



Notice is hereby given of
A MEETING OF FLEET TOWN COUNCIL

Wednesday 6th December 2023 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

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

Rochelle Halliday, Executive Officer
29th November 2023

AGENDA

1.	APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
2.	DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council.
5.	HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
6.	MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record the minutes of the Council Meeting held on 1 st November 2023 (<i>copy attached</i>). To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: <ul style="list-style-type: none">• Establishment Committee 8th November 2023• Development Control 13th & 27th November 2023

Part 1 – ITEMS FOR DECISION

7. FINANCIAL MONITORING REPORT

- a) To receive the bank reconciliation and list of payments for October 2023 (*copies attached*).
- b) To confirm that the bank reconciliation and list of payments for October 2023 have been verified and signed off against the original bank statement by Councillor Robinson.

RECOMMENDATIONS

- a) To receive and accept the bank reconciliation and list of payments for October 2023.
- b) To confirm that the bank reconciliation and list of payments for October 2023 have been verified and signed by Councillor Robinson.

8. INTERIM INTERNAL AUDIT

- a) To receive the internal audit report from the Internal Auditor (*copy attached*).
- b) To consider and agree the actions report following the interim internal audit (*copy attached*).

RECOMMENDATIONS

- a) To note the interim internal audit report.
- b) To approve the interim audit actions report.

9. EARMARKED RESERVES

To review the Council's earmarked reserves and agree the proposed reserves movement from the General Fund to a new reserve – Edenbrook Parks Commuted Sum (*copy attached*).

RECOMMENDATION

To approve the allocation of reserves.

10. UK SHARED PROSPERITY FUND BID

To endorse the grant submission from the Hart District Council UK Shared Prosperity Fund for a community garden at Ancells Farm Park, as recommended by the Parks and Open Spaces Working Group (*see Executive Officer's report*).

RECOMMENDATION

To endorse the grant submission as proposed.

11. COUNCIL AND THE HARLINGTON WEBSITES

To consider and agree the redevelopment contract for the new Fleet Town Council and The Harlington websites (*copy attached*).

RECOMMENDATION

To approve Company B to undertake the redevelopment work for the new Fleet Town Council and The Harlington websites.

12. COMMITTEE MEMBERSHIP – ESTABLISHMENT COMMITTEE

To appoint an additional Member to the Establishment Committee (*see Executive Officer's report*).

RECOMMENDATION

To approve the appointment of Cllr May to the Establishment Committee.

13. COUNCIL MEETING DATES

To agree the Council meeting dates for 2024/25 (*copy attached*).

RECOMMENDATIONS

- a) To approve the proposed change to the Annual Residents Meeting date in March 2024 and 2025.
- b) To approve the Council meeting dates for 2024/25.

Part 2 – ITEMS TO NOTE	
14.	DRAFT BUDGET AND PRECEPT FOR 2024/25 To receive a summary of the draft budget, including the draft precept, for next financial year and to recommend any changes before budget approval in January 2024 (<i>copy attached</i>).
15.	COMPLAINTS To receive notification of any complaints.
16.	EXECUTIVE OFFICER'S REPORT To receive and note the update report from the Executive Officer (<i>copy attached</i>).
17.	DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 3 rd January 2024 at 7pm in the Harlington.
Part 3 – CONFIDENTIAL ITEMS	
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> a. Engagement, terms of service, conduct and dismissal of employees b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts c. Receipt of professional legal advice and preparation of cases in legal proceedings d. The early stages of any dispute e. Matters of a commercial nature
18.	<p>THE HARLINGTON LEASE To review and agree the draft lease agreement for The Harlington prior to finalisation with Hart District Council (<i>copies attached</i>).</p> <p>RECOMMENDATION To approve The Harlington lease.</p>

**FLEET TOWN COUNCIL
MINUTES OF THE COUNCIL MEETING**

held on

Wednesday 1st November 2023 at 7.00pm

PRESENT

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

In Attendance: Rochelle Halliday - Executive Officer
Councillor Steve Forster - HCC
Councillor Stephen Parker – HCC

FC NOVEMBER 2023 ITEM 1

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Einchcomb (away), Engström (unwell), Hope (unwell) and Krishnamurthy (away).

An apology of absence was received from Cllr Collett (HCC).

Cllr Wildsmith was absent.

FC NOVEMBER 2023 ITEM 2

DECLARATIONS OF INTEREST

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

FC NOVEMBER 2023 ITEM 3

QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FC NOVEMBER 2023 ITEM 4

CHAIRMAN'S ANNOUNCEMENTS

Cllr Schofield reported his attendance during the period as follows:

- 16th October- attended the on-line Greening Campaign pillars meeting to hear speakers present more detail on the focus of each pillar and how expert support will be available to assist volunteers. There was a good turn out from members of the public interested in being involved in the campaign.
- 17th October- attended the Hart District Association of Parish and Town Councils (HDAPTC) meeting along with Cllr Einchcomb and the Executive Officer. There was a disappointing turn out from Council Members and no representative from Hart District Council. There was an interesting presentation on Woodland Management which promoted collaboration between local Councils and adjoining landowners to develop woodland management schemes.
- 19th October- Met with the representative of the Royal British Legion to confirm details of Remembrance Day Commemoration. The service will be held at All Saints Church this year.
- 20th October- attended along with Cllr Woods to the Fleet Phoenix Youth Achievement Awards which was a well run evening recognising the efforts of some very resourceful young people and hopefully dispels the negative comments aimed at our youth in general. If this event is repeated hopefully the Town Council will sponsor at least one award.

Fleet Phoenix have appealed for bottles to go on the charity's stall at the Christmas Festivities. Any donations can be dropped into the Fleet Phoenix office on Tuesdays or Fridays between 13:30 and 16:30 or Wednesdays at 16:00-18:30.

- 24th October- Attended a meeting with the Executive Officer the Leader of Hart District Council and the Chief Executive for an information sharing session, the first of scheduled quarterly meetings. The Hart District Council's position of putting the Civic Quarter development on hold has been re-stated. Hart District Council confirmed their receipt of our comments on the draft Harlington Lease only just before the meeting and will respond in due course.
- 31st October- met with the Hart District Council Environmental Officer to review the position on the Public Sector De-Carbonisation Scheme (PSDS) grant submission which has been deferred until 7th November following system problems with the initial submission date.

FC NOVEMBER 2023 ITEM 5 HCC/HDC ANNOUNCEMENTS

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

Cllr Stephen Parker (HCC)

- Cllr Parker was inspired by the Fleet Phoenix Youth Awards.
- The consultation by Hampshire County Council regarding specialist care and in house health services will close on the 12th November.
- The Parish profile page on the Hart District Council website is a useful source of information.
- Hampshire County Council is providing extra finance for Ukraine family support to be provided.
- Hampshire County Council has a driver scheme for Hampshire residents aged 60 and over.
- The Police and Crime Commissioner has confirmed that the Yateley Police Station is to reopen and they are currently looking at other sites. Suggestions for potential locations are welcome.
- Working on recycling disposable vapes and as they could be combustible in general refuse vehicles. Also, currently lobbying Government to ban them.
- There are road improvements on Reading Road South. The pedestrian crossing beacons by Tesco Express are being replaced with the halo type to make the crossing more visible.

Cllr Alan Oliver (HDC)

- In discussions regarding the Police Station, there are no obvious locations that are visible at present.
- The shoplifting issues are being raised with Police and setting up local schemes to improve the reporting and prosecutions of shoplifting.
- The disc security system being implemented in the shops has been funded from Fleet BID.

Cllr Forster (HCC)

- The libraries have opened their warm hubs and welcome scheme across the County.
- The storm forecast is expecting some serious damage in the County over the next few days.
- Various HCC highway repairs have been completed in the area to improve the road surfaces.
- Fleet Town Council was thanked for the article in Town Talk requesting volunteers for Fleet Speed Watch.

- Safety measures on Upper Street, Albert Street and Connaught Road are being implemented.
- Police are considering facial recognition technology to identify shoplifters.

FC NOVEMBER 2023 ITEM 6

MINUTES OF PREVIOUS MEETINGS

An amendment to the Council minutes on page 2 Item 5 Cllr Collett statement 'there are no civilian support staff' should read 'there are reduced civilian support staff'.

The minutes of the Council Meeting held on 4th October 2023 were approved and signed by the Chairman subject to the amendment detailed above.

The confidential minutes of the Council meeting 4th October 2023 were approved and signed by the Chairman.

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

- Development Control 9th October 2023
- Policy and Finance 18th October 2023

FC NOVEMBER 2023 ITEM 7

VISION FOR FLEET STATEMENT

Members received the Council's Vision Statement for Fleet and members discussed the following:

- To re-word the third bullet point 'Providing opportunities' to 'Providing ambitious opportunities.'
- Bullet point 6, safer environment. Members discussed if this is something that can be directly controlled. Members discussed that this was more to do with liaison and influencing rather than have a budgetary implication and need to consider the positive action that could be taken to fulfil this objective.

The statements need developing once Council have gathered comments from residents at the market stall.

RESOLVED

To approve the proposed Vision for Fleet Statement subject to the change in bullet point 3.

Cllrs Parker and Forster left the meeting at 7:40pm.

FC NOVEMBER 2023 ITEM 8

CORE VALUES STATEMENT

Members received the Council's Core Values Statement.

RESOLVED

To approve the proposed Core Values Statement for the Council.

FC NOVEMBER 2023 ITEM 9

COMMUNITY EVENTS

Members received event information for Remembrance Sunday and the Christmas Festival.

Remembrance Sunday – 12th November 2023

Members discussed the request to insure the road closure activities on Remembrance Sunday. The Lions, who organise the closure, are no longer insured for the activity. It was noted that the Executive Officer has reviewed the event plans and risk assessment.

Members were concerned about the financial liability of covering the road closures and requested that Hart District Council are approached to see if they will cover the activity. If the District Council will not cover the event, Members discussed the Town Council insuring it on a one-off basis.

Christmas Festival – 22nd November 2023

Members discussed insuring the Fleet Town Council elements of the Christmas Festival event and the associated road closures. Since the Council has oversight of the event, Members were satisfied with the proposal. The event plans and risk assessment have been reviewed by the Executive Officer.

RESOLVED

- 1) To ask Hart District Council if they will insure the road closure activity for Remembrance Sunday.
- 2) If Hart District Council decline to insure the road closures on Remembrance Sunday, that Fleet Town Council approve insuring the activity on a one-off basis.
- 3) To approve the activities to take place at the Christmas Festival on 22nd November 2023 and to provide the insurance for the event as required.
- 4) To note the risk assessments and arrangements for all aspects of the Remembrance Sunday and Christmas Festival events have been checked by the Executive Officer.

FC NOVEMBER 2023 ITEM 10

COUNCIL BUDGET FOR THE 2024/25 FINANCIAL YEAR

Members received an update on the preparation of the Council's budget for the next financial year. Members discussed that all Councillors are to comment on the draft budget. The Executive Officer will send the draft budget to all Councillors.

FC NOVEMBER 2023 ITEM 11

COMPLAINTS

No new complaints have been received since the last meeting.

FC NOVEMBER 2023 ITEM 12

EXECUTIVE OFFICER'S REPORT

Fleet Town Council will be holding a stall at Fleet Market and hoping to have a monthly engagement session with residents. Councillors encouraged to attend a session in the future.

Stagecoach bus changes were made possible thanks to the joint community lobbying for a change to the timetable.

Members noted the Executive Officers report.

FC NOVEMBER 2023 ITEM 13

DATE AND TIME OF NEXT MEETING

Members noted the time and date of the next Council Meeting to be held on Wednesday 6th December 2023 at 7pm in The Harlington.

The meeting closed at 8:35pm.

**Signed.....
Chairman**

Date:.....



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

held on

Wednesday 8th November 2023 at 7pm

PRESENT

Councillors: L. Holt, R. Robinson, B. Schofield, G. Woods (Chairman)

Also Present:

Rochelle Halliday – Executive Officer

Sarah Moore – Finance and Administration Manager

EST NOVEMBER 2023 ITEM 1

APOLOGIES

Members received and accepted apologies for absence from Councillors Cottrell and Einchcomb.

Cllr Wildsmith was absent.

EST NOVEMBER 2023 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

EST NOVEMBER 2023 ITEM 3

QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

EST NOVEMBER 2023 ITEM 4

MINUTES OF PREVIOUS MEETING

The minutes and confidential minutes of the Establishment Committee meeting held on 26th July 2023 were approved and signed by the Chairman.

