



Notice is hereby given of

**A MEETING OF FLEET TOWN COUNCIL**

**Wednesday 6<sup>th</sup> September 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  
30<sup>th</sup> August 2023

**AGENDA**

1.	<b>APOLOGIES</b> 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.	<b>DECLARATIONS OF INTEREST</b> 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.	<b>QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	<b>CHAIRMAN'S ANNOUNCEMENTS</b> To receive any updates from the Chairman of Fleet Town Council.
5.	<b>HCC/HDC</b> (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.	<b>MINUTES OF PREVIOUS MEETINGS</b> To receive and approve as a correct record the minutes of the Council Meeting held on 5 <sup>th</sup> July 2023 and the Extraordinary Council meeting on 15 <sup>th</sup> August 2023 ( <i>copies attached</i> ).  To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: <ul style="list-style-type: none"><li>• Development Control 10<sup>th</sup> July, 24<sup>th</sup> July &amp; 14<sup>th</sup> August 2023</li><li>• Policy and Finance 19<sup>th</sup> July 2023</li><li>• Establishment Committee 26<sup>th</sup> July 2023</li></ul>

## Part 1 – ITEMS FOR DECISION

### 7. FINANCIAL MONITORING REPORT

- a) To receive the bank reconciliation and list of payments for July 2023 (*documents available on the FTC portal and website*).
- b) To receive a statement from Councillor Robinson that the bank reconciliation and list of payments for July 2023 have been verified and signed off against the original bank statement.

#### RECOMMENDATIONS

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

### 8. FINANCE AND RISK REGISTER 2023/24

- a) To receive an update from the Risk Management Working Group (*see Executive Officer's report*).
- b) To consider and agree the Council's Finance and Risk Register for 2023/24 (*copy attached*).

#### RECOMMENDATIONS

- a) To note the update from the Risk Management Working Group.
- b) To approve the Finance and Risk Register for 2023/24.

### 9. HEALTH AND SAFETY AND HR SERVICES CONTRACT

To receive quotes, consider and agree a new contract for the provision of combined health and safety and human resource consultancy services (*copy attached*).

#### RECOMMENDATION

To approve Contractor A for the provision of combined health and safety and human resources consultancy services for a period of 3 years.

### 10. POLICY REVIEW

To consider and agree the revised Complaints Policy (*copy attached*).

#### RECOMMENDATION

To approve the revised Complaints Policy.

### 11. HART DISTRICT COUNCIL PARISH SETTLEMENT CAPACITY STUDY

To consider and agree a response to the HDC Parish Settlement Capacity Study (*see Executive Officer's report*).

#### RECOMMENDATION

To determine the Council's response to the Study.

### 12. WITHDRAWAL OF STAGECOACH BUS SERVICE TO CALTHORPE PARK SCHOOL

To receive notice of the withdrawal of the No.10 bus service to Calthorpe Park School from the Pondtail area and to agree the Council's response (*copy attached*).

#### RECOMMENDATIONS

- a) That the Council send a letter to the Commercial Manager of Stagecoach expressing its deep concern at the potential loss of this community service and requests reconsideration of the decision.
- b) That the Council writes to the Director responsible for transport at HCC to enlist their support in reversing the decision of Stagecoach to remove this essential public service.
- c) That the Council liaise with Calthorpe Park School and the potentially impacted residents to provide the evidence of the number of families affected and the likely consequences of the loss of this public service.

<b>Part 2 – ITEMS TO NOTE</b>	
<b>13. COMPLAINTS</b>	To receive notification of any complaints.
<b>14. HYGIENE SERVICES CONTRACT - UPDATE</b>	To inform the Council that the previously agreed contract for Hygiene services at The Harlington and Ancells Farm Community Centre is unable to proceed due to the timing of the termination notice for the existing contract ( <i>see Executive Officer's report</i> ).
<b>15. THE GREENING CAMPAIGN</b>	To receive a verbal update regarding the Greening Campaign public engagement meeting on 4 <sup>th</sup> September 2023.
<b>16. EXECUTIVE OFFICER'S REPORT</b>	To receive and note the update report from the Executive Officer.
<b>17. DATE AND TIME OF NEXT MEETING</b>	The next meeting of the Council is scheduled to be held on Wednesday 4 <sup>th</sup> October 2023 at 7pm in the Harlington.
<b>Part 3 – CONFIDENTIAL ITEMS</b>	
<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> <ol style="list-style-type: none"> <li>a. Matters relating to individual staff, engagement, terms of service, conduct and dismissal of employees.</li> <li>b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts.</li> <li>c. Receipt of professional legal advice and preparation of cases in legal proceedings.</li> <li>d. The early stages of any dispute.</li> <li>e. Matters of a commercial nature.</li> </ol> <p>There are no confidential items for consideration.</p>	



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 10<sup>th</sup> July  
at 7pm in The RVS, The Harlington

**Present:**

Cllr Schofield - Chair  
Cllr Robinson  
Cllr Holt  
Cllr May

**Officers:** Charlotte Benham

1	<p><b>Apologies</b></p> <p>Cllr Hope</p>
2	<p><b>Declarations of interest to any item on the agenda</b></p> <p>None declared</p>
3	<p><b>Public Session</b></p> <p>None</p>
4	<p><b>Approval of the Notes</b></p> <p>The minutes of the development and control advisory group meeting held on Monday 26<sup>th</sup> June were accepted as a correct record of the meeting.</p>
5	<p>23/01038/HOU Istona, Stockton Avenue, Hampshire, GU51 4NP <a href="#">Conversion of existing outbuilding to independent living space</a> Comments required by 11 July</p> <ul style="list-style-type: none"> <li>• Stated as 27.5m<sup>2</sup> total accommodation area</li> <li>• This is clarified as an independent dwelling for an aging parent or a returning adult child. The minimum recommended space standard for a single bedroom single occupancy is 39m<sup>2</sup> so proposal is well below the minimum standard.</li> <li>• As a permanent residence it would be required to meet current building regulations but will impact materials including insulation etc.</li> <li>• Would require registration as an independent dwelling if permitted</li> </ul>

- Changes the dwelling pattern bringing a living unit close to the pavement and it is quite far away from main dwelling.

## OBJECTION

23/01311/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 11 July

- This is a conversion of a three bedroom bungalow into a 4 bedroom house – this results in the loss of a property suitable for persons of limited mobility contrary to Fleet Neighbourhood Plan Policy 11.
- Fleet Neighbourhood Plan Policy 11 has been supported in at least two appeal cases
- Parking arrangement is 3 in line which breaches HDC's TAN. Also includes an existing single garage which is not counted as a parking space (TAN para 5.12)
- Out of character in area of bungalows

OBJECTION on grounds of inadequate parking and breach of Fleet Neighbourhood Plan Policy 11

23/01319/HOU

88B Kings Road, Fleet, GU51 3AP

[Erection of one outbuilding following demolition of two outbuildings](#)

Comments required by 11 July

- This creates a continuous building which projects 11m beyond the rear of the adjoining property (No.86)
- New building is 4m high compared with the existing building which is 3m high. A significant area of the neighbouring garden will be in shadow.
- It would not be difficult to remove an internal wall between living accommodation and storage room to make the extension an independent annexe.
- If it became an independent annexe this would impact on parking requirements
- The proposed cladding in "black boarding" is not in keeping with any local character.
- Proposed roofed extension to rear of host building will take considerable amount of light off the rear of the principal building.

## OBJECTION

23/01330/HOU

29 Kings Road, Fleet, GU51 3AF

[Extension of dropped kerb](#)

Comments required by 12 July

- Unlikely land ownership extends across the public pavement – needs checking.
- Two properties exist next door to one another that have completely paved their front gardens to create as extensive parking as possible which is uncharacteristic of Kings Road
- Extension of the drop kerb is to facilitate easier parking of more cars.

- Packing cars to the front of the property will inevitably mean vehicles having to reverse out onto Kings Road in a particularly busy part of the road which is a safety concern.

## OBJECTION

23/01338/HOU

14 Moorlands Close, Fleet GU51 3PL

[Demolition of utility room and erection of a single storey side extension connecting to the garage, conversion of garage into habitable accommodation to include the replacement of the garage doors with two windows](#)

Comments required by 13 July

- Loss of a double garage to non-essential family space (gym and cinema) – could be used as additional bedroom in future adding to parking issue.
- Creates a parking issue as arrangement shown is effectively triple parking which would be against Harts TAN.
- Impractical parking - would require 2 cars to be moved to get either of the front two cars out, onto the end of a cul-de-sac.
- Modifications to property do not present any problems

NO OBJECTION in principle but concern over parking issues

23/01368/HOU

47 Pondtail Road, Fleet, GU51 3JF

[Demolition of outbuilding and erection of a first floor rear infill extension and single storey side extension](#)

Comments required by 14 July

- Increase from 4 to 5 beds.
- Internal garage does not count as a garage under Harts TAN so 3 allocated and 1 unallocated spaces required for a 5 bed house
- Could squeeze 3 spaces to the front but would mean shuffle parking
- Building adjacent to neighbour with increase from 2.3m to 4m high. Looks to have limited impact on No.45
- Design Statement ignores any Fleet Neighbourhood Plan Policies

OBJECTION on grounds of inadequate parking and potential loss of front garden to accommodate parking contrary to Fleet NP Policy 15

23/01412/HOU

17 Hereford Mead, Fleet, GU51 2TN

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

Comments required by 20 July

- No drawings of the proposed extension seem to be available on the website?
- Outline of proposed extension shown on the arboricultural report

	<ul style="list-style-type: none"> <li>• Access to building work heavily restricted by tree protection</li> </ul> <p>Does not look to be any issues but we require drawings of the extension before application can be commented on!</p>
6	<p><b>Noted:</b></p> <p>The weekly lists</p>
7	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>12<sup>th</sup> July</p>
8	<p><b>Date of Next Advisory Group Meeting</b></p> <p>Monday 24<sup>th</sup> July</p>

**Meeting closed: 8pm**

**Signed:**.....

**Date:** .....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 14<sup>th</sup> August  
at 7pm in The RVS, The Harlington

**Present:**

Cllr Schofield - Chair  
Cllr Robinson  
Cllr Holt  
Cllr Hope  
Cllr May

**Officers:** Charlotte Benham

1	<p><b>Apologies</b></p> <p>No apologies received</p>
2	<p><b>Declarations of interest to any item on the agenda</b></p> <p>None declared</p>
3	<p><b>Public Session</b></p> <p>None</p>
4	<p><b>Approval of the Notes</b></p> <p>The minutes of the development and control advisory group meeting held on Monday 24<sup>th</sup> July were accepted as a correct record of the meeting.</p>
5	<p>23/01508/FUL Richmond Close, Fleet, GU52 7UJ <a href="#">Erection of a detached three bedroom bungalow following demolition of existing garage</a> Comments required by 7 August</p> <ul style="list-style-type: none"> <li>• Reversion to the original planning application as approved by the planning inspector at appeal</li> <li>• Provides a new bungalow</li> <li>• Only issue was the signing of an Agreement to pay the SANG and SAMM fees</li> </ul> <p>NO OBJECTION as long as SANG/SAMM agreements have been signed</p>



23/01476/HOU

37 Linkway, Fleet, GU52 7UN

[Insertion of Solar PV and Thermal Panels to sunken flat roof and external flue to rear](#)

Comments required by 17 August

No significant issue. PV panels are screened by the roof design. Flue is not desirable but cannot be seen from road.

NO OBJECTION

23/01369/HOU

25 Starling Way, Fleet, GU51 5DQ

[Conversion of garage into partial habitable accommodation and store room. Insertion of door ground floor side and change one door to a window to the rear elevation](#)

Comments required by 17 August

- Purpose of garage conversion states it will become a study and store but the floor plans show outline of bed in the study so classed as an additional bedroom – how many beds will property have in total?
- Original arrangement was garage and 2 allocated spaces. One space will be lost and with potential additional bedroom parking will be inadequate
- A comment is made that unallocated parking is available but unallocated parking is a means to minimise on-site parking provision – will unallocated parking be readily available? Edenbrook already has issues with inadequate parking

No objection in principle to structure but OBJECTION on grounds of inadequate parking

23/01605/HOU

24 Kenilworth Road, Fleet GU51 3AX

[Erection of a porch, extension of accommodation at first floor within the existing roof space and creation of accommodation at second floor within the proposed roof space, erection of a two storey rear extension, erection of single storey side and rear extensions, erection of a covered canopy to the rear, alterations to garage, demolition of outbuilding, blocking up two windows and insertion of door to ground floor side, replacement of standard window and bay window to ground floor front](#)

Comments required by 18 August

- This development breaches Fleet Neighbourhood Plan Policy 11, Safeguarding building stock for people of limited mobility
- All downstairs bedrooms are being removed and a small loft room is being extensively expanded to 4 bedrooms with an additional potential bedroom in the loft space
- This virtually doubles the footprint of the original building
- The proposed design and finishes of white render and vertical composite boarding are completely out of character with the area. Although there is no overarching style, none of the adjacent properties are of a design of finish as proposed. This would stand out and dominate the local street scene.
- Regrettably the front garden is already given over to hard standing but this would be essential to accommodate four vehicles to the front

- Because of the significant increase in hard surfaces and roof area, a sustainable drainage plan adopting a SUDS system should be included
- The Climate form has been completed but the bare minimum of measures have been included to adopt climate change design
- Has made no improvement on Hart's reasons for refusal on application 23/00834/HOU – out of keeping by virtue of its scale/design/appearance, negative impact on neighbours and loss of a bungalow.

