



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE VIRTUAL MEETING OF FLEET TOWN COUNCIL

On

Wednesday 6th January 2021 at 7pm

All members are summoned to attend

Any member of the public wishing to attend the virtual meeting should contact Charlotte on charlotte.benham@fleet-tc.gov.uk by midday on Tuesday 5th January 2021.

The virtual meeting of Fleet Town Council will be live streamed on YouTube and the link for this meeting is: <https://youtu.be/bn2gwGqfj10>

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

SIGNED:

Janet Stanton,
Town Clerk

Date: 22nd December 2020

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.

Any member of the public wishing to ask a question at the virtual meeting, should contact and provide a written copy of the question to Susanna on susanna.walker@fleet-tc.gov.uk by midday on Tuesday 5th January 2021.

4. MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes and Confidential Minutes of the Council Meeting held on Wednesday 2nd December 2020 (*copy attached*).

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

Development Control 7 & 21 December, 2020

5. HCC/HDC

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

Part 1 – ITEMS FOR DECISION

6. BUDGET

Further to the Resolution of the November Council Meeting, Members approved the budget based on there being no council tax increase for residents and no significant changes in:

- the COVID Guidelines
- the tax base for calculating the FTC Council Tax rate. This has now been confirmed by HDC at 10,601.11 with the precept being set £1,089,794.10 for 2021-22. The Town Council's element of the Council Tax is maintained at £102.80 per Band D property.
(*Copy attached*)

RECOMMENDATION

- a) Approval of the 2021/2022 budget
- b) The use of £100,838 from reserves to balance the 2021/22 budget

7. PRECEPT

The tax base for calculating the FTC Council Tax rate has now been received from HDC at 10,601.11. It is now confirmed that the precept for 2020/2021 will be £1,089,794.10 maintaining the Town Council's element of the Council Tax at £102.80 per Band D property.
(*Attached completed Precept Form*)

RECOMMENDATION

- a. To approve for signature, on behalf of the Council Meeting, the 2021/2022 Parish Precept at £1,089,794.10

8. RISK REGISTER – For Approval

To receive the minutes of the Risk Management Working Group held on 27th October, 5th November, 19th November and 10th December and the summary risk register with future actions. *(copy attached)*

RECOMMENDATION

That the Summary Risk Assessment Register and Action Plan be adopted by Council.

9. FINANCIAL MONITORING

1. To receive:

- a. The bank reconciliation for November 2020 on FTC portal and web site
- b. The list of receipts for November 2020 on FTC portal and web site
- c. The list of payments for November 2020 on FTC portal and web site

2. Councillor Robinson to confirm that the bank statements match the reconciliation and has signed the bank statements and payment schedules.

RECOMMENDATION

1.

- a. To accept into the minutes the bank reconciliation for November 2020.
- b. To accept into the minutes the list of receipts for November 2020.
- c. To accept into the minutes the list of payments for November 2020

2. To accept Councillor Robinson's confirmation that the bank reconciliation for November 2020 equals zero, and the bank statements match the reconciliation.

10. NOTICE OF CONCLUSION OF 2019-2020 EXTERNAL AUDIT

To receive the Annual Governance and Accountability Return from the External Auditor PKF Littlejohn LLP for the year ended 31 March 2020 and to note that there were no qualifications. *(copy attached)*

RECOMMENDATION

That the Annual Governance and Accountability Return of the external auditor for 2019/2020 be received and accepted by Full Council

Part 2 – ITEMS TO NOTE

11. HAMPSHIRE CONSTABULARY RESPONSE

Further to the letter sent to Hampshire Constabulary on behalf of Fleet Town Council, Members to note the response from Chief Constable Olivia Pinkney. *Copy attached*

12. HARLINGTON UPDATE

Harlington Lease - Awaiting a revised Draft Lease from Hart District Council

13. ANNUAL HEALTH AND SAFETY REVIEW

To receive and note the Annual Health and Safety Report (*copy attached*).

14. FTC MEETINGS TIMETABLE 2021/2022

To note the updated FTC Meeting timetable for 2021 - 2022 (*copy attached*).

15. FLEET TOWN COUNCIL - COVID19 RECOVERY

Members to note the COVID Update report below:

- A grant of £1,334 has been received from HDC as a result of an application for The National Restrictions Supply Grant. However, a query has been raised with HDC regarding the balance owed.
- Flexible Furloughing continues and has now been extended until 30 April 2021
- FTC has offered The Harlington to act as a vaccination centre. At present not required.

16. COMPLAINTS

To note the complaints received. (*copy attached*)

17. TOWN CLERK'S REPORT

To receive an update report from the Clerk.

- Christmas Day Festive afternoon teas delivered to all those "would have been" guests at the annual Christmas day lunch
- FTC Offices closed from 12 midday on Thursday 24 December until 9am on Monday 4 January.
- The date for the annual Action Day is usually set in January each year but this is being delayed until there is more certainty about when COVID 19 restrictions will be lifted.

18. DATE AND TIME OF NEXT MEETING

The next virtual meeting of the Council is scheduled to be held on Wednesday 3rd February 2021 at 7pm.

Part 3 CONFIDENTIAL ITEMS

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

The following types of business will be treated as confidential:

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

There are no confidential items



FLEET TOWN COUNCIL

MINUTES OF THE FULL COUNCIL VIRTUAL MEETING

held on

Wednesday 2nd December 2020

PRESENT

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

Also Present:

Janet Stanton - Town Clerk
Susanna Walker - Committee Clerk
Charlotte Benham - Project and Committee Officer
Councillor John Bennison - HCC
Councillor Adrian Collett - HCC
Councillor Steve Forster – HCC
Councillor Wendy Makepeace-Browne – HCC

No of live stream viewers - 11

FC December 2020 ITEM 1

APOLOGIES FOR ABSENCE

Members received and accepted apologies for absence from Councillor Carpenter, who was working, and Councillor Wildsmith, who was moving house.

FC December 2020 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

FC December 2020 ITEM 3

QUESTIONS FROM MEMBERS OF THE PUBLIC

Councillor Schofield welcomed all members to the last meeting of 2020, and briefed members on the following:

- 2020 has been devastated by COVID 19, and the collapse of high street stores combined with the impact of the rise of online shopping will change the face of the high street forever.
- FTC needs to respond to this change with energy, enthusiasm and agility, otherwise Fleet high street will die.
- Residents will return to the high street for convenience, services and to meet and socialise.
- The current situation provides FTC the opportunity to start a transformation of the high street, ensuring it meets not only resident's changing needs but the needs of future generations.
- Preliminary meetings have been held with local council and business representatives, to explore the future of Fleet high street. This debate should be agile and responsive in the short term, and visionary in the long term, and not dictated by bureaucracy.
- The marketplace is changing fast and the Fleet of 2030 will be a lot different to the Fleet of 2020.

Councillor Schofield wished everyone good health and concluded by outlining the desire for FTC to build a platform that unites all the stake holders in Fleet's future and drives change necessary to ensure Fleet has a sustainable, attractive and much valued centre to the community.

Councillor Schofield read out the following question from Mr Russell Hunt:

In response to my question to Council on 7th October 2020, Councillor Schofield made two important comments which did not find their way into the minutes. Can he therefore please confirm that the council tax precept cannot be hypothecated, that is, tax collected for a stated project can be spent for any purpose as the Council decides; and given that, the Council could decide to set a reduced precept for 2021/22 and fund any budget shortfall from the £1.6 million notionally set aside for the Harlington project.

Councillor Schofield explained to members that the Clerk had written to Mr Hunt clarifying the position regarding minutes of meeting:

- a. They are not a verbatim record.
- b. The recital of Clause 42 of the Local Government Policy and Finance Act 1992 clarified that the precept could be used for any purpose which translates as no hypothecation

Councillor Schofield outlined the following to Council:

- The Council could elect to reduce the precept and fund any budget shortfall from the Harlington Reserve.
- What the council has resolved to do is not increase the precept next year when other Councils have been given the authority to increase their Council tax by up to 5%.
- The Council has resolved to finance the predicted budget deficit for both this and next year from the General and Ear Marked reserves, leaving the Harlington Reserve intact.
- In 2020, a Band A property paid £25.90 per annum (50p/week) and Band F (which represents 30% of all properties) paid £56.00 per annum, (£1.07 /week) towards the Harlington Reserve.
- Only 68% of all properties actually paid the full precept.
- In 2021 the Harlington Reserve represents £38.86 (75p/week) for a Band D property.
- FTC does monitor the financial performance of other large Councils, that is Town Councils with a precept over £1m/annum, and a significant number of them have a Band D Equivalent of around £200/annum
- FTC have resolved to maintain the Harlington element of the precept next year, therefore the reserve will accumulate to £2m.
- The original assumption in 2016 was that FTC would borrow £10m, and payback over 45 years, but due to exceptionally low interest rates this currently equates to a 32-year loan at a total cost of £13.025m.
- With £2m in cash, FTC only need to borrow £8m which at the same repayment rate would pay off the loan in 23 years at a total cost of £9.5m, saving the Fleet residents £3.525m in interest payments.
- Therefore, there is significant leverage in collecting cash.

Councillor Schofield responded to the question why FTC is collecting funds for the Harlington, detailing the following to Council:

- At some point in time FTC will need to build a new Harlington. The ongoing investigation by Hart District Council into the Civic Quarter Development includes a new performance / community facility in accordance with Policy 1 of the Fleet Neighbourhood Plan.
- Should all options for a new facility fail, the only option would be to renovate the existing facility. From the recent condition survey, to bring the existing Harlington up to current building standards with no improvement in the physical facility is likely to cost in the order of £5.1m.
- Using the exercise above, having the cash reserve saves the residents of Fleet £2.28m.

FC December 2020 ITEM 6**MEMBERSHIP OF WORKING GROUPS AND COMMITTEES**

Members considered the preferences of Councillor Robbie Richmond for service on the RLA Committee, The Harlington/Civic Quarter Working Group and the Parks and Open Spaces Working Group.