EST NOVEMBER 2023 ITEM 5

CHRISTMAS CLOSURE ARRANGEMENTS

Members received the arrangements for Fleet Town Council office closure Christmas 2023. It is proposed that the Fleet Town Council office is closed between 27th December and 29th December, which are the non-Bank Holiday days.

RESOLVED

To approve the closure of the Fleet Town Council office between 27th and 29th December 2023.

EST NOVEMBER 2023 ITEM 6**DRAFT POLICY REVIEW**

Members reviewed the draft Stress in the Workplace policy, prior to consideration by the Policy and Finance Committee.

There was one amendment suggested to reword the 4th paragraph on the 4th page, to remove a reference to second-person pronouns.

Subject to the above amendment, the policy will be issued for consideration by the Policy and Finance Committee.

EST NOVEMBER 2023 ITEM 7**TRAINING UPDATE**

Members reviewed and noted the training update for staff.

The Council has benefited from free access to the SEEDL training platform via Fleet BID. Access to the system has been shared with the team and the Finance and Administration Manager has completed several courses. Any courses undertaken will be added to the training list.

EST NOVEMBER 2023 ITEM 8**DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee is to be confirmed at the next Council meeting.

Part 3 CONFIDENTIAL ITEMS

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

RESOLVED

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

EST NOVEMBER 2023 ITEM 9**CURRENT LIST OF STAFF**

The current list of permanent staff at the Town Council as of 31st October 2023 is shown in the table below:

Job Title	Hours Per Week
Fleet Town Council Team	
Executive Officer	37.5
Finance and Admin Manager	37.5
Facilities and Open Spaces Manager	37.5
Projects and Committee Officer	37.5
Admin Support Officer	30
Cemetery Clerk	6 (average)
The Harlington Team	
General Manager	37.5
Technical Manager	37.5

Marketing and Box Office Manager	37.5
Marketing and Box Officer Supervisor	37.5
Marketing and Box Office Assistant	37.5
Senior Duty Manager	37.5
Duty Manager x 2	37.5
Ancells Farm Community Centre Supervisor	10

The Council also employ casual staff at The Harlington for shows.

RESOLVED

To note the current list of staff, hours of work and pay rates as at 31st October 2023.

EST NOVEMBER 2023 ITEM 10

STAFF APPRAISALS UPDATE

Members received an update on progress towards staff appraisal targets. The last appraisals were mainly set in January 2023.

RESOLVED

To note the update on staff appraisals.

EST NOVEMBER 2023 ITEM 11

STAFF SALARY BUDGET FOR 2024/25 FINANCIAL YEAR

The Committee reviewed the staff salary budget information, and the following comments were made:

- The minimum wage rates are likely to be released in November. The draft salary budget allows for a 9.7% increase for affected staff and also the three Duty Manager staff, to maintain pay differentials.
- The draft budget has been prepared on the basis of the September CPI rate of 6.7% for all other staff. Affordability will need to be assessed as part of the wider budget setting process.
- Cost centre allocations for each role were reviewed. The allocation to Ancells Farm Community Centre has increased over recent years and needs reconsideration to reflect the current staffing position. **Action: Executive Officer** to discuss revised cost centre allocations with The Harlington General Manager and to report back to the Budget Working Group next week.
- A comparison with National Joint Council pay scales should be completed to assess if the Council is broadly in line.
- Pay reviews for new starters – the Committee considered the timing of pay reviews for members of staff who join the Council between January to March in any given year. This matter was discussed in detail.

RESOLVED

1. To draft a 9.7% increase to the salary budget for all staff on minimum wage, the Senior Duty Manager and the two Duty Managers.
2. To draft a 6.7% increase to the salary budget for all other staff positions.
3. To award new starters the agreed pay award regardless of their start date.

EST NOVEMBER 2023 ITEM 12

STAFFING MATTERS

Members received an update on the following matters:

- Staff sickness absence – one member of staff is currently on long term sickness absence.

- Leavers –
 - Bar and Catering Supervisor, full time and replaced with a Duty Manager role (left 29th September 2023)
 - Marketing and Box Office Assistant, full time (left 15th September 2023).
- New starters –
 - Marketing and Box Office Assistant, full time (started 19th October 2023)
 - Communications Officer, 15 hours per week (starting 7th November 2023)
 - Duty Manager, full time (starting 9th November 2023).
- Croner HR and H&S contract.
- Croner review of staff contracts and staff handbook.
- Changes to flexible working arrangements – legislative changes are due to come into effect in the summer of 2024.

RESOLVED

Members noted the confidential meeting report from the Executive Officer.

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

Chairman

The meeting closed at 8.30pm.



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 13th November 2023
at 7pm in The Function Room, The Harlington

Present:

Cllr Schofield - Chair
Cllr May
Cllr Robinson
Cllr Holt

Officers: Charlotte Benham

1	Apologies Apologies received from Cllr Hope
2	Declarations of interest to any item on the agenda Cllr Holt declared an interest in 23/02356/HOU Arden, Pheasant Copse.
3	Public Session None
4	Approval of the Notes The minutes of the development and control advisory group meetings held on Tuesday 29 th August, Monday 9 th October and Monday 23 rd October were accepted as a correct records of the meetings.
	Notes of Last Meeting (23rd October) were ratified: 23/02052/HOU 13 Fairmile, Fleet, GU52 7UT Erection of a two storey rear extension and conversion of loft into habitable accommodation with rear dormer. Comments required by 27 th October OBJECTION <ul style="list-style-type: none">• We have already commented on the application for No.11 which is the adjoining semi-detached property.• The proposed rear elevations are out of proportion and result presents as a 3 storey development which is not typical of the area.

- There is concern that the neighbours abutting the rear garden will lose privacy due to overlooking from the proposed loft bedrooms.
- 4 bedroom properties require 3 allocated parking spaces and half an unallocated space. The parking plan shows two front gardens converted to parking spaces which breaches Fleet Neighbourhood Plan Policy 15 – would cause harm to the ecological and landscape value of the front gardens and less than 50% of the front garden would be retained as soft landscaping which negatively impacts biodiversity and carbon sequestration.
- Two adjoining properties with open parking to the front is uncharacteristic of the area.
- Should Hart opt to approve the application then an additional Condition should be added to those required by the Flood Officer, that: Appropriate SuDS features and measures are incorporated within the development to minimise surface water discharges.

23/02121/HOU

27 Crookham Road, Fleet GU51 5DP

[Demolition of existing garage and erection of a detached double garage](#)

Comments required by 27th October

- No. 21 and 23 Crookham Road access their properties through No.27's property – need the extent of shared ownership/access defining.
- Question where the access for No.25 is?
- The garage is split - question what the use of the rear area of the garage is?
- The designated area of the garage does not meet Hart's TAN, so all parking is therefore to the front of the garage. Looks to be adequate space, but question what shared access area has to be provided?

NO OBJECTION in principle but parking and access needs clarification.

23/02199/HOU

42 Willowbourne, Fleet, GU51 5AB

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

Comments required by 2 November

- These are 4 bedroom houses with two parking spaces to the front of the property. Internal garage is too small as a garage and is not classed as parking under Hart's TAN.
- Proposed extension is 2.750m deep, question if there is an infringement of the 45⁰ rule?
- There are currently no windows in the side elevation. Addition of a side window to a study should not present a problem if the window is lower than the boundary fence.

Extension all to the rear so NO OBJECTION subject to 45⁰ rule not being infringed

23/02068/HOU

12 Durnsford Avenue, Fleet GU52 7TB

[Demolition of garage and erection of a two storey side extension, front porch and single storey rear extension.](#)

Comments required by 2 November

- Front extension limits front parking to 4.8 x 2.4m parking spaces. Hart's TAN now recommends 5.0 x 2.5m parking spaces to accommodate new larger vehicles. Without touching the new front extension, vehicles could extend beyond the plot boundary.
- The 3 metre rear extension will likely infringe the 45° rule and take light off the rear of the adjoining building.
- Using 100% of the front garden for parking breaches Fleet Neighbourhood Plan Policy 15, front gardens.

NO OBJECTION in principle as long as the rear extension does not breach the 45° rule but parking is an issue.

23/02187/HOU

56 Springwoods, Fleet, GU52 7SX

[Demolition of conservatory and erection of a single storey rear extension, replacement front door with oak canopy above and existing windows and doors painted to match, new sliding doors and first floor dormer extension.](#)

[Conversion of garage into gym/office](#)

Comments required by 2 November

- This proposal extends the rear dormer well beyond the rear elevation of the adjoining property's rear dormer and will infringe the 45° rule for the upstairs bedroom.
- The proposed ground floor rear extension appears more "solid" than the existing glass conservatory and will impact the adjoining neighbour.
- Double doors to master bedroom with glass balustrade (Juliet Balcony) will allow additional overlooking of the neighbouring property and therefore a loss of privacy.
- Extensive use of timber cladding to the extended upper floor is out of character with local architecture and also breaches Fleet Neighbourhood Plan Policy 10 and HDC Policy GEN1.
- Plans potentially result in 4 bedrooms so an additional parking requirement. There appears to be adequate space for parking but it is essential vehicles exit the site in a forward direction because of close proximity to school entrance.

OBJECTION

23/02226/HOU

14 Chinnock Close, Fleet GU52 7SN

[Erection of a single storey front extension following removal of existing open porch, single storey rear, part two storey part first floor side and alterations to windows and doors](#)

Comments required by 2 November

- Significant extension over the double garage - will change the character of a small estate of near identical properties. Reduces views through to the belt of trees behind the properties.

	<ul style="list-style-type: none"> • Note attempts have been made to make the front elevation in keeping with the host building. • Increase to 5 bedrooms. Master bedroom has extensive glazing with a Juliet Balcony – would result in overlooking of neighbour’s rear garden and loss of privacy. • There appears to be adequate space for parking of 4 vehicles on the area of paved front garden. <p>OBJECTION</p> <p>23/02289/FUL W C Baker And Son, 234 Fleet Hampshire, GU51 Replacement shopfront Comments required by 10 November</p> <ul style="list-style-type: none"> • Original shop frontage was removed and replaced without planning permission – • Retrospective permission is being sought - proposal is to reinstate the shop front to the same original geometric shape but in powder coated aluminium. • This was an historic shop frontage that was over 100 years old and held a prestigious position in the street scene. The original frontage was painted timber which contributed to the character of the area and although it is necessary to progress, it is important to also retain some of the limited history of Fleet. Reinstatement to reflect as near as possible the original front is important. <p>OBJECTION unless the frontage is restored to the original design and colour albeit in a different material.</p>
5	<p>Applications considered:</p> <p>23/01412/HOU 17 Hereford Mead, Fleet, GU51 2TN Erection of a single storey rear extension Comments required by 6 November</p> <p>NO OBJECTION</p> <p>23/02272/HOU 17 Oakley Drive, Fleet, Hampshire, GU51 3PP Demolition of conservatory and erection of a single storey rear, side and front extension and change roof line from hip to gable end Comments required by 7 November</p> <ul style="list-style-type: none"> • Does not appear to be any issues but a comment from a near neighbour at No.17 raises doubts about the integrity of the drawings. • The front area of the property is completely tarmacked over which breaches Fleet Neighbourhood Plan Policy 15. <p>Suggest Hart investigate neighbour’s comments – if there is a doubt the plans are not accurate we cannot finally comment.</p>

23/02303/HOU + 23/02302/HOU
18 Connaught Road, Fleet GU51 3RA

[Erection of a two storey side and rear extension following demolition of existing single storey rear element, blocking up of windows to ground and first floor side and insertion of window and blocking up of two windows to ground floor other side, erection of front entrance porch and changes to garden levels at rear](#)

Comments required by 9 November

- This is a technical resubmission following a refusal by Hart based upon bulk and mass causing a loss of light to the neighbouring property. A revised light analysis has been undertaken which refutes the objection.
- The Officer did not support FTC's objection on loss of privacy due to the use of Juliet balcony which would result in a loss of privacy over and above that afforded by conventional windows.
- Parking 3 cars in a row isn't accepted under Hart's TAN

Previous comments still stand

OBJECTION due to loss of privacy to neighbour

23/02299/HOU

42 Leawood Road, Fleet GU51 5AN

[Erection of a first floor side extension and new pitched roof over entrance porch and garage](#)

Comments required by 9 November

Addition of a bathroom all within the existing footprint

NO OBJECTION

23/02289/FUL

W C Baker And Son, 234 Fleet Hampshire, GU51

[Replacement shopfront](#)

Comments required by 10 November

COMMENTS ALREADY SUBMITTED

- Original shop frontage was removed and replaced without planning permission –
- Retrospective permission is being sought - proposal is to reinstate the shop front to the same original geometric shape but in powder coated aluminium.
- This was an historic shop frontage that was over 100 years old and held a prestigious position in the street scene. The original frontage was painted timber which contributed to the character of the area and although it is necessary to progress, it is important to also retain some of the limited history of Fleet. Reinstatement to reflect as near as possible the original front is important.