## OBJECTION

23/01592/HOU

8 Courtmoor Avenue, Fleet GU52 7UF

[Erection of a two storey side and rear extension following demolition of existing garage, replacement of a door to ground floor side with a window and insertion of a window to first floor side](#)

Comments required by 18 August

- Front elevation is well integrated and major extension to the rear is in keeping with the host building
- Increase from 3 to 4 beds - 4 beds requires 3 allocated parking spaces and half unallocated
- Whole front garden would be given over to parking contrary to Fleet Neighbourhood Plan Policy 15, front gardens

NO OBJECTION in principle but parking is an issue and would breach Fleet Neighbourhood Plan Policy 15

23/00855/FUL

38 Rounton Road, Church Crookham, Fleet, GU52 6HB

[Demolition of existing dwellinghouse and outbuildings and erection of three detached dwellings with integral garages, associated car and cycle parking and access works](#)

Amended plans:

- plots 1 and 2 handed and plot 2 moved back by 2m
- inclusion of additional planting
- additional parking provision

Comments required by 16 August

This is under Church Crookham Parish area so no comment

23/01630/HOU

11 Carthona Drive, Fleet GU52 7SF

[Erection of a single storey rear extension following demolition of existing conservatory, first floor side extension, conversion of garage to habitable accommodation to include the replacement of the single garage door with double doors, replacement of the front door and alterations to fenestration to ground floor side](#)

Comments required by 25 August

- There is little wrong with the proposed extension - increases from 3 to 4 bedrooms
- Does not appear to have any impact on neighbours, but the finishes to the host property are to be changed:

	<p><i>Existing materials and finishes: Fair faced brickwork</i>  <i>Proposed materials and finishes: Mixture of render and timber cladding</i></p> <ul style="list-style-type: none"> <li>• There was once a relatively consistent design and palette of materials used on Carthona Drive but that was significantly disrupted by two properties at the entrance to the estate</li> <li>• The key matter for consideration is should the character of the small estate be maintained in which case the proposed development is totally out of character with adjacent properties</li> <li>• NFP Policy 10 states:  “Development shall complement and be well integrated with neighbouring properties in the immediate locality in terms of scale, density, massing, separation, layout, <b>materials</b> and access.” This reinforces HDC Policy GEN 1 and NBE3(a)  The proposal is out of character and would therefore breach these policies</li> </ul> <p>OBJECTION as out of keeping with the character of buildings in the immediate vicinity</p>
	<p>Additional Item:</p> <p>A letter has been received from Cornerstone seeking views on a proposal to complete a network upgrade.  Cornerstone on Fleet Road have stated a specific requirement for a radio base station upgrade to provide improved technical provisions and greater capacity and coverage in the area. The proposed upgrade is from a 17.5m monopole and 4 antennas to 4 antennas, dish and meter cabinets.  Before a planning application is submitted it was questioned if the committee wish to comment. The committee has NO OBJECTION to these works.</p>
6	<p><b>Noted:</b></p> <p>The weekly lists</p>
7	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>13<sup>th</sup> September</p>
8	<p><b>Date of Next Advisory Group Meeting</b></p> <p><b>Tuesday 29<sup>th</sup> August</b></p>

**Meeting closed: 7.45pm**

**Signed:**.....

**Date:** .....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 24<sup>th</sup> July  
at 7pm in The RVS, The Harlington

**Present:**

Cllr Schofield - Chair  
Cllr Robinson  
Cllr Holt  
Cllr Hope

**Officers:** Charlotte Benham

1	<p><b>Apologies</b></p> <p>Apologies received from Cllr May</p>
2	<p><b>Declarations of interest to any item on the agenda</b></p> <p>None declared</p>
3	<p><b>Public Session</b></p> <p>None</p>
4	<p><b>Approval of the Notes</b></p> <p>The minutes of the development and control advisory group meeting held on Monday 10<sup>th</sup> July were accepted as a correct record of the meeting.</p>
5	<p>23/01422/HOU 13 Oakley Drive, Fleet, GU51 3PP <a href="#">Erection of a single storey side and rear extension following demolition of existing detached garage, conversion of loft to habitable accommodation to include the erection of dormer windows to the front and rear and erection of a detached garage</a> Comments required by 25 July</p> <ul style="list-style-type: none"> <li>Regarding Fleet Neighbourhood Plan Policy 11 - Safeguarding building stock for people of limited mobility – this is the adaption of a bungalow (a house with only one level and no stairs) to a two storey chalet bungalow, but it does retain 2 bedrooms and a bathroom downstairs while adding 3 bedrooms in the loft space</li> </ul>

- A 5 bedroom property effectively requires 4 parking spaces, only one of which is allocated to a double garage under Hart's Parking TAN 5.13
- The double garage is accessed by a narrow gap adjacent to the extended property, detailed as 3.5m but scales at less than 3m. Is this practical?
- It would appear very likely parking would be to the front of the property which could violate Fleet Neighbourhood Plan Policy 15 Residential Gardens which requires 50% of the original garden area to be retained as soft landscaping thereby protecting character, biodiversity and carbon absorption by green planting
- The significant increase in hard surfacing by the increase in the bungalow footprint and the large double garage must result in a decrease in biodiversity which is against the requirement for a 10% increase in biodiversity
- A significant concern is the significant increase in hard surfacing in a flood prone area and the statement that "Future landscaping shall be such to encourage drainage away from the property". This indicates an intention to divert flows off the site that could negatively impact neighbouring properties.
- The development needs a SUDS proposal with a clear statement of how the system will be effective in a flood prone area.

#### OBJECTION

23/01381/HOU

21 Wood Lane, Fleet, GU51 3DX

[Conversion of garage to habitable accommodation including changes to external windows and doors](#)

Comments required by 25 July

- Garage does not appear to have been usable
- Breaches Fleet Neighbourhood Plan Policy 15 however existing front garden is 100% under gravel already so no loss of green space
- Ample on site parking for 3 vehicles

#### NO OBJECTION

23/01432/HOU

14 Copse End, Fleet, GU51 4EQ

[Erection of a bay window to first floor side and extension to first floor rear](#)

Comments required by 28 July

- No change in the number of bedrooms, possible increase in main bedroom, but bedroom 3 is minimum dimensions for a bedroom
- Unusual design, but no impact on neighbouring property

#### NO OBJECTION

23/01443/HOU

73 Velmead Road, Fleet, GU52 7LY

[Erection of a single storey rear extension following demolition of existing, single storey front extension, demolition of single storey lean to to side, conversion of garage to habitable accommodation, raising of ridge height, insertion of solar panels on front roof slope, insertion of three rooflights to side roof slope and alterations to windows and doors](#)

Comments required by 28 July

- Better internal layout than existing
- The elevations do not appear to show an entry point
- Parking arrangement may not be practical for all vehicles without complete paving in front of all spaces
- Reduction in outline and scale of development looks acceptable

NO OBJECTION

23/01152/HOU

119 Crookham Road, Church Crookham, Fleet

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

Comments required by 28 July

- Plan states “flat roof” but indicated with a fall and shown as such on elevations, so roof drains to a gutter right on the boundary of the property
- No apparent issues

NO OBJECTION

23/01404/HOU

4 Howes Gardens, Church, Fleet, GU52 7PR

[Erection of a single storey side/rear extension and partial conversion of garage to habitable accommodation](#)

Comments required by 1 August

- Single garage is not deemed a parking space under Hart’s Parking TAN
- Assumed to be a three bedroom house and no change to first floor
- Existing frontage is totally covered by blockwork so possible to accommodate 3 cars
- Extension projects beyond rear of neighbouring garage so no impact
- Major issue is impact on tree root zone of a major tree adjacent to the property on the side of the Basingstoke canal. Important to protect the trees integrity.
- Proposed extension is not in keeping architecturally with the host building
- Property is within the Basingstoke Canal Conservation area but not easily visible from the canal and adjacent properties are of no architectural significance

NO OBJECTION in principle as long as tree protection works are observed

23/01275/HOU

Siska, Reading Road North, GU51 4AH

[Demolition of existing side extension and erection of a single storey detached double garage and conversion of existing garage to kitchen diner to include the replacement of the garage door with a window](#)

Comments required by 1 August

- Double garage will only count as 1 parking space under Hart’s Parking TAN
- Possibly 3 additional parking spaces required which will be readily accommodated on site

- Property within the North Fleet Conservation Area, but proposal would not appear to breach any conditions of the Management Plan - use of similar / matching materials, retaining the proportions of the original building

NO OBJECTION

23/01505/HOU

Woodglen ,Gough Road, GU51 4LJ

[Alterations to fenestration and erection of open porch](#)

Comments required by 1 August

- This is a very modest alteration/addition to the host building
- It is regretted that the front garden is currently extensively covered in gravel
- It does have the minor advantage that it provides some protection to the tree root zone which will be moderately impacted by construction traffic

NO OBJECTION

23/00888/HOU

21 Warren Close, Fleet, GU51 7LT

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

Comments required by 1 August

- Very modest extension
- no issues with impact on neighbours except there appears to be a tree on the boundary with No.23 and no arboreal report if tree root zone is impacted especially as drawings indicate conventional foundations to the extension
- Within Basingstoke Canal Conservation area but no issues

NO OBJECTION subject to there being no impact on trees

23/01451/FUL

Railway Track Near Elvetham

[Installation of a street light pole with an antenna on top](#)

Comments required by 4 August

No obvious impact, all contained within the railway reserve

NO OBJECTION

23/01526/FUL

299-303 Just Pine Just Cane Road, Fleet

[Change of use of external area from public highway to area for outdoor dining](#)

Comments required by 4 August

- If the limits of the proposed extension are enforced and pedestrian access is not impeded then access is not an issue, but there are flats immediately above the proposed outside dining area. What opening hours will the restaurant operate? Late night noise and possible smells including smoking could represent a nuisance for residents living directly above the proposed area.

	<ul style="list-style-type: none"> <li>• A suggestion to mitigate the problem could be a canopy above seating area to reduce noise and smells?</li> </ul> <p>HOLDING OBJECTION subject to resolution of possible impact on immediate neighbours.</p>
6	<p><b>Noted:</b></p> <p>The weekly lists</p>
7	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>9<sup>th</sup> August 13<sup>th</sup> September</p>
8	<p><b>Date of Next Advisory Group Meeting</b></p> <p>14<sup>th</sup> August</p>

**Meeting closed: 8pm**

**Signed:**.....

**Date:** .....





**FLEET TOWN COUNCIL**

**MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING**

held on

**Wednesday 26<sup>th</sup> July 2023 at 7pm**

**PRESENT**

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

**In Attendance:**

Rochelle Halliday – Executive Officer

Sarah Moore – Finance and Administration Manager

**EST JULY 2023 ITEM 1**

**ELECTION OF CHAIRMAN**

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

**RESOLVED**

That Cllr Woods be elected as Chairman of the Establishment Committee for the local government year 2023/2024.

**EST JULY 2023 ITEM 2**

**ELECTION OF VICE CHAIRMAN**

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

**RESOLVED**

That Cllr Einchcomb be elected as Vice Chairman of the Establishment Committee for the local government year 2023/2024.

**EST JULY 2023 ITEM 3**

**APOLOGIES**

Members received and accepted the apologies for absence from Cllr Einchcomb.

Cllr Wildsmith was absent.

**EST JULY 2023 ITEM 4**

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**EST JULY 2023 ITEM 5**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no members of the public present.

## **EST JULY 2023 ITEM 6**

## **MINUTES OF PREVIOUS MEETING**

Following the internal audit in May 2023, the Committee agreed to add a summary of the confidential items and resolutions to the public minutes.

Subject to the above amendment, the minutes and confidential minutes of the Establishment Committee meeting held on 8<sup>th</sup> February 2023 were approved and signed by the Chairman.

## **EST JULY 2023 ITEM 7**

## **DRAFT POLICY REVIEWS**

Members received the following policies for review prior to consideration by the Policy and Finance Committee:

### a) Eye Test Policy (new)

Members reviewed the Eye Test policy.

### **RESOLVED**

To recommend to the Policy and Finance Committee approval of the Eye Test policy.

### b) Uniform Policy (new)

The following alterations were suggested:

- To change the wording of 'safety boots' to 'safety footwear'.
- 1.1 Duty Managers to be added before 'staff' on the first line.
- 2.3 change 'cost' to 'contribution'.
- 2.2 add 'up to £30.00 contribution' after reimbursement.

### **RESOLVED**

To revise the Uniform policy as discussed and recommend approval of the policy to the Policy and Finance Committee.

## **EST JULY 2023 ITEM 8**

## **TRAINING UPDATE**

Members noted the current report on staff training that had taken place or booked since the last Committee meeting.

It was noted that Fleet BID has shared with the Council access to the SEEDL training portal, which provides members with free online training sessions.

### **RESOLVED**

To note the staff training report.

## **EST JULY 2023 ITEM 9**

## **DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee will be held on Wednesday 8<sup>th</sup> November 2023 at 7pm in The Harlington (Music Room).

### **Part 3 CONFIDENTIAL ITEMS**

The Chairman requested that the remainder of the meeting should be held in confidential session due to matters for discussion concerning individual staff members.

#### **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 JULY 2023 ITEM 10**

#### **CURRENT LIST OF STAFF**

Members reviewed the current list of staff and salaries at The Harlington, Fleet Town Council and Ancells Farm Community Centre as of 13<sup>th</sup> July 2023.

It was recorded that the Council has 15 permanent staff (12 full time and 3 part time) and 10 active casual staff.

#### **RESOLVED**

To note the current list of staff.

#### **EST JULY 2023 ITEM 11**

#### **REVIEW OF STAFF POSITIONS AND RECRUITMENT**

a) The Committee discussed a matter relating to the remuneration and job description of a member of The Harlington team.

#### **RESOLVED**

To promote a member of staff to Senior Duty Manager and to revise the employee's remuneration and job description accordingly.

b) The Committee discussed in detail the proposal for recruiting a Communications Officer (15 hours per week). The post is included in the Council's staffing budget.

#### **RESOLVED**

To approve the recruitment of a part time Communications Officer for 15 hours per week.

#### **EST JULY 2023 ITEM 12**

#### **STAFF PAY REVIEWS FOR 2024 / 2025 FINANCIAL YEAR**

The Committee discussed and proposed the approach to be taken for drafting the staffing budget for next financial year.

Members also discussed standardising pay for casual staff based on job role rather than age. This proposal is within budget for the current year.

#### **RESOLVED**

1. To draft salary budget scenarios based on several percentage options which are based on the estimated inflation rate for September 2023.
2. To standardise the casual staff pay rate with effect from 1<sup>st</sup> August 2023.

Members received an update on the following matters:

- Background information relating to items 11 and 12.
- Current staff sickness absence.
- The Flexible Working Bill.
- Review of Written Statement of Employment Particulars for staff.

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

**Chairman**

The meeting closed at 8.30pm.