RESOLVED

To approve Councillor Richmond's membership of the:

- RLA Committee
- The Harlington/Civic Quarter Working Group
- Parks and Open Spaces Working Group

FC December 2020 ITEM 7**FLEET LINK**

Members received a report on the Fleet Link Bus Service and the contract renewal from April 2021. Members noted and discussed the following:

- Fleet Link has continued to provide service during lockdown.
- The bus seating has been reduced from 12 to 3 seats in the bus.
- Post COVID, there is a possible additional cost to put back all 12 seats in the bus.
- 103 people are registered users, of which 50% use it regularly.
- RVS to advertise for new customers.
- The condition of use is that the individual must live more than 400m from a bus stop and not have access to a car.
- Cost for a year's extension to the current contract will be £11,249.72.
- No annual contribution to replacement bus fund.
- Any exceptional costs are to be settled from the current replacement bus fund.
- FTC and Church Crookham to work together to propose a better way to serve this community group.
- The current cost of a trip to a passenger is £5.
- Contactless payment is available on the bus.

RESOLVED

Members approved:

1. A further extension of the current contract for Fleet Link for 1 year at a cost to Fleet Town Council of £11,249.72.
2. A joint Working Group be set up with CCPC, including external advisors as required, to bring forward proposals for a more economic flexible community bus service and/or an alternative means of servicing the needs of our more vulnerable residents.

FC December 2020 ITEM 8**INTERNAL AUDITORS VISIT - 5 NOVEMBER**

Members received the Internal Auditor's Report from the visit on 13th May 2020 and noted the following from the action plan:

- More public information regarding the Virtual Meetings, including the live streaming access link and number of public viewing to be minuted.
- FTC to consider other alternatives to Fleet Link.

RESOLVED

Members received the Internal Auditor's Report and approved the action plan.

FC December 2020 ITEM 9

FINANCIAL MONITORING

Members received and noted the following:

1.
 - a. The bank reconciliation for October 2020
 - b. The list of receipts for October 2020
 - c. The list of payments for October 2020
2. Councillor Robinson to confirm that the bank statements match the reconciliation and has signed the bank statements and payment schedules.

RESOLVED

Members approved and accepted into the minutes:

1.
 - a. The bank reconciliation for October 2020
 - b. The list of receipts for October 2020
 - c. The list of payments for October 2020
2. Councillor Robinson confirmed that the bank reconciliation for October 2020 equals zero, and the bank statements match the reconciliation and has signed the bank statements and payment schedules.

FC December 2020 ITEM 10

FTC FINANCES

Members received a report on the FTC finances post COVID19. Members noted and discussed the following:

- FTC is not allowed to become financially unviable.
- Business interruption insurance.
- General reserves need to be built up, through the possible increase in Council Tax in 2022-2023.
- General reserves to include repairs, maintaining and replacement of equipment in the parks.
- FTC to have a more proactive policy on grants.
- Local business sponsorship for FTC facilities such as playgrounds.

FC December 2020 ITEM 11

ROYAL BRITISH LEGION POPPY APPEAL

Members noted the message below received from Bill Tyack, Branch Chairman & Poppy Appeal Organiser for the Fleet, Crookham & District Branch of the Royal British Legion:

I'd like to thank all members and supporters in the Fleet, Crookham and Crondall area for their magnificent support of the Poppy Appeal 2020. Of course, this year The Poppy Appeal was very different and we were limited in what we were allowed to do: for example, house-to-house collecting was not permitted and street collections were curtailed by the Lockdown on 5th November. Nevertheless, we raised the magnificent total of £30,794, whilst this is down on the £50,200 raised in 2019 it is much more than I was expecting in the circumstances. In 2021 we very much hope to be back to 'normal' and those collectors who were unable to take part this year will be able to do so once again.

I am very grateful for the generosity of people in the Fleet, Crookham and Crondall area. The money collected will be used well to support members of the Armed Forces community in need.

Members gave thanks to the Royal British Legion and Bill Tyack for all their hard work, and noted that March 2021 will be the 100th anniversary of the inauguration of the War Memorial in Fleet. FTC will designate a sub-committee to organise a small event to celebrate this.

FC December 2020 ITEM 12

COVID 19 UPDATE

Members received the COVID Update report and noted the following:

- The Harlington has reopened, with Government guidance, from 2nd December 2020 and a small number of ticketed socially distanced shows are being put on for the public.
- Christmas films are planned to be shown in the Harlington in December 2020.
- Some hirers are back, with many scheduled to restart in January 2021.
- A National Restrictions Supply Grant application has been submitted to HDC for £2,000.00.
- All playgrounds are operating as normal as possible under the current restrictions.
- No council services have been cut.
- FTC office is COVID secure.

Members wished their thanks to be recorded for all the additional work that Officers had put in to maintain services and operate under difficult conditions.

FC December 2020 ITEM 13

COMPLAINTS

Members noted that no new complaints have been received.

FC December 2020 ITEM 14

TOWN CLERK’S REPORT

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

- Fleet Christmas lights virtual switch on was a success, with over 13,000 views on social media and YouTube. The Harlington’s new streaming equipment was used to film and upload the event.
- Christmas Day lunch at the Harlington is not feasible this year. However, afternoon tea will be delivered to all guests who would usually attend the Christmas Day lunch.

FC December 2020 ITEM 15

DATE AND TIME OF NEXT MEETING

The date of the next virtual meeting of the Council is scheduled for Wednesday 6th January 2021 at 19.00.

There being no further business the meeting closed at 20:41.

Signed.....

Date.....

Chairman

Part 3 CONFIDENTIAL ITEMS

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

The following types of business will be treated as confidential:

- a. Engagement, terms of service, conduct and dismissal of employees**
- b. Terms of tenders, and proposals and counterproposals 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**

FC December 2020 Item 16

CONTRACTUAL MATTER

Members received confidential papers and considered the detail of a contractual matter.

RESOLVED

To respond to the contractual matter as discussed.

DRAFT



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Virtual Meeting held on Monday 7th December

Present:

Cllr Schofield
Cllr Robinson
Cllr Holt
Cllr Hope
Cllr Pierce - chairman
Cllr Jasper
Cllr Carpenter

Officers: Charlotte Benham – Projects and Committee Officer

1	Apologies Not present, Cllr: Wildsmith
2	Declarations of interest to any item on the agenda None declared
3.	Public Session One member FCCS
4	Approval of the Minutes The minutes of the development and control meeting that would have been held on Monday 23 rd November were accepted as a correct record of the meeting.
5	20/02773/HOU 35 The Lea Fleet Hampshire GU51 5AX Demolition of corrugated steel garage with attached timber outbuilding and erection of a two storey rear extension and single storey side extension and erection of double garage. Comments required by 11 December OBJECTION <ul style="list-style-type: none">• Demonstrate that they achieve the 45° to the upstairs window however the downstairs extension is 3m wide so would block the 45° line thus removing light from the rear downstairs window – loss of light to neighbour

- The proposed replacement garage permits traffic onto the land owned by Fleet Town Council so there is an issue over legality of the right of way
- Proposed new garage only constitutes a single garage replacement as only 5m wide.

20/02791/HOU

Punch Tree House Reading Road North Fleet GU51 4HS

[Erection of a single storey rear extension and first floor side extension. Insertion of roof light on front elevation.](#)

Comments required by 11 December

NO OBJECTION

20/02799/HOU

2 Badgers Close Fleet Hampshire GU52 7YD

[Addition of a single skin of brickwork and flint to the front elevation of the property to cover the existing brick facing.](#)

Comments required by 15 December

NO OBJECTION

Change in character of area but not detrimental – suggest some greenery added at front of property to improve appearance

20/02707/HOU

3 Ryeland Close Fleet Hampshire GU51 2TZ

[Erection of a single storey rear extension following demolition of existing conservatory \(part retrospective\)](#)

Comments required by 15 December

NO OBJECTION

However with location of high level letter box window – it is not apparent which bedroom could be overlooked?

20/02829/HOU

15 Connaught Road Fleet Hampshire GU51 3RA

[Demolition of conservatory and erection of a single storey rear extension and extension of existing side dormer with window.](#)

Comments required by 17 December

NO OBJECTION

20/02818/HOU

32 Fir Tree Way Fleet GU52 7NB

[Demolition of car port and garage, blocking up of ground floor side window and erection of single storey side and rear extensions](#)

Comments required by 23 December

NO OBJECTION

Subject to the following:

- The heritage statement says no loss of trees however the plans indicate the loss of tree adjacent to the old garage - as this is in the Basingstoke Canal Conservation Area it would be appropriate to replace the tree
- Full height rear window to be replaced with opening window and glass balustrade which potentially increases overlooking – not acceptable.
- Loss of a garage – a parking plan should be submitted to check parking meets Harts standards

	<p>20/02610/HOU Halfacre Fitzroy Road Fleet GU51 4JH Retention of play equipment in garden. Comments required by 25 December</p> <p>NO OBJECTION; Subject to: There being no objections raised by the immediate neighbours The planting of Leylandii to screen the boundary is an issue – it is not a native plant and is generally being removed from the Conservation Area so a more appropriate planting should be agreed with Hart</p>
7	<p>Noted:</p> <p>Planning Enforcement notices</p>
8	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>N/A</p>
	<p>Date of Next Virtual Meeting</p> <p>21st December, 18:30 for 19:00</p>

Meeting closed: 7.35

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Virtual Meeting held on Monday 21st December

Present:

Cllr Schofield
Cllr Robinson
Cllr Holt
Cllr Pierce – chairman
Cllr Carpenter
Cllr Hope

Officers: Charlotte Benham – Projects and Committee Officer

1	Apologies Not present, Cllr: Wildsmith Apologies: Cllr Jasper
2	Declarations of interest to any item on the agenda None declared
3.	Public Session None
4	Approval of the Minutes The minutes of the development and control meeting that would have been held on Monday 7 th December were accepted as a correct record of the meeting.
5	20/02918/HOU 73 Tavistock Road Fleet Hampshire GU51 4EL Retention of 1 .8m high boundary fencing and erection of 0.6m high trellis on top. Comments required by 29 December OBJECTION <ul style="list-style-type: none">• Question if this a retrospective application as the 6ft fence is already in place?

