCHURCH							
BAR Black Attic Records							
<i>Benjamin Jones</i>	15/02/2022	FEB 15	1	120.05	0.00	120.05	0.00
<i>Abba Fever - Ben Jones</i>	12/02/2022	FEB12	1	144.06	0.00	144.06	0.00
					<u>0.00</u>	<u>264.11</u>	
Above paid on 28/02/2022 by Online Payment Ref BAR							
COLUMBARIA The Columbaria Company							
<i>Sanctum tablet</i>	21/02/2022	0082656	1	214.80	0.00	214.80	0.00
<i>New Kerb Tablet</i>	09/07/2021	78755	1	79.20	0.00	79.20	0.00
<i>Removal of pallets</i>	03/06/2019	CR 580	1	-120.00	0.00	-120.00	0.00
					<u>0.00</u>	<u>174.00</u>	
Above paid on 28/02/2022 by Online Payment Ref COLUMBARIA							
COORS Molson Coors Brewing Co (UK) Ltd-ROP							
<i>Bar stock</i>	03/02/2022	906416019	1	1,061.43	0.00	1,061.43	0.00
<i>Bar stock</i>	15/02/2022	906431636	1	911.75	0.00	911.75	0.00
<i>Bar stock</i>	15/02/2022	906431637	1	295.03	0.00	295.03	0.00
					<u>0.00</u>	<u>2,268.21</u>	
Above paid on 28/02/2022 by Online Payment Ref COORS							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
DTM CONTR DTM Contractors Ltd							
<i>RCCB work Feb 22</i>	22/02/2022	1080	1	167.90	0.00	167.90	0.00
<i>Carpet repair -The Point</i>	25/02/2022	1082	1	48.24	0.00	48.24	0.00
					<u>0.00</u>	<u>216.14</u>	
Above paid on 28/02/2022 by Online Payment Ref DTMCONTR							
<hr/>							
FLTJAZ Fleet Jazz Club							
<i>February Jazz concert</i>	21/02/2022	22/04	1	316.68	0.00	316.68	0.00
					<u>0.00</u>	<u>316.68</u>	
Above paid on 28/02/2022 by Online Payment Ref FLTJAZ							
<hr/>							
HALC Hampshire Association of Local Councils							
<i>Finance for Councillors - Roy</i>	01/12/2021	4849	1	36.00	0.00	36.00	0.00
					<u>0.00</u>	<u>36.00</u>	
Above paid on 28/02/2022 by Online Payment Ref HALC							
<hr/>							
NPTREE NP Tree Management Ltd							
<i>Silver birch fall Basingbourne</i>	22/02/2022	2498	1	264.00	0.00	264.00	0.00
					<u>0.00</u>	<u>264.00</u>	
Above paid on 28/02/2022 by Online Payment Ref NPTREE							
<hr/>							
ROUPCYCLE Roupcycle Ltd							
<i>Refuge collection 23-11-21</i>	29/11/2021	6636	1	516.00	0.00	516.00	0.00
					<u>0.00</u>	<u>516.00</u>	
Above paid on 28/02/2022 by Online Payment Ref ROUPCYCLE							
<hr/>							
ROYAL IMAG Roayl Images							
<i>Print of HM Queen</i>	25/02/2022	40167	1	93.60	0.00	93.60	0.00
					<u>0.00</u>	<u>93.60</u>	
Above paid on 28/02/2022 by Online Payment Ref ROYALIMAG							
<hr/>							
Total Purchase Ledger Payments for Month 11					<u>0.00</u>	<u>73,310.44</u>	