DRAFT

## **FLEET TOWN COUNCIL**

### **MINUTES OF THE COUNCIL MEETING**

held on

Wednesday 5<sup>th</sup> July 2023 at 7.00pm

#### **PRESENT**

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

**In Attendance:** Rochelle Halliday – Executive Officer  
Councillor Adrian Collett – HCC  
Councillor Stephen Parker – HCC  
Councillor Mark Butcher – HDC  
Louise Rogers – Administration Support Officer

#### **FC JULY 2023 ITEM 1**

#### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Robinson (holiday), Einchcomb (unwell) and Sharma Krishnmurthy (unwell).

Cllr Fang was absent.

Apologies for absence was received for Cllr Forster HCC.

#### **FC JULY 2023 ITEM 2**

#### **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

There were no declarations of interest.

#### **FC JULY 2023 ITEM 3**

#### **QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

#### **FC JULY 2023 ITEM 4**

#### **CHAIRMAN'S ANNOUNCEMENTS**

Cllr Schofield reported his attendance during the period as follows:

- 9th June- Met with officers and ecologists at the Cemetery to discuss badger activity-reported and debated at RLA meeting.
- 12<sup>th</sup> June- Attended a Fleet BID board meeting.
- 24<sup>th</sup> June- Cllr Holt attended the RBL Annual Garden Party on behalf of FTC.
- 27<sup>th</sup> June- Had a very useful meeting with Ms Liz Vango-Smith HDC's new environmental officer, including a brief tour of the Harlington and discussion on possible access to a government Public Building Grant.
- 29<sup>th</sup> June- Together with Cllrs Cottrell and Tilley we judged the school's environmental competition.
- 4<sup>th</sup> July- Attended the HDAPTC Meeting.

Cllr Stephen Parker (HCC)

- Elvetham Road and Hitches Lane roadworks are due to be completed by the end of August 2023. They are now proceeding with the next phases, the last phase will involve total closure of Hitches Lane which will take place in the school summer holidays. A contractor is monitoring traffic flow.
- Customers will be asked to separate waste for recycling at Household Waste Recycling Centre's to save funds.
- HCC local nature recovery for the county to address climate change is progressing.
- The County Deal is progressing.
- £7.5 million is being allocated to address potholes on top of the existing budget.
- To follow up on HCC reports for highways contact HCC Councillors.
- DIY waste charges are to be removed subject to Legislative changes.
- Not all options will be taken forward for the budget consultation, need to determine the highest priorities to retain.
- The Reading Road South pedestrian crossing proposal has MP support, a traffic survey assessment will take place in September 2023.

Cllr Adrian Collett

- The Fleet Station roundabout improvement will now not be funded.
- Farm Drive shops potholes have now been filled.
- Funding for potholes to be taken from proactive road maintenance.
- South East Water reinstatement condition is poor, this has been raised with highways who have agreed to reinspect the area in Aug/Sept.
- Fleet sewage issues - 831 hours of sewage from the plant has been discharged into Fleet Brook. An HDC Councillor has visited the site and Thames Water will stop the sludge cake transfer issue.
- Cllr Collett urged councillors to read the budget document as £132 million of budget savings is required.

Cllr Mark Butcher

- There has been increased reports with Anti-Social Behaviour in the town. It was discussed that Anti-social behaviour and police resources are limited in this area, so reporting is vital.
- Cllr Butcher would like to thank the Facilities and Open Spaces Manager for his quick response with regards to vandalism at the Cemetery.

**FC JULY 2023 ITEM 6**

**MINUTES OF PREVIOUS MEETINGS**

The minutes of the Council Meeting held on 7<sup>th</sup> June 2023 were approved and signed by the Chairman.

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

- Development Control                      9<sup>th</sup> May, 22<sup>nd</sup> May, 12<sup>th</sup> June and 26<sup>th</sup> June 2023
- RLA    21<sup>st</sup> June 2023

Cllr Adrian Collett left the meeting at 7.34pm.

## **FC JULY 2023 ITEM 7**

## **FINANCIAL MONITORING REPORT**

Members noted receipt of:

- a) The bank reconciliation and a list of payments for May 2023.
- b) A statement from Councillor Robinson confirming that the bank reconciliation and list of payments for April and May 2023 have been verified and signed off against the original bank statement.

### **RESOLVED**

- 1) To receive and accept the bank reconciliation and list of payments for May 2023.
- 2) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for April and May 2023 have been verified and signed off.

## **FC JULY 2023 ITEM 8**

## **APPOINTMENT OF INTERNAL AUDITOR FOR 2023/2024**

Members discussed and noted that:

- Eleanor Greene has been the auditor for a number of years, has a lot of knowledge so good to have continuity.

### **RESOLVED**

To approve the re-appointment of Eleanor Greene, Do The Numbers, as the internal auditor for Fleet Town Council for 2023/2024.

## **FC JULY 2023 ITEM 9**

## **RESUBMISSION OF CONTRACTED HYGIENE SERVICES FOR THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE**

The Council approved a new hygiene services contract at the Council meeting on 5<sup>th</sup> April 2023 however the chosen contractor has not responded.

The Internal Auditor has advised that the next best choice can be considered, without having to re-run the quotation process.

Members to reconsider and agree a new contract for the provision of various hygiene services at The Harlington and Ancells Farm Community Centre.

### **RESOLVED**

To approve a new hygiene contract at Ancells Farm Community Centre and The Harlington for the provision of air fresheners, hand dryers, hygiene bins and offensive waste bins with Sanaway Ltd at an annual cost of £4,050.28 plus VAT for a period of twelve months.

## **FC JULY 2023 ITEM 10**

## **BADGER ACTIVITY AT FLEET CEMETERY**

A full update on the badger activity was provided at the last RLA meeting on 21<sup>st</sup> June 2023. Since that meeting the Cemetery Clerk has asked The Ecology Co-op to proceed with the licence application.

Subject to the licence being granted, it is recommended that the Council create a specific Ear Marked Reserve of £10,000, taken from General Reserves, to fund the surface repairs at the Cemetery. The licence application fee of £1,901 + VAT will be taken from this amount.

### **RESOLVED**

- 1) The update was noted.
- 2) To approve the transfer of £10,000 from General Reserves to a new Ear Marked Reserve for reactive repairs to the cemetery.

Members received and noted the report from the Facilities and Open Spaces Manager. Three quotes were received.

**RESOLVED**

To approve Fresh Air Fitness for the provision of six pieces of outdoor gym equipment including installation at Ancells Farm Park at a cost of £12,980.25 + VAT.

Repair Café

a) Cllr Cottrell provided a summary of the proposal for setting up a monthly Repair Café in The Harlington. It was advised that electrical safety will be part of the Risk Assessment, which will come under the Council's Liability. Confirmed that the repairers will need to be DBS checked.

The Greening Campaign

b) To consider and agree to pursue Stage 2 of the Greening Campaign and to hold a public meeting to promote The Greening Campaign.

The Schools Climate Change Competition

c) The Chairman announced the winners of the Fleet Town Council Climate Change competition in Schools. The overall winner is Ollie and a plaque will be placed at The Views orchard called 'Ollie's Orchard' to recognise his achievement.

The year 5 school prize is a wildlife camera which will be awarded at a school assembly.

**RESOLVED**

- 1) To approve opening a Repair Café at The Harlington.
- 2) To approve proceeding with phase 2 of The Greening Campaign, which will involve a public meeting to be held on Monday 4<sup>th</sup> September 2023.

Cllr Stephen Parker left the meeting at 8:15pm.

At the RLA meeting on 21<sup>st</sup> June 2023, the Hart District Council Countryside Manager attended to introduce the District Council's Countryside Engagement Plan.

The main purpose of the engagement plan is to:

- Develop engagement between the District Council and its stakeholders regarding the management of their land.
- To inform the parishes about the District Council's activities and to avoid duplication of effort.
- To work together on joint projects to deliver mutual benefit.
- To provide the parishes with a point of contact in the Countryside Team.

The District Council has also suggested that regular partnership meetings take place between themselves and each parish. The Council is asked to agree which Members will attend these meetings.



**RESOLVED**

To approve that Cllrs May, Willcocks, Cottrell, Tilley and Taylor will attend the HDC Countryside Partnership meetings along with the Executive Officer and to hold three such meetings per year.

**FC JULY 2023 ITEM 14**

**COUNCIL MEETING DATES**

To approve moving the meetings of the Establishment Committee:

- a) 12<sup>th</sup> July 2023 to 26<sup>th</sup> July 2023.
- b) 13<sup>th</sup> September 2023 to 8<sup>th</sup> November 2023.

A member asked whether the timing of the Annual Meeting in May should be permanently changed to the second Wednesday of the month, so the meeting does not coincide with the Annual Elections. The Executive Officer confirmed that the meeting for 2024 will be confirmed towards the end of the year.

**RESOLVED**

To approve moving the Establishment Committee meeting dates, as follows:

- 1) 12<sup>th</sup> July 2023 to 26<sup>th</sup> July 2023.
- 2) 13<sup>th</sup> September 2023 to 8<sup>th</sup> November 2023.

**FC JULY 2023 ITEM 15**

**COMPLAINTS**

New Complaints

No new complaints have been received since the last meeting.

Monitoring Officer’s Report and Recommendations – 18<sup>th</sup> April 2023

In relation to the code of conduct complaint made to the Monitoring Officer in January 2023 and the resulting Monitoring Officer’s report received in April 2023, Cllr Oliver apologised unreservedly if Mr Forster or anyone else was offended by comments made at the January 2023 Council meeting.

**FC JULY 2023 ITEM 16**

**EXECUTIVE OFFICER’S REPORT**

Members noted the Executive Officers report.

The Fleet Community Map was discussed, Fleet Town Council does not have the resources to keep it up to date.

Hart District Council has been asked to consider if they will promote it.

Cllr Alan Hope left the meeting at 8.39pm.

**FC JULY 2023 ITEM 17**

**DATE AND TIME OF NEXT MEETING**

The next Council meeting will be held on Wednesday 6<sup>th</sup> September 2023 at 7pm in The Harlington.

The meeting closed at 8.41pm.

Signed.....  
Chairman

Date:.....

## **FLEET TOWN COUNCIL**

### **MINUTES OF THE EXTRAORDINARY COUNCIL MEETING**

held on

Tuesday 15<sup>th</sup> August 2023 at 4.30pm

#### **PRESENT**

**Councillors:** R. Schofield (Chairman), G. Chenery, K. Cottrell (arrived during item 4), S. Engström, P. Einchcomb, E. May, A. Oliver, R. Richmond, R. Robinson, S. Tilley, D. Taylor and G. Woods.

**In Attendance:** Rochelle Halliday – Executive Officer

#### **EFC AUGUST 2023 ITEM 1                      APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Hope (unavailable), Fang (away), Sharma Krishnmurthy (work commitments) and Holt (unavailable).

Cllrs Willcocks and Wildsmith were absent.

#### **EFC AUGUST 2023 ITEM 2                      DECLARATIONS OF INTEREST**

Cllrs Oliver and Engström declared an interest for item 4 as they are also Members of Hart District Council.

#### **EFC AUGUST 2023 ITEM 3                      QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

#### **EFC AUGUST 2023 ITEM 4                      PUBLIC SECTOR DECARBONISATION SCHEME**

Cllr Schofield provided background information regarding the Public Sector Decarbonisation Scheme (PSDS) 3c grant, which could fund a new sustainable heating system for The Harlington building.

It was clarified that only the freeholder or the owner of a long-term lease could apply for the grant.

Involving the Library with the 'whole building' approach required for the application was also discussed.

The application would involve contracting a consultant to prepare the evidence base and submit the application, for which three quotes had been received a few days before the meeting. The quotes ranged greatly in price but generally offered a similar service.

Members discussed the grant application and its implications in detail.

#### **RESOLVED**

1. To accept that Hart District Council would have to submit the Public Sector Decarbonisation Scheme application for The Harlington as owners of the building.
2. To appoint a specialist contractor (under Financial Regulation 11.1 ii) to undertake the consultancy work for the PSDS application up to the value of £20,000, to allow for contingency.

The preferred contractor is Leisure Energy UK, at a cost of £7,990 plus 1% of successfully awarded PSDS funds.

3. To approve that the Council will fund a minimum 12% contribution under the PSDS application to cover the like for like cost of a fossil fuel replacement heating system.

**EFC AUGUST 2023 ITEM 5                      ENVIRONMENT AGENCY FLEET FLOOD ALLEVIATION SCHEME CONSULTATION**

Members discussed the Fleet Flood Alleviation Scheme proposals, that had just been subject to public consultation by the Environment Agency.

Some concern was raised about the effectiveness of the natural flood management option and the impact on amenity land in the Council's parks. A further concern was raised at Basingbourne Park about holding back water in an area that already floods and had historically flooded private residences.

The draft partner feedback form was reviewed.

**RESOLVED**

To approve submission of the partner feedback form for the Fleet Flood Alleviation Scheme consultation as proposed.

**EFC AUGUST 2023 ITEM 6                      TRANSFER OF FUNDS TO THE CCLA INVESTMENT ACCOUNT**

Members reviewed the proposal to transfer bank account funds to the CCLA Public Sector Deposit Fund. The proposal was to ensure the Council's funds attract the best interest rate, whilst maintaining enough funds for operational purposes in the current account.

**RESOLVED**

1. To approve the transfer of £100,000 from the Cambridge Building Society account to the CCLA Public Sector Deposit Fund (to be transferred via the HSBC current account).
2. To approve the transfer of £250,000 from the HSBC account to the CCLA Public Sector Deposit Fund.

**EFC AUGUST 2023 ITEM 7                      DATE AND TIME OF NEXT MEETING**

The next Council meeting will be held on Wednesday 6<sup>th</sup> September 2023 at 7pm in The Harlington.

The meeting closed at 5.15pm.

**Signed**.....  
**Chairman**

**Date:**.....



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE POLICY AND FINANCE COMMITTEE**

**Wednesday 19<sup>th</sup> July 2023 at 7.05pm  
At The Harlington**

#### **PRESENT**

**Councillors:** P. Einchcomb, S. Engström (Chairman for the meeting), R. Robinson, R. Richmond, B. Schofield, D. Taylor, S. Tilley, and G. Woods.