- There is a planting margin in front of the fence that should be used to grow shrubs or creepers to soften the impact of a hard fence line - the trellis topping does not improve privacy.
- Out of keeping with the general area

20/02921/HOU

4 Westbury Gardens Fleet Hampshire GU51 3HS

Demolition of rear timber garden storage shed and erection of a single storey rear single extension. Conversion of an existing roof space into habitable space with internal access stairs and alterations to fenestration.

Comments required by 29 December

OBJECTION

- parking plan shows majority of the front garden being converted to block paving to provide parking - this breaches Fleet Neighbourhood Plan Policy 15.1 and 15.2 as the development results in loss of ecology and landscape and less than 50% of the front garden is retained as soft landscaping
- This converts a conventional bungalow into a chalet bungalow. Although in principle it breaches The Fleet Neighbourhood Plan Policy 11 by introducing a staircase and a second floor it does retain two bedrooms and a bathroom at ground level
- It is a very large extension that significantly increases the footprint of the host property - overdevelopment of site
- Conversion of the roof space with a gable end unbalances the ends of a semi-detached property and introduces front windows into the roof

20/02713/FUL

7 Elvetham Road Fleet GU51 4QL

Demolition of existing care home and the erection of a block of 6 one bed apartments and 4 two bed terrace houses

Comments required by 29 December

OBJECTION

- Inadequate parking - even in Zone 1 they should be providing 15 parking spaces. No on street parking as through road with yellow lines
- Good report by Development officer but Affordable Housing is only to be provided if more than 11 units or 1000m² overall development so no affordable housing provision is required - Local Plan Policy H2
- Rights to a view is not a reason to refuse planning, but the front development does significantly impinge on the adjacent neighbour and falls within the 45° angle of vision.
- Unlikely that the development will result in loss of light to neighbours
- Overdevelopment of site
- Breaches 20m rule to rear of property
- Flats just meet minimum space standards

20/02879/AMCON

Whisperwood Stockton Avenue Fleet GU51 4NH

Variation of Condition 2 (Approved Plans) attached to planning permission 20/00851/FUL dated 24/07/2020 to allow construction of an orangery to the rear of the property.

Comments required by 31 December

OBJECTION

- Approved development does not maintain character of Conservation Area – this is a modern design and totally out of keeping especially as not set back far from the road
- Property just falls within Character Area 8
- The approved design goes against the NFCA Management proposals – new houses totally changes the elevations and details facing onto the road and does not protect front gardens including resistance to the creation of parking areas- contrary to paragraphs 7.2 and 9.2. The whole of the front garden has been converted to hard standing for parking purposes.
- Hart’s Officer does not address the issue of parking in his report. The original application had a gravel drive and a later amendment changes it to hard-standing which totally goes against the NFCA Management Plan.
- Covering the front area with hard-standing for parking breaches the Fleet Neighbourhood Plan Policy 15 which requires 50% of the front garden to be soft landscaping
- As Hart has already approved these deviations to the development which neither preserve nor enhance the Conservation Area as defined in Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990, then the addition of an orangery to the rear of the property does no further damage to the character of the Conservation Area
- Do not need more 1 bed flats – prove the need for them

20/02922/HOU

38 Linkway Fleet Hampshire GU52 7UP

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

Comments required by 4 January

NO OBJECTION

20/02973/HOU

5 Howard Close Fleet Hampshire GU51 3ER

[Erection of a first floor rear extension](#)

Comments required by 5 January

NO OBJECTION

Subject to:

the tree protection fencing being put in place prior to commencement of any works

6

Noted:

Planning Enforcement notices

7	Noted: Hart Planning Meeting Dates N/A
9	Date of Next Virtual Meeting 11 th January, 18:30 for 19:00

Meeting closed: 7.35pm

Signed:.....

Date:

DRAFT

Annual Budget - By Centre

Note: V6 DRAFT 2021-2022 SUMMARY BUDGET

	<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
101	<u>Central Administration</u>									
	Total Income	4,500	2,542	3,500	2,347	42,030	0	3,230	0	0
	Overhead Expenditure	195,530	175,327	198,055	148,797	213,309	0	200,819	0	0
	Movement to/(from) Gen Reserve	<u>(191,030)</u>	<u>(172,785)</u>	<u>(194,555)</u>	<u>(146,449)</u>	<u>(171,279)</u>		<u>(197,589)</u>		
105	<u>Civic and Democratic</u>									
	Overhead Expenditure	9,099	2,609	6,863	9	6,863	0	7,002	0	0
	Movement to/(from) Gen Reserve	<u>(9,099)</u>	<u>(2,609)</u>	<u>(6,863)</u>	<u>(9)</u>	<u>(6,863)</u>		<u>(7,002)</u>		
110	<u>Grants</u>									
	Overhead Expenditure	203,782	39,373	44,100	29,333	43,909	0	44,787	0	0
	Movement to/(from) Gen Reserve	<u>(203,782)</u>	<u>(39,373)</u>	<u>(44,100)</u>	<u>(29,333)</u>	<u>(43,909)</u>		<u>(44,787)</u>		
115	<u>Precept</u>									
	Total Income	1,043,836	1,043,836	1,084,358	1,084,358	1,084,358	0	1,089,794	0	0
	Movement to/(from) Gen Reserve	<u>1,043,836</u>	<u>1,043,836</u>	<u>1,084,358</u>	<u>1,084,358</u>	<u>1,084,358</u>		<u>1,089,794</u>		
150	<u>Events</u>									
	Total Income	0	0	0	3,841	5,966	0	8,500	0	0
	Overhead Expenditure	43,220	36,002	44,404	37,789	43,566	0	53,664	0	0
	Movement to/(from) Gen Reserve	<u>(43,220)</u>	<u>(36,002)</u>	<u>(44,404)</u>	<u>(33,948)</u>	<u>(37,600)</u>		<u>(45,164)</u>		
160	<u>Harlington Development</u>									
	Total Income	0	5,957	0	0	0	0	0	0	0
	Overhead Expenditure	412,017	72,022	412,017	20,653	412,017	0	412,017	0	0

Continued on next page

Annual Budget - By Centre

Note: V6 DRAFT 2021-2022 SUMMARY BUDGET

	<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
	160 Net Income over Expenditure	-412,017	-66,064	-412,017	-20,653	-412,017	0	-412,017	0	0
6001	plus Transfer from EMR	0	0	0	20,653	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(412,017)</u>	<u>(66,064)</u>	<u>(412,017)</u>	<u>0</u>	<u>(412,017)</u>		<u>(412,017)</u>		
201	<u>Harlington - Events</u>									
	Total Income	414,450	415,899	418,800	12,920	41,300	0	274,000	0	0
	Overhead Expenditure	373,060	390,711	395,820	181,141	181,443	0	338,000	0	0
	Movement to/(from) Gen Reserve	<u>41,390</u>	<u>25,188</u>	<u>22,980</u>	<u>(168,222)</u>	<u>(140,143)</u>		<u>(64,000)</u>		
202	<u>Coffee Shop</u>									
	Total Income	55,000	41,298	52,000	104	0	0	0	0	0
	Overhead Expenditure	44,490	32,111	42,600	7,813	16,755	0	0	0	0
	Movement to/(from) Gen Reserve	<u>10,510</u>	<u>9,187</u>	<u>9,400</u>	<u>(7,709)</u>	<u>(16,755)</u>		<u>0</u>		
204	<u>Building</u>									
	Total Income	176,000	16,000	16,000	0	70,035	0	16,000	0	0
	Overhead Expenditure	222,900	240,131	238,527	172,722	316,051	0	238,000	0	0
	Movement to/(from) Gen Reserve	<u>(46,900)</u>	<u>(224,131)</u>	<u>(222,527)</u>	<u>(172,722)</u>	<u>(246,016)</u>		<u>(222,000)</u>		
205	<u>Ancells Community Centre</u>									
	Total Income	26,000	25,309	26,000	5,513	10,000	0	15,000	0	0
	Overhead Expenditure	40,075	44,089	44,360	24,846	41,064	0	45,500	0	0
	Movement to/(from) Gen Reserve	<u>(14,075)</u>	<u>(18,780)</u>	<u>(18,360)</u>	<u>(19,333)</u>	<u>(31,064)</u>		<u>(30,500)</u>		
208	<u>Ancells Farm Park and Pavilion</u>									

Continued on next page

Annual Budget - By Centre

Note: V6 DRAFT 2021-2022 SUMMARY BUDGET

	<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	1,965	7,562	2,004	836	1,950	0	2,924	0	0
Overhead Expenditure	36,370	39,548	39,547	18,107	36,817	0	40,555	0	0
Movement to/(from) Gen Reserve	<u>(34,405)</u>	<u>(31,986)</u>	<u>(37,543)</u>	<u>(17,271)</u>	<u>(34,867)</u>		<u>(37,631)</u>		
301 Open Spaces									
Total Income	650	2,474	650	270	400	0	0	0	0
Overhead Expenditure	47,624	34,123	33,556	22,766	34,817	0	37,522	0	0
Movement to/(from) Gen Reserve	<u>(46,974)</u>	<u>(31,649)</u>	<u>(32,906)</u>	<u>(22,496)</u>	<u>(34,417)</u>		<u>(37,522)</u>		
310 Calthorpe Park									
Total Income	12,880	10,356	13,000	256,696	12,522	0	12,708	0	0
Overhead Expenditure	58,181	47,465	59,336	199,075	62,118	0	62,501	0	0
310 Net Income over Expenditure	-45,301	-37,109	-46,336	57,621	-49,596	0	-49,793	0	0
6001 plus Transfer from EMR	0	0	0	167,705	0	0	0	0	0
6000 less Transfer to EMR	0	0	0	244,711	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(45,301)</u>	<u>(37,109)</u>	<u>(46,336)</u>	<u>(19,385)</u>	<u>(49,596)</u>		<u>(49,793)</u>		
315 Oakley Park									
Total Income	2,620	3,942	3,000	1,460	1,781	0	2,672	0	0
Overhead Expenditure	29,891	26,158	30,097	17,779	27,372	0	29,432	0	0
Movement to/(from) Gen Reserve	<u>(27,271)</u>	<u>(22,216)</u>	<u>(27,097)</u>	<u>(16,319)</u>	<u>(25,591)</u>		<u>(26,760)</u>		
320 Basingbourne Park									
Total Income	1,989	1,418	1,400	1,377	3,562	0	5,344	0	0