OBJECTION unless the frontage is restored to the original design and colour albeit in a different material.

23/02298/ADV

130 - 132 Fleet Road, Fleet GU51 4BE

[Display of 1 x internally illuminated Fascia Sign and 1 x internally illuminated Projecting Sign](#)

Comments required by 10 November

Question need for another coffee shop but not a planning issue so
NO OBJECTION

23/02259/FUL
130 - 132 Fleet Road, Fleet GU51 4BE
[External alterations to shopfront](#)
Comments required by 10 November

NO OBJECTION

23/02297/HOU
6 Wood Lane, Fleet, Hampshire GU51 3DX
[Erection of a first floor extension and formation of gable end wall and roof](#)
Comments required by 10 November

Proposed front elevation does not improve design but NO OBJECTION

23/02013/HOU
24 Osborne Drive, Fleet, Hampshire, GU52 7LL
[Erection of single storey front, rear and side extensions and alterations to the roof to accommodate first floor bedrooms and bathrooms and related internal alterations](#)
[Amended Plans:](#)
[part of the front elevation now in brickwork](#)
Comments required by 7 November

Amended front elevation to retain brick finish but, have retained timber cladding to rear. NO OBJECTION

23/02334/HOU
11 Chestnut Grove, Fleet GU51 3LN
[Demolition of conservatory and erection of a single storey side extension, rear conservatory and replacement garage](#)
Comments required by 15 November

- House itself appears to be acceptable however there is an odd arrangement of a utility room with a shower room – this could become an additional bedroom.
- Garage is excessively large at 11m long with a rear door – this could be converted into living accommodation.

NO OBJECTION in principle to the house but the garage is excessively long and may infringe 45 degree rule. Also if approved should be subject to a condition that garage is not converted into a separate dwelling.

23/02045/HOU
13 Glen Road, Fleet, Hampshire GU51 3QS
[Installation of 11 Solar Panels to the front roof slope](#)
Comments required by 15 November

Design does not result in an attractive finish but NO OBJECTION as a green initiative. Only suggestion would be coloured solar panels may blend in better.

	<p>23/02133/HOU 42 Wickham Road, Church Crookham, Fleet Hampshire, GU52 6NX Erection of a single storey rear extension, alterations to window to ground floor rear, creation of hardstanding to front and rear and alterations to ground levels to front and rear Comments required by 15 November</p> <ul style="list-style-type: none"> • This is a disability modification - because of the slope of the plot the only access for a wheelchair will be the front door. • The neighbour has expressed a serious concern that changes to levels on the plot will have a negative impact with regards to flooding adjoining properties. Needs looking at by Flooding Officer. • Layout could be improved – plans show only access to new bedroom via kitchen and bathroom <p>Suggest design could be improved but NO OBJECTION in principle subject to increased risk of flooding to neighbouring properties being checked by Hart's Flooding Officer</p> <p>23/02356/HOU Arden ,Pheasant Copse Hampshire, GU51 4LP Demolition of existing conservatory and erection of a single storey rear extension Comments required by 15 November</p> <p>Grey board finish is not in keeping with the host building but extension is to the rear and the plot is isolated with the development central to the plot so NO OBJECTION</p> <p>23/02397/HOU 11 Peatmoor Close, Fleet GU51 4LE Erection of a single storey rear extension, single storey side extension (to include replacement garage) and change of roof from flat to pitched and conversion of integral garage to habitable accommodation Comments required by 21 November</p> <ul style="list-style-type: none"> • In accordance with Hart's TAN, a double garage of 6.0 x 7.0m internal dimension counts as a single parking space (para 5.13) and so this development will still require two parking spaces to the front of the garage. • Property located within the NFCA but the proposed extension is in keeping with the host property and appears not to have a detrimental impact on the character of the conservation area. <p>NO OBJECTION</p>
6	<p>Noted:</p> <p>The weekly lists</p>

7	Noted: Hart Planning Meeting Dates 8 th November 2023
8	Date of Next Meeting 27 th November 2023

Meeting closed: 8.45pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 27th November 2023
at 7pm in The Function Room, The Harlington

Present:

Cllr Schofield - Chair
Cllr May
Cllr Holt
Cllr Hope

Officers: Charlotte Benham

1	Apologies Apologies received from Cllr Robinson.
2	Declarations of interest to any item on the agenda None Declared
3	Public Session Two members of the public attended regarding 92 Connaught Road: <ul style="list-style-type: none">- Believe can add another storey under permitted development however restrictions apply to this such as the existing footprint and materials.- Have added wet room, downstairs bedrooms, ramps and wide corridors to permit accessible living.
4	Approval of the Notes The minutes of the development and control advisory group meeting held on Monday 27 TH November were accepted as a correct record of the meeting.
5	Applications to consider: 23/01590/HOU Oaklands ,Broomrigg Road Hampshire, GU51 4LS Installation of one pair of timber electric vehicle access gates with timber posts Comments required by 27 November <ul style="list-style-type: none">• Heritage Statement totally fails to acknowledge the site falls within the NFCA where alterations to the front boundaries are key to the maintenance of the character of the conservation area.

- The neighbour that “supports” the application makes the statement that the gates are fairly dense and not open as more befits the local character. 5 bar timber gates are the most beneficial to the local character.
- Broomrigg falls in character Area 6 of the NFCA.
Section 7 of the NFCA Character Appraisal and Management Proposals at 7.2 states:
 - The need to preserve and protect existing front boundaries and ensure that new works do not detract from the sylvan character of the conservation area.
 - This is repeated in Section 9.2 management proposals.
- The use of timber is preferred over metal gates and the lack of approach walls is to be commended.

OBJECTION as out of keeping in Conservation area - suggest use of a more open structured gate.

23/02422/HOU

31 George Road, Fleet, GU51 3PS

[Conversion of garage into habitable accommodation to include the replacement of the garage door with a window and pitched roof over and covered porch supported on timber post](#)

Comments required by 27 November

- No issue in principle with the proposed modification to the house, but the addition of a study together with a downstairs shower room, alludes to an additional bedroom which has the potential for associated parking.
- Parking plan as shown does retain some green space to the front garden but it is impractical. It does allow 3x 2.5x 5.0m parking spaces, but 2 out of 3 cars will require 2 car movements to extract 1 vehicle so it is impractical.

NO OBJECTION in principle to the house works but parking is an issue.

23/02414/HOU

24 Highland Drive, Fleet, GU51 2TH

[Demolition of existing single storey side element and erection of a two storey side extension, extend existing drive to form 3 car parking spaces with new footpath](#)

Comments required by 27 November

- Breaches Policy 15 of Fleet Neighbourhood Plan regarding conserving 50% of frontage as greenery which negatively impacts carbon absorption by the loss of greenery and reduces biodiversity.

NO OBJECTION in principle but note it does breach the Neighbourhood Plan Policy 15 Residential gardens.

23/02307/HOU

9 Brinksway, Fleet, Hampshire GU51 3LZ

[Erection of a rear conservatory following demolition of existing conservatory](#)

Comments required by 27 November

- There is a canalised stream nearby at the end of Winchcombe Close but no review of flooding appears to have been done.

- There are two TPO'd trees at the end of the garden, but no formal tree report submitted and no details of proposed tree protection works including fencing to prevent construction work invading the tree root zone.
- 45 degree rule needs checking in regards to neighbour at number 11.

OBJECTION until tree protection is agreed and flooding checked.

23/02083/HOU

West Hill Lodge ,115 Elvetham Fleet Hampshire GU51 4HW

[Demolition of existing garage and erection of garage with store at first floor](#)

Comments required by 30 November

- Existing garage is 3 x 3 x 2.6m high (25 m³) and new garage is 6 X 10 x 5.0m high which is the size of a modest bungalow – (300m³)
- The upstairs store room could be turned into living accommodation – if approved there should be a condition that it does not become independent living or a business space.
- Plot is in an area of the NFCA, that has been intensified.
- It appears to be screened from Westhill Gardens and from Elvetham Road by a belt of trees.
- Out of keeping to main house by mass.

OBJECTION - does not preserve or enhance the conservation area.

23/02448/HOU

12 Velmead Road, Fleet, GU52 7LJ

[Erection of two 1.8m high block work gate piers and 1.8m tall sliding gate across the driveway entrance, and 1m high fence to connect gate piers to existing 1m high boundary fence](#)

Comments required by 30 November

- This is already not in keeping with street scene as it has been totally white rendered except for a black extension to the front of the house. The house is side on to the road and so has 1.8m high close boarded fencing along Velmead Road to screen its back garden.
- This aluminium gate with 6 ft high block piers will only further change the character of area.
- The side fences to the gate are only 1m high so the gate provides limited security.

OBJECTION as out of keeping with and negatively impacts the local street scene.

23/02411/HOU

92 Connaught Road, Fleet GU51 3LP

[Erection of a two storey front extension, creation of first floor, demolition of existing conservatory and alterations to fenestration](#)

Comments required by 1 December

- This is the redevelopment of a 3 bedroom bungalow (building with no stairs) to a potentially 4-6 bedroom house.

- There is extensive development of 3 and 4 bedroom houses and even more 1 and 2 bedroom apartments, but there has been only 1 bungalow developed in the last 10 years and before the introduction of the Neighbourhood Plan there had been erosion of bungalow stock generally bought up for the development of 4 and 5 bedroom houses.
- It has to be determined if this a 4 bedroom house or potentially a 6 bedroom property. The latter would require 4 parking spaces dimensioned as 2.5 x 5.0m (under Hart's TAN) and the proposed layout would conflict with Policy 15, to retain 50% of the front garden to soft landscaping - this has negative impacts on carbon capture and biodiversity. If it is determined this is a 4 bedroom house the applicants noted they could amend the parking plan to conform with Policy 15 of the FNP and retain soft landscaping to the front garden.
- The argument for permitted development of the addition of floor to an existing building requires the extension to "sit" on the footprint of the existing building and match the style and finishes of the host building. It would not produce the applied for property
- The applicant has proposed to mitigate the breach of FNP Policy 11 by the addition of an accessible ramp to the front door, a downstairs wet room and potentially 2 downstairs bedrooms to retain single level living downstairs.

The proposal is in breach of Neighbourhood Plan, Policy 11.1

It is noted that mitigation has been proposed to accommodate accessible living at the ground floor, and suitable for multi-generational living but the end result remains a large two storey family home unsuitable for older persons to down size to (paragraph 3.4 FNP)

23/02424/HOU

136 Kings Road, Fleet, Hampshire GU51 3DU

[Conversion of garage into habitable accommodation, erection of a single storey rear extension and erection of a first floor side/rear extension](#)

Comments required by 6 December

- Initial issue is the parking plan as parking bays should now be 2.5m wide which requires 7.5 m width for 3 side by side and the plot is only 7m wide so is therefore inadequate.
- The three front bays shown would require a complete clearance of the front boundary and a drop kerb the full width of the property. This:
 - would be totally uncharacteristic for this area of Kings Road
 - would not allow vehicles to be able to turn on the site to exit in a forward direction and this is a busy road in the morning and afternoon with school traffic
 - would be a total breach of Fleet Neighbourhood Plan Policy 15, front gardens, due to a complete loss of any soft landscaping which negatively impacts biodiversity and carbon capture
- The proposed rear extension would have an impact on both adjacent neighbours through breach of the 45° rule on one side and a significant visual impact on the other due to a two storey blind wall being clearly visible from the rear of the neighbouring property.
- Out of keeping with street scene.