**Also Present:** Rochelle Halliday – Executive Officer  
Alex Robins – Harlington General Manager (left during item 5)  
Sarah Moore – Finance and Administration Manager  
Louise Rogers – Administration Support Officer

#### **PF JULY 2023 ITEM 1                      APOLOGIES FOR ABSENCE**

Members received and accepted apologies for absence from Councillor Fang and Councillor Holt due to both being away.

#### **PF JULY 2023 ITEM 2                      DECLARATIONS OF INTEREST**

Cllr Taylor declared an interest for item 5 A (h), debtors report, due to being a treasurer of one of the accounts listed.

#### **PF JULY 2023 ITEM 3                      QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

#### **PF JULY 2023 ITEM 4                      MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on 17th May 2023 were approved and signed by the Chairman subject to amending page 3, Item 10 to remove 'and' on the first sentence.

#### **PF JULY 2023 ITEM 5                      QUARTERLY FINANCIAL MONITORING REPORT**

Members considered the reports with an overview of the financial performance for the period ending 30<sup>th</sup> June 2023.

The Committee reviewed the following reports, as at 30<sup>th</sup> June 2023:

- a) Quarterly Report
- b) Harlington Monthly Performance Totals
- c) 2023/24 Year to Date and Budget Projections report

- d) Balance sheet as at 30<sup>th</sup> June 2023
- e) Statutory Income & Expenditure
- f) Bank & Investments Reconciliation
- g) Purchase Ledger and Cashbook Payments Reports
- h) Debtors Report

The quarterly report and Harlington monthly totals were reviewed.

The following items were discussed:

The final balance payment for the Cemetery is £5.1k. The project was fully funded from section 106 but this amount was not budgeted to come in this financial year. The Executive Officer was asked to see if this can be transferred from general reserves as the section 106 funding was received in full in the last financial year – **Action: Executive Officer.**

The Executive Officer will research if the Energy Trade Intensive Industries applies to Library costs – **Action: Executive Officer.**

The Executive Officer to check whether it is possible to have a phased budget in the accounts – **Action: Executive Officer.**

The Transfer of funds on the current account was raised, given that the second half of the precept is due in September. This will be discussed as part of a later investment item.

Alex Robins left the meeting at 7.45pm.

Cllr Robinson confirmed that the bank reconciliation for June 2023 check had been completed without any qualifications.

#### **RESOLVED**

1. To accept the Quarterly Financial Monitoring reports for the period ending 30<sup>th</sup> June 2023.
2. To accept from Cllr Robinson that the bank reconciliation and list of payments for June 2023 have been verified and signed.

#### **PF JULY 2023 ITEM 6**

#### **BUDGET PREPARATION TIMETABLE 2023/24**

Members received and considered the timetable and discussed the following points:

- For 6 December on the table to 'incorporate' to be removed.
- Supplementary guidance was given from members:
  - Members to fully participate in Working Group discussions about the budget to share views ahead of the approving budget.
  - Basing the precept on the financial needs of the council and its projects rather than setting in percentage terms.
  - That Members can send any specific comments regarding the budget preparation to the Executive Officer.
  - Need various budget scenarios for the working group to review priorities.

#### **RESOLVED**

1. To approve the budget preparation timetable, subject to removing 'incorporate' on 6 December entry.

2. That the Budget Working Group will be formed from members of the Policy and Finance Committee.

## PF JULY 2023 ITEM 7

## INVESTMENT REPORT

Members considered the quarterly investment report and discussed the level of funds in the Council's current account.

It was advised that £100,000 from the Cambridge Building Society and £250,000 from HSBC current account could be transferred to the CCLA Public Sector Deposit Fund – **Action: Executive Officer to progress.**

### RESOLVED

1. To note the balances held in the Fleet Town Council accounts.
2. To recommend that £100,000 is transferred from the Cambridge Building Society account and £250,000 is transferred from the HSBC current account to the CCLA Public Sector Deposit Fund.

## PF JULY 2023 ITEM 8

## WRITING OFF OF UNPAID ACCOUNTS

Members received a report detailing the unpaid accounts that have been chased but are unlikely to be paid, as detailed below.

Invoice Date	Invoice Number	Amount	Reason
31/08/22	CEM1014	£286.56	Cemetery – unable to get hold of customer
31/08/22	HC4805	£26.40	Harlington hall hire – customer disputes amount (rest of invoice paid)
31/10/22	AF1957	-£0.01	Accounting anomaly
31/10/22	AF1964	£52.92	Ancells hall hire - Unable to get hold of customer
30/11/22	AF1974	£26.46	Ancells hall hire - Unable to get hold of customer
28/02/23	HC4963	£0.01	Accounting anomaly
<b>Total to Write Off</b>		<b>£392.34</b>	

The Committee also considered a request to write off £152.00 due to a ticketing error at The Harlington.

### RESOLVED

1. To write off the unpaid accounts and accounting anomalies listed above, totalling £392.34.
2. To write off £150.00 for The Harlington ticketing error (reference balance sheet code 645).

## PF JULY 2023 ITEM 9

## POLICY REVIEW

### a) Complaints

The Complaints policy is partially complete so this will now be considered at a future meeting.

### b) Retention and Disposal of Documents (new)

It was agreed to review all of the reasons and retention periods to validate the entries.

### c) Privacy Notice – General (new)

A small number of corrections were identified, 13.1 whether '(EEA)' is relevant to have in the text.

To change the title to Privacy Notice as it is not a policy.

To look at email signatures and data protection disclaimers for all emails originating from the Council.

To correct all references to 'we' (as per the item below).

d) Privacy Notice – Staff & Councillors (new)

To make minor changes so that 'we' is not used, change the title of the policy, alter the 'staff' definition to differentiate from Councillors and check item 15.1 on EEA data.

e) Subject Access Request (new)

To make minor changes, Item 7 change from 'we' to third person in the policy and the Subject Access Request form, capitalisation of the word 'Council'.

f) Volunteer

The policy does not fully reflect the way the Council uses volunteers. Consider if a policy is required.

**RESOLVED**

1. To consider the Complaints policy at future meeting.
2. To review the Retention and Disposal of Documents policy at a future meeting, once the information has been validated.
3. To approve the Privacy Notice policy, subject to the amendments discussed.
4. To approve the Privacy Notice for Staff & Councillors policy, subject to the amendments discussed.
5. To approve the Subject Access Request policy subject to the amendments discussed.
6. To defer the Volunteer policy and consider whether it is required.

**PF JULY 2023 ITEM 10**

**IT INFRASTRUCTURE AND IT SUPPORT  
CONTRACT**

Members received the information for the Council's IT support contract, and details of the infrastructure required to upgrade the Council's IT systems.

It was noted to look at the cost of leasing Chrome Books for Members to review Council documents, as well as outright purchase. The leasing option would include maintenance.

**PF JULY 2023 ITEM 11**

**EXECUTIVE OFFICER'S REPORT**

Members noted the report of the Executive Officer.

**PF JULY 2023 ITEM 12**

**DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 18<sup>th</sup> October 2023 at 7pm in the Harlington.

There being no further business the meeting closed at 9.50pm.

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

**Chairman**



## Fleet Town Council 2023/2024

## Bank - Cash and Investment Reconciliation as at 31 July 2023

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/07/2023 HSBC	1,094,952.23
2	31/07/2023 Petty Cash	55.95
		<b>1,095,008.18</b>
<u>Other Cash &amp; Bank Balances</u>		
	CCLA Pub Sector Deposit Fund	1,350,000.00
	Cambridge B.S Savings account	100,000.55
	Cash Floats	2,000.00
	Nationwide deposit account	800,458.16
	Petty Cash - Harlington	120.00
		<b>2,252,578.71</b>
		<b>3,347,586.89</b>
<u>Receipts not on Bank Statement</u>		
0	31/07/2023 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		
		<b>3,347,586.89</b>
<u>All Cash &amp; Bank Accounts</u>		
1	Bank Current/Deposit Account	1,094,952.23
2	Petty Cash - FTC	55.95
	Other Cash & Bank Balances	2,252,578.71
	<b>Total Cash &amp; Bank Balances</b>	<b>3,347,586.89</b>



## Complaints Policy and Procedure

Policy and Finance Approved: October 2017  
Reviewed by Council: September 2023  
Due for Review: September 2026

### 1. Introduction

- 1.1. Fleet Town Council Councillors and Officers serve you, whether you live or work in Fleet or are a visitor. In everything we do we try to put you first. However, like all organisations we can make mistakes.
- 1.2. Fleet Town Council makes a commitment to you, to listen to your complaint and respond to it quickly and fairly. We will do everything we can to put matters right.
- 1.3. Complaints about a level of service, or an individual Councillor or a Council Officer should be directed in the first instance to the Executive Officer unless the complaint is about the conduct of the Executive Officer which should in the first instance be directed to the Chairman of the Council.
- 1.4. Councillors, in addition, are subject to a Code of Conduct, which if deemed to be breached is dealt with in a very specific manner the details of which are given in Section 8.
- 1.5. Appendix A shows the full process for how the Council manage complaints, according to these 3 categories:
  - Against Executive Officer
  - Relating to the Council's operations
  - Against Councillor Code of Conduct

### 2. Fleet Town Council's Complaints Code

The Council ensure that staff are aware of the entitlement of members of the public to make a complaint and to ensure that complainant is guided positively and efficiently through the complaint procedure.

The overall aim of the complaints system is to deal with complaints: **swiftly, fairly and with understanding.**

Remember these are your rights and every effort will be taken to resolve complaints satisfactorily.

### **3. Complaints Procedure**

- 3.1. Initial / Informal route: we would ask you to see if the problem can be **satisfactorily resolved** by the Executive Officer or the **Councillor** concerned without proceeding further. If the initial communication is by phone, an Officer will take your name, address, and the details of your complaint (sufficient to complete the **Complaint** Form appended to this Policy) and pass the information to the Executive Officer.
- 3.2. If the issue cannot be resolved by discussion with the Executive Officer or Councillor concerned the matter will be escalated to a Formal Route.
- 3.3. Formal Route: to make a formal complaint you are requested to submit your complaint in writing, preferably using the Complaint Form attached to this Policy, but otherwise providing sufficient personal details that we can get back to you. Other persons can make a complaint on your behalf if you wish. Details of the subsequent procedure are set out in Section 5 below.
- 3.4. If you require help to complete the complaint form, please ask a member of the Council staff.
- 3.5. If you are not sure which Officer or Councillor is the focus of your complaint, please contact the Town Council where a member of staff will give you further advice.
- 3.6. If you prefer, you can submit your complaint in writing as long as you provide sufficient details for an Officer to complete a Complaints Form on your behalf.
- 3.7. The Council will not consider anonymous complaints.
- 3.8. Independent help is also available from ~~the~~ Citizens Advice Bureau or your Town Councillor. His or her name can be obtained from the Town Council offices, the Council's website, or from any copy of the Council's newsletter "Town Talk".

#### 4. Where to forward your complaint

Please forward your complaint by the following methods:

In Person: at the Harlington during office hours

Office hours – Monday to Friday 9.00am to 5.00pm

Fleet Town Council  
The Harlington  
236 Fleet Road  
Fleet  
GU51 4BY

By post  
Fleet Town Council  
The Harlington  
236 Fleet Road  
Fleet  
GU51 4BY

By telephone: (01252) 625246

By e-mail: executive.officer@fleet-tc.gov.uk OR  
chairman@fleet-tc.gov.uk

#### 5. Detailed Procedure

5.1. **If the complaint cannot be dealt with informally**, the complainant will be asked to put their concern in writing to the Executive Officer **and they will receive an acknowledgement of the complaint and an assurance** that the matter will be dealt with expediently.

**5.2. All complaints will be dealt with in strict confidence. The Council will not reveal your personal details to any outside party without your permission.**

5.3. If a complainant would prefer not to put the complaint to the Executive Officer, or **the complaint is against the Executive Officer** then **they** should put it to the Chairman of the Council.

5.4. When a written complaint is received the Executive Officer or the Chairman of the Council, as the case may be, will try to resolve the issue directly with the complainant. ~~but if this is not possible~~ In respect of a complaint about the conduct of the Executive Officer, ~~a Councillor~~ or an Officer it will then be reported to the Chairman of the Establishment Committee, who will, where appropriate, set up a panel of Councillors to investigate the complaint.

- 5.4.1. Councillors will be appointed as required to the complaints panel, a separate Councillor will be appointed to investigate the complaint and gather evidence from all parties. Evidence will be heard by the complaints panel which may require staff and the complainant to attend ~~when required~~. The complaints panel will determine a recommendation to resolve the complaint.
- 5.5. The Executive Officer or the Chairman of the Council will report to the next meeting of the Council all written complaints including those disposed of by direct action with the complainant.
- 5.6. When resolution of the complaint requires Council Policy to be amended, the Executive Officer or the Chairman of the ~~Council~~ **Policy and Finance Committee** shall bring the matter to the next meeting of the Committee.
- 5.7. The Council shall consider whether the circumstances of the complaint warrant the matter being discussed in the absence of the press and the public.
- 5.8. ~~The service you receive from the Council will not be affected because you have complained. If your complaint is substantiated, the Council will use your complaint to help improve its service and to avoid similar problems in the future.~~
- 5.9. As soon as possible, after a decision has been made, any action to be taken will be communicated in writing to the complainant. ~~If a panel has been convened to hear the complaint the complainant will be informed of the decision after the panel meeting of this has taken place. If the decision has been determined by Council or Policy and Finance Committee the complainant will be notified of the decision after the respective meeting has taken place.~~
- 5.10 In the event of serial facetious, vexatious or malicious complaints from a member of the public the Council will consider taking legal advice before any further communication with the complainant.

## **6. Dissatisfied with the Complaint Decision?**

- 6.1. If you are dissatisfied with the ~~Town~~ Council's decision, you are advised to consult the Local Government Ombudsman or seek advice from ~~the~~ Citizens Advice. ~~Bureau~~.

## **~~7. Important Notes~~**

- ~~7.1. Some complaints are covered by specific laws or Council Regulations and may be dealt with through different procedures. Advice on these procedures will be given to you if necessary.~~

## **8. Complaint against a Councillor for a breach of the Code of Conduct**

### **8.1 Introduction**

Councillors are bound by a Code of Conduct that requires them to:

- Show respect to Officers, fellow Councillors, and members of the public.
- Not bully, harass, intimidate, or discriminate.
- Not disclose confidential information and observe data protection regulation.
- Not bring the Council into disrepute.
- Not improperly use their position.
- Not use social media in such a way as to confuse the public as to whether statements are personal or official.
- Not show bias or predetermination.