Continued on next page

Annual Budget - By Centre

Note: V6 DRAFT 2021-2022 SUMMARY BUDGET

	<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	27,857	30,225	28,099	17,812	28,208	0	28,845	0	0
	<u>(25,868)</u>	<u>(28,807)</u>	<u>(26,699)</u>	<u>(16,435)</u>	<u>(24,646)</u>		<u>(23,501)</u>		
325 <u>The Views</u>									
	1,500	1,312	1,530	0	0	0	1,000	0	0
	10,036	10,594	12,232	4,818	11,689	0	12,475	0	0
	<u>(8,536)</u>	<u>(9,281)</u>	<u>(10,702)</u>	<u>(4,818)</u>	<u>(11,689)</u>		<u>(11,475)</u>		
330 <u>Edenbrook</u>									
	5,194	3,300	5,271	2,034	5,158	0	5,375	0	0
	<u>(5,194)</u>	<u>(3,300)</u>	<u>(5,271)</u>	<u>(2,034)</u>	<u>(5,158)</u>		<u>(5,375)</u>		
350 <u>Cemetery</u>									
	48,200	52,900	47,404	65,537	72,390	0	60,400	0	0
	30,265	23,913	34,762	23,811	39,338	0	35,916	0	0
	<u>17,935</u>	<u>28,987</u>	<u>12,642</u>	<u>41,726</u>	<u>33,052</u>		<u>24,484</u>		
475 <u>Lengthsman Scheme</u>									
	0	3,300	0	3,300	3,300	0	0	0	0
	0	3,830	0	0	3,300	0	0	0	0
	<u>0</u>	<u>(530)</u>	<u>0</u>	<u>3,300</u>	<u>0</u>		<u>0</u>		
900 <u>Earmarked Reserves</u>									
	0	30,365	0	0	0	0	0	0	0
	270,900	84,021	0	4,668	0	0	0	0	0

Continued on next page

Annual Budget - By Centre

Note: V6 DRAFT 2021-2022 SUMMARY BUDGET

	<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
900 Net Income over Expenditure	-270,900	-53,656	0	-4,668	0	0	0	0	0
6001 plus Transfer from EMR	0	0	0	4,757	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(270,900)</u>	<u>(53,656)</u>	<u>0</u>	<u>89</u>	<u>0</u>		<u>0</u>		
Total Budget Income	1,789,590	1,664,472	1,669,646	1,438,560	1,349,594	0	1,491,572	0	0
Expenditure	2,060,491	1,335,551	1,669,646	933,972	1,523,794	0	1,592,410	0	0
Net Income over Expenditure	<u>-270,901</u>	<u>328,920</u>	<u>0</u>	<u>504,588</u>	<u>-174,200</u>	<u>0</u>	<u>-100,838</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	193,114	0	0	0	0	0
less Transfer to EMR	0	0	0	244,711	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(270,901)</u>	<u>328,920</u>	<u>0</u>	<u>452,990</u>	<u>(174,200)</u>		<u>(100,838)</u>		

ITEM 7

PARISH PRECEPT 2021/2022

For financial year ending 31 March 2022



PARISH OF	Fleet Town Council
------------------	---------------------------

The amount of the Precept for the year is: £1,089,794.00

Amount of pounds in words: million, eighty nine thousand seven hundred and ninety

Your Parish Precept will be paid via BACS and Remittance advice will be sent on the email we have in our records. Please confirm your bank details below.

Name of Bank: HSBC

Name of Account: Fleet Town Council

Account Number: 6 1 5 3 9 2 7 2

Sort Code: 4 0 2 1 2 7

Email: clerk@fleet-tc.gov.uk

If the Precept requirement is greater than £150,000.00 please provide details below.

Expenditure Item/Service	Amount
Environment & Recreation	Included below
Youth Provision	Included below
Cemeteries	-£ 24,484.00
Street Lighting	
Voluntary Organisation Grants	£ 44,787.00
Office & Admin Costs	£ 179,545.00
Professional Fees	£ 18,044.00
Wages & Salaries	
Projects & Capital Costs	
Democratic & Elections	£ 7,002.00
Other Expenditure (Please specify below)	
FTC Contribution to the Harlington	£ 168,096.00
The Harlington & Ancells Farm Community Centre	£ 47,566.00
Town Centre	£ 45,164.00
Parks & Open Spaces	£ 192,057.00
New Harlington Development	£ 412,017.00
Income	
Fees and Charges	Included in above
Other Income	
Net Expenditure	£ 1,089,794.00
Transfer to (from) bals.	
TOTAL	£ 1,089,794.00

On behalf of Council Meeting

Signed _____ Date _____

Signed _____ Date _____

Countersigned by Parish Clerk

Signed _____ Date _____



WORKING GROUP – RISK MANAGEMENT

**Notes of Meeting
27th October 2020 at 10am virtually**

Present: Cllrs: Schofield, Holt, Robinson, Carpenter
Charlotte Benham (Projects/Committee Clerk)
Janet Stanton (Clerk)
Wendy Allen (Office Manager)

Absent: Cllrs Wildsmith

ITEM 1 NOTES OF THE LAST MEETING

Notes of the last meeting held on the 30th January received.

ITEM 2 RISK MANAGEMENT

Officers had identified that the LCRS register no longer met the needs of the Council. It was agreed to transition to a new excel based Risk Register. The first draft was reviewed.

ITEM 3 RISK MANAGEMENT

Highlighted current key risks approved

ITEM 4 DATE AND TIME OF NEXT MEETING

The next meeting is scheduled to be held on 5th November 2020 at 11am virtually



WORKING GROUP – RISK MANAGEMENT

Notes of Meeting 5th November at 11am virtually

Present: Cllrs: Schofield, Holt, Robinson, Carpenter
Charlotte Benham (Projects/Committee Clerk)
Janet Stanton (Clerk)
Wendy Allen (Office Manager)

Absent: Cllrs Wildsmith

ITEM 1 NOTES OF THE LAST MEETING

Notes of the last meeting held on the 27th October were received.

ITEM 2 RISK MANAGEMENT

Members reviewed the revised Risk Register and new amendments were highlighted. It was agreed to add pages for policies, procedures and risk assessments.

ITEM 3 DATE AND TIME OF NEXT MEETING

The next meeting is scheduled to be held on 19th November 2020 at 11am virtually



WORKING GROUP – RISK MANAGEMENT

**Notes of Meeting
19th November 2020 at 11am virtually**

Present: Cllrs: Schofield, Holt, Robinson, Carpenter
Charlotte Benham (Projects/Committee Clerk)
Janet Stanton (Clerk)
Wendy Allen (Office Manager)

Absent: Cllrs Wildsmith

ITEM 1 NOTES OF THE LAST MEETING

Notes of the last meeting held on the 5th November were received

ITEM 2 RISK MANAGEMENT

Members reviewed the revised Risk Register; it was agreed to not have a separate Key Risk page but to highlight in purple the key risks on the main spreadsheet.

ITEM 3 DATE AND TIME OF NEXT MEETING

The next meeting is scheduled to be held on 10th December 2020 at 11am virtually.



WORKING GROUP – RISK MANAGEMENT

**Notes of Meeting
10th December 2020 at 11am virtually**

Present: Cllrs: Schofield, Holt, Robinson, Carpenter
Charlotte Benham (Projects/Committee Clerk)
Janet Stanton (Clerk)
Wendy Allen (Office Manager)

Absent: Cllrs Wildsmith

ITEM 1 NOTES OF THE LAST MEETING

Notes of the last meeting held on the 19th November were received

ITEM 2 RISK MANAGEMENT

Members finalised and agreed the Risk Register ready to go to Council in January for approval.

