



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

Wednesday 7th June 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
31st May 2023

AGENDA

1.	APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
2.	DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council.
5.	HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
6.	MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record the main and confidential minutes of the Annual Meeting of the Town Council held on 10 th May 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">• Policy and Finance 17th May 2023• Development Control 9th and 22nd May 2023

Part 1 – ITEMS FOR DECISION	
7.	<p>FINANCIAL REPORTING FOR THE YEAR ENDING 31ST MARCH 2023</p> <p>a) To consider and agree the Asset Register as at 31st March 2023 (<i>copy attached</i>).</p> <p>b) To receive and note the Summary of Financial Statements report for the year ending 31st March 2023 (<i>copy attached</i>).</p> <p>RECOMMENDATIONS</p> <p>a) To approve the Asset Register as at 31st March 2023.</p> <p>b) To note the Summary of Financial Statements for the year ending 31st March 2023.</p>
8.	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/23</p> <p>a) To receive the BDO conflict of interest form for the external audit (<i>copy attached</i>).</p> <p>b) To consider and agree the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2023 - evidence for AGAR Section 1 (<i>copy attached</i>).</p> <p>c) To receive and note the Annual Internal Audit report 2022/23 (within AGAR), the year end Internal Audit visit report and the Internal Audit actions report (<i>copies attached</i>).</p> <p>d) To consider and agree the statements contained in the AGAR Section 1 – Annual Governance Statement 2022/23 (<i>copy attached</i>).</p> <p>e) To consider and agree the statements in AGAR Section 2 - Accounting Statements 2022/23 (<i>as attached for item 8d</i>).</p> <p>RECOMMENDATIONS</p> <p>a) To approve the proposed response to the BDO conflict of interest form.</p> <p>b) To approve the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2023.</p> <p>c) To note the Annual Internal Audit report, the year end Internal Audit visit report and to approve the Internal Audit actions report.</p> <p>d) To approve the statements in the AGAR Section 1 – Annual Governance Statement 2022/23.</p> <p>e) To approve the statements in the AGAR Section 2 – Accounting Statements 2022/23.</p>
9.	<p>FINANCIAL MONITORING REPORT</p> <p>a) To receive the bank reconciliation and list of payments for April 2023 (<i>documents available on the FTC portal and website</i>).</p> <p>b) To receive a statement from Councillor Robinson that the bank reconciliation and list of payments for April 2023 have been verified and signed off against the original bank statement.</p> <p>RECOMMENDATIONS</p> <p>a) To receive and accept the bank reconciliation and list of payments for April 2023.</p> <p>b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for April 2023 have been verified and signed.</p>
10.	<p>DEFINITIVE MAP MODIFICATION ORDER 2023 - RIGHT OF WAY THROUGH OAKLEY PARK</p> <p>To consider consultation documents for the dedication of a Right of Way through Oakley Park and to agree an appropriate consultation comment (<i>copies attached & see Executive Officer's report</i>).</p> <p>RECOMMENDATION</p> <p>To approve an appropriate consultation comment.</p>
11.	<p>MONITORING OFFICER'S REPORTS</p> <p>To consider the reports of the Monitoring Officer (<i>copies attached & see Executive Officer's report</i>).</p> <p>RECOMMENDATION</p> <p>To support the recommendations of the Monitoring Officer.</p>

Part 2 – ITEMS TO NOTE	
12.	COMPLAINTS To receive new complaint from Friends of Oakley Park, including resolution of the complaint (see <i>Executive Officer's report</i>).
13.	BAGDER ACTIVITY AT FLEET CEMETERY To receive an update regarding the emergence of badger activity at Fleet Cemetery (see <i>Executive Officer's report</i>).
14.	EXECUTIVE OFFICER'S REPORT To receive an update report from the Executive Officer (<i>copy attached</i>).
15.	DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 5 th July 2023 at 7pm in the Harlington.
Part 3 – CONFIDENTIAL ITEMS	
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> a. Engagement, terms of service, conduct and dismissal of employees b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts c. Receipt of professional legal advice and preparation of cases in legal proceedings d. The early stages of any dispute e. Matters of a commercial nature

FLEET TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL

held on

Wednesday 10th May 2023 at 7.00pm

PRESENT

Councillors: R. Schofield (Chairman), G. Chenery, K. Cottrell, P. Einchcomb, S. Engström, R. Fang, L. Holt, A. Hope, E. May, A. Oliver, R. Richmond, R. Robinson, S. Tilley, B. Willcocks and G. Woods

In Attendance: Rochelle Halliday – Executive Officer
Cllr Mark Butcher – HDC
Representative from Friends of Oakley Park
1 Member of the public

AC MAY 2023 ITEM 1

ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

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

RESOLVED

That Councillor Schofield be re-elected to the office of Chairman of Council for the local government year 2023/2024.