### **8.2 Complaint Procedure**

- a. If an Officer, a fellow Councillor, or a member of the public is concerned that a Councillor has breached the Code they should submit a complaint, in writing, to the Monitoring Officer at Hart District Council.  
You can use this link to complete the form online on the Hart District Council website, [https://www.hart.gov.uk/about-council/councillor\\_complaint](https://www.hart.gov.uk/about-council/councillor_complaint)
- b. The Monitoring Officer alone, in simple decisions, or together with an independent panel, in more serious situations, will deliver a recommendation to the Town Council and the individuals complained of. The recommendations of the Monitoring Officer will be put into the public domain via the District Council's website.
- c. The recommendations of the Monitoring Officer will be brought before the next available Ordinary Council meeting for ratification or amendment by Full Council.
- d. In the case of disagreement with the recommendation of the Monitoring Officer a full explanation will be given by Full Council.
- e. The debate of the Monitoring Officer's recommendation will be held in confidential session, but the public meeting will be reconvened to announce the Council's resolution.

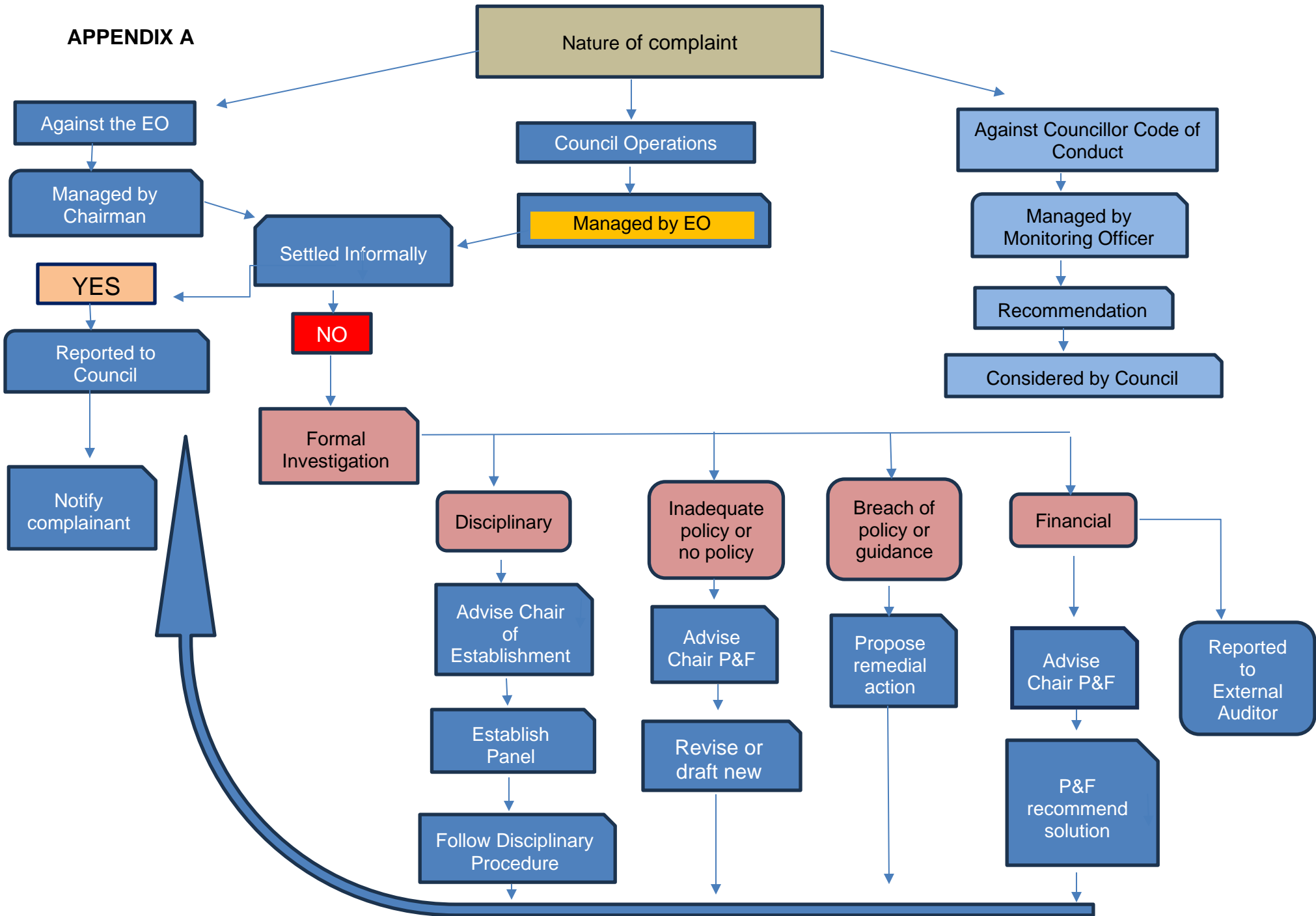
### **8.3 Dissatisfied with the Complaint Decision**

- a. If the complainant is dissatisfied with the decision of the Council, they are advised to consult the Local Government Ombudsman.

## Fleet Town Council Complaints Form

<b>Date / reference number</b>	
<b>Your Name</b>	
<b>Address</b>	
<b>Contact Tel / email</b>	
<b>Details of Complaint</b>	Please attach separate sheets if required
<b>What action do you consider should be taken</b>	
<b>Action taken by FTC</b>	
<b>Date of notification of decision</b>	
<b>Officer dealing with complaint</b>	

APPENDIX A





Date: 11/08/2023

## Fleet Town Council 2023/2024

Page 1

Time: 13:26

## Cashbook 1

User: SM

## Bank Current/Deposit Account

Payments made between 01/07/2023 and 31/07/2023

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/07/2023	Hart District Council - DD	DD233	210.00	210.00		500			Business Rates 2023/24
03/07/2023	Hart District Council - DD	DD234	1,634.00	1,634.00		500			Business rates 2023/24
03/07/2023	Hart District Council - DD	DD235	119.00	119.00		500			Business rates 2023/24
10/07/2023	HSBC	DD236	234.56	234.56		500			Bank Charges May 23
10/07/2023	HSBC	DD237	13.19	13.19		500			Bank Charges May 23
11/07/2023	BACS P/L Pymnt Page 2205	BACS Pymnt	74,227.17	74,227.17		500			BACS P/L Pymnt Page 2205
14/07/2023	Payment Sense Ltd	DD238	155.80	155.80		500			1/6-30/6 card charges
14/07/2023	Payment Sense Ltd	DD239	29.52	29.52		500			1/6-30/6 card charges
17/07/2023	NPower - Direct Debits	DD240	58.29	58.29		500			Elec 1/5-31/5/23
17/07/2023	NPower - Direct Debits	DD241	27.05	27.05		500			Elec 1/5/23-31/5/23
17/07/2023	NPower - Direct Debits	DD242	139.22	139.22		500			Elec 1/5-31/5/23
17/07/2023	NPower - Direct Debits	DD243	227.40	227.40		500			Elec 1/5-31/5/23
17/07/2023	HSBC	DD244	2,964.48	2,964.48		500			Credit Card June 2023
17/07/2023	NPower - Direct Debits	DD245	38.51	38.51		500			Elec 1/4-30/4/23
18/07/2023	Booker Limited	DD246	176.49	176.49		500			Bar supplies
18/07/2023	Global Payments - Direct Debit	DD247	742.77	742.77		500			Card charges Jun 23
19/07/2023	Legal and General	DD	3,979.80			516		3,979.80	Pension July 2023
19/07/2023	Total Energies	DD249	28.32	28.32		500			Gas 30/4-31/5/23
20/07/2023	Central Computer Management Lt	DD250	57.60	57.60		500			Payroll June 2023
20/07/2023	Fleet Town Council	DR	28,147.26			520		28,147.26	Payroll July 2023
21/07/2023	Payment Sense Ltd	DD251	113.94	113.94		500			Card charges
21/07/2023	Payment Sense Ltd	DD252	17.88	17.88		500			Card charges
21/07/2023	Fleet Town Council	DDR	8,522.18			515		8,522.18	Inland Rev July 23
24/07/2023	BACS P/L Pymnt Page 2215	BACS Pymnt	24,380.06	24,380.06		500			BACS P/L Pymnt Page 2215
25/07/2023	BOC Ltd	DD253	146.57	146.57		500			Gas
28/07/2023	Vodafone Limited	DD254	42.41	42.41		500			Mobile phones 18/6-17/7
29/07/2023	HSBC	DD255	65.62	65.62		500			Bank charges
31/07/2023	BT Payment Services Ltd	DD256	94.99	94.99		500			Phone Jul 23
31/07/2023	Global Payments - Direct Debit	DD257	37.26	37.26		500			Card charges June 23
<b>Total Payments:</b>			146,631.34	105,982.10	0.00			40,649.24	

21/08/2023

## Fleet Town Council 2023/2024

Page 1

16:59

## PURCHASE LEDGER INVOICE LISTING

User: RH

## Purchase Ledger for Month No 4

## 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
31/07/2023	23955		AMETHYST	AMETHYST	6,632.27	1,326.45	7,958.72	4210	150	6,632.27	Flower contract
11/07/2023	EXPSJUN		BENCRANE	BENC	29.75	0.00	29.75	4041	301	29.75	June mileage
21/07/2023	21072023		BENIDORM TOM	BENIDORM	1,500.00	0.00	1,500.00	748	0	1,500.00	Benidorm Tom Performance
28/07/2023	227C88103		BIFFA	BIFFA	8.22	1.64	9.86	4156	204	8.22	Glass Jul 23
28/07/2023	227T46476		BIFFA	BIFFA	639.64	127.93	767.57	4155	204	639.64	Gnrl waste Jul 23
28/07/2023	227T46477		BIFFA	BIFFA	115.04	23.01	138.05	4156	204	115.04	DMR waste July 23
28/07/2023	227T46478		BIFFA	BIFFA	92.40	18.48	110.88	4155	205	92.40	Waste bin Jul 23
28/07/2023	227T46479		BIFFA	BIFFA	43.56	8.71	52.27	4156	204	43.56	Glass July 23
20/07/2023	BCDINC13059		BLUCANDO	BLUCANDO	450.00	90.00	540.00	4484	101	450.00	IT Audit
31/07/2023	3074202821		BOC	BOC	46.60	9.32	55.92	4700	201	46.60	Gas
13/07/2023	0221403		BOOKER	BOOKER	151.06	25.43	176.49	4700	201	144.07	Bar supplies
								4152	204	6.99	Bar supplies
24/07/2023	3355		BRANDPEST	BRAND	60.00	12.00	72.00	4187	310	60.00	Pest control July
15/07/2023	M061VR		BT	BT	79.16	15.83	94.99	4487	204	79.16	Phone Jul 23
05/07/2023	52608		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	Contract July 23
05/07/2023	52609		CBS	CBS	450.08	90.02	540.10	4170	204	450.08	Contract Jul 23
31/07/2023	59145		CENTRAL COM LIVEPAY	CCMLPAY	48.00	9.60	57.60	4550	101	48.00	Payroll Jul 23
31/07/2023	P645008		CHAMBERS	CHAMBERS	13.65	2.73	16.38	4155	205	13.65	Mixed Waste Bin
31/07/2023	P645009		CHAMBERS	CHAMBERS	13.65	2.73	16.38	4155	204	13.65	Mixed waste bin
17/07/2023	9984750		CHUBB FIRE	CHUBB	260.23	52.04	312.27	4207	205	260.23	Fire alarm contract
14/07/2023	INV0091249		ODLINGS LTD	COLUMBARIA	223.00	44.60	267.60	4935	350	223.00	Kerb tablet and spiral
04/07/2023	907201711		MOLSON COORS	COORS	946.78	189.36	1,136.14	4700	201	946.78	Bar supplies
11/07/2023	907211714		MOLSON COORS	COORS	902.44	180.49	1,082.93	4700	201	902.44	Bar supplies
11/07/2023	907211715		MOLSON COORS	COORS	478.26	95.65	573.91	4700	201	478.26	Bar supplies
07/07/2023	SI34634		CREST LIFTS	CREST	487.74	97.55	585.29	4170	204	487.74	Maint contract 21/7-20/10
31/07/2023	INV32114		E-MANGO	E-MAN	120.00	24.00	144.00	4435	101	120.00	WEbsite hosting 24/8-23/11/23
28/07/2023	5995	4732	ECOLOGY CORP	ECOLOGY	1,226.35	245.27	1,471.62	4202	350	1,226.35	Ecologist
14/07/2023	2310		FLEETJAZZ	FLTJAZ	526.96	0.00	526.96	728	0	526.96	Jazz June

Purchase Ledger for Month No 4

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
17/07/2023	23416	4743	FRESH AIR FITNESS	FRESH	6,490.13	1,298.03	7,788.16	4185	208	6,490.13	1st instalment green gym
16/07/2023	23		GC LIGHTING	GC LIGHTNG	120.00	0.00	120.00	4720	201	120.00	Albert Cummings lighting
31/07/2023	31JUL23		GLOBAL PAYMENTS DD	GLOBALDD	606.64	0.70	607.34	4422	201	606.64	Card charges July 23
30/06/2023	50373703		GLOBAL PAYMENTS DD	GLOBALDD	31.05	6.21	37.26	4422	201	31.05	Card charges June 23
31/07/2023	50375314		GLOBAL PAYMENTS DD	GLOBALDD	30.00	6.00	36.00	4422	201	30.00	Card charges
01/07/2023	JUN23		GLOBAL PAYMENTS DD	GLOBALDD	742.07	0.70	742.77	4422	201	742.07	Card charges Jun 23
24/07/2023	58264016	4745	HCC	HCC	22.89	4.58	27.47	4400	101	22.89	Stationery
29/06/2023	INV22423		HOGS BACK	HOGSBACK	199.07	39.81	238.88	4700	201	199.07	Bar supplies
21/07/2023	10631449		HSBC	HSBC	73.76	0.00	73.76	4420	101	73.76	Bank charges
21/07/2023	10668544		HSBC	HSBC	13.08	0.00	13.08	4420	101	13.08	Bank charges
09/07/2023	CCARDJUN23		HSBC	HSBC	2,563.44	401.04	2,964.48	4445	101	6.00	CB/CC/Sim Card/June 23
								4030	101	10.00	CB/CC/LR Course/June 23
								4230	325	144.38	CB/CC/Skatepark Paint/June 23
								4230	325	30.00	CB/CC/Skatepark Sundrie/June 23
								4832	150	69.47	CB/CC/Climate change pr/June 23
								4187	204	26.61	DD/CC/first aid supplie/June 23
								4763	201	71.16	DD/CC/bar snacks/June 23
								4202	325	278.10	BC/CC/skatepark paint/June 23
								4180	204	49.95	BC/CC/radio ear pieces/June 23
								4486	101	135.15	BC/CC/microsoft/June 23
								4486	101	169.20	BC/CC/microsoft/June 23
								4486	101	3.00	BC/CC/microsoft/June 23
								4170	204	20.28	BC/CC/drain unblocker/June 23
								4432	201	102.50	AR/CC/poster board cove/June 23
								4432	201	-50.00	AR/CC/loqate refund/June 23
								4432	201	25.64	AR/CC/facebook/June 23
								4481	204	8.33	AR/CC/spotify/June 23
								4551	101	175.00	AR/CC/office chair/June 23
								4185	201	896.67	AR/CC/SDI Extreme ISO/June 23