ITEM 3 DATE AND TIME OF NEXT MEETING

The next meeting scheduled is 22nd July 2021

Risk Register as at December 2020

FINANCE , RLA = RECREATION, LEISURE & AMENITIES, HWG = HARLINGTON WORKING GROUP, EC = ESTABLISHMENT COMM

COLOUR = TOP CURRENT KEY RISKS

	Risk Description	Current Risk			Future Actions
		Likelihood	Impact	Rating	
1	Pandemic Absenteeism could be significant at the height of the pandemic, either because people are personally ill or caring for someone who is ill, causing significant impact on business continuity. Change in market could cause disruption to Harlington and loss of finances/reserves	3	3	9	*Support the CCG vaccination programme
2	Harlington Lease: Financial risk and loss of community provision	3	3	9	*Continue negotiations with HDC
3	Building condition: Failure of the fabric and services of buildings resulting in injury to individuals and/or noncompliance with relevant legislation or unavailability of Buildings/ breach of contract	2	3	6	
4	The Harlington Disruption risk due to power cuts, failure of electrics, boiler or water causing loss of revenue and/or expensive repairs. Toilets are also a constant problem and the loss of these would result in the building closing. Public Conveniences: risk of legionella, failure to maintain facilities, risk of hazardous substances Bar and Cafe services: Failure to maintain statutory requirements for service provision IT: disruption to ticketing/till systems	3	2	6	*Lockdown has required that various functions of the building have been closed; before the café reopens pressure testing of coffee machine to be carried out and other equipment checked.
5	Finance management: Unable to deliver services within the resources available to the Council to meet obligations, including keeping the current year's budget within the approved budget framework. Failure to control cost of major projects/events. Fraud and theft: Risk of internal asset misappropriation, corruption or fraud deception Staff have access to the safe, tills, bar and café supplies. The bank account is managed by 3 key staff. Investments: financial loss, inappropriate investment. Reserves: Failure to maintain reserves	2	3	6	* Finance risk assessment to be carried out
6	Market: Reputational risk if market provider fails to meet his contractual obligations. Financial risk is to both FTC and the market provider	2	3	6	*Market inspection on 23 Jan 2021
7	Cyber Attack: Risk to security of data, including risk of extortion. Increasing reliance on cyber space brings new opportunities and new threats. The very openness of the networks presents a vulnerability of compromise or damage to networks from the actions of hackers, criminals or foreign intelligence services.	2	3	6	

Risk Register as at December 2020

FINANCE , RLA = RECREATION, LEISURE & AMENITIES, HWG = HARLINGTON WORKING GROUP, EC = ESTABLISHMENT COMMI

COLOUR = TOP CURRENT KEY RISKS

	Risk Description	Current Risk			Future Actions
		Likelihood	Impact	Rating	
8	Health and Safety Management: Procedures not followed resulting in member of staff or customer injured with the consequence of: *Possible corporate manslaughter * Failure of statutory requirements * Insurance claim against the Council * Loss of reputation * Adverse media * Financial/ reputational loss due to change in HSE requirements	2	3	6	*100% review of all H&S paperwork on 27th Jan 2021 to ensure compliance with risk assessment and policies
9	The Harlington Replacement / Refurbishment: Risk to reputation, loss of performance centre in Fleet, Financial implications	3	2	6	* HDC Civic Regeneration Project working Group consultee
10	Council Meetings: Failure to comply with statutory requirements and loss of effectiveness	2	2	4	
11	Drainage: risk of flooding	2	2	4	
12	Play Areas and Skatepark: failure to maintain assets resulting in injury	2	2	4	
13	Crisis Management: Failure to respond effectively to public relations / media crisis or negative press	2	2	4	
14	Failure in Governance: Risk of breach of legislation Gifts: failure to declare gifts. Risk to reputation if not declared. Code of Conduct: Councillors failing to follow policies and/or bringing the Council into disrepute GDPR: Risk of breach of data by inadequate data handling and not adequately preventing and minimising security incidents resulting in loss of data, unlawful sharing of data, reputational damage and financial penalties levied by the Information Commissioner's Office	2	2	4	* Retention Policy to be written and taken to P&F * Insurance tender to be produced
15	Lack of Succession Planning for Senior Staff and Councillors: Loss of knowledge to drive the Council business forward in the long term	2	2	4	
16	IT: IT consultant is ill/retires - equipment and security is compromised, loss of knowledge	2	2	4	* Discuss with IT consultant business continuity
17	Ancells Farm Community Centre: Disruption risk due to failure of electrics, boiler or water causing loss of revenue and/or expensive repairs. Financial risk Public Conveniences: risk of legionella, failure to maintain facilities, risk of hazardous substances	1	3	3	

Risk Register as at December 2020

FINANCE , RLA = RECREATION, LEISURE & AMENITIES, HWG = HARLINGTON WORKING GROUP, EC = ESTABLISHMENT COMM

COLOUR = TOP CURRENT KEY RISKS

	Risk Description	Current Risk			Future Actions
		Likelihood	Impact	Rating	
18	Pavilions: Disruption risk due to failure of electrics, boiler or water causing loss of revenue and/or expensive repairs Public Conveniences: risk of legionella, failure to maintain facilities, risk of hazardous substances	1	3	3	
19	Bus Services: Fleet Link - loss of service. Financial risk Reputational risk	2	1	2	
20	Cemetery: Failure to keep appropriate records. Failure to keep the burial ground in good order. Capacity to deal with influx of interments during pandemic. Cemetery is nearly full for burials	1	2	2	
21	Council Property and Documents: legal liability, loss of assets, no backup of physical documents	2	1	2	
22	CCTV: Failure to comply with statutory requirements.	2	1	2	
23	Land: failure to maintain assets, failure to collect income, failure to maintain records Nuisances: Risk of nuisance of noise in Parks which causes upset to residents. Risk of Environmental nuisance such as tree falling on property. Traveller Incursion: Public Spaces not available to Residents. Fouling of Public Spaces causing health hazard. Land not registered / deferred back to Crown	1	2	2	* Review land registry documents
24	External Communications: defamation, non-production, failure to meet requirements i.e. non political content. Social Media: Bringing the council into disrepute Website: Website not maintained / not meeting standards	1	2	2	
25	Open Spaces: failure to collect income, failure to maintain assets.	1	2	2	
26	Provision Of Office Accommodation: Disruption due to poor/faulty office equipment/furniture/conditions.	1	2	2	
27	Tennis: income unable to meet sinking fund LTA (Lawn Tennis Association) requirements	1	2	2	
28	Operational Continuity: Unable to provide services, physical loss of office space, documents and equipment	1	2	2	*
29	Employment of staff: loss of key staff, lack of training, failure to comply with regulations	1	1	1	
30	BREXIT: Unable to obtain stock and office supplies.	2	1	2	*To understand the implications on the Town Councils activities in Jan 21

Bank Reconciliation Statement as at 01/12/2020
for Cashbook 1 - Bank Current/Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Co-op	31/03/2020	306	0.00
HSBC	30/11/2020	486	742,495.64
			<u>742,495.64</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
26/11/2020 BACS Pymnt BACS P/L Pymnt Page 1831		2,115.60	
			<u>2,115.60</u>
			740,380.04
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			740,380.04
		Balance per Cash Book is :-	740,380.04
		Difference is :-	0.00

Bank Current/Deposit Account

Receipts received between 01/11/2020 and 30/11/2020

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 01/11/2020	38.00						
	Bar sales	38.00		6.33	1420	201	31.67	Bar sales
	Banked: 01/11/2020	380.70						
	Bar sales	380.70		63.45	1420	201	317.25	Bar sales
	Banked: 01/11/2020	21.30						
	Bar sales	-1.70		-0.28	1420	201	-1.42	Bar sales
	Confectionery	2.00		0.33	1431	201	1.67	Confectionery
	Ices	2.50		0.42	1432	201	2.08	Ices
	Snacks	18.50		3.08	1433	201	15.42	Snacks
	Banked: 02/11/2020	400.00						
	Ticket sales	90.00		4.28	794		85.72	Ticket sales
	Ticket sales	30.00		1.43	797		28.57	Ticket sales
	Ticket sales	72.00		3.43	548		68.57	Ticket sales
	Ticket sales	182.00		8.67	543		173.33	Ticket sales
	Charges	26.00		4.33	1435	201	21.67	Charges
	Banked: 02/11/2020	282.25						
	Ticket sales	135.00		6.43	799		128.57	Ticket sales
	Ticket sales	35.00		1.67	795		33.33	Ticket sales
	Ticket sales	108.00		5.14	548		102.86	Ticket sales
	Charges	4.25		0.71	1435	201	3.54	Charges
	Banked: 02/11/2020	-52.00						
	Ticket sales	130.00		6.19	544		123.81	Ticket sales
	Ticket refund	-182.00		-8.67	543		-173.33	Ticket refund
	Banked: 02/11/2020	3,420.00						
	Cemetery-Robert Selman	3,420.00			1120	350	2,200.00	Robert Selman DOG
					1100	350	880.00	RobertSelman
					1130	350	340.00	RobertSelman Memorial
	Banked: 02/11/2020	16.99						
	HSBC- Nationwide	16.99			1870	101	16.99	FTC Nationwide Interest
	Banked: 03/11/2020	-78.00						
	Ticket sales	182.00		8.67	544		173.33	Ticket sales
	Refund tickets	-260.00		-12.38	543		-247.62	Refund tickets
	Banked: 03/11/2020	77.82						
	PublicSectorDepositFund/CCLA	77.82			1870	101	77.82	Dividens Statement Oct20
	Banked: 03/11/2020	160.72						
	GC C1 GO CARDLESS	160.72		26.79	1064	310	133.93	Tennis Membership-
	Banked: 03/11/2020	38.00						
	Ticket sales	36.00		1.71	548		34.29	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 03/11/2020	38.00						
	Subtotal Carried Forward:	4,743.78	0.00	132.06			4,573.72	

Bank Current/Deposit Account

Receipts received between 01/11/2020 and 30/11/2020

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Ticket sales	36.00		1.71	560		34.29	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 03/11/2020	290.00						
	Ticket sales	72.00		3.43	548		68.57	Ticket sales
	Ticket sales	44.00		2.10	598		41.90	Ticket sales
	Ticket sales	156.00		7.43	543		148.57	Ticket sales
	Charges	18.00		3.00	1435	201	15.00	Charges
	Banked: 03/11/2020	46.00						
	Ticket sales	44.00		2.10	566		41.90	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 04/11/2020	-18.00						
	Refund ticket sales	-18.00		-0.86	548		-17.14	Refund ticket sales
	Banked: 05/11/2020	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 08/11/2020	38.00						
	Ticket sales	36.00		1.71	557		34.29	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 09/11/2020	316.20						
	Sales Recpts Page 4214	316.20	316.20		101			Sales Recpts Page 4214
	Banked: 09/11/2020	234.60						
	Sales Recpts Page 4215	234.60	234.60		101			Sales Recpts Page 4215
	Banked: 09/11/2020	-106.00						
	Refund tickets	-36.00		-1.71	548		-34.29	Refund tickets
	Refund tickets	-70.00		-11.67	563		-58.33	Refund tickets
	Banked: 10/11/2020	784.38						
	Sales Recpts Page 4216	784.38	784.38		101			Sales Recpts Page 4216
	Banked: 10/11/2020	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 11/11/2020	646.32						
	Sales Recpts Page 4217	646.32	646.32		101			Sales Recpts Page 4217
	Banked: 11/11/2020	28.00						
	Ticket sales	26.00		1.24	544		24.76	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 12/11/2020	84.00						
	Ticket sales	78.00		3.71	544		74.29	Ticket sales
	Charges	6.00		1.00	1435	201	5.00	Charges
	Banked: 13/11/2020	480.00						
	Sales Recpts Page 4218	480.00	480.00		101			Sales Recpts Page 4218
	Banked: 15/11/2020	84.00						
	Subtotal Carried Forward:	7,731.64	2,461.50	159.97			5,026.17	