	<ul style="list-style-type: none"> • Could be split into multiple dwellings in the future. <p>OBJECTION</p> <p>23/02472/HOU Eastwood House ,Queen Fleet Hampshire, GU51 Erection of a two storey side extension and conversion of loft into habitable accommodation to include rear dormer with a Juliet balcony Comments required by 6 December</p> <ul style="list-style-type: none"> • This was an infill property in an infill area that totally changed the character of NFCA in the immediate area. • The house itself has no real architectural merit. The whole plot is virtually down to gravel. • There is limited tree cover again totally uncharacteristic of the NFCA. • The proposed ground floor extension has no architectural connection with the host building as it has a totally different design, character and materials. • Of concern is the proposed loft conversion with french doors and Juliet balcony at the roof level which gives a commanding view over several adjoining properties and will result in a loss of privacy to neighbours. <p>OBJECTION – the extension is totally out of keeping with the host building, and the roof dormer causes a loss of privacy to neighbours. It neither preserves nor enhances the character of the NFCA</p> <p>23/02423/ADV Nationwide Building Society Road, Fleet GU51 4DA, Replace 1 no. Projecting signage with new 500mm. Existing Projecting sign to be painted to blue to match new fascia. Replace 1 no. Fascia and 1 no. Logo with 1 no. New blue fascia and 1 no. New 290mm logo height. Remove window message Building Society. Replace 1 no. ATM surround and decals with new. Replace statutory signage with new. Install new window message A good way to bank. Install new safety manifestation to doors and windows and post box number to be sprayed in grey Comments required by 6 December</p> <p>NO OBJECTION</p>
6	<p>Noted:</p> <p>The weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>13th December 2023</p>
8	<p>Date of Next Meeting</p> <p>Meeting on 18th December moved to Tuesday 19th December 2023 to be held in upstairs meeting room.</p>

Meeting closed: 8.35pm

Signed:.....

Date:

Fleet Town Council 2023/2024
Bank - Cash and Investment Reconciliation as at 31 October 2023

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/10/2023 HSBC	1,359,021.96
2	31/10/2023 Petty Cash	49.05
		1,359,071.01
<u>Other Cash & Bank Balances</u>		
	CCLA Pub Sector Deposit Fund	1,700,000.00
	Cash Floats	2,000.00
	Nationwide deposit account	800,458.16
	Petty Cash - Harlington	120.00
		2,502,578.16
		3,861,649.17
<u>Receipts not on Bank Statement</u>		
0	31/10/2023 All Receipts Cleared	0.00
		0.00
Closing Balance		
		3,861,649.17
<u>All Cash & Bank Accounts</u>		
1	Bank Current/Deposit Account	1,359,021.96
2	Petty Cash - FTC	49.05
	Other Cash & Bank Balances	2,502,578.16
	Total Cash & Bank Balances	3,861,649.17

Date: 15/11/2023

Fleet Town Council 2023/2024

Page 1

Time: 13:13

Cashbook 1

User: SM

Bank Current/Deposit Account

Payments made between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/10/2023	BT Payment Services Ltd	dd316	121.39	121.39		500			Broadband 1/9-30/9
02/10/2023	Hart District Council - DD	dd317	210.00	210.00		500			Business Rates 2023/24
02/10/2023	Hart District Council - DD	dd318	1,634.00	1,634.00		500			Business rates 2023/24
02/10/2023	Hart District Council - DD	dd319	119.00	119.00		500			Business rates 2023/24
10/10/2023	BACS P/L Pymnt Page 2258	BACS Pymnt	54,193.65	54,193.65		500			BACS P/L Pymnt Page 2258
10/10/2023	HSBC	dd320	58.20	58.20		500			Bank charges
10/10/2023	HSBC	dd321	12.97	12.97		500			Bank charges
13/10/2023	Fleet Town Council	DD	3,803.97			516		3,803.97	L&G Pension Oct 2023
13/10/2023	Payment Sense Ltd	dd322	145.90	145.90		500			1/9-30/9/23 charges
13/10/2023	Payment Sense Ltd	dd323	28.26	28.26		500			1/9-30/9/23 charges
16/10/2023	NPower - Direct Debits	dd324	65.11	65.11		500			Elec 1/8-31/8/23
16/10/2023	NPower - Direct Debits	dd325	138.46	138.46		500			Elec 1/8-31/8/23
16/10/2023	NPower - Direct Debits	dd326	231.62	231.62		500			Elec 1/8-31/8/23
16/10/2023	HSBC	dd327	995.91	995.91		500			Purchase Ledger DDR Payment
16/10/2023	NPower - Direct Debits	dd328	225.39	225.39		500			Elec 1/8-31/8/23
17/10/2023	Castle Water Limited	dd329	34.64	34.64		500			1/9/23-30/9/23
17/10/2023	Global Payments - Direct Debit	dd330	618.99	618.99		500			Bank charges 1/9- 30/9
20/10/2023	BACS P/L Pymnt Page 2267	BACS Pymnt	28,048.28	28,048.28		500			BACS P/L Pymnt Page 2267
20/10/2023	Payment Sense Ltd	dd331	113.94	113.94		500			Card charges
20/10/2023	Payment Sense Ltd	dd332	17.88	17.88		500			Card charges
20/10/2023	Central Computer Management Lt	dd333	57.60	57.60		500			Payroll Sept 23
20/10/2023	Fleet Town Council	DDR	9,706.71			515		9,706.71	Inland Rev Oct 23
20/10/2023	Fleet Town Council	DDR	26,156.43			516		121.45	Payroll Oct 23
						520		26,034.98	Payroll Oct 23
24/10/2023	Booker Limited	dd334	56.06	56.06		500			Purchase Ledger DDR Payment
25/10/2023	BOC Ltd	dd335	55.92	55.92		500			Gas
27/10/2023	Total Energies	dd336	96.38	96.38		500			Gas 31/8-30/9/23
29/10/2023	HSBC	dd337	50.25	50.25		500			Bank charges
30/10/2023	BT Payment Services Ltd	dd338	121.39	121.39		500			Purchase Ledger DDR Payment
30/10/2023	Global Payments - Direct Debit	dd339	36.00	36.00		500			Mthly service charge 1/9-30/9
30/10/2023	Total Energies	dd340	27.41	27.41		500			Gas 31/8-30/9/23
30/10/2023	Vodafone Limited	dd341	42.41	42.41		500			Purchase Ledger DDR Payment

Subtotal Carried Forward:

127,224.12

87,557.01

0.00

39,667.11

Bank Current/Deposit Account

Payments made between 01/10/2023 and 31/10/2023

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>
31/10/2023	Croner Group Ltd	dd342	817.96	817.96		500			H&S/HR Oct 23
Total Payments:			128,042.08	88,374.97	0.00			39,667.11	

15/11/2023

Fleet Town Council 2023/2024

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PURCHASE LEDGER INVOICE LISTING

User: RH

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/10/2023	I122		1997 GROUP	1997GROUP	2,480.85	0.00	2,480.85	4656	150	2,480.85	Balance xmas stage
21/10/2023	84010532		BASINGDEAN	BASINGDEAN	180.00	0.00	180.00	4481	204	180.00	Annual licence free
27/10/2023	227T49610		BIFFA	BIFFA	43.56	8.71	52.27	4156	204	43.56	Glass recycling 30/9-27/10
31/10/2023	3075483454		BOC	BOC	147.72	29.54	177.26	4700	201	147.72	Gas
26/10/2023	0561209		BOOKER	BOOKER	122.67	24.53	147.20	4710	201	81.98	Bar supplies
								4700	201	40.69	Bar supplies
07/10/2023	3547		BRANDPEST	BRAND	60.00	12.00	72.00	4187	310	60.00	Pest control
16/10/2023	M0646M		BT	BT	101.16	20.23	121.39	4487	204	101.16	broadband 1/10-31/10
03/10/2023	10000396480		CASTLE WATER DD	CASTLEWADD	32.30	2.34	34.64	4115	320	32.30	1/9/23-30/9/23
05/10/2023	10000434362		CASTLE WATER DD	CASTLEWADD	-671.38	-77.67	-749.05	4115	208	-671.38	1/3/23-31/8/23
05/10/2023	10000434463		CASTLE WATER DD	CASTLEWADD	-1,946.84	0.00	-1,946.84	4115	350	-1,946.84	1/3/23-31/8/23
05/10/2023	10000434468		CASTLE WATER DD	CASTLEWADD	996.14	0.00	996.14	4115	350	996.14	1/3/23-31/8/23
06/10/2023	10000436844		CASTLE WATER DD	CASTLEWADD	22.87	0.00	22.87	4115	350	22.87	1/9/23-30/9/23
06/10/2023	10000441798		CASTLE WATER DD	CASTLEWADD	658.21	75.39	733.60	4115	208	658.21	1/3/23-30/9/23
04/10/2023	10000414540		CASTLEWATER	CASTLEWATE	1,137.70	134.88	1,272.58	4115	204	1,137.70	1/9/23-30/9/23
04/10/2023	53110		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	Contract Oct 23
04/10/2023	53111		CBS	CBS	450.08	90.02	540.10	4170	204	450.08	Contract Oct 23
11/10/2023	53151	4728	CBS	CBS	3,570.00	714.00	4,284.00	4172	204	3,570.00	elec installtion report
31/10/2023	59895		CENTRAL COM LIVEPAY	CCMLPAY	56.00	11.20	67.20	4550	101	56.00	payroll oct 23
10/10/2023	142387		CONTINUOUS DATAPRINT	CDP	308.00	61.60	369.60	503	0	308.00	Fleet Xmas leaflet
31/10/2023	P666506		CHAMBERS	CHAMBERS	222.17	44.43	266.60	4155	204	190.77	Mixed waste Oct 23
								4156	204	31.40	Mixed waste Oct 23
31/10/2023	P666507		CHAMBERS	CHAMBERS	37.02	7.40	44.42	4155	205	37.02	Mixed waste Oct 23
31/10/2023	P666508		CHAMBERS	CHAMBERS	14.50	2.90	17.40	4155	350	14.50	Mixed Waste
10/10/2023	10095554		CHUBB FIRE	CHUBB	159.66	31.93	191.59	4187	205	159.66	Contract upto 31/10/24
13/10/2023	10104097		CHUBB FIRE	CHUBB	828.45	165.69	994.14	4207	204	828.45	Annual contract 23/12-22/12/24
31/10/2023	GRANTOCT23		CITIZENS ADVICE HART	CITIZENSAD	1,000.00	0.00	1,000.00	4855	110	1,000.00	Grant Oct 23
25/10/2023	INVD02230		CLOUDY IT	CLOUDYIT	4,867.50	973.50	5,841.00	4401	101	800.00	IT migration to cloud

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4486	101	800.00	IT migration to cloud
								4185	101	747.50	IT migration to cloud
								4480	101	1,000.00	IT migration to cloud
								4430	101	920.00	IT migration to cloud
								4530	105	600.00	IT migration to cloud
25/10/2023	INVD02231		CLOUDY IT	CLOUDYIT	2,200.00	440.00	2,640.00	4401	101	2,200.00	Broadband network remapping
18/10/2023	INV0093049		ODLINGS LTD	COLUMBARIA	76.00	15.20	91.20	4935	350	76.00	Barbican garden tablet
12/10/2023	21OCT23		COMEDY COMPANY	COMEDYCOMP	1,000.00	200.00	1,200.00	789	0	1,000.00	comedy 21/10/23
21/09/2023	14726		COMMDISHWASHWER	COMMDISHW	98.00	19.60	117.60	4151	204	98.00	maintenance on dishwasher
12/10/2023	2643		CONNCOMPUT	CONNECT	360.00	72.00	432.00	4484	101	360.00	Monthly support Nov 23
18/10/2023	2645		CONNCOMPUT	CONNECT	735.23	147.05	882.28	4185	101	735.23	laptop
03/10/2023	907342516		MOLSON COORS	COORS	1,537.02	307.40	1,844.42	4700	201	1,471.08	Bar supplies
								4763	201	65.94	Bar supplies
31/10/2023	907384580		MOLSON COORS	COORS	776.80	155.36	932.16	4700	201	776.80	Bar supplies
06/10/2023	SI35518		CREST LIFTS	CREST	529.07	105.81	634.88	4170	204	529.07	Maint contract 20/10-20/1/24
19/10/2023	C000749912		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	H&S/HR Oct 23
								4187	101	154.80	H&S/HR Oct 23
04/10/2023	INV05051	4750	DTM CONTRACTORS LTD	DTM CONTR	81.94	16.39	98.33	4170	204	81.94	Replace faulty light fitting
18/10/2023	INV05056	4749	DTM CONTRACTORS LTD	DTM CONTR	86.87	17.37	104.24	4187	204	86.87	install light box
26/10/2023	INV05061	P	DTM CONTRACTORS LTD	DTM CONTR	350.00	70.00	420.00	4170	204	350.00	clear drain blockage
31/10/2023	INV32318		E-MANGO	E-MAN	120.00	24.00	144.00	4435	101	120.00	website 24/11/23-23/2/24
26/10/2023	P01072		EASI-LEAFLETS	EASI-LEAF	669.06	0.00	669.06	4430	101	669.06	Oct 23 newsletter
17/10/2023	37322		EDGE IT SYSTEMS LTD	EDGE	505.00	101.00	606.00	4481	350	505.00	Epitaph software
18/10/2023	OCTEXP		PAUL EINCHCOMB	EINCHCOMB	105.70	19.50	125.20	4537	105	97.50	ink cartridge
								4537	105	1.00	hdc car park
								4537	105	7.20	meeting mileage
18/10/2023	INV160664	4773	EVAC CHAIR	EVAC CHAIR	225.00	45.00	270.00	4187	204	225.00	Evac chair maint
10/10/2023	2314		FLEETJAZZ	FLTJAZ	1,117.89	0.00	1,117.89	808	0	720.00	Advance Nov concert
								806	0	397.89	Advance Nov concert