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 4

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
								4720	201	375.00	AR/CC/holiday inn alber/Jun 23
								4752	201	17.00	AR/CC/blondie hospitali/Jun 23
07/07/2023	JUN23		HSBC	HSBC	65.62	0.00	65.62	4420	101	65.62	Bank charges
20/07/2023	3012700		IBSOFFICE	IBSOFFICE	217.07	43.41	260.48	4400	101	217.07	Printer 14/4 - 19/7
15/07/2023	ALBC7 2		IVY MUSIC COMPANY	IVYMUSIC	600.00	0.00	600.00	771	0	600.00	Balance Albert Cummings
31/07/2023	101848		LONDON CATERING	LONDONCAT	412.96	82.59	495.55	4152	204	412.96	Hygiene supplies
11/07/2023	06231646		MINTNETWORK	MINTNETWOR	93.33	18.67	112.00	4440	101	93.33	Phone calls/Lines Jun 23
13/07/2023	16540		NIGEL JEFFRIES	NIGELJEFFR	100.00	20.00	120.00	4202	310	100.00	Tennis court marking
16/07/2023	IN07715485		NPOWER	NPOWER	22.23	1.15	23.38	4122	310	22.23	CCTV Elect
16/07/2023	IN07767713		NPOWER	NPOWER	3,252.29	650.46	3,902.75	4122	204	3,252.29	Elec 1/6-30/6/23
16/07/2023	CR07183399		NPOWER DD	NPOWERDD	-26.05	-1.30	-27.35	4122	320	-26.05	Credit 1/4-30/4/23 (IN07183399)
16/07/2023	CR07595477		NPOWER DD	NPOWERDD	-25.76	-1.29	-27.05	4122	320	-25.76	Credit 1/5-31/5/23 (IN07595477)
16/06/2023	IN07460758		NPOWER DD	NPOWERDD	18.64	0.93	19.57	4122	208	18.64	Elec 1/4-30/4/23
16/07/2023	IN07824231		NPOWER DD	NPOWERDD	26.08	1.30	27.38	4122	320	26.08	Elec 1/4-30/4/23
16/07/2023	IN07824279		NPOWER DD	NPOWERDD	25.73	1.29	27.02	4122	320	25.73	Elec 1/5-31/5/23
16/07/2023	IN07866351		NPOWER DD	NPOWERDD	231.97	11.60	243.57	4122	310	231.97	Elec 1/6-30/6/23
16/07/2023	IN07866354		NPOWER DD	NPOWERDD	41.09	2.05	43.14	4122	315	41.09	Elec 1/6-30/6/23
16/07/2023	IN07866355		NPOWER DD	NPOWERDD	30.16	1.51	31.67	4122	320	30.16	Elec 1/6-30/6/23
16/07/2023	IN07866394		NPOWER DD	NPOWERDD	18.04	0.90	18.94	4122	208	18.04	Elec 1/6-30/6/23
16/07/2023	IN07866395		NPOWER DD	NPOWERDD	125.00	6.25	131.25	4122	205	125.00	Elec 1/6-30/6/23
11/07/2023	3190		NPTREEMANAGE	NPTREE	1,200.00	240.00	1,440.00	4250	208	1,200.00	Tree works
14/07/2023	3194		NPTREEMANAGE	NPTREE	480.00	96.00	576.00	4250	301	480.00	Tree works
14/07/2023	3198		NPTREEMANAGE	NPTREE	1,947.00	389.40	2,336.40	4250	320	1,947.00	Tree works
24/07/2023	3222	4746	NPTREEMANAGE	NPTREE	540.00	108.00	648.00	4250	320	540.00	Fell dead tree
07/07/2023	5337433		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	Card charges
07/07/2023	5337434		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	Card charges
07/07/2023	JUN23		PAYMENTSSENSE	PAYMENTSSEN	185.32	0.00	185.32	4422	201	29.52	1/6-30/6 card charges
								4422	201	155.80	1/6-30/6 card charges
11/07/2023	0527		PETE ORR	PETEORR	1,494.93	0.00	1,494.93	716	0	1,494.93	Voodoo room

## Purchase Ledger for Month No 4

## 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
19/07/2023	72931	4727	PLAYSAFETY LTD/ROSPA	PLAYSAFETY	607.50	121.50	729.00	4230	208	67.50	Annual Play Inspection
								4230	310	135.00	Annual Play Inspection
								4230	315	67.50	Annual Play Inspection
								4230	320	67.50	Annual Play Inspection
								4230	325	135.00	Annual Play Inspection
								4230	330	135.00	Annual Play Inspection
07/06/2023	SIN2398915		PPL PRS	PPLPRS	140.54	28.11	168.65	4740	205	140.54	Music fees
31/07/2023	001765		CHCLEANING	PRIMA	2,321.10	464.22	2,785.32	4150	204	2,321.10	Cleaning July 23
31/07/2023	001766		CHCLEANING	PRIMA	629.85	125.97	755.82	4150	205	629.85	Cleaning July 23
31/07/2023	001767		CHCLEANING	PRIMA	384.85	76.97	461.82	4150	204	384.85	Cleaning July 23
31/07/2023	001768		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	315	115.65	Cleaning July 23
31/07/2023	001769		CHCLEANING	PRIMA	57.75	11.55	69.30	4150	310	57.75	Cleaning July 23
31/07/2023	001770		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	320	115.65	Cleaning July 23
31/07/2023	001771		CHCLEANING	PRIMA	128.50	25.70	154.20	4150	208	128.50	Cleaning July 23
09/07/2023	09072023		PRINCESTONES	PRINCESTON	120.00	0.00	120.00	4936	350	120.00	Ashes interment
31/07/2023	61381		PRONTAPR	PRONTA	997.50	199.50	1,197.00	4432	201	997.50	A3 posters
24/06/2023	INV25304		PXPRODUCT	PXPRODUCT	825.00	165.00	990.00	810	0	825.00	Ultra 90s deposit
01/07/2023	INV17965		SG POS	SGPOS	70.00	14.00	84.00	4728	204	70.00	Web services July 23
04/07/2023	04072023		SHANNON JAMES	SHANNONJAM	264.00	0.00	264.00	747	0	264.00	Technical
31/07/2023	52192		SHIELD SECURITY SERV	SHIELD SEC	35.00	7.00	42.00	4188	204	35.00	Keyholding July 23
24/07/2023	JULEXP23		SIAN TAYLOR	SIAN	138.83	0.00	138.83	4445	350	23.33	Phone cost
								4455	350	75.00	stamps
								4041	350	40.50	mileage
17/07/2023	109		SPENCER WITHEY	SPENCER	150.00	0.00	150.00	4720	201	150.00	Sound engineer Albert Cummings
01/07/2023	INV1354		SUSX HR HUB	SUX HR HUB	80.00	16.00	96.00	4551	101	80.00	HR services July 23
31/07/2023	23070062		TICKETSOLVE	TICKETSOLV	963.68	0.00	963.68	4490	201	963.68	Gross Sales 1-31 jul
12/07/2023	30676541023		TOTAL ENERGIES DD	TOTENGDD	667.61	133.52	801.13	4120	204	667.61	Gas 31/5-30/6/23
12/07/2023	30676542023		TOTAL ENERGIES DD	TOTENGDD	92.57	4.63	97.20	4120	205	92.57	Gas 31/5-30/6/23
12/07/2023	30676543123		TOTAL ENERGIES DD	TOTENGDD	27.01	1.31	28.32	4120	208	27.01	Gas 31/5-30/6/23

## Purchase Ledger for Month No 4

## 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
01/07/2023	HI590464		UNITED HYGIENE	UWR	148.68	29.74	178.42	4152	205	148.68	Sani bins July 23
01/07/2023	HI590522		UNITED HYGIENE	UWR	660.27	132.05	792.32	4152	204	660.27	Sani bins July 23
18/07/2023	B5608579824		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	Mobile phones 18/6-17/7
								4445	301	11.78	Mobile phones 18/6-17/7
								4445	101	11.78	Mobile phones 18/6-17/7
<b>TOTAL INVOICES</b>					<u>48,223.35</u>	<u>7,919.70</u>	<u>56,143.05</u>			<u>48,223.35</u>	

## Finance and Risk Register

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Approval date: Council 6th September 2023

Risk Description	TOP CURRENT KEY RISKS	Risk Manager	Committee	Controls in place	Current Risk			Actions / Review Date
					Likelihood	Impact	Rating	
<b>FINANCIAL</b>								
<b>Harlington Lease</b> * Financial risk and loss of community provision if lease not agreed		Executive Officer	FC / HWG	* Meetings with HDC * Legal advice from Solicitors * Harlington Working Group and Council have oversight	3	3	9	* Draft lease has been issued <b>ONGOING</b>
<b>The Harlington Replacement / Refurbishment</b> * Risk to reputation - loss of performance centre in Fleet, Financial implications. * Procurement risks - not complying with latest regulations		Executive Officer The Harlington Manager	FC / HWG	* Keep public informed by newsletters/flyer/website/social media and consultations * Monthly Council meetings * Input from Civic * Quarterly P&F meetings * Harlington Working Group * Planning specialist advice	3	2	6	* HDC Civic Regeneration Project working Group consultee
<b>Finance Management</b> * 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 * Banking: difficulty banking due to closures of banks / having to use the post office and safety of person transporting cash to post office * Loss of bookings income: failure to collect income or payments not being made * Inadequate Precept: precept collected not being adequate to cover expenditure * Misuse of Credit Cards: credit cards used for inappropriate spending, not being able to provide evidence of spending * VAT: incorrectly categorising VAT on invoices, incorrect VAT return * Grants: being awarded unfairly or breaching regulations		Executive Officer The Harlington Manager	P&F / FC	* Financial Regulations and Standing Orders in place  * Monthly Council meetings * Quarterly P&F meetings * Quarterly projections of Income and Expenditure reported to P&F Committee * Adequate reserves and insurance in place * Financial Risk record in place * CCTV around building including DM office where safe is kept * Cash kept locked in safe in DM Office - key is kept locked in combination box select staff know * Cash ups checked by person completing, Bar Manager / Supervisor and Duty Manager * Two Councillors check all invoices and authorise payments on the bank account * Stock Control in place * Bank account requires two Councillors to authorise any payments * If cash to be banked is over £1000, two people to do banking. Rotation of duties so not always same person * Invoices sent in timely matter. Any debtors chased regularly * Precept agreed as part of budget. Precept can be raised if needed. * Procedures for procurement and investment in place * Bank reconciliations reviewed regularly by RFO and Council * Review of minutes to ensure legal powers are available and the basis of the powers recorded and correctly applies by Internal Auditor * Credit Card Policy in place. Agreed limits on each card. Statements and receipts signed off by Executive Officer and two Councillors  * VAT consultant in place. Most invoices provide VAT breakdown. 'Cheat sheet' of VAT amounts for when doing finances * Grant Application Form and supporting documentation guidelines in place. All grants have to be approved by P&F or Full Council. Register of grants awarded each financial year kept. * £2m Fidelity Guarantee included in insurance policy	2	3	6	* Finance risk assessment carried out to be reviewed by P&F <b>DRAFTED</b>
<b>Market</b> * Reputational risk if market provider fails to meet his contractual obligations. * Financial risk of not receiving rent from operator when requested		Executive Officer	P&F / RLA	* Market operator supplies Risk Assessment for day to day running of the market * Market currently operated by CIC group * Contractor Management * Quarterly RLA meetings to monitor any issues * Market operator agreement in place	2	3	6	
<b>Procurement</b> * Work incorrectly tendered or incorrectly awarded		Executive Officer	FC / P&F	* Contract and Tender templates in place * Financial regulations set out award of contracts * Contracts over £25k are tendered on Contract Finder. Three quotes obtained for contracts between £3k and £25k. Contracts over £213k will be procured in line with current legislation. * BIDS evaluated by two staff + finance officer + two Councillors. Report and recommendation written to Council * All tenders/contracts awarded by Full Council	2	3	6	
<b>Bus Services</b> * Fleet Connect - loss of service. Financial and reputational risk		Executive Officer	P&F	* Annual grant given to help maintain service * Usage statistics provided to monitor service * Liaison with joint funders * Community transport Working Group (external)	2	1	2	
<b>Tennis</b> * Income unable to meet sinking fund LTA (Lawn Tennis Association) requirements		Executive Officer Project Officer	RLA	* Regular budget monitoring and ensure amount is included in annual budget * Regular adverts on social media, newsletters etc. * Quarterly RLA meetings	1	2	2	

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Approval date: Council 6th September 2023