Bank Current/Deposit Account

Receipts received between 01/11/2020 and 30/11/2020

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Ticket sales	80.00		3.81	594		76.19	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 16/11/2020	68.00						
	Ticket sales	44.00		2.10	598		41.90	Ticket sales
	Ticket sales	21.00		1.00	592		20.00	Ticket sales
	Charges	3.00		0.50	1435	201	2.50	Charges
	Banked: 17/11/2020	37.00						
	Ticket sales	35.00		1.67	581		33.33	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 17/11/2020	-255.00						
	Ticket sales	60.00		2.86	796		57.14	Ticket sales
	Ticket sales	510.00		24.28	794		485.72	Ticket sales
	Ticket refund	-90.00		-4.28	796		-85.72	Ticket refund
	Ticket refund	-750.00		-35.71	794		-714.29	Ticket refund
	Charges	61.50		10.25	1435	201	51.25	Charges
	Refund charges	-46.50		-7.75	1435	201	-38.75	Refund charges
	Banked: 18/11/2020	-60.00						
	Ticket sales	660.00		31.43	796		628.57	Ticket sales
	Ticket sales	180.00		8.57	794		171.43	Ticket sales
	Refund tickets	-780.00		-37.14	796		-742.86	Refund tickets
	Refund tickets	-120.00		-5.71	794		-114.29	Refund tickets
	Banked: 18/11/2020	84.00						
	Ticket sales	78.00		3.71	544		74.29	Ticket sales
	Charges	6.00		1.00	1435	201	5.00	Charges
	Banked: 19/11/2020	222.00						
	Sales Recpts Page 4219	222.00	222.00		101			Sales Recpts Page 4219
	Banked: 20/11/2020	1,283.89						
	Sales Recpts Page 4224	1,283.89	1,283.89		101			Sales Recpts Page 4224
	Banked: 23/11/2020	340.00						
	HAMPSHIRE MEMORIAL PERMIT 2502	340.00			1130	350	340.00	CemeteryFee/Memorial
	Banked: 23/11/2020	-100.00						
	Ticket sales	30.00		1.43	794		28.57	Ticket sales
	Ticket refund	-70.00		-3.33	795		-66.67	Ticket refund
	Ticket refund	-60.00		-2.86	794		-57.14	Ticket refund
	Banked: 24/11/2020	-174.00						
	Tickets	4,123.00		687.17	590		3,435.83	Tickets
	Refund/move tickets	-4,237.00		-706.17	590		-3,530.83	Refund/move tickets
	Ticket refunds	-30.00		-1.43	797		-28.57	Ticket refunds
	Ticket refund	-30.00		-1.43	796		-28.57	Ticket refund
	Banked: 25/11/2020	250.00						
	CHURCH CROOKHAM PA	250.00			504		250.00	Christmas
	Subtotal Carried Forward:	9,427.53	1,505.89	134.94			5,325.20	

Bank Current/Deposit Account

Receipts received between 01/11/2020 and 30/11/2020

Nominal Ledger Analysis							
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
	Banked: 25/11/2020	126.00					
	Sales Recpts Page 4221	126.00	126.00		101		Sales Recpts Page 4221
	Banked: 25/11/2020	22.00					
	Ticket sales	21.00		3.50	592		17.50 Ticket sales
	Charges	1.00		0.17	1435	201	0.83 Charges
	Banked: 25/11/2020	-38.00					
	Ticket sales/movement	1,444.00		240.67	590		1,203.33 Ticket sales/movement
	Ticket date movement	-1,482.00		-247.00	590		-1,235.00 Ticket date movement
	Banked: 26/11/2020	1,944.00					
	CLARE BEALE/Maureen Wager	1,944.00		271.67	1130	350	170.00 MemorIFSanctmMaureenW
					1133	350	1,358.33 GORMemrSanctmMaureen
					4935	350	144.00 GORMemrInscptMaureen
	Banked: 26/11/2020	1,270.00					
	Cash/Cemetery/Nigel CrumplinDM	1,270.00			1120	350	1,100.00 Nigel Crumplin DOG
					1130	350	170.00 Nigel Crumplin Memorial
	Banked: 26/11/2020	360.00					
	Sales Recpts Page 4222	360.00	360.00		101		Sales Recpts Page 4222
	Banked: 26/11/2020	1,436.50					
	Inland Revenue	1,436.50			531		1,436.50 Furlough Oct 2020
	Banked: 27/11/2020	440.00					
	Thorne Family Funerals/chq9932	440.00			1100	350	440.00 LucieHustwik
	Banked: 28/11/2020	21.60					
	Sales Recpts Page 4223	21.60	21.60		101		Sales Recpts Page 4223
	Banked: 30/11/2020	880.00					
	THE SOUTHERN CO-OP	880.00			1100	350	880.00 EdwardAudsleyIntermentP
	Banked: 30/11/2020	201.60					
	Sales Recpts Page 4220	201.60	201.60		101		Sales Recpts Page 4220
	Total Receipts:	16,091.23	4,676.59	403.95			11,010.69

Time: 14:44

Bank Current/Deposit Account

List of Payments made between 01/11/2020 and 30/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2020	BACS P/L Pymnt Page 1822	BACS Pymnt	8,683.96		BACS P/L Pymnt Page 1822
09/11/2020	HSBC	DDR	13.19		HSBC ELECTR BKG CHARGES SEP 20
09/11/2020	HSBC	DDR	91.52		HSBC ELECTR BKG CHARGES SEP 20
11/11/2020	BACS P/L Pymnt Page 1825	BACS Pymnt	6,743.00		BACS P/L Pymnt Page 1825
12/11/2020	BACS P/L Pymnt Page 1826	BACS Pymnt	24,538.66		BACS P/L Pymnt Page 1826
13/11/2020	CASTLE WATER	DD	227.05		Water&WasteCalthP29Aug-27Feb20
13/11/2020	CASTLE WATER	DD	-227.05		Water&WasteCalthP29Aug-27Feb20
13/11/2020	CASTLE WATER	DD	227.05		Watr&WastCalthP29Aug20-27Feb21
13/11/2020	CASTLE WATER	DD	84.45		Watr&WasteAFPV01Sep20-27Feb21
13/11/2020	CASTLE WATER	DD	5,233.44		Water&Waste HC 29Aug20-27Feb21
16/11/2020	NPOWER	DD	73.32		ElectryOakleyPAV 01Jul-30Sep20
16/11/2020	NPOWER	DD	59.18		ElectryBasingbP 01Jul -30Sep20
16/11/2020	NPOWER	DD	34.60		Electricity AFCC 09Sep-30Sep20
16/11/2020	NPOWER	DD	67.33		ElectryCalthPAV 01Jul -30Sep20
16/11/2020	NPOWER	DD	56.99		Electricity AFPV 01Jul-30Sep2
16/11/2020	CommercialCards/HSBC	DD	274.74		CommercialCard-OS&FM Nov 2020
16/11/2020	CommercialCards/HSBC	DD	134.55		CommercialCard-PACA Oct2020
16/11/2020	CommercialCards/HSBC	DD	2,180.29		CommercialCard-DM HC Oct2020
16/11/2020	CommercialCards/HSBC	DD	183.65		CommercialCard-GM HC Oct2020
16/11/2020	CommercialCards/HSBC	DD	979.30		CommercialCard- TechnServOct20
16/11/2020	CommercialCards/HSBC	DD	-22.94		CommercialCard-EB CREDIT Jul20
17/11/2020	GLOBAL PAYMENTS	DD	142.42		MonthlyServiceFeeOct20/Inv0046
17/11/2020	GLOBAL PAYMENTS	DD	225.14		MonthlyServiceFeeOct20/Inv0116
19/11/2020	BACS P/L Pymnt Page 1828	BACS Pymnt	16,525.36		BACS P/L Pymnt Page 1828
20/11/2020	HMRC	DDR	7,255.27		Payroll 2020
20/11/2020	Fleet Town Council	DDR	22,234.90		Payroll Nov 2020
24/11/2020	Fleet Town Council	DD	3,236.27		Payroll Nov 2020
25/11/2020	BOC MANCHESTER ACC	DD	37.09		Gas for HarlingtonBar Oct2020
26/11/2020	BACS P/L Pymnt Page 1831	BACS Pymnt	2,115.60		BACS P/L Pymnt Page 1831
29/11/2020	HSBC	DDR	31.85		HSBC Total Charges 8Oct-7Nov20
30/11/2020	O2	DD	12.42		MobilePhoneOS&FM 14Nov-13Dec20
30/11/2020	British Telecom/BT Group PLC	DD	156.58		Harlington&CafeWifi 01-30Nov20
30/11/2020	PAY AND SHOP	DD	22.80		TransactionChargesHCEvnt Oct20
30/11/2020	VODAFONE LTD	DD	32.80		Mobile Phones 18 Oct -17 Nov20
Total Payments			101,664.78		