AC MAY 2023 ITEM 2

ELECTION OF VICE CHAIRMAN

Two nominations were proposed for the position of Vice Chairman for Councillor Paul Einchcomb and Councillor Ellie May. A vote took place.

RESOLVED

That Councillor Paul Einchcomb be elected to the office of Vice Chairman of Council for the local government year 2023/2024.

AC MAY 2023 ITEM 3

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Taylor (work commitments), Wildsmith (illness) and Sharma Krishnamurthy (out of the country).

AC MAY 2023 ITEM 4

DECLARATIONS OF INTEREST

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

AC MAY 2023 ITEM 5

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

AC MAY 2023 ITEM 6

CHAIRMAN'S ANNOUNCEMENTS

Cllr Schofield reported his attendance since the last meeting as follows:

- **14th April** - Cllr Schofield along with the Executive Officer and the Harlington Manager met with representatives of HCC Property Services and Library Services in which the shared services between both parties were discussed. HCC requested revising the agreement as they no longer have a need for some of the services in the agreement.
- **18th April** - Cllr Schofield and Cllr Einchcomb attended the HDAPTC meeting in which Mark Jaggard (HCCDC) explained a number of staff changes are taking place, particularly in the areas of planning and enforcement.
- **30th April** - Cllr Schofield attended the re-consecration of All Saints Church which closed in 2015. Some firefighters who attended the initial blaze were present. The quality of the workmanship in the refurbishment is exceptional.
- **5th May** - Cllr Schofield and the Executive Officer attended a virtual meeting with HDC's Estate's Surveyor to progress the lease agreement for The Harlington.
- **7th May** - Cllr Schofield chaperoned the County Deputy Lieutenant and his wife at the Coronation Celebratory event. It was an amazingly well attended, well organised community event, and is probably the biggest single event in the town's history.

A special thanks went to Janet Stanton, former Town Clerk, who chaired the organising committee and ensured everything went smoothly on the day. Thank you to Cllr Sue Tilley for her energy and enthusiasm in seeing the delivery of this event. Thank you to everyone on the organising committee for pulling together and making this a truly memorable community event. Thank you to Fleet Town Council Officers Charlotte Benham and Ben Crane who also played their part in ensuring this was such a memorable occasion.

- **9th May** - Cllr Schofield attended the Fleet BID Board Meeting and the BID advisory group meeting. A new logo and branding for the BID 'Love Fleet' has been agreed and now the development of the new website and marketing can proceed.

AC MAY 2023 ITEM 7

MINUTES OF PREVIOUS MEETINGS

The main and confidential minutes of the Council held on 5th April 2023 were approved and signed by the Chairman.

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

- Development Control 11th & 24th April 2023
It was noted that Cllr Hope was chair for the meeting on 24th April.

Nominations were received for the Council's Committees and Working Groups for the coming year.

RESOLVED

That the Members listed in the table below would serve on the following Committees and Working Groups during 2023/2024.

FTC Committee Membership		
RECREATION, LEISURE & AMENITIES	ESTABLISHMENT	PLANNING / DEVELOPMENT CONTROL
Cllr Chenery Cllr Cottrell Cllr Einchcomb Cllr Fang Cllr Holt Cllr May Cllr Oliver Cllr Schofield Cllr Taylor Cllr Tilley Cllr Wildsmith Cllr Willcocks Cllr Woods	Cllr Cottrell Cllr Einchcomb Cllr Holt Cllr Robinson Cllr Schofield Cllr Wildsmith Cllr Woods	Cllr Holt Cllr Hope Cllr May Cllr Robinson Cllr Schofield
	POLICY & FINANCE	
	Cllr Einchcomb Cllr Engström Cllr Fang Cllr Holt Cllr Richmond	Cllr Schofield Cllr Taylor Cllr Tilley Cllr Woods
FTC Working Group Membership		
CLIMATE CHANGE	LEASES	COMMUNITY EMERGENCY PLAN
Cllr Cottrell Cllr Engström Cllr Fang Cllr May Cllr Oliver Cllr Schofield Cllr Tilley Cllr Wildsmith Cllr Willcocks Cllr Woods	Cllr Holt Cllr Oliver Cllr Richmond Cllr Robinson Cllr Schofield Cllr Tilley Cllr Woods	Cllr Engström Cllr Hope Cllr May Cllr Schofield Cllr Wildsmith Cllr Willcocks
RISK MANAGEMENT	THE HARLINGTON / CIVIC QUARTER	PARKS & OPEN SPACES
Cllr Holt Cllr Richmond Cllr Robinson Cllr Schofield	Cllr Chenery Cllr Einchcomb Cllr Fang Cllr Holt Cllr Oliver Cllr Richmond	Cllr Schofield Cllr Taylor Cllr Tilley Cllr Wildsmith Cllr Willcocks Cllr Woods
		Cllr Einchcomb Cllr Fang Cllr May Cllr Oliver Cllr Schofield Cllr Tilley Cllr Willcocks Cllr Woods