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
24/10/2023	2315		FLEETJAZZ	FLTJAZ	406.69	0.00	406.69	807	0	406.69	jazz oct 23
27/10/2023	24		GC LIGHTING	GC LIGHTNG	120.00	0.00	120.00	792	0	120.00	the bohemians
31/10/2023	50380069		GLOBAL PAYMENTS DD	GLOBALDD	38.70	7.74	46.44	4422	201	38.70	Bank charges 1/10-31/10
31/10/2023	OCT23		GLOBAL PAYMENTS DD	GLOBALDD	816.21	0.70	816.91	4422	201	816.21	Bank charges 30/9-31/10
10/10/2023	10011		GOING LIVE ENTERTAIN	GOINGLIVE	2,005.02	0.00	2,005.02	760	0	2,005.02	Cheesy bingo
12/10/2023	28198		GREENHOUSE G LTD	GREENHOUSE	1,710.00	0.00	1,710.00	4430	105	1,710.00	Newsletter
23/10/2023	58271400		HCC	HCC	50.16	10.03	60.19	4400	101	50.16	stationery
25/10/2023	3611708082		HCC	HCC	76.26	15.25	91.51	4206	208	76.26	Lights recharg 1/4-30/9/23
28/09/2023	4000011086		HDC	HDC	3,943.92	788.78	4,732.70	4205	310	1,433.92	CCTV Recharge Apr23-Mar24
								4205	315	1,260.00	CCTV Recharge Apr23-Mar24
								4205	320	1,250.00	CCTV Recharge Apr23-Mar24
11/10/2023	07102023		HSBC	HSBC	50.25	0.00	50.25	4420	101	50.25	Bank charges
24/10/2023	10897242		HSBC	HSBC	63.24	0.00	63.24	4420	101	63.24	Bank Charges 1/9-30/9
24/10/2023	10936587		HSBC	HSBC	12.53	0.00	12.53	4420	101	12.53	Bank charges 1/9-30/9
08/10/2023	SEPCCARD		HSBC	HSBC	935.12	60.79	995.91	4170	204	11.25	CC/AR/SEPT23/KEY CUTTING
								4170	204	24.34	CC/BC/SEPT23/BULBS
								4170	204	11.64	CC/BC/SEPT23/BULBS
								4481	204	9.16	CC/AR/SEPT23/SPOTIFY
								4481	101	19.46	CC/CB/SEPT23/VIDEO EDITING SUB
								4752	201	1.90	CC/AR/SEPT23/MILK
								4752	201	1.90	CC/AR/SEPT23/BACKSTAGE MILK
								4182	201	34.60	CC/AR/SEPT23/DANCE FLOOR TAPE
								4432	201	99.28	CC/AR/SEPT23/FACEBOOK AD
								4011	204	191.77	CC/AR/SEPT23/INDEED ADS
								4445	101	6.00	CC/CB/SEPT23/SIM CARD
								4445	101	6.00	CC/CB/SEPT23/SIM CARD
								4155	350	-19.20	CC/CB/SEPT23/REFUND WASTE BIN
								4420	101	0.58	CC/CB/SEPT23/BANK FEE
								4710	201	9.17	CC/DD/SEPT23/BAR CLOTHS

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4187	204	124.80	CC/DD/SEPT23/EAR PROTECTION
								4175	204	79.00	CC/BC/SEPT23/PARTS FOR LIGHTS
								4486	101	88.20	CC/BC/SEPT23/MICROSOFT
								4486	101	3.00	CC/BC/SEPT23/MICROSOFT
								4486	101	63.07	CC/BC/SEPT23/MICROSOFT
								4486	101	169.20	CC/BC/SEPT23/MICROSOFT
26/10/2023	3014455		IBSOFFICE	IBSOFFICE	353.96	70.79	424.75	4400	101	353.96	Printing costs 19/7-23/10/23
06/10/2023	105384		LONDON CATERING	LONDONCAT	87.37	17.47	104.84	4152	204	87.37	Cleaning supplies
26/10/2023	HAM58423		LTA TENNIS HANDIOW	LTA TENNIS	408.00	0.00	408.00	4651	310	408.00	Registration 1/10/23-30/9/24
18/09/2023	3253		MILLERS ARK ANIMALS	MILLERSARK	525.00	15.50	540.50	503	0	525.00	Animal hire xmas
08/10/2023	09231646		MINTNETWORK	MINTNETWOR	102.39	20.48	122.87	4440	101	102.39	Tel calls Sept 23
30/04/2023	16285		NIGEL JEFFRIES	NIGELJEFFR	1,415.00	283.00	1,698.00	4169	350	295.00	Install bench and shrub
								4202	350	1,120.00	Install bench and shrub
11/10/2023	16907	04716	NIGEL JEFFRIES	NIGELJEFFR	2,930.00	586.00	3,516.00	4202	208	2,930.00	26 bollards
11/10/2023	16908		NIGEL JEFFRIES	NIGELJEFFR	420.00	84.00	504.00	4202	320	420.00	replace bollards
31/10/2023	16972		NIGEL JEFFRIES	NIGELJEFFR	13,453.25	2,690.65	16,143.90	4200	208	2,263.07	Grnds Maint Contract Oct 23
								4200	301	1,432.42	Grnds Maint Contract Oct 23
								4200	310	3,848.97	Grnds Maint Contract Oct 23
								4200	315	2,051.73	Grnds Maint Contract Oct 23
								4200	320	1,744.77	Grnds Maint Contract Oct 23
								4200	325	722.93	Grnds Maint Contract Oct 23
								4200	350	1,083.73	Grnds Maint Contract Oct 23
								4200	330	305.63	Grnds Maint Contract Oct 23
31/10/2023	17027		NIGEL JEFFRIES	NIGELJEFFR	780.00	156.00	936.00	4202	320	430.00	Bench, Footings, Skate Park
								4202	320	140.00	Bench, Footings, Skate Park
								4230	325	210.00	Bench, Footings, Skate Park
01/10/2023	01092023		PAYMENTSSENSE	PAYMENTSSEN	174.16	0.00	174.16	4422	201	28.26	1/9-30/9/23 charges
								4422	201	145.90	1/9-30/9/23 charges
06/10/2023	5474714		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	Card charges

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/10/2023	5474715		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	Card charges
31/10/2023	OCT23		PAYMENTSSENSE	PAYMENTSSEN	264.42	0.00	264.42	4422	201	35.26	Bank charges 1/10-31/10/23
								4422	201	229.16	Bank charges 1/10-31/10/23
10/10/2023	101123		PETER BARTON	PETERBRT	4,320.00	0.00	4,320.00	793	0	4,320.00	Big Country 10/11/23
31/10/2023	001823		CHCLEANING	PRIMA	2,650.50	530.10	3,180.60	4150	204	2,650.50	Cleaning 1/10-31/10/23
30/10/2023	001824		CHCLEANING	PRIMA	629.85	125.97	755.82	4150	205	629.85	Cleaning 1/10-31/10/23
31/10/2023	001825		CHCLEANING	PRIMA	384.85	76.97	461.82	4150	204	384.85	Cleaning 1/10-31/10/23
31/10/2023	001826		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	315	115.65	Cleaning 1/10-31/10/23
31/10/2023	001827		CHCLEANING	PRIMA	57.75	11.55	69.30	4150	310	57.75	Cleaning 1/10-31/10/23
31/10/2023	001828		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	320	115.65	Cleaning 1/10-31/10/23
31/10/2023	001829		CHCLEANING	PRIMA	128.50	25.70	154.20	4150	208	128.50	Cleaning 1/10-31/10/23
30/10/2023	301023		PRINCESTONES	PRINCESTON	650.00	0.00	650.00	4202	301	650.00	Clean ware memorial
04/10/2023	491		PROD GG	PROD	208.00	41.60	249.60	4720	201	208.00	Engineer services 5/8/23
11/10/2023	BR18652308		RBL	RBL	20.00	0.00	20.00	4535	105	20.00	Poppy wreath
03/10/2023	SIN015251		REJUVO	REJUVO	1,438.50	287.70	1,726.20	4200	350	1,438.50	Cemetery works final payment
03/10/2023	47271		SDSL	SDSL	120.00	24.00	144.00	4485	101	120.00	Adhoc increase in storage
01/04/2023	INV17899		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	Web services Apr 23
01/10/2023	INV18031		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	Web services Oct 23
01/10/2023	OCTEXP		SIAN TAYLOR	SIAN	54.25	0.00	54.25	4041	350	54.25	Oct Expense
18/10/2023	OCTEXP23		SIAN TAYLOR	SIAN	27.00	0.00	27.00	4041	350	27.00	mileage
26/10/2023	19610	4779	SKILLS TRAINING GROU	SKILLSTG	1,080.00	216.00	1,296.00	4030	204	1,000.00	3 Day 1st aid training
								4030	101	80.00	3 Day 1st aid training
09/10/2023	MEM245954-1		SLCC	SLCC	470.00	0.00	470.00	4460	101	470.00	RH membership
23/10/2023	PANTODW231		STARBURST	STARBURST	10,000.00	0.00	10,000.00	785	0	10,000.00	Panto Dick Whittington 2023
01/10/2023	INV1419		SUSX HR HUB	SUX HR HUB	80.00	16.00	96.00	4551	101	80.00	Monthly retainer charge
31/10/2023	23100106		TICKETSOLVE	TICKETSOLV	1,447.85	0.00	1,447.85	4490	201	1,447.85	Gross sales Oct 23
07/10/2023	31341661423CR		TOTAL ENERGIES DD	TOTENGDD	-1,063.05	-212.61	-1,275.66	4120	204	-1,063.05	Cancel invoice 31341661423
07/10/2023	31564377323		TOTAL ENERGIES DD	TOTENGDD	450.54	22.53	473.07	4120	204	450.54	Gas 31/7-31/8/23
11/10/2023	31682780223		TOTAL ENERGIES DD	TOTENGDD	518.57	25.93	544.50	4120	204	518.57	Gas 31/8-30/9/23

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/10/2023	31682784623		TOTAL ENERGIES DD	TOTENGDD	91.79	4.59	96.38	4120	205	91.79	Gas 31/8-30/9/23
12/10/2023	31704865023		TOTAL ENERGIES DD	TOTENGDD	26.10	1.31	27.41	4120	208	26.10	Gas 31/8-30/9/23
20/09/2023	UE000069		ULTIMATE EAGLES	ULTIMATEEA	2,678.80	535.76	3,214.56	787	0	2,678.80	Performance 15/9/23
01/10/2023	HI591109		UNITED HYGIENE	UWR	148.68	29.74	178.42	4152	205	148.68	Sani Contract 1/10-31/10/23
01/10/2023	HI591166		UNITED HYGIENE	UWR	660.27	132.05	792.32	4152	204	660.27	Sani Contract 1/10-31/10/23
10/10/2023	3142900	04769	VIKING	VIKING	130.88	26.18	157.06	4400	101	45.89	Stationery
								4400	204	84.99	Cordless telephone
26/10/2023	3230128	4780	VIKING	VIKING	40.88	8.18	49.06	4400	101	40.88	stationery
03/10/2023	OPI674546		VIMTO	VIMTO	580.87	116.17	697.04	4700	201	580.87	Bar supplies
18/10/2023	B5619328631		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	Mobiles 18/9-17/10
								4445	301	11.78	Mobiles 18/9-17/10
								4445	101	11.78	Mobiles 18/9-17/10
17/10/2023	111023		GEORGE WOODS	WOODS	55.55	0.00	55.55	4537	105	55.55	Pension meeting
TOTAL INVOICES					<u>86,365.00</u>	<u>11,273.97</u>	<u>97,638.97</u>			<u>86,365.00</u>	