List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ALUMINIUM Aluminium Access Products Limited							
10596/Aluminium Access Product	20/10/2020	10596	1	346.61	0.00	346.61	0.00
					0.00	346.61	
Above paid on 04/11/2020 by Online Payment Ref AluminiumA							
BIFFA Biffa Waste Services Ltd							
227T11900/Biffa Waste Services	23/10/2020	227T11900	1	602.40	0.00	602.40	0.00
227T11901/Biffa Waste Services	23/10/2020	227T11901	1	108.14	0.00	108.14	0.00
227T11902/Biffa Waste Services	23/10/2020	227T11902	1	98.59	0.00	98.59	0.00
227T11903/Biffa Waste Services	23/10/2020	227T11903	1	39.60	0.00	39.60	0.00
					0.00	848.73	
Above paid on 04/11/2020 by Online Payment Ref BIFFA							
CONNECT Connect Computer Consultants Ltd							
2496/Connect Computer Consulta	30/10/2020	2496	1	870.00	0.00	870.00	0.00
					0.00	870.00	
Above paid on 04/11/2020 by Online Payment Ref CONNECT							
COORS Molson Coors Brewing Co (UK) Ltd-ROP							
905940295/Molson Coors Brewing	20/10/2020	905940295	1	1,246.78	0.00	1,246.78	0.00
905947340/Molson Coors Brewing	27/10/2020	905947340	1	971.29	0.00	971.29	0.00
					0.00	2,218.07	
Above paid on 04/11/2020 by Online Payment Ref COORS							
CRAFTYBREW Crafty Brewing Company Ltd							
6159/Crafty Brewing Company Lt	22/10/2020	6159	1	168.00	0.00	168.00	0.00
					0.00	168.00	
Above paid on 04/11/2020 by Online Payment Ref CRAFTYBREW							
E-MAN E-Mango							
NV_30139/E-Mango	31/10/2020	NV_30139	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 04/11/2020 by Online Payment Ref E-Mango							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HCC Hampshire County Council							
3611279413/Hampshire County Co	27/10/2020	3611279413	1	223.20	0.00	223.20	0.00
					0.00	223.20	
Above paid on 04/11/2020 by Online Payment Ref HCC							
MINTNETWORK Mint Network Ltd							
09201646/Mint Network Ltd	22/10/2020	09201646	1	162.52	0.00	162.52	0.00
					0.00	162.52	
Above paid on 04/11/2020 by Online Payment Ref MINTNETWORK							
NPTREE NP Tree Management Ltd							
1936/NP Tree Management Ltd	27/10/2020	1936	1	1,665.00	0.00	1,665.00	0.00
1938/NP Tree Management Ltd	27/10/2020	1938	1	225.00	0.00	225.00	0.00
					0.00	1,890.00	
Above paid on 04/11/2020 by Online Payment Ref NPTREE							
SHIELD SEC Shield Security Services Ltd							
43068/Shield Security Services	31/10/2020	43068	1	42.00	0.00	42.00	0.00
					0.00	42.00	
Above paid on 04/11/2020 by Online Payment Ref SHIELDSEC							
SIAN Sian Taylor							
OCT 2020/Sian Taylor	03/11/2020	OCT 2020	1	43.64	0.00	43.64	0.00
					0.00	43.64	
Above paid on 04/11/2020 by Online Payment Ref SIANT							
SLCC The Society of Local Council Clerks							
JANET STANTON/The Society of L	30/10/2020	JANET STANTON	1	326.00	0.00	326.00	0.00
					0.00	326.00	
Above paid on 04/11/2020 by Online Payment Ref SLCC							
UTA United Talent Agency							
DEPOSIT ELLES BAILEY/United Ta	26/10/2020	DEPOSIT ELLES BAILEY	1	507.00	0.00	507.00	0.00
					0.00	507.00	
Above paid on 04/11/2020 by Online Payment Ref UTA							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
UWR	United Washrooms Limited						
<i>HI582810/United Washrooms Limi</i>	01/11/2020	HI582810	1	116.18	0.00	116.18	0.00
<i>HI583148/United Washrooms Limi</i>	01/11/2020	HI583148	1	610.65	0.00	610.65	0.00
					0.00	726.83	
Above paid on 04/11/2020 by Online Payment Ref UWR							
VIKING	VIKING DIRECT						
<i>134063/VIKING DIRECT</i>	09/10/2020	134063	1	52.16	0.00	52.16	0.00
<i>134063CREDITN/VIKING DIRECT</i>	15/10/2020	134063CREDITN	1	-6.35	0.00	-6.35	0.00
<i>199013/VIKING DIRECT</i>	20/10/2020	199013	1	62.35	0.00	62.35	0.00
<i>227197/VIKING DIRECT</i>	23/10/2020	227197	1	59.20	0.00	59.20	0.00
					0.00	167.36	
Above paid on 04/11/2020 by Online Payment Ref VIKING							
WES LTD	Westbury Estate Services Ltd						
<i>1982/Westbury Estate Services</i>	10/11/2020	1982	1	6,743.00	0.00	6,743.00	0.00
					0.00	6,743.00	
Above paid on 11/11/2020 by Online Payment Ref WESLTD							
AMETHYST	Amethyst Horticulture Ltd						
<i>17623/Amethyst Horticulture Lt</i>	31/07/2020	17623	1	6,336.83	0.00	6,336.83	0.00
					0.00	6,336.83	
Above paid on 12/11/2020 by Online Payment Ref AMETHYST							
BRAND	Brand Pest Control						
<i>1927/Brand Pest Control</i>	09/11/2020	1927	1	72.00	0.00	72.00	0.00
					0.00	72.00	
Above paid on 12/11/2020 by Online Payment Ref BRAND							
LINDSEY B	Lindsey Bonnick						
<i>HC-LINDSEY BONNICK/Lindsey Bon</i>	05/11/2020	HC-LINDSEY BONNICK	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 12/11/2020 by Online Payment Ref LINDSEYB							

List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MORGIL Morlan Gil Human Resources Ltd							
02810/Morlan Gil Human Resourc	09/11/2020	02810	1	109.20	0.00	109.20	0.00
					0.00	109.20	
Above paid on 12/11/2020 by Online Payment Ref MORGIL							
NIGELJEFFR Nigel Jeffries Landscapes Limited							
13046/Nigel Jeffries Landscape	31/10/2020	13046	1	13,157.24	0.00	13,157.24	0.00
13060/Nigel Jeffries Landscape	10/11/2020	13060	1	582.00	0.00	582.00	0.00
					0.00	13,739.24	
Above paid on 12/11/2020 by Online Payment Ref NIGELJEFFR							
NPTREE NP Tree Management Ltd							
1948/NP Tree Management Ltd	04/11/2020	1948	1	696.00	0.00	696.00	0.00
					0.00	696.00	
Above paid on 12/11/2020 by Online Payment Ref NPTREE							
NUMBERS Do The Numbers Ltd							
12/1029/Do The Numbers Ltd	05/11/2020	12/1029	1	350.00	0.00	350.00	0.00
					0.00	350.00	
Above paid on 12/11/2020 by Online Payment Ref NUMBERS							
PEGASUS Pegasus Building Services Herriard Ltd							
SI-180/Pegasus Building Servic	29/09/2020	SI-180	1	102.00	0.00	102.00	0.00
					0.00	102.00	
Above paid on 12/11/2020 by Online Payment Ref PEGASUS							
PRIMA CH Cleaning Services							
001261/CH Cleaning Services	30/10/2020	001261	1	840.00	0.00	840.00	0.00
001262/CH Cleaning Services	30/10/2020	001262	1	190.26	0.00	190.26	0.00
001263/CH Cleaning Services	30/10/2020	001263	1	317.52	0.00	317.52	0.00
001264/CH Cleaning Services	30/10/2020	001264	1	648.24	0.00	648.24	0.00
001265/CH Cleaning Services	30/10/2020	001265	1	119.04	0.00	119.04	0.00
001266/CH Cleaning Services	30/10/2020	001266	1	119.04	0.00	119.04	0.00
001267/CH Cleaning Services	30/10/2020	001267	1	132.30	0.00	132.30	0.00
					0.00	2,366.40	
Above paid on 12/11/2020 by Online Payment Ref CHCleaning							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
RBL The Royal British Legion Poppy Appeal							
08NOV20 RBL/The Royal British	08/11/2020	08NOV20 RBL	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 12/11/2020 by Online Payment Ref RBL							
TICKETSOLV TicketSolve Ltd							
20100030/TicketSolve Ltd	31/10/2020	20100030	1	216.99	0.00	216.99	0.00
					0.00	216.99	
Above paid on 12/11/2020 by Online Payment Ref TICKETSOLV							
BAKERS W.C.Baker & Son Limited							
02010/W.C.Baker & Son Limited	31/10/2020	02010	1	62.99	0.00	62.99	0.00
					0.00	62.99	
Above paid on 19/11/2020 by Online Payment Ref BAKERS							
BASINGDEAN BASINGSTOKE AND DEANE BOROUGH COUNCIL							
HA197938/BASINGSTOKE AND DEANE	18/11/2020	HA197938	1	70.00	0.00	70.00	0.00
					0.00	70.00	
Above paid on 19/11/2020 by Online Payment Ref BASINGDEAN							
CBS Comfort Building Services Ltd							
48702/Comfort Building Service	11/11/2020	48702	1	988.80	0.00	988.80	0.00
48703/Comfort Building Service	11/11/2020	48703	1	509.47	0.00	509.47	0.00
					0.00	1,498.27	
Above paid on 19/11/2020 by Online Payment Ref CBS							
COLUMBARIA The Columbaria Company							
INV0074927/The Columbaria Comp	13/11/2020	INV0074927	1	109.20	0.00	109.20	0.00
					0.00	109.20	
Above paid on 19/11/2020 by Online Payment Ref COLUMBARIA							
CONNECT Connect Computer Consultants Ltd							
2499/Connect Computer Consulta	15/11/2020	2499	1	2,518.92	0.00	2,518.92	0.00
2500/Connect Computer Consulta	16/11/2020	2500	1	125.76	0.00	125.76	0.00