Bank Current/Deposit Account

Payments made between 01/02/2022 and 28/02/2022

		Nominal Ledger Analysis							
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
11/02/2022	HSBC	CHG	13.63			4420	101	13.63	HSBC Service Fees Dec 21
11/02/2022	HSBC	CHG	48.24			4420	201	48.24	HSBC Service Fees Dec 21
11/02/2022	HSBC	DDR	13.63			4420	101	13.63	Banking charges
11/02/2022	HSBC	DDR	48.24			4420	101	48.24	Banking charges
11/02/2022	HSBC	DDR	-13.63			4420	101	-13.63	Banking charges
11/02/2022	HSBC	DDR	-48.24			4420	101	-48.24	Banking charges
14/02/2022	FDMS/Paymentsense	DD	68.42			4422	201	68.42	Service Fees & Charges Jan 22
14/02/2022	FDMS/Paymentsense	DD	25.03			4422	201	25.03	Service Fees & Charges Jan 22
14/02/2022	HSBC	DD	1,440.13		135.47	4185	201	325.83	Commercial Card - AR
						4481	204	8.33	Commercial Card - AR
						4432	201	17.00	Commercial Card - AR
						4432	201	17.00	Commercial Card - AR
						4432	201	25.00	Commercial Card - AR
						4185	204	145.40	Commercial Card - DD
						4185	204	11.08	Commercial Card - DD
						4185	204	46.74	Commercial Card - DD
						4185	204	26.20	Commercial Card - DD
						4182	201	4.99	Commercial Card - DD
						4175	201	226.99	Commercial Card - DD
						4763	201	71.90	Commercial Card - DD
						4170	204	4.53	Commercial Card - BC
						4486	101	9.00	Commercial Card - BC
						4486	101	112.80	Commercial Card - BC
						4486	101	7.95	Commercial Card - Bc
						4170	204	8.53	Commercial Card - BC
						4486	101	132.15	Commercial Card -
Subtotal Carried Forward:			1,595.45	0.00	135.47			1,356.74	

Bank Current/Deposit Account

Payments made between 01/02/2022 and 28/02/2022

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
									BC
						4555	101	9.60	Commercial Card - CB
						4185	204	-6.00	Commercial Card - CB
						504		8.87	Commercial Card - CB
						4400	101	12.88	Commercial Card - BC
						4430	105	3.56	Commercial Card - BC
						4011	204	23.79	Commercial Card - AR
						4432	201	40.00	Commercial Card - AR
						4185	204	10.54	Commercial Card - DD
16/02/2022	BACS P/L Pymnt Page 1945	BACS Pymnt	59,886.47	59,886.47		500			BACS P/L Pymnt Page 1945
16/02/2022	GLOBAL PAYMENTS	DD	257.72		0.70	4422	201	257.02	Card processing Jan 22
16/02/2022	Legal and General	DD	3,757.81			516		3,757.81	L&G pension Jan 22
17/02/2022	NPOWER	DD	128.60		6.12	4122	205	122.48	Ancells Dec Electricity
17/02/2022	NPOWER	DD	22.75		1.08	4122	208	21.67	Ancells Pav Electricity Dec 21
17/02/2022	NPOWER	DD	21.02		1.00	4122	320	20.02	Basingbourne Elec Dec 21
17/02/2022	NPOWER	DD	46.61		2.22	4122	315	44.39	Oakley Electricity Dec 21
17/02/2022	NPOWER	DD	19.69		0.94	4122	310	18.75	Calthorpe Electricity Dec 21
18/02/2022	Fleet Town Council	DDR	21,346.52			520		21,247.29	Payroll Feb 22
						516		99.23	Payroll Feb 22
21/02/2022	LivePay	DD	73.02		12.17	4550	101	60.85	Payroll Fees Jan 22
22/02/2022	Inland Revenue	DDR	6,387.27			515		6,387.27	Payroll
23/02/2022	BACS P/L Pymnt Page 1950	BACS Pymnt	7,275.23	7,275.23		500			BACS P/L Pymnt Page 1950
25/02/2022	PAYMENTSSENSE LTD	DD	113.94		18.99	4422	201	94.95	PAYMENTSSENSE LTD
25/02/2022	PAYMENTSSENSE LTD	DD	17.88		2.98	4420	201	14.90	PAYMENTSSENSE LTD
25/02/2022	BOC MANCHESTER ACC	DD	42.55		7.09	4700	201	35.46	BOC MANCHESTER ACC
28/02/2022	BACS P/L Pymnt Page 1952	BACS Pymnt	6,148.74	6,148.74		500			BACS P/L Pymnt Page 1952
28/02/2022	PAY AND SHOP	DD	22.80		3.80	4420	201	19.00	PAY AND SHOP
Subtotal Carried Forward:			107,164.07	73,310.44	192.56			33,642.07	