Do the Numbers Limited

37 Upper Brownhill Road

2nd November 2023

Rochelle Halliday, Executive Officer
Fleet Town Council

Dear Rochelle,

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

Following my visit to the office today, please find below the list of matters arising.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2023](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	Not covered at this visit	
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Staff recruitment	When it is agreed to hire new officers, a clear minute of the pay grade, hours and pension terms can be made so that the cost implication of the decision is clear.	Public minutes clarifying all financial decisions are a legal requirement.
Document retention policy	The current model document (provided by NALC and SLCC) contains out of date and inaccurate information. A review of its content is underway.	The council should take a risk based approach to document retention and destruction that will hopefully match the new model document/
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Burial records	Not reviewed at this visit, but paper records should be on file now.	
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Harlington Reserve	Changes in interest rates mean that the original Harlington rebuild plan will not proceed, but the current plans will make good use of this earmarked reserve.	Once the current lease negotiations are concluded, this reserve can be brought in to use for works on the building.
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
Event income	None of the event income for the first half of the year has been included in the Income and Expenditure account. This makes budget monitoring impossible	All event accounts should be finalised promptly, ideally within 30 days but definitely within 90 day. This has been a recurring matter arising.
Casual venue hires	It does not appear that there is a standard tariff for room deposits on casual venue hirers. This reduces accountability.	Then the fees list is next reviewed, deposit charges should be published.
F	<i>Petty cash payments were properly supported by receipts, all petty cash was</i>	

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

	<i>approved and VAT appropriately accounted for</i>	
	Not covered at this visit	
<i>G</i>	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
Staffing budget	There is insufficient detail in the minuted staffing budget to enable auditors and members to assess accuracy.	The staffing budget and organisation chart should specify pay bands and number of officers so that transparency about the work done by the council can be proven.
Casual staff	A review of casual staff has removed those who have not worked for several months.	This is good practice and should be continued.
<i>H</i>	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
	Not covered at this visit	
<i>I</i>	<i>Periodic Bank reconciliations were carried out during the year</i>	
Current account balance	The council holds significantly more in its current account than is prudent. The council spends on average £65k per month. <i>(also raised last two years)</i>	The current account should hold no more necessary. Three months of revenue expenditure would mitigate risk.
<i>J</i>	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	Not covered at this visit	
<i>K</i>	<i>Certified Exempt in prior year</i>	
	Not applicable to Fleet Town Council	
<i>L</i>	<i>Transparency Code</i>	
Web policies and documents	Not all of the documents published on the main sections of the website are up to date <i>(ongoing)</i>	Members of the council should review the website to ensure that published documents are up to date.
<i>M</i>	<i>Public Rights</i>	
	Not covered at this visit	
<i>N</i>	<i>Publication of prior year AGAR</i>	
	The records of the council comply with this test.	
<i>O</i>	<i>Trust funds</i>	
	Not applicable to Fleet Town Council	
<i>P</i>	<i>Borrowing</i>	
	Not applicable to Fleet Town Council	

Please find attached my invoice for the interim fee.

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

Regards,



Eleanor S Greene



OFFICER: Rochelle Halliday, Executive Officer
DATE: 21st November 2023
MEETING: Council 6th December 2023
SUBJECT: Item 8b - Interim Internal Audit Actions Report November 2023

AGAR Internal Control Objective	Matter Arising	Recommended Action	Action to be Taken
A - Appropriate accounting records have been properly kept throughout the financial year.	Not covered at this visit.		N/A.
B - This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	Staff Recruitment When it is agreed to hire new officers, a clear minute of pay grade, hours and pension terms can be made so that the cost implication of the decision is clear.	Public minutes clarifying all financial decisions are a legal requirement.	Noted. Salary details and conditions will be minuted for new staff posts in the future.
	Document Retention Policy The current model document (provided by NALC and SLCC) contains out of date and inaccurate information. A review of its content is underway.	The council should take a risk based approach to document retention and destruction that will hopefully match the new model document.	The Internal Auditor confirmed that she will be facilitating an update to document retention model for the sector. In the meantime, Officers will take a sensible approach to the retention and destruction of documentation in line with current best practice and data protection legislation. Hampshire Archives will also be used for retaining older documentation.
C - The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Burial Records Not reviewed at this visit, but paper records should be on file now.	N/A.	The official burial record will now be written into the burial register once again, and the digital record on Epitaph will be the secondary record.

AGAR Internal Control Objective	Matter Arising	Recommended Action	Action to be Taken
<p>D - The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves are appropriate.</p>	<p>Harlington Reserve Changes in interest rates mean that the original Harlington rebuild plan will not proceed, but the current plans will make good use of this earmarked reserve.</p>	<p>Once the current lease negotiations are concluded, this reserve can be brought in to use for works on the building.</p>	<p>Noted.</p>
<p>E - Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.</p>	<p>Event Income None of the event income for the first half of the year has been included in the Income and Expenditure account. This makes budget monitoring impossible.</p>	<p>All accounts should be finalised promptly, ideally within 30 days but definitely within 90 days. This has been a recurring matter arising.</p>	<p>This comment has been shared with The Harlington General Manager to action. A transfer of balances took place in November. Further monitoring will take place by the Finance and Admin Officer.</p>
	<p>Casual Venue Hires It does not appear that there is a standard tariff for room hire deposits on casual venue hirers. This reduces accountability.</p>	<p>Then the fees list is next reviewed, deposit charges should be published.</p>	<p>The deposit fee and updated fee list will be reviewed at the next RLA meeting in December and the website updated accordingly.</p>
<p>F - Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</p>	<p>Not covered at this visit.</p>		<p>N/A.</p>
<p>G – Salaries to employees and allowances to members were paid in accordance with this authority’s approvals and PAYE and NI requirements were properly applied.</p>	<p>Staffing Budget There is insufficient detail in the minuted staffing budget to enable auditors and members to assess accuracy.</p>	<p>The staffing budget and organisation chart should specify pay bands and number of officers so that transparency about the work done by the council can be proven.</p>	<p>The organisation chart is being updated for the website to show pay bands for each role.</p> <p>The Establishment Committee will review how to show salary information in the public minutes.</p>

AGAR Internal Control Objective	Matter Arising	Recommended Action	Action to be Taken
	Casual Staff A review of casual staff has removed those who have not worked for several months.	This is good practice and should be continued.	N/A.
H – Asset and investment registers were complete and accurate and properly maintained.	Not covered at this visit.		N/A.
I – Periodic Bank reconciliations week carried out during the year.	Current Account Balance The council holds significantly more in its current account than is prudent. The council spends on average £65k per month (also raised last two years).	The current account should hold no more necessary. Three months of revenue expenditure would mitigate risk.	Noted. A transfer from the current account to an instant access savings account with interest is being set up.
J - Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by an adequate audit trail and debtors and creditors were properly recorded.	Not covered at this visit.		N/A.
K – Certified exempt in prior year.	Not applicable to Fleet Town Council.		N/A.
L – Transparency Code.	Web Policies and Documents Not all of the documents published on the main sections of the website are up to date (ongoing).	Members of the council should review the website to ensure that published documents are up to date.	Noted. A full review will take place. The Internal Auditor confirmed that the comment relates to the organisation chart (with salary information) and the current list of fees showing the deposit information for casual hirers.
M – Public Rights.	Not covered at this visit.		
N – Publication of prior year AGAR.	The records of the council comply with this test.		N/A.
O – Trust funds.	Not applicable to Fleet Town Council.		N/A.
P – Borrowing.	Not applicable to Fleet Town Council.		N/A.

OFFICER: Rochelle Halliday, Executive Officer
DATE: 28th November 2023
MEETING: Council 6th December 2023
SUBJECT: Item 9 – Earmarked Reserves

1. Background

The table below shows the reserves position at the start of this financial year and the net transfers to reserves that were agreed by the Council in the budget.

The Council was provided with a commuted sum totalling £118,833 in 2013/14 to cover general maintenance and the future replacement of the play equipment at the Edenbrook parks. This fund was originally allocated to a general earmarked reserve in the accounts and more recently moved to the General Fund.

Since 2013/14 and up to the year-to-date actuals, a total of £37,673 has been spent on maintaining the Edenbrook parks, which leaves £81,160 remaining from the commuted sum.

2. Proposed Reserve Movement – Commuted Sum for Edenbrook Parks

The Parks and Open Spaces Working Group met on 6th November 2023 and reviewed the current maintenance needs of the Edenbrook parks, which include approximately £9k of repairs, and the likely need to fully replace the play equipment in 2024 due to its overall poor condition. The Working Group discussed transferring the commuted sum balance from the General Fund into a specific earmarked reserve for clarity. The earmarked reserve will be used to cover future maintenance and the complete replacement of the play equipment in the two parks.

Table 1 shows the opening and current reserves position for the Council, along with the revised position after the proposed transfer.

After the proposed transfer, the Council's revised General Fund balance (all other things being equal) is within the recommended retention amount of 3 months expenditure.

Table 1

Reserve	Opening Balance (£) 01.04.23	Net Transfer in Year (£)	Closing Balance 31.03.24 (£)	Proposed Movement (£)	Revised Closing Balance 31.03.24 (£)
General Fund ^d	380,837	10,000 ^a	370,837	81,160	289,677
Pension Obligation	30,000	10,000	40,000	0	40,000
Cemetery Memorial Testing 2024	3,425	1,325	4,750	0	4,750
CP Tennis Sinking Fund 2026	51,563	7,000	58,563	0	58,563
S106 Sensory Garden 2021	10,981	0	10,981	0	10,981
Cemetery Works (Badgers)	0	10,000	10,000 ^b	0	10,000
Play Equipment	0	20,000	20,000	0	20,000
Elections 2026	0	6,250	6,250	0	6,250
Edenbrook Parks Commuted Sum	0	0	0	81,160	81,160
Harlington Development Fund	2,395,496	206,009 ^c	2,601,505	0	2,601,505

Notes:

a – Transfer from General Fund to Cemetery Works (Badgers) agreed at the Council meeting in July 2023.

b – Excludes expenditure for the Cemetery remedial works under the badger licence of approximately £3.5k.

c – Excludes the second half of the Harlington Development precept transfer to reserves, to be transferred in March 2024.

d – The closing General Fund balance shown is illustrative and will change depending on the actual year end surplus or deficit.

RECOMMENDATION

To approve the allocation of reserves.

OFFICER: Charlotte Benham - Projects & Committees Officer and Amy Stanton-Hogg – Marketing and Box Office Manager
DATE: 29th November 2023
MEETING: Council 6th December 2023
SUBJECT: Item 11 – New Websites for the Council and The Harlington

Background

The current websites are restrictive in design and functionality, do not meet accessibility guidelines and the management system is outdated and not user friendly. Fleet Town Council is therefore looking to re-develop both the Council and The Harlington websites to be more modern and improve functionality and accessibility. When considering future planning, the new provider will also need to offer support as the Council and The Harlington grow, offering the latest up to date technologies advice.

The Council recently adopted a ‘Vision for Fleet’ with one of the key aims being ‘developing engagement and information sharing’ with residents and enabling more community partnerships. The recent addition of a Communications Officer at Fleet Town Council will be able to utilise the new website to meet this aim.

A new website for The Harlington should enhance each customer’s journey online, making it quicker for customers to make their purchases. This will also showcase the services The Harlington can offer, boosting sales for shows, room hires and classes. A more responsive website will also support the fact that 65% of tickets are being bought on a mobile phone.

A Specification and Design Brief was created using statistics from the current sites and questionnaire feedback from staff and Councillors. Additional documentation was also included with draft sitemaps, links to sites with designs to aspire towards and examples of desired functions.

Six companies were invited to submit a quote for the re-design of both websites, transfer information across from the current to new websites and provide training to enable staff to take over the general website management going forward. Only three companies submitted a quote, however a further two companies made contact to say they would not be quoting as they would come in substantially over budget and no response was received from the final company, presumably due to budget.

Officers have virtually met with all three companies to discuss their proposals and quotes in more detail.