List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
2501/Connect Computer Consulta	17/11/2020	2501	1	432.00	0.00	432.00	0.00
2502/Connect Computer Consulta	17/11/2020	2502	1	90.00	0.00	90.00	0.00
					0.00	3,166.68	

Above paid on 19/11/2020 by Online Payment Ref CONNECT

CREST	Crest Lifts Limited						
SI-24745/Crest Lifts Limited	13/11/2020	SI-24745	1	803.94	0.00	803.94	0.00
					0.00	803.94	

Above paid on 19/11/2020 by Online Payment Ref CrestLifts

CVP	Creative Video Productions Ltd						
659571/Creative Video Producti	22/10/2020	659571	1	349.00	0.00	349.00	0.00
					0.00	349.00	

Above paid on 19/11/2020 by Online Payment Ref CVP

JANET	Janet Stanton						
12NOV20 JS/Janet Stanton	12/11/2020	12NOV20 JS	1	1,999.00	0.00	1,999.00	0.00
					0.00	1,999.00	

Above paid on 19/11/2020 by Online Payment Ref JANET

LOCAL EXP	LOCAL EXPOSURE LTD						
INV-67388/LOCAL EXPOSURE LTD	10/11/2020	INV-67388	1	349.99	0.00	349.99	0.00
					0.00	349.99	

Above paid on 19/11/2020 by Online Payment Ref LOCALEXPOS

MASON OWEN	Mason Owen						
434727-II/Mason Owen	22/01/2020	434727-II	1	3,407.57	0.00	3,407.57	0.00
					0.00	3,407.57	

Above paid on 19/11/2020 by Online Payment Ref MASONOWEN

NPOWER	NPOWER Ltd						
LGWJS4VZ/NPOWER Ltd	12/11/2020	LGWJS4VZ	1	2,177.04	0.00	2,177.04	0.00
					0.00	2,177.04	

Above paid on 19/11/2020 by Online Payment Ref NPOWER

List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NPTREE NP Tree Management Ltd							
1910/NP Tree Management Ltd	05/10/2020	1910	1	312.00	0.00	312.00	0.00
1961/NP Tree Management Ltd	14/11/2020	1961	1	924.00	0.00	924.00	0.00
1962/NP Tree Management Ltd	14/11/2020	1962	1	576.00	0.00	576.00	0.00
1964/NP Tree Management Ltd	17/11/2020	1964	1	630.00	0.00	630.00	0.00
					0.00	2,442.00	

Above paid on 19/11/2020 by Online Payment Ref NPTREE

SHIELD SEC Shield Security Services Ltd							
42957/Shield Security Services	01/11/2020	42957	1	50.40	0.00	50.40	0.00
					0.00	50.40	

Above paid on 19/11/2020 by Online Payment Ref SHIELDSEC

SSE SOUTHE SSE Southern Electric							
0036/SSE Southern Electric	06/11/2020	0036	1	39.28	0.00	39.28	0.00
					0.00	39.28	

Above paid on 19/11/2020 by Online Payment Ref SSESOUTHE

HALC Hampshire Association of Local Councils							
INV-4195/Hampshire Association	23/11/2020	INV-4195	1	36.00	0.00	36.00	0.00
					0.00	36.00	

Above paid on 26/11/2020 by Online Payment Ref HALC

IDL Imagination Displays Limited							
SI-4314/PO:04306ASH/Imaginatio	24/08/2020	SI-4314	1	672.00	0.00	672.00	0.00
					0.00	672.00	

Above paid on 26/11/2020 by Online Payment Ref Imaginatio

NPTREE NP Tree Management Ltd							
1968/NP Tree Management Ltd	20/11/2020	1968	1	540.00	0.00	540.00	0.00
					0.00	540.00	

Above paid on 26/11/2020 by Online Payment Ref NPTREE

List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PEGASUS Pegasus Building Services Herriard Ltd							
<i>SI-168/Pegasus Building Servic</i>	08/09/2020	SI-168	1	117.60	0.00	117.60	0.00
					0.00	117.60	
Above paid on 26/11/2020 by Online Payment Ref PEGASUS							
SURREYHILL Surrey Hills Solicitors LLP							
<i>4273/Surrey Hills Solicitors L</i>	20/11/2020	4273	1	750.00	0.00	750.00	0.00
					0.00	750.00	
Above paid on 26/11/2020 by Online Payment Ref SURREYHILL							
Total Purchase Ledger Payments for Month 8					0.00	58,606.58	

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Fleet Town Council – HA0105**

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

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

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

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

26/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



HAMPSHIRE
CONSTABULARY

Olivia Pinkney
Chief Constable
QPM, MA

Police Headquarters
Leigh Road
Eastleigh
Hampshire
SO50 9SJ

Telephone: 02380 478280

Email: chief.constable@hampshire.pnn.police.uk

Friday 18th December 2020

Dear Janet

Fleet Town Council Community Concerns

Thank you for highlighting policing concerns that have been raised to Fleet Town Council by our local community. You have raised three specific concerns relating to the 101 reporting system, accessibility to police officers and local policing numbers in Fleet. It is useful for me to provide you with an overview of each issue and I welcome your support in providing reassurance to our communities.

The 101 non-emergency telephone reporting system was introduced as a means for members of the public to report incidents which were of a non-emergency nature. As a Constabulary this allows us to prioritise our 999 calls and deploy resources to those who are most in need. As with the development of any new system, there have been concerns with call wait times and accessibility. Currently, the average wait for a 101 non-emergency call to be handled is less than 1 minute and 30 seconds. This is in the context of the handling of nearly 2,000 calls a day. I hope you will agree that this is a fantastic service for our communities.

We have seen a move to online reporting during Covid-19. This is a move which has been driven largely by public demand. Nevertheless, we continue to engage with all of our communities in the most appropriate way and our service remains accessible for all. This may include online platforms, telephone calls or face to face contact. If there are specific cases where we have provided a poor service I would be grateful if these are highlighted to my team for review.

Your local Neighbourhood Policing Team, led by Inspector Jen Lovegrove, are fully committed to keeping our communities safe. The local team have risen to the challenges that we have all faced this year and have adapted to provide the best service possible for our communities. This has involved increasing high visibility patrols, district wide patrol plans that have accounted for key hotspot areas, and specific engagement activity at local supermarkets to support those who have been especially vulnerable during lockdowns. This physical reassurance and engagement has been complemented by increased social media engagement through both Facebook (Hart South Police) and Twitter (@Fleetpolice). I would encourage the council and local residents to follow these for local policing updates.



www.hampshire.police.uk

Deaf? Non-emergency text **07781 480999**

For crime and community information www.hampshirealert.co.uk





HAMPSHIRE
CONSTABULARY

Olivia Pinkney
Chief Constable
QPM, MA

Police Headquarters
Leigh Road
Eastleigh
Hampshire
SO50 9SJ

Telephone: 02380 478280

Email: chief.constable@hampshire.pnn.police.uk

Earlier this year ACC Maggie Blyth wrote to stakeholders to provide details of increased police numbers in neighbourhood policing across Hampshire Districts. As part of this officer uplift Hart and Rushmoor will see an increase of officers into neighbourhood policing. I have been clear that this recruitment is an opportunity to recruit a more diverse and representative workforce which can better serve our communities.

It is important to recognise that policing across Fleet is delivered not just by the local policing team, but by a wider police family. This delivery is a combination of teams from Response and Patrol, Road Policing Units, Country Watch and specialist investigators working from the Northern Police Investigation Centre; to name just a few. These layers of policing combine to ensure that delivery of local policing priorities through Chief Inspector John Halfacre, and the neighbourhood policing team are the best they can be.

I value the good working relationship that we have with Fleet Town Council. I am keen that our local leadership from Chief Inspector John Halfacre and Inspector Jen Lovegrove have the opportunity to liaise with you and explore ways in which we can work closer with Fleet Town Council and best serve our communities together.

Yours Sincerely,

Olivia Pinkney
Chief Constable



www.hampshire.police.uk

Deaf? Non-emergency text **07781 480999**

For crime and community information www.hampshirealert.co.uk



Item 13

Health and Safety Review for 2020

This report provides an overview of the Health and Safety activities undertaken by Fleet Town Council in 2020. The Health and Safety at Work Act 1974 provides a legislative framework to promote, stimulate and encourage high standards of health and safety at work.

In particular it requires organisations such as Fleet Town Council to provide and maintain:

1. A Health and Safety Policy
2. A system to manage and control risks in connection with the use, handling, storage and transport of articles and substances
3. A safe and secure working environment, including provision and maintenance of access to and egress from premises
4. Safe and suitable work equipment and systems of work that are without risks
5. Information, instruction, training and supervision

Officers have continued to use embedded proactive systems, and as far as is reasonably practicable, prevent or reduce the risk of harm occurring.

The following points are to be noted:

- During Lockdown all safety checks within the Harlington and Ancells Farm Community Centre were carried out by Fleet Town Council staff.
- All Parks including the Skate Park adhered to the Government COVID 19 Health and Safety guidance and were regularly visited during lockdown; signage with numbers to indicate safe usage were attached to each piece of equipment for parents' information and regularly checked and replaced. The Parks offered FTC's residents the opportunity to exercise outside during the pandemic and helped to support people's mental health and wellbeing.
- The Harlington roof repair work was carried out with permission of HDC.
- COVID 19 risk assessments were instigated and continuously reviewed for all areas.
- Regular Health and Safety walk arounds were carried out by a member of the management team.
- The planned desk top audit by All Environmental Health Services of Fleet Town Council's paperwork has been postponed until January 2021 as the offices were not open for the inspection to take place.



Fleet Town Council Meetings Timetable 2021/2022

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

COMPLAINTS

ITEM ?

2020-2021	Date of Receipt	Date Response sent	Complaint details		Number of hours to complete
COM/20/20	27.11.20	27.11.20	Complaint about parking and other issues in Merivale		1 hours
COM/21/20	21.11.20	27.11.20	Complaint about ASB in Calthorpe Park		0.5 hours