Bank Current/Deposit Account

Payments made between 01/02/2022 and 28/02/2022

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
									LTD/Globalpayment
		Total Payments:	107,164.07	73,310.44	192.56			33,661.07	

Fleet Cemetery Fees from April 2022

When you buy a plot - the charges are split between the "Exclusive Rights of Burial", memorial permit fee and the interment fee.

The Exclusive Rights of burial in Fleet give you the right to bury in that plot for the next 99 years (some cemeteries are shorter than this). Ashes plots can hold 2 sets of ashes. Full burial plots can hold up to 3 full burials and/or several sets of ashes.

Only the owner of the exclusive rights can decide (and must sign to agree) who and when any burials take place in that plot (the only exception to this is when the owner is interred in the plot).

The interment fee is an administration charge incurred each time the plot is opened and covers the updating of the burial records.

The memorial permit fee gives permission for the owner to erect a memorial on the plot. Only the owner can do this. The permit is to ensure all memorials conform to regulations at that time.

Main cemetery area	Fees	50% reduction in fees for Fleet Town Council resident
New Full Burial Plot (Exclusive rights, interment and memorial permit fee)	£3,560	£1,780
New Cremation Plot (Exclusive rights, interment and memorial permit fee)	£1,520	£760
Memorial permit for existing grave (Either Burial or Cremation memorial)	£360	£180
Additional Inscription on memorial (Either Burial or Cremation memorial)	£150	£75
Reservation of Full Burial plot Exclusive Rights of Burial and memorial permit, excludes interment fee)	£2,640	£1,320
Reservation of Cremation Plot Exclusive Rights of Burial and memorial permit, excludes interment fee)	£1,160	£580
Interment only – Full Burial (Exclusive Rights already purchased)	£920	£460
Interment only – Ashes (Exclusive Rights already purchased)	£360	£180
Stillborn child or child up to 12 years (Full Burial or Cremation Plot includes interment)	No Charge	No Charge
Transfer of Exclusive Rights of Burial	£300	£150
General administration – change name etc	£30	£15

On proof of the deceased being a Fleet Town Council registered elector, the fees above will be reduced by 50%

Please note VAT is charged on memorials only. No VAT is charged on interments or exclusive rights

Memorial Fees in the Garden of Remembrance

The Sanctum 2000, memorial vaults are leased for either 25 or 50 years for ashes in non-biodegradable containers. On completion of the term of the lease, the owner will have the option to extend. If the family cannot be contacted, the ashes will be removed and buried in our dedicated area. The inscription tablet will remain the property of the family. Please note VAT is charged on memorials only.

The kerb block memorials, located around the Garden of Remembrance pathways, will be leased for 25 years with the ashes buried loose behind the memorial. (The cost for this is £30 extra for a weekend.) The roses will be leased for 15 years with the ashes either buried or scattered in our dedicated area. On completion of the lease, the owner will have the option to extend. The inscription tablets remain the property of the family but will be removed and stored if the family cannot be contacted at the end of the lease.