Risk Description	TOP CURRENT KEY RISKS	Risk Manager	Committee	Controls in place	Current Risk			Actions / Review Date
					Likelihood	Impact	Rating	
<b>Property / H&amp;S Management</b>								
<b>The Harlington</b> * 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 services: Failure to maintain statutory requirements for service provision * IT: disruption to ticketing/till systems		The Harlington Manager	RLA /P&F/ FC	* Quarterly RLA meetings * Front of House Risk Assessment in place * Technical Risk Assessment in place * PAT carried out annually on electrical equipment * Facilities - Building Health and Safety Risk assessment in place * Booking form to be completed when hiring to identify high risks * Contractor Management in place * Contracts are signed by all service providers (Artists, Film, Comedy Club etc.) * Annual review of all assets * Fire Risk Assessment carried out by Chubb in November 2022 * H&S consultancy services to be contracted * Contracts in place to test for legionella * Daily & weekly checks in place * Annual water inspection * Maintenance contracts in place * Substances controlled/securely stored by trained persons and records kept * Bar risk assessments in place * Premises Licence in place  * The Harlington Manager is the Designated Premises Supervisor. The Bar Manager also has a personal licence to sell alcohol. * The Bar Manager is responsible for stock ordering and control * Coffee machine pressure tested annually (when cafe in use) * Bar Manager is responsible for issuing detailed instructions to staff and maintaining training records * A professional stocktake is appointed annually * Fridge and freezer temperature checks carried out daily * The Bar Manager is responsible ensuring that staff sign the opening and closing checklist * Training for Food Hygiene mandatory. SFBB food hygiene documents in place and reviewed annually. * Food Hygiene Rating tested by District Council * Ticketing system is a large external company unlikely to go out of business * Till system is an external company * Insurance in place * Data backed up regularly	3	2	6	* Arrange contract for H&S consultant service
<b>Health and Safety Management</b> * Procedures not followed resulting in member of staff/customer injured with 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 * Reliance on health and safety advisor and scaling back of duties		Executive Officer Facilities & Open Spaces Manager (Parks, Office) The Harlington Manager	FC	* Health & Safety consultancy required for audit check and ad hoc advice * Management checks carried out monthly to ensure paperwork is completed following required tests *Management walk arounds to ensure compliance * Contractor Management in place - light touch * Risk meetings twice year (or more if required) *Health and Safety Policy in place * Risk Assessments in place for each area * COSHH register reviewed/updated annually. Hazardous substances stored securely i.e. cleaning cupboards, paint store etc.  * Asbestos Register in place and annual checks carried out on condition of asbestos containing materials * Daily, weekly, monthly checks in place (water temps, flushing, ladders, fridge temps, first aid, emergency lighting, lifting aids etc. * Annual fire evacuation drill * Fire alarms tested weekly * Appropriate PPE provided i.e. work gloves for DM's moving tables, chemical resistant gloves/goggles for line cleaning  * H&S actions spreadsheet in place and reviewed with staff * New staff H&S induction * Fire Evac procedure/policy in place and staff have Fire Warden, First Aid and Manual Handling training	2	3	6	* Clear H&S responsibilities to be discussed with relevant staff to embed process  *New H&S Consultant to be found asap.
<b>Building Condition</b> * Failure of the fabric and services of buildings resulting in injury to individuals and/or non-compliance with relevant legislation or unavailability of buildings/ breach of contract * Plant failure i.e. boilers: loss of revenue through closure of building/cancellation of shows		The Harlington Manager Facilities & Open Spaces	FC	* Review of assets has included a condition survey of The Harlington that has informed a view of requirements * Contracts in place for maintenance * Health & Safety Consultant to be contracted for advice * Asbestos Register and annual check of condition of asbestos containing items * Quotes being obtained for boiler replacement if required in an emergency * Lease tenants responsible for own asbestos checks	2	3	6	
<b>Drainage</b> * Risk of flooding		Facilities & Open Spaces Manager	RLA	* Arrangements in place with agencies/district * Grounds maintenance - i.e. ditches * Council owns aqua vac that can help clear up small floods in council buildings	2	2	4	
<b>Play Areas and Skatepark</b> * Failure to maintain assets resulting in injury.		Facilities & Open Spaces Manager	RLA	* Weekly checks by Grounds Maintenance * Regular checks by FOSM				



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					Likelihood	Impact	Rating	
* Not acting on ROSPA high risks in a timely manner				* Annual checks by ROSPA * Proper records maintained * CCTV in place in some parks * Quarterly RLA meetings to report and act on issues * Public liability insurance * Ensure enough is budgeted to adequately maintain assets	2	2	4	
<b>Ancells Farm Community Centre and Pavilions</b> * Disruption risk due to failure of electrics, boiler or water causing loss of revenue and/or expensive repairs.  * Financial risk from non-payment for bookings * Public Conveniences: risk of legionella, failure to maintain facilities, risk of hazardous substances		The Harlington Manager Facilities & Open Spaces Manager	RLA	* Facilities - All Buildings have a Health and Safety Risk assessment in place * Booking form to be completed when hiring to identify high risk  * Bookings diary maintained to ensure no possibility of double booking event * Contractor Management in place * Annual review of all assets * Health & Safety Consultant to be contracted for advice * Daily & weekly checks in place * Annual water inspection * Maintenance contracts in place * Substances controlled/securely stored by trained persons and records kept * Quarterly RLA/P&F meetings	1	3	3	
<b>Land and Open Spaces</b> * Failure to maintain assets * Failure to collect income * Failure to maintain records * Nuisances: Risk of nuisance of noise routinely 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		Facilities & Open Spaces Manager	RLA	* Ground maintenance contract and weekly check sheets * Invoices sent regularly and recovery action taken where necessary * Asset register and land registry documents maintained/stored safely * Observe good neighbour procedures, deal with any complaints in a speedy and sympathetic manner * Restricted access to some parks and open spaces e.g. height barrier bollards, gate locks * Quarterly RLA meetings * Regular checks by Facilities and Open Spaces Manager * Annual tree survey carried out and remedial works completed	1	2	2	
<b>Provision of Office Accommodation</b> * Disruption due to poor/faulty office equipment/furniture/conditions		Executive Officer Finance & Admin Manager Facilities & Open Spaces Manager	FC	* Periodic inspection of equipment/furniture * DSE (Display Screen) Assessments completed * Periodic maintenance of machinery  * Signage and regular fire testing in place * Contractor management in place * Quarterly RLA meetings	1	2	2	
<b>Operational Continuity</b> * Unable to provide services, physical loss of office space, documents and equipment		Executive Officer The Harlington Manager	FC	* Policies and Procedures * Quarterly P&F meetings * Staff have multi skills across different areas * In case of office becoming unusable, staff are equipped to work from home until other measures put in place  * Computer drives backed up daily to cloud and weekly to cartridges for 'bare metal recovery' (RBS, photos drive etc.)	1	2	2	
<b>IT</b>								
<b>Cyber Attack</b> * Risk to security of data, including risk of extortion. * Increasing reliance on internet services brings new opportunities and new threats from the actions of hackers, criminals or foreign intelligence services. * Unable to access IT due to a cyber attack		Executive Officer	FC	* Software in place and kept up to date by IT consultant * Data regularly backed up and held off-site * Redistribution of tasks amongst other staff  * Part of National Cyber Security centre project	2	3	6	* FTC is now part of the project. Review by GCHQ in the Autumn  * Insurance for cyber security to be considered
<b>IT</b> * IT consultant - equipment and security is compromised, loss of knowledge		Executive Officer	FC/RWG	* Succession plan created & key IT information held * Joined National Cyber Security Centre Pilot for Town Councils	2	2	4	
<b>Cloud based systems and backups</b> * Loss of data. Loss of server/no longer supported * Data security and hacking - not being able to work if internet goes down		Executive Officer	FC	* Verify UK based. Back ups to cloud but also physical backup - hard drives stored in fire proof safe. * Working from home possible if work internet goes down	1	3	3	* Currently looking into new IT provider to switch over to cloud based systems

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					Likelihood	Impact	Rating	
<b>Legal</b>								
<b>Climate Change - effect on building operations</b> * Extreme temperatures in office and discomfort of/danger to staff. * Shows/bookings being cancelled due to extreme weather resulting in a loss of revenue.		Executive Officer The Harlington Manager	CCWG / FC	* Fans/blowers around building for extreme heat and portable fan heaters for when temperatures are low * Grit for paths when snowing * Temporary stick on blinds for skylights in office during extreme heat * Usual office attire relaxed when temperatures very low or very high * For Harlington shows bookings must give advance warning of cancelling a booking in order to be eligible receive a refund  * Where possible shows are rearranged to a new date to retain income rather than cancelling * Working from home supported in extreme conditions to safeguard staff	3	3	9	* To look into cost of portable AC units
<b>Council Meetings</b> * Failure to comply with statutory requirements and loss of effectiveness		Executive Officer	FC	* Council Standing Orders * Council Financial Regulations * Internal Audit completed annually * External Audit completed annually * Annual Residents' Meetings * A minimum number of Councillors for each committee in order for meeting to take place in place * Policy in place for public participation at meetings	2	2	4	* Vision Plan to be implemented October 2023
<b>Failure in Governance</b> * 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 * Transparency: Council not complying with transparency regulations * Data protection: 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		Executive Officer The Harlington Manager	FC	* Standing Orders * Internal Auditor reviews and ad hoc advice * Councillor pecuniary interests updated each year and published on website * Code of Conduct policy in place for councillors * Councillors and staff can view essential policies on the Council's website * Committee structure in force * Risk Review meeting to check twice a year * Staff training  * Gift Register kept by the Executive Officer * Registration with Information Commissioners Office annually reviewed and renewed * Data Protection policy and Privacy Notices in place * Staff have attended data protection training * All Councillors invited to GDPR training however not all have attended training yet * Confidential information stored on secured drives with limited staff access and hard copies locked away with keys limited to management staff * Review all FTC databases to delete records that are no longer needed * Ensure all Councillors are trained and reminded not to forward emails to their private account * Local Council Insurance * Membership with HALC, NALC, SLCC. Live Pay manages payroll and calculates pensions/NI/Tax. Sussex HR for employment law advice * Transparency code lists what information should be available on website and reviewed by internal auditor * Freedom of Information procedures in place * When a councillor vacancy arises legal process followed for either election or co-option * If Council were to drop down to 1/3 of its original 18 members advice would be sought from Hart DC	2	2	4	* Retention Policy to be written and taken to P&F <b>DRAFTED</b>
<b>Employment of staff</b> * Loss of key staff * Lack of training * Failure to comply with regulations * Changes to employment legislation inc. pay		Executive Officer The Harlington Manager Finance & Admin Manager	FC / EC	* HR consultant employed for advice etc. * Disciplinary and Grievance policies in place * Staff have contracts and job descriptions. Contracts detail notice periods * Staff have annual appraisals * Establishment Committee for dealing with issues * Insurance in place * Parish would appoint a locum Clerk through direct advertising or HALC to cover absence of Clerk. Open Spaces Manager has sat CILCA course so could temporarily cover some legal aspects	2	2	4	
<b>Council Tenancies</b> * Risk of not meeting legal requirements under tenancy agreements or failing to ensure statutory obligations are not undertaken by tenants.		Executive Officer	FC	* Full review recently taken place	1	4	4	* System to be setup to regularly track and monitor actions required and changes in legislation * Some responsibilities are with the landlord
<b>Council Property and Documents</b> * Legal liability, loss of assets, no backup of physical documents		Executive Officer Harlington Manager	FC	* Public Liability Insurance in place * Asset Register maintained and reviewed annually * Freedom of Information requests logged * Electronic data backed up regularly and held off-site * Maintenance contract for building maintenance and lifts * Regular maintenance and inspections for assets and property * Assets & investments reviewed by P&F and Internal Auditor	2	1	2	
<b>CCTV</b> * Failure to comply with statutory requirements.		Facilities and Open Spaces Manager	RLA	* ICO Data Protection Registration * Liaison with local enforcement agencies * Regular data protection training	2	1	2	

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<b>Reputational</b>								
<b>Crisis Management</b> * Failure to respond effectively to public relations / media crisis or negative press		Executive Officer	FC	* Press and Social Media policies/procedures in place * Defined communication strategy * Arrangements in place with agencies/district for physical crisis	2	2	4	* Recruitment of a Communications Officer
<b>Lack of Succession Planning for Senior Staff and major changes in Councillors</b> * Loss of knowledge to drive the Council business forward in the long term		Executive Officer Harlington Manager	FC / RWG / EC	* Identify expert incumbents who possess critical knowledge and skills * Procedures to be produced * Notice periods to be reviewed by Establishment Committee * Create succession plan * Training current staff * Establishment Committee 3 times per year * Multi Skill training * Paperwork/manuals for councillors to help bring them up to speed	2	2	4	
<b>Cemetery</b> * 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		Cemetery Clerk	RLA	* Cemetery health and safety risk assessment * Epitaph database used to manage grave allocation * Cemetery maintenance included in grounds maintenance contract * Public Liability Insurance in place * Headstone/ kerbstone survey carried out annually * Software can be accessed remotely * Plans in place for pandemic * Contractor management in place * Quarterly RLA meetings * Extension to cemetery completed	1	2	2	
<b>External Communications</b> * 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		Project and Committee Officer	FC	* Advice sought for sensitive content * Distribution slots for communications booked in advance and performance monitored * Multiple people proof read content * Only approved content published and access to social media and website accounts restricted to specific staff members * Social Media Policy in place and signed by staff * Regular content and legislation reviews	1	2	2	

### KEY

❖ Financial – loss of money
❖ Security – fraud, theft, embezzlement
❖ Property / H&S Management
❖ Legal – breaking the law or being sued
❖ IT – failure of IT systems or misuse or data loss
❖ Reputational – actions taken could harm the authority’s public reputation.

**COUNCIL MEMBER:** Cllr Bob Schofield  
**DATE:** 29<sup>th</sup> August 2023  
**MEETING:** Council 6<sup>th</sup> September 2023  
**SUBJECT:** Item 12 – Withdrawal of Stagecoach Bus Service to Calthorpe Park School

### **Background**

Stagecoach Bus 10 stopped on Aldershot Road (across from the small Sainsbury's) twice a day to bring and return children living in the Pondtail area to/from Calthorpe Park School.

Stagecoach has now declared that the service will be terminated will no longer operate from the start of the new term in September. Their declared reasons for making this decision are :

- a) only 4-5 children used the bus at that stop and
- b) it takes the bus too long to make the trip to Calthorpe Park School and this has caused delays in getting the other students to Farnborough College on time.

Cllr Engström has been liaising with both Hampshire County Council (HCC) and Stagecoach on this matter and has been in contact with several parents whose children will be affected.