Main issues to be addressed by the proposal & benefits of the proposal

	FLEET TOWN COUNCIL	THE HARLINGTON
Feedback from Councillors and Staff on what is difficult to use on existing sites	<ul style="list-style-type: none"> • Search function not obvious. • Drop down menus are too long. • Management system is not user friendly. • Can’t upload large file sizes. • Documents need to be listed in date order from newest to oldest. • Contact information should be included on every page. • Generally not engaging – poor design and colour scheme. • Accessibility needs improving. • Current site not mobile friendly – as of July 2023, 50% of users access site through mobile devices. 	<ul style="list-style-type: none"> • Management system is not user friendly. • Social media links are not included on every page and open in new window when clicked. • Bar App needs advertising and including on the homepage. • FAQs, T&C’s and Privacy need to be easier to find. • Poor visuals on room hire pages. • Not enough information on venue hire and services offered e.g. streaming. • Accessibility needs improving. • Current site not mobile friendly – as of July 2023, 70% of users access the site through mobile devices. Similarly, most ticket sales are completed online (88% as of July 2023) and from these online sales the majority (65%) are completed via mobile phones.

	Company A	Company B	Company C
PROS	<ul style="list-style-type: none"> • Around 90% of work is council based. • Have done presentations on Accessibility and GDPR to CALC's and NALC. • Offer additional logo design service. 	<ul style="list-style-type: none"> • Clearly gone through documents in detail and listed what could and couldn't be covered by budget. • Have designed a theater website as well as Council websites. • Have a broader range of experience so confident can meet the requirements and desired functions. • Bigger company. • Confident can manage accessibility requirements – site will be built to WCAG AA standards. • Testimonials page on their website so can see examples of sites they've designed and the high quality of work. 	<ul style="list-style-type: none"> • Have designed two of the neighboring Parish Council websites (but not larger councils or venues). • Have experience in commercial sites as well as councils. • Quote said nothing seemed unreasonable or difficult to do.
CONS	<ul style="list-style-type: none"> • 90% of work Council based so not much experience in commercial field in order to do The Harlington site. • Fleet Town Council is larger than most other Parish Council's – they define large as a precept over £100k. • Example recently launched 'large council sites' detailed on the website have population dramatically less than Fleet. • Stated level of design to match a Council with a population approx. half the size of Fleet. • Quotes didn't detail covering many requirements – needed meeting to check. • Mentions being accessible but not specifically WCAG AA. 	<ul style="list-style-type: none"> • Most expensive. • Need to negotiate what content they will input to new site and what Council staff will complete to come within budget for example staff can manage pages with just documents linked like agendas, minutes, finances etc. 	<ul style="list-style-type: none"> • Smaller company. • Neighbouring Council websites are of a smaller scale. • Designs are more basic - a large part of creating the new site will be to transfer everything then reorganise/reconfigure to the new look and feel. • Mentions being accessible but not specifically WCAG AA.
Time to complete project	Standard is 6+ weeks for a site but as doing both at once if start in January can complete by end of March.	3-4 months for both sites at once.	2-3 months for both sites at once.
Number of staff	Approx. 7 – 8	Approx. 40	Unknown

BOTH WEBSITES – FUNCTION COMPARISON

	Company A	Company B	Company C
Transfer all data and documents	Yes but will only move 5 years of agendas/minutes (legally requirement)	Harlington transfer is included but inputting content to Council website quoted separately as	Yes

		depends on number of pages – some work could be completed by Council staff to lower costs e.g. agendas/minutes.	
Google analytics	Yes but not mentioned in quote	£100 per site	Yes
User-friendly CMS	WordPress	Wordpress or Drupal	WordPress
Include a style sheet to ensure content is uniform no matter the user	Yes but not mentioned in quote	Yes	Yes
Mobile friendly and tested on IOS and Androids	Yes but not mentioned in quote	Yes	Yes
SSL certification	Yes	Yes	Yes
Web content accessibility guidelines WCAG (Standard required by Council is AA)	Will be designed and programmed in a manner that ensures accessibility to those with disabilities. Will help produce Accessibility Statement required by the new regulations.	Will be designed and built to WCAG AAA standards at point of delivery. Additional service available for helping write accessibility statements.	Will ensure good contrast between text and background colour, provision to increase font size etc, ability for user to change font sizes, background colours etc to suit their needs.
GDPR and Transparency regulations	Yes	Yes	Yes
Cross-browser compatibility	Yes but not mentioned in quote	Yes	Yes
E-Commerce capability	For Harlington will link to Ticketsolve.	For Harlington will link to Ticketsolve.	For Harlington will link to Ticketsolve.
Fill the screen	Yes but not mentioned in quote	Yes	Yes
Fast page load speed	Yes but not mentioned in quote	Yes	Yes
Visually attractive with modern and clean styles	Yes but not mentioned in quote	Yes	Yes
Showcase the Town (Fleet Town Council Site) and the Venue (The Harlington Site)	Yes but not mentioned in quote	Yes	Yes

FLEET TOWN COUNCIL - DESIGN COMPARISON

	Company A	Company B	Company C
Interactive Calendar for events and meeting dates or the ability to embed one	Google calendar integration and next meeting date function on homepage.	Basic events function to display on calendar (title, date, detail, featured image, category). If desired, displaying meetings dates as "events" with dates, agendas and minutes would be additional cost.	Yes
Filter on the Events page	Yes but not mentioned in quote	Yes but this depends on staff adding categories to events	Yes
Ability to embed video content	Yes but not mentioned in quote	Yes	Yes

Ability to embed social media feeds – Facebook and Twitter	Links to Social Media Feed	Links to Social Media Feed	Links to Social Media Feed
Ability to embed interactive map	Link to parish online map.	Embedded third party map – Parish Online.	Yes
Simple, clear menu headings and short drop-down menus	Yes but not mentioned in quote	Yes	Yes
Prominent, simple search function on each page	Free search plug installed with option to upgrade to paid version.	Yes	Yes
Documents must be listed in date order must be listed from newest to oldest	Yes but not mentioned in quote	Yes	Yes
Contact information and social media links included on every page in a footer	Yes but not mentioned in quote	Yes	Yes
A link to The Harlington website included somewhere on the homepage	Yes but not mentioned in quote	Yes	Yes
Colour scheme to be in keeping with the Council - for example the logo is green and blue	Yes but not mentioned in quote	Yes	Yes
Extra comments:	-	Sliding photos banner on homepage. Ability to add newsletter. Latest news more prominent.	Planning applications plugin to show recent planning applications on an interactive map. Would be happy to include at no extra cost, usual price £400+VAT

THE HARLINGTON – DESIGN COMPARISON			
	Company A	Company B	Company C
Simple, clear menu headings and short drop down menus	Yes but not mentioned in quote	Yes	Yes
Have a prominent, simple search function	Not mentioned in quote but as per FTC site free search plug with option to upgrade to paid version	Yes	Yes
Contact information, mailing list, social media on page footers	Yes but not mentioned in quote	Yes	Yes
Newer icons	Yes but not mentioned in quote	Yes	Yes
Have the ability to host an online bookings calendar for room hire and checking availability or embed one	Yes but not mentioned in quote	Yes Also online booking enquiry form	Yes
Ability to embed social media feeds	Links to Social Media feed	Links to Social Media feed	Links to Social Media feed
Gallery of photos and videos	Yes	Suggest this would be better served by news	Yes

		feed and article being the gallery	
Have a filter on the 'What's On' page to filter shows by genre/date	Yes but not detailed in quote	Recommendation to utilise ticket solve and link out to this as soon as possible as this has all the information and booking facilities.	Yes
Have a visitor feedback section	Enquiry form and feedback function.	Yes (page builder block) and customer feedback form	Yes
Have an acknowledgment that The Harlington is operated by Fleet Town Council	Yes but not mentioned in quote	Yes	Yes
Colour scheme to be in keeping with The Harlington	Yes but not mentioned in quote	Yes	Yes
Improved pages for <ul style="list-style-type: none"> o Venue Hire – more information, more photos, 360° views of rooms o Bar – more information on products, link to bar app, updated photos 	Yes	Yes	Yes
Include new pages on: <ul style="list-style-type: none"> o 'Technical Services' o 'How to get here' o Livestreaming o FAQ's 	Yes	Yes	Yes
Extra Comments:		Basic events function to display on calendar (title, date, detail, featured image, category).	

Alternatives considered

No alternatives have been considered as the only alternative would be to do nothing and retain the current websites.

Financial Implications

This is a one-off project with a £10,000 budget. Ongoing running costs such as hosting fees are budgeted for separately and can be accommodated within next year's budget. For comparison the hosting and support fees for the current provided are approx. £480 annually.

	Company A	Company B	Company C
Website	<p>TOTAL £7,900 exc vat</p> <p>-----</p> <p>Fleet Town Council - £4,950 Design, develop, and input content to website plus past 5 years of minutes, and agendas.</p> <p>HARLINGTON - £2,950 Level of design to match the examples sent. Design, develop and input content to website.</p> <p>A 5% discount will be applied on the total price if proceed with both sites.</p>	<p>TOTAL £9,500 exc vat (plus inputting content to take to budget limit)</p> <p>-----</p> <p>For information inputting Content is charged at 15 minutes per page at £120 per hour. <i>Number of pages required to be determined as not all pages to be transferred to new site and Council staff can undertake some work themselves i.e. pages with just documents linked like agendas/minutes. Staff would negotiate who will undertake what to come within budget.</i></p>	<p>TOTAL £7,800 exc vat</p> <p>-----</p> <p>Design, develop and input content to both websites.</p>

		<p>Fleet Town Council - £5,200 Design and develop to AA Accessibility standards.</p> <p>HARLINGTON – £4,300 Design, develop and input content to new site, to include Google Analytics.</p>	
		<p>Additional costs for future reference for Fleet Town Council site:</p> <ul style="list-style-type: none"> • Meetings displaying as upcoming “events” on homepage with dates, agendas and minutes would be £600. • Google Analytics would be £100. 	
Additional Costs – From other budget codes			
Training	2 hours virtual training included.	£300 for virtual 1.5hr session.	Can be included.
Support	<p>Included within hosting fee for first year. Will accommodate feedback from two website reviews and anticipate up to two major changes.</p> <p>Ad hoc charges are £75 per design hour and £30 for admin-related tasks.</p>	Optional annual support contract charged at £100 per hour per site.	30 minutes a month for each site included within hosting fee.
Hosting	NOTE – domain will need to stay with e-mango as a ‘.gov’ site so cost there.		
	<p>TOTAL £550</p> <p>For year 2 onwards: £325 annually for Council £225 annual for Harlington</p>	<p>TOTAL £600</p> <p>Hosting and security updates are charged at £300 annually per site</p>	<p>TOTAL £840</p> <p>£45 per website, per month but will offer a £20 per month discount for the second site so £70 a month.</p>

Risk Management

Project is low risk – low risk of website going down but the old websites will stay in operation until the new ones are live.

Contractual information

Once the websites are created the Council pays a hosting fee for as long as they want the websites operational.

Recommended Contractor

On comparing proposals, Officers believe that Contractor B is the most qualified and have reviewed the specifications and brief in most detail – they have experience in both Council and Commercial fields; also having designed a theatre website before. Their range of work showcases that they will be able to meet the design and functions required for the new sites and have innovative/creative ideas. Officers also believe they will provide the best protection for future proofing to grow the websites easily in the future.

RECOMMENDATION

To approve Company B to undertake the redevelopment work for the new Fleet Town Council and The Harlington websites.



Fleet Town Council Meetings Timetable 2024/2025

2024/2025 Meetings	Jan 2024	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan 2025	Feb	Mar	Apr	May
Annual Residents' Meeting 7pm, annually in March			26												25		
Town Council 7pm monthly, first Wednesday (except the Annual meeting held in May and in an election year)	3	7	6	3	8 (A)	5	3		4	2	6	4	8	5	5	2	7 (A)
Establishment Committee 7pm, 3 times per year	31						17				6						
Recreation, Leisure and Amenity Committee 7 pm, quarterly, third Wednesday of the month			20			19			18			18			19		
Policy and Finance Committee 7pm, quarterly, third Wednesday of the month		21			15		17			16				19			
Planning and Development Control Committee 7pm, second and fourth Monday except where there is a Monday Bank Holiday	8	12	11	8	13	10	8	12	9	14	11	16	13	10	10	14	12
	22	26	25	22	28	24	22	27	23	28	25		27	24	24	28	27
Risk Management Working Group 2pm, 2 times per year, Wednesday	17						3						15				

OFFICER: Rochelle Halliday, Executive Officer
DATE: 30th November 2023
MEETING: Council 6th December 2023
SUBJECT: Item 14 – Draft Budget and Precept for 2024/25

1. Background

The agreed budget preparation timetable schedules the Council to consider the draft budget in December, ahead of final review and approval at the Council meeting in January 2024.