Memorial	Fees	Reduction for FTC resident
Sanctum 2000 Memorial vault – prices include VAT for memorial only		
Lease for 25 years to include lettering up to 80 letters. Further lettering £1.75 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for one set of ashes	£2,000	£1,800
Lease for 25 years to include lettering up to 80 letters. Further lettering £1.75 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for two set of ashes going into the vault at the same time	£2,180	£1,970
Lease for 50 years to include lettering up to 80 letters. Further lettering £1.75 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for one set of ashes	£2,600	£2,400
Lease for 50 years to include lettering up to 80 letters. Further lettering £1.75 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for two set of ashes going into the vault at the same time	£2,780	£2,570
Second set of ashes at a different time, plus additional inscription (if room has been left). Artwork and photo plaque cost to be confirmed	£540	£420
Kerb block memorial around pathways – prices include VAT for memorial only		
Lease for 25 years to include lettering. Artwork Design cost to be confirmed. No ashes	£720	£600
Lease for 25 years to include lettering. Artwork Design cost to be confirmed. Single ashes. Price to include ashes interred loose behind memorial or in dedicated area.	£900	£770
Rose memorial only – prices include VAT		
Rose bush - lease/maintenance 15 years, including 6" x 4" granite plaque with inscription	£540	£420
Rose bush - lease/maintenance 15 years, including 7" x 5" granite plaque with inscription Artwork Design cost to be confirmed.	£660	£540
Standard Rose lease/maintenance for 15 years, including 6" x 4" granite plaque with inscription only	£660	£540
Standard Rose lease/maintenance for 15 years, including 7" x 5" granite plaque with inscription. Artwork Design cost to be confirmed.	£785	£660
Other – prices include VAT on memorials only		
brass plaque on memorial bench in Garden of Remembrance	£290	£180
Memorial disc on mushroom in children's area	£125	£125
Plant memorial dedication area - preparation of ground, interment of ashes and 7" x 5" granite plaque with inscription. Artwork Design cost to be confirmed. (plant from approved list supplied by family)	£660	£520
Plant memorial dedication area - preparation of ground, interment of ashes and 6" x 4" granite plaque with inscription only (plant from approved list supplied by family)	£620	£480
Interments in Garden of Remembrance		
Interment or scattering of ashes if Kerb block or rose memorials are leased. No charge for children's ashes.	£360 (50% reduction in fees for Fleet Town Council resident - £180)	



Open Air Civic Events

Full Council Approved: October 2017 (Reviewed October 2020)

Due for Review: October 2023

1. Fleet Town Council (FTC) sets out below its proposals for the support of major open-air community functions.
2. FTC has agreed to support five major annual events in pursuit of its vision of creating a more engaged community. These events **currently are**:
 - 2.1. **Fleet Christmas Festival** – usually held at the end of November/ early December, primarily located along Fleet Road and Gurkha Square.
 - 2.2. Fleet Lions Firework Display – usually held in early November, relocated to Calthorpe Park in 2010.
 - 2.3. Fleet Carnival – usually held in July in Calthorpe Park
 - 2.4. Fleet Half Marathon – usually held in March, to continue to be located in Calthorpe Park.
 - 2.5. Fleet Food Festival usually held in May on The Views.
3. FTC has identified these events to:
 - 3.1. Maintain and enhance some traditional town focused festivities.
 - 3.2. Indirectly support local charities by supporting charitable events.
 - 3.3. Create a better sense of community, bringing Fleet's residents together on a regular basis.
 - 3.4. Make Fleet an attractive visitor destination.
 - 3.5. Bring more people into Fleet and indirectly support our local businesses and retailers.
4. Fleet Town Council continues to develop for the more effective use of the limited open green space within the urban area.
 - 4.1. Fleet Town Council will support the use of all the parks for local community events of a scale appropriate to the size of the venue.
 - 4.2. Calthorpe Park is envisioned as providing the most appropriate open space to safely attract manageable crowds to participate in large locally organised charitable events
 - 4.2.1. Annually the Firework Display, the Carnival and the Half Marathon.