The Council has been advised (but not proven) that from the start of the new school term in September around 20 children, who are either existing or new users, were going to use the service.

### **Discussion**

The significant arguments against the loss of this service are:

- It is a significant distance to walk from Pondtail to Calthorpe Park School (2 miles) with all the books and equipment that school children must carry these days (books musical instruments, PE Kit, laptops etc).
- Cycling is not safe as there is no direct cycle route from Pondtail area to the school.
- There is no other readily accessible bus service available.
- Even more parents will join the school run which will increase congestion around the Hitches Lane area.
- Several parents will be compromised because work commitments mean they cannot take their children to school.
- There are some vulnerable children, who for physical/ mental health reasons cannot manage this walk.

Stagecoach's Commercial Director confirmed to Cllr Engström that they had informed HCC in good time, but it was only publicly announced on Stagecoach's website after the summer holidays started. It can be deduced that the bus service was subsidised by HCC as there would be no other reason to confirm a solely commercial decision.

Cllr Engström also wrote to the Transport Team Leader (Officer) at HCC, but as yet has no reply.

Stagecoach made a similar commercial decision several years ago when they terminated buses accessing Courtmoor School and restricted their route to Reading Road South on the argument that the diversion to the school entrance disrupted their timetable.

If there is a known delay to the service because of traffic congestion in or around Calthorpe Park school, Stagecoach could consider amending their timetable for an earlier pick up in the Pondtail area so that the bus arrives at Farnborough Sixth Form College on time. An earlier start for Pondtail residents would be a minor inconvenience compared with having no service at all.

## **Proposals**

The following course of action is proposed:

- 1) That the Council send a letter to the Commercial Manager of Stagecoach expressing its deep concern at the potential loss of this community service and requests reconsideration of the decision.
- 2) That the Council writes to the Director responsible for transport at HCC to enlist their support in reversing the decision of Stagecoach to remove this essential public service
- 3) That the Council liaise with Calthorpe Park School and the potentially impacted residents to provide the evidence of the number of families affected and the likely consequences of the loss of this public service.

## **RECOMMENDATION**

To support the proposals detailed in the report.

**OFFICER:** Rochelle Halliday, Executive Officer  
**DATE:** 30<sup>th</sup> August 2023  
**MEETING:** Council 6<sup>th</sup> September 2023  
**SUBJECT:** Item 16 - Executive Officer's Report

## 1. Finance and Risk Register 2023/24 (Item 8a. & b.)

### a) Update from the Risk Management Working Group

The Risk Management Working Group met on 2<sup>nd</sup> February 2023 and 5<sup>th</sup> July 2023 and discussed the following:

- Reviewing the format of the document to follow the headings in the Joint Practitioner's Guide (financial rules for Councils).
- Acceptance that there would be some overlap between the areas relating to financial and non-financial risk, since most risks have a financial impact.
- Reviewed the main current risks facing the Council, such as IT support / servers, boiler failure at The Harlington and future playground refurbishment costs.
- Historic risks, such as from the effects of Brexit and the pandemic have been removed.
- Health and safety consultancy, compliance and management were discussed in detail.

### b) The Council's Finance and Risk Register for 2023/24

The comments discussed by the Working Group have been incorporated into the Council's Finance and Risk Register, as attached.

A full review of each entry has also been completed by Officers, to check for accuracy.

It is a requirement that the Council completes a full review and approval of the risk register once per year. The last full review took place at the Council meeting in September 2022.

## RECOMMENDATIONS

- a) To note the update from the Risk Management Working Group.
- b) To approve the Finance and Risk Register for 2023/24.

## 2. Hart District Council Parish Settlement Capacity Study (Item 11.)

Hart District Council is currently holding a public consultation to gather information on potential sites for regeneration for a Settlement Capacity and Intensification Study. The Study will help Hart to assess potential sites for new homes within existing settlement boundaries in the District, as part of the Local Plan review due to commence in 2025.

Parishes and residents have been encouraged to comment, either using the interactive map online or via email to the Planning Policy team. A briefing meeting was held by Hart for parish officers on 22<sup>nd</sup> August 2023. Please visit <https://www.hart.gov.uk/settlement-capacity> for more information.

The Development Control Committee reviewed the consultation proposals at their last meeting on 29<sup>th</sup> August 2023. The general view of the Committee was that there are no areas in the parish that would be suitable for potential development.

Members are asked to consider whether to submit the detailed views from the Development Control Committee in response to the Study.

The deadline for responses is 22<sup>nd</sup> September 2023.

## RECOMMENDATION

To determine the Council's response to the Study.

### **3. Hygiene Services Contract – Update (Item 14.)**

At the last Council meeting, it was agreed to enter into a new contract for hygiene services and supplies at The Harlington and Ancells Farm Community Centre.

Unfortunately, the termination terms for the current supplier meant that the annual window for cancelling the contract had expired. This means that a new contract cannot start until next year.

A review of the contract will be brought to the Council for approval again later on in the year, once new quotes have been prepared. The correct termination notice will be issued.

### **4. Public Sector Decarbonisation Scheme (PSDS) 3c Application**

Leisure Energy has been appointed as the contractor to undertake the building survey and the necessary work required to submit the PSDS application for The Harlington. The building survey is likely to take place week commencing 4<sup>th</sup> September 2023 and will include the Library, who have been made aware.

Hart District Council has confirmed that they will submit the application for The Harlington jointly with their application. The application date is yet to be announced but is expected to be early October, and so all of the information for the application will need to be ready by the final week of September.

### **5. Climate Change Working Group**

The Climate Change Working Group met on 11<sup>th</sup> July 2023 and 15<sup>th</sup> August 2023.

The Working Group discussed:

- Detailed Plans for the Greening Campaign public engagement meeting on 4<sup>th</sup> September. A wash up meeting will be held before the Council meeting on 6<sup>th</sup> September for the Working Group.
- That Cllr Cottrell has put together various documents for the set up of the Repair Café and that a grant application is to be submitted to Hart District Council for funding.
- The schools climate change competition and the ideas suggested. Organising another schools competition, to raise further awareness, could be launched in October alongside the Greening Campaign challenges.
- How the Council can meet its biodiversity duty.

### **6. Vision Plan 2023 - 2027**

Members have been sent the final draft of the Vision Plan for comments.

Please could Members let the Executive Officer know any comments you may have by 15<sup>th</sup> September. A further review meeting can take place, if needed. The final Vision Plan will be issued for consideration by the Council at the October meeting.

### **7. IT Contract and New Websites Project**

#### IT Contract

The Finance and Admin Manager has been preparing the information required for the IT support contract and the replacement server. The Council's current IT support provider will retire mid-October and an interim contact has been provided.

Quotes for IT support and a cloud based server will be brought to the October Council meeting for consideration. Broadband provision is also being reviewed as the current service does not have sufficient capability to suit the server and phone systems that are planned to be installed.

If Members have any comments they would like to share with the Office team on IT infrastructure, please let the Executive Officer know.

#### New Websites Project

The Projects and Committee Officer and the Marketing and Box Office Manager have been working on compiling a specification brief for creating new Town Council and The Harlington websites. The project costs are budgeted.

A presentation of the information gathered from a staff and Councillor survey on the websites was made by Officers to Cllr Einchcomb, the Executive Officer and the Harlington General Manager. The draft specification was also reviewed, and further comments will be made.

Several suggestions of potential suppliers have been sourced. Quotes for the work are likely to be submitted to the October Policy and Finance Committee meeting for agreement, or a future Council meeting.

#### **8. D-Day 80<sup>th</sup> Anniversary Celebrations and Commemorations – 6<sup>th</sup> June 2024**

Councils have been contacted by the Pageantmaster for UK Town and Parish Councils to raise awareness of the D-Day 80<sup>th</sup> anniversary commemorations and to encourage the lighting of beacons representing the 'light of peace' throughout the county.

It would be a fitting tribute to join in with the celebrations and Officers will make contact with the Royal British Legion to see what events can be jointly planned. The Lamp of Peace (costing £55 each) is available to purchase and could be used for other similar events.

Please see [D-DAY 80 BEACONS](#) for more information.

#### **9. Badger Activity at Fleet Cemetery - Update**

A verbal report will be provided at the meeting, if any new information is available.

#### **10. Council Newsletter – Ideas for Content**

Preparations will soon start for the October newsletter.

If Members have any ideas for content, or new regular features within the newsletter, please let the Executive Officer know. The format will be updated, so this will provide an opportunity to do something new.

#### **11. Upcoming Council Meeting Dates**

- 11<sup>th</sup> September 2023, 7.00pm – Development Control Committee
- 20<sup>th</sup> September 2023, 7.00pm – RLA Committee
- 25<sup>th</sup> September 2023, 7.00pm – Development Control Committee
- 4<sup>th</sup> October 2023, 7.00pm – Council



**OFFICER:** Sarah Moore, Finance & Admin Manager  
**DATE:** 1<sup>st</sup> September 2023  
**MEETING:** Council 6<sup>th</sup> September 2023  
**SUBJECT:** Item 9 – Health & Safety and HR Services Contract

## **Background**

Due to the previous Health and Safety advisor no longer being available as of 1<sup>st</sup> April 2023 there is an urgent requirement to find another provider. Additionally, the Council's HR consultant provides time restricted access to HR services and the Council has recently incurred additional costs for HR services.

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

### Benefits of a combined service from a specialist company:

- 24/7 365 telephone advice service for both Health and Safety and HR.
- A full management system on a software platform to enable tracking of HR requests and roll out of information.
- Easy and simple storage of Health and Safety and HR documentation for staff to access.
- Reminders for Health and Safety and HR, including risk assessment, policies and appraisals.
- Monthly newsletters providing legal updates on Health and Safety and HR.
- Training packages (two included in monthly cost, one given free for first year), which would reduce the cost of the Council's training budget next year as many of the courses required are included.
- Contract cost is fixed for three years, there is no increase in this time.
- No change in contract cost with staff changes, up or down, for three years.
- All companies who have quoted are long established, with Contractor A being established for 80 years.
- The Executive Officer asked the larger council's network how they manage their Health and Safety and HR specialist services, and several replied that they use these combined service providers. The Executive Officer and Finance and Admin Manager had a meeting with Weymouth Town Council to discuss their use of Contractor A.

### Benefits of using a Health and Safety specialist contractor:

- A site visit for Health and Safety to audit current procedures, checks and compliancy.
- Management and tracking of risk assessments, safety records, and training.

### Benefits of using a HR specialist contractor:

- Full check of current contracts for legal compliance.
- Full check of current policies and procedures for legal compliance.
- Simpler and faster ways of requesting and tracking annual leave, TOIL, and sickness to ensure the Council is legally compliant.
- Full HR advice and guidance, with the ability to request virtual or in person attendance at disciplinary meetings (at additional cost) if required.
- EAP – Employee Assistance Program. Two proposals include EAP, which helps to support employees with any personal problems that may impact productivity and efficiency. The program supports mental health and other issues including personal debt, tax issues, bereavement and more.

## **Risk management considerations**

The combined service will provide more effective management of risks and limit financial risks to the Council with respect to Health and Safety and people management. The services provided would support the operational management function through streamlining and standardising processes. The supplier, working with the Council, will ensure continuous improvement for both Health and Safety and HR.

The combined services will provide updates on any legal or regulatory amendments to ensure that the Council are always up to date and compliant.

### Alternatives considered

Due to the combined proposals being more cost effective than previous separate contractor solution and providing 24/7 support, alternatives on separate contracts have not been sought. References have been received for all quoters with positive responses for all.

### Financial implications

Contractor	Notes	Annual Cost	Total Cost over 3 years	Total cost saving over 3 years
Contractor A	Owned by Contractor B, geared towards SMEs. Full 24/7 support quoted for both Health and Safety and HR for 15 employees. EAP and training included in quote. Includes insurance to cover the legal costs of employment disputes and health and safety issues.	£4,177.39 inc IPT	£12,532.17	-£10,132.13
Contractor B	Predominately used by large corporate companies. Full 24/7 support quoted for both Health and Safety and HR for 15 employees. EAP and training included in quote.	£6,583.80	£19,751.40	-£2,766.60
Contractor C	Full 24/7 support quoted for both Health and Safety and HR for 15 employees. Training free for first year, then £657 p/annum.	£5,868.00	£17,604.00	-£4,914.00
Current - All Environmental and Sussex HR	HR – 1 retained hour per month - £960 pa Health and Safety – advisor, twice a month visit & audit £6,546 pa	£7,506.00	£22,518.00	

In addition to the budget savings of the proposed contract against this year's health and safety and HR services costs, next year's budget for training (Central Admin) can be reduced by around £2.7k. The budget for legal advice associated with staffing matters can also be reduced by approximately £1k.

### Contractual information

All providers offer their services with a minimum contract term of three years.

#### Contractor A - recommended

Contractor A was asked further information regarding recourse if the Council is not happy with the service provided, given the length of the contract. The response was that the company will investigate issues on a case by case basis and are willing to negotiate the contract if there are severe issues.

The service level agreement response time for both health and safety and HR services is one hour, with the current response time being twenty-two minutes.

The insurance product covering legal costs associated with employment disputes and health and safety issues, included with Contractor A, does not have an excess applied to any claims. A copy of the key facts for this insurance will be brought to the meeting.

### **Recommended Contractor**

On comparing proposals, Officers believe that Contractor A is the best value for money and will provide essential support, simplifying access and storage of all documentation, review dates for both Health and Safety and HR compliancy and will improve the recording of holiday and TOIL.

Contractor A will also save the Council money this year and in subsequent financial years, whilst providing a more fully comprehensive service that suits the Council's needs than is currently in place.

An additional benefit to employees is that Contractor A provides them with access to an Employee Assistance Program which helps to support any personal problems that may impact employees productivity and efficiency in the workplace. The program supports mental health and other issues such as alcohol/drugs, debt, family issues, tax, bereavement, relationships, domestic abuse etc. Support is available for employees, partners or spouse and dependents.

Contractor A is well established and provide CIPD (The Chartered Institute of Personnel and Development) members with support for employment law, HR and Health and Safety advice.

### **RECOMMENDATION**

To approve Contractor A for the provision of combined health and safety and human resources consultancy services for a period of 3 years at a contract cost of £12,532 (£4,177 per year).