Members are invited to ask questions and make comments to inform preparing the final draft of the budget.

All Councillors have been provided with the first version of the budget in full. The draft budget, summarised for review at this meeting, is based on comments made at the Budget Working Group meeting on 15th November 2023.

2. Current Financial Year 2023/24 Year End Projections

The 2023/24 budget was set with a £73k deficit. The budget is carefully monitored, and projections reviewed as part of every month end finance procedure.

As of 31st October 2023, a £5k surplus is projected for the current year end. This is mainly due to higher bank interest rates (approx. £46k), lower staffing costs due to vacancies (approx. £37k) and savings to the health and safety and refuse collection contracts (approx. £16k). These savings have been partly offset by additional costs elsewhere, such as utility bill costs. Please note that this projected surplus is an estimate and is subject to change.

A projected surplus means that the Council's general reserve will not be required to fund expenditure in the current financial year, which enables a firmer footing for planning next year's budget.

3. Budget Commentary

Next year's budget is a maintenance budget, based on the projected year end position for the 2023/24 financial year, a review of actuals from the previous two financial years, expected contractual changes and low-level operational improvements.

The main changes to the budget versus the current year are:

Income

- Bank interest – significantly changed due to interest rates remaining high.
- Harlington Events – positive increases included due to additional ticket sales and increased pricing. It should be noted that costs will correspondingly increase, however, a margin is maintained between direct income and costs.
- Harlington Development precept – increased in line with September CPI rate of 6.7%.
- Operational precept – increased to produce a balanced budget in line with recommended best practice.

Expenditure

- Grants – small reduction due to no national event celebrations expected in 2024/25.
- Projects – topping up of reserve for future playground renovations.
- Harlington Events – cost of sales increasing with inflation and projected sales, salary costs increasing to keep pace with cost of living and National Living Wage increases confirmed at 9.8%.

- Harlington Building – increase mainly due to salary costs increasing to keep pace with cost of living, National Living Wage increases, higher utility bill costs and increased maintenance.
- Parks and Pavilions – includes £65.k funded from reserves (subject to approval) for the Edenbrook playgrounds replacements and maintenance, cost of contractual grounds maintenance (assumed 8.5% RPI) and increased amounts allowed for tree surgery and playground repairs.
- Savings made through the renegotiation of contracts for health and safety and refuse collection have been reflected in the draft budget.

4. Draft Budget 2024/25 - Summary

The table below shows a summary of the draft budget compared to the budget for the current financial year. Please see item 3 for a commentary on the main variances.

	Draft Budget £	Current Budget £	Variance £
	2024/25	2023/24	
Income			
Central Administration	69,000	14,000	55,000
Events / Town Centre / Climate	7,800	7,800	0
Harlington Events	524,696	462,446	62,250
Building (Harlington)	13,500	16,000	(2,500)
Ancells Farm Community Centre	27,500	26,000	1,500
Parks & Pavilions	31,800	28,257	3,543
Cemetery	70,700	64,550	6,150
Lengthsman Scheme	3,300	3,300	0
<i>Income Sub Total</i>	748,296	622,353	125,943
Precept – Operational	903,236	846,115	57,121
Precept – Harlington Development	439,922	412,017	27,905
<i>Precept Sub Total</i>	1,343,158	1,258,132	85,026
Total Income	£2,091,454	£1,880,485	£210,969
Expenditure			
Central Administration	257,095	263,082	(5,987)
Civic & Democratic	20,130	22,140	(2,010)
Grants	56,949	61,043	(4,094)
Projects	38,000	33,500	4,500
Events / Town Centre / Climate	55,700	61,822	(6,122)
Harlington Events	543,689	494,308	49,381
Building (Harlington)	302,324	250,707	51,617
Ancells Farm Community Centre	56,719	59,390	(2,671)
General Open Spaces	48,981	43,592	5,389
Parks & Pavilions	300,660	206,896	93,764
Cemetery	37,515	41,826	(4,311)
Lengthsman Scheme	3,300	3,300	0
Harlington Development	439,922	412,017	27,905
Total Expenditure	£2,160,984	£1,953,623	£207,361
Use of Reserves	69,530	0	
In Year Surplus / Deficit	£0	- £73,138	

OFFICER: Rochelle Halliday, Executive Officer
DATE: 29th November 2023
MEETING: Council 6th December 2023
SUBJECT: Item 16 - Executive Officer's Report

1. UK Shared Prosperity Fund Bid (Item 10.)

Several Members got together with the Finance and Admin Manager to review potential projects for the UK Shared Prosperity Fund, which is being administered by Hart District Council.

The final draft idea for the fund is to create a new community garden on the green space next to Ancells Farm Park. The aim of this project is to:

- Create a dedicated area that provides a space for residents who do not have access to a garden to grow a range of plants. This will especially benefit nearby residents who live in flats.
- Foster new community partnerships to help maintain and develop the space, such as through a gardening club. This will help both mental wellbeing and those who are isolated.
- Involve children from the local pre-school to grow plants so that they can become more connected to nature, particularly where children may not have the opportunity to do so at home.
- Provide an accessible space for everyone to enjoy.
- Facilitate pride of place by transforming a derelict piece of land experiencing anti-social behaviour, into a carefully maintained area with positive associations and well frequented.
- Encourage a wide range of biodiversity using native plant species that enrich the environment.
- Act as a starter project, with the capacity to expand in the future as community involvement develops.

Due to meeting timings, the project submission deadline is 30th November. The Council is asked to retrospectively endorse the application for this project.

The final decision regarding the grant will be made by at the Hart District Council Cabinet meeting in February 2024, and funds will be released to the successful bidders in April 2024.

RECOMMENDATION

To endorse the grant submission as proposed.

2. Committee Membership – Establishment Committee (Item 12.)

Cllr Cotrell has stepped down from the RLA and Establishment Committees, due to work commitments.

The RLA Committee has a healthy number of Members, however, there are now only six Members remaining on the Establishment Committee, and so a new Member should be appointed.

Members were asked to put themselves forward for the Establishment Committee. Cllr May has put her name forward and no other nominations have been received.

RECOMMENDATION

To approve the appointment of Cllr May to the Establishment Committee.

3. Council Meeting Dates (Item 13.)

The meeting dates calendar for the Council has been issued for review and agreement, to cover January 2024 up to May 2025.

The notable items are:

- Next Establishment Committee meeting date proposed for 31st January 2024.
- Annual Meeting of the Town Council in May 2024 and 2025 moved to the second Wednesday in May.
- The Annual Residents Meeting for March 2024 and 2025 are highlighted as they fall in the pre-election period – Members to consider whether it would be better to hold this meeting earlier in the month, such as 12th March 2024 and 11th March 2025.

RECOMMENDATIONS

- To approve the proposed change to the Annual Residents Meeting dates in March 2024 and 2025.
- To approve the Council meeting dates for 2024/25.

4. FTC Stall at Fleet Market – Rota and Discussion Points

Following the very successful first session at Fleet Market, where the Council's Vision for Fleet was shared with residents, the rota for the next three sessions is detailed below.

Date & Time	Council Member	Suggested Focus Topics
9th December 2023		
11.00am – 1.00pm	Cllr Schofield Cllr May	<ul style="list-style-type: none"> • Vision – ambitious opportunities for recreation, culture and wellbeing, with a focus on culture. • Vision – being environmentally conscious and promoting green initiatives. • Vision – developing engagement and information sharing.
1.00pm – 3.00pm	Cllr Engstrom Cllr Taylor	
13th January 2024		
11.00am – 1.00pm	Cllr Tilley Cllr Woods	<ul style="list-style-type: none"> • Vision – developing engagement and information sharing. • Vision – supporting young people. • Vision – supporting the vulnerable and elderly. • Greening Campaign activity calendar.
1.00pm – 3.00pm	Cllr Taylor <i>Available (RH to attend)</i>	
10th February 2024		
11.00am – 1.00pm	Cllr Schofield Cllr Tilley	<ul style="list-style-type: none"> • Vision – promoting a safer environment for residents and businesses. • Vision – community partnerships and contribution to the community. • Open spaces draft projects.
1.00pm – 3.00pm	Cllr Taylor <i>Available (RH to attend)</i>	

The Communications Officer has created a mini-brand for Council engagement sessions – Fleet Town Council Pop Up Hub – and this will be used in every location where the Council meets the public to share thoughts on the Council's work.

Officers will collate all of the feedback and prepare a summary report for a future meeting, so that the view of residents can be input into the implementation of the Council's Vision for Fleet.

The focus topics are suggestions and additional / alternative ideas from Members are most welcome.

Future sessions at the market can focus on other aspects of the Council's work, including obtaining feedback on specific projects, and information about The Harlington Development.

Officers will prepare the display board and any materials for each session, and they will be ready to collect from The Harlington lobby on the day from 10am. A briefing sheet on each of the topic areas will also be provided.

5. Christmas Festival – Thank You!

A huge thank you to the Christmas Festival committee and the Council team who were involved in organising another very successful event on 22nd December. It was great seeing so many people supporting the event, as well as the amazing performances on the Gurkha Square stage.

6. Badger Activity at Fleet Cemetery - Update

On 16th November 2023, the grounds works at Fleet Cemetery, to obstruct access to the badger sett and to fill in the graves affected by badger activity, took place. The work was observed by the Council's ecology contractor, to ensure compliance with the Natural England licence.

Part of the original plan to cover the affected area with mesh was not undertaken at the last minute, as it was not practical to do so. This has meant that the measures will not be as effective as originally thought.

The second location affected by badger activity at Fleet Cemetery was not covered by the licence.

There will be an item at the RLA Committee meeting in December to discuss the next steps in more detail, as it is likely that badger activity will be an ongoing occurrence at the Cemetery.

7. Fleet Connect Meeting

Cllrs Schofield, Woods and I attended an update meeting with Hampshire County Council's community transport team on 16th November 2023 and received the following update:

- The community bus service operated by Rushmoor Voluntary Services is bucking the trend in the County. Passenger numbers have decreased by 10%, however, that is very favourable compared to other community transport services.
- The County recognises that community transport helps to tackle social exclusion and isolation and can now measure the impact of this. The impact of changing community transport services on the socially vulnerable is being analysed by the County.
- The Fleet Shopper service to The Meadows is particularly popular.
- There was a discussion on whether more passengers could be accommodated if fewer seats were taken out on each trip, but may conversely reduce passenger numbers due to the duration of single trips.
- Changes to funding for community transport by the County will be under consultation between 8th January 2024 and 31st March 2024, with the Decision Day being held in July 2024. The County will retain the £1.1m Bus Service Operator's Grant and so the consultation will focus on how to best use this funding.

8. Hampshire Association of Local Councils AGM

I attended the HALC AGM on 11th November 2023.

There was an interesting session on planning challenges, from the point of view of the Local Planning Authority.

The Communication Awards section was particularly inspiring. The winning entries all had common themes that led them to success – a friendly and approachable tone, interesting community led content, high quality information and the Council taking a leadership role in the community.

I will be working with the Communications Officer to develop Fleet Town Council's engagement and have pointed her in the direction of the Local Government Association Corporate Narrative toolkit. One goal is to develop engagement so that the Council can submit for the Communication Awards next year.

9. IT Migration of Server to SharePoint

During November, the Council's IT files were migrated from the redundant server to SharePoint. The Finance and Admin Manager was instrumental in ensuring all of the set-up requirements were in place prior to the migration.

The migration process was smooth, and I was very impressed with Cloudy IT's approach to ensure the project was successfully completed and to quickly resolve the inevitable teething issues.

10. Hart District Council Flytipping Survey

Hart District Council has set up a Task and Finish Group to look at flytipping in the district.

A survey has been created to gather feedback - [short survey](#) deadline 21st December 2023.

The survey responses will allow the Task and Finish Group to develop anti-flytipping strategies.

11. Upcoming Council Meeting Dates

- 6th December 2023, 6.00pm – Climate Change Working Group
- 18th December 2023, 7.00pm - Development Control Committee
- 20th December 2023, 7.00pm – Recreation, Leisure and Amenities Committee
- 3rd January 2024, 7.00pm – Council