- 4.2.2. Occasionally, unique, special, celebratory events such as the Queen's Jubilee.
 - 4.3. In granting permission to use any land owned by FTC, the Council will place restrictions on:
 - 4.3.1 The period of occupation of the site for assembling and dismantling equipment and displays
 - 4.3.2. The hours that the event can take place
 - 4.3.3. The time at which any music or lights must be turned on or off
 - 4.3.4. The level of noise permitted by any loud speaker system measured as a prescribed level (dB) at the boundary fence to the park
 - 4.3.5. Any activity which may result in damage to the park such as vehicular access in wet weather. When hiring one of the parks or Open Spaces, a bond /cheque is required to be held in case of any damage to park, facilities etc. The amount required will depend on the type and duration of the event.
 - 4.4 In recognition of the covenants that exist on Calthorpe Park, the Town Council will undertake:
 - 4.5 Not to permit more than five events in Calthorpe Park in any one calendar year
 - 4.6 Not to allow any event on Calthorpe Park to continue beyond 9:30 pm
5. FTC will facilitate Fleet civic and charitable community functions through:
- 5.1.1. Permission to use land held by FTC,
 - 5.1.2. The awarding of grants and
 - 5.1.3. Administrative support and advice.
6. FTC will not be the licensee of these events, but it will be incumbent upon the local organising body to secure any necessary licences or permissions outside the immediate use of the land authorised by FTC.
7. The Council will not support any events that include balloons, lanterns, ~~fireworks~~ etc. being released into the atmosphere.
8. The Council will not allow the parks to be used or hired out for private parties / events, which could include the use of bouncy castles, gazebos, music, entertainment, alcohol etc, which are not open to the local community.

To hold a community event in any of FTC's parks / open spaces, an Event Application Form must be completed and returned to the Council for approval.



FLEET TOWN COUNCIL

Standing Orders

As at May 2021

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FLEET TOWN COUNCIL

Standing Orders

1. Meetings of Full Council and Committees

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
- cc** 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 on his right to participate and vote on that matter.

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

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.

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 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 to 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.**

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.

From: Race Director Fleet 1/2M
Sent: 22 March 2022 15:19
To: Penny Abbott
Subject: Fleet Half Marathon - thank you

To all of our partners and supporters,

Please excuse this "blanket" email, but I wanted to circulate a message of huge thanks to all of our partners and supporters. What a fabulous day it was on Sunday to see the return of the Fleet Half Marathon. The weather was perfect, the crowds were amazing and the atmosphere was one of excitement and pleasure that some normality and events are returning.

It was an exhausting couple of days of setting up but on the day, 99% of things worked like clockwork. We are always able to learn each time we organise the event and lessons learned are taken forward so that following events are tweaked.

Our team of 300+ volunteers on the day did an amazing job as marshals, zone-coordinators, water station teams, "womble" litter patrols, kit storage tent team, park set up and clear down – the list goes on....

The feedback from runners has been fantastic:

- *Can I take this opportunity to say what a superbly run event this is. It is one of my favourite events of the year. It is really well-organised, great atmosphere, and really has the feel that it is organised by runners for runners rather than just another corporate event.*
- *First time runner of the event and I just want to say brilliant event. Can't fault it. Probably the best event I have run. My partner comes and cheers me on at most of the races and she said it was the best one for a supporter as well. Will be running again for sure!*
- *I just wanted to email and express my sincerest thanks and congratulations to you and your team for putting on yesterday's race. It was my first time running it and I thought it was excellent. Very clear pre-race instructions, excellent athlete's village and brilliant course. I entered because I couldn't run Bath Half, but I can say with some confidence that after running many races yours far surpassed any I've done before. I think you and your team deserve much credit and please pass on my thanks to everyone involved. It was faultless.*
- *I didn't manage a PB which was the only thing that was missing. I certainly intend to run it next year.*
- *A quick note to say thank you to absolutely everyone who made yesterday possible. It was my fifth Fleet Half and the whole experience is one that just has to be repeated - despite what my legs may say at mile 12! The marshals and support en-route are second to none.*

As a voluntary team, once we have finished with the post event admin and wash up meetings, we will all be having a well-deserved rest and concentrating back on our own running, families and most of us full time jobs.

Assuming we have a full team going forward but this will be confirmed later this year, we will be back again next year and hope we can count on your support once again.

Thank you once again on behalf of all of the runners and from Fleet & Crookham AC as organisers – we could not do it without you. Wishing you all a successful and "more normal" 2022.

Kind Regards

Penny

Penny Abbott
Race Director - Fleet Half Marathon
Fleet & Crookham AC