AC MAY 2023 ITEM 9**APPOINTMENTS TO EXTERNAL BODIES**

Members considered the Council's representatives for serving on external bodies for the coming year.

RESOLVED

1. That the Members listed in the table below would serve on the following external bodies.
2. That since the Rushmoor Transport Forum no longer meets, that this entry should be deleted from the list.

FTC External Bodies Membership 2023/2024	
The Aging Well Network	Cllr Sharma Krishnmurthy Cllr Woods Cllr Holt (<i>Reserve</i>)
Basingstoke Canal JMC	Cllr May (<i>Lead</i>) Cllr Wildsmith (<i>Deputy</i>) Cllr Chenery (<i>Reserve</i>)
Business Improvement District (BID)	Cllr Schofield (<i>Levy Payer's Board Director</i>) Cllr Fang (<i>FTC Representative</i>)
Fleet Cricket Club	Cllr Oliver (<i>Lead</i>) Cllr Woods (<i>Deputy</i>)
Fleet Football Club	Cllr Woods (<i>Lead</i>) Cllr Richmond (<i>Deputy</i>)
Fleet Link and Community Transport	Cllr May Cllr Schofield Cllr Wildsmith Cllr Woods
Fleet Phoenix (observer)	Cllr Fang (<i>Lead</i>) Cllr Chenery (<i>Deputy</i>)
Fleet Pond Society	Cllr Willcocks (<i>Lead</i>) Cllr May (<i>Deputy</i>) Cllr Engström (<i>Reserve</i>)
Flood Forum	Cllr May Cllr Schofield
Hart Community Safety (QPM)	Cllr Sharma Krishnmurthy (<i>Lead</i>) Cllr Engström (<i>Deputy</i>)
Hart District Association of Parish and Town Councils (HDAPTC)	Cllr Einchcomb (<i>Lead</i>) Cllr Schofield (<i>Ex Officio</i>) Cllr Sharma Krishnmurthy (<i>Deputy</i>)
Hart Voluntary Action (HVA)	Cllr Engström (<i>Lead</i>)

AC MAY 2023 ITEM 10**REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

Minor changes were proposed to the Council's Standing Orders and Financial Regulations, which were reviewed by Members:

Standing Orders

- SO 1, pg 1 - Emergency Temporary Measures: delete as no longer supported by the legislation.
- SO 2j, pg 5 - Annual Council Meetings: delete 'General'.
- SO 34c, pg 16 - Financial Matters: updated to reflect the new Contracts Finder threshold of £30,000, which now includes VAT.

- SO 34f, pg 16 - Financial Matters: added the requirement to publish high value contracts on Find a Tender.
- SO 39, pg 18 – add that the Policy and Finance Committee is to review the asset register and recommend changes to Council.
- SO 44, pg 20 - Councillor Training: new item to ensure that new Councillors undertake training relevant to the role.

Financial Regulations

- FR 5.2, pg – Banking Arrangements: to remove this paragraph as this does not reflect the current practice for authorising payments. The current process is reflected in FR 6.
- FR 11b, pg 7– Contracts: updating the procurement threshold to £30,000 including VAT.
- FR 11i, pg 7 – Contracts: adding the requirement to use Find a Tender for higher value contracts and adding that the opportunity will also be added to Contracts Finder.

RESOLVED

1. To approve the revised Standing Orders, subject to the proposed amendments listed above.
2. To approve the revised Financial Regulations, subject to the proposed amendments listed above.

AC MAY 2023 ITEM 11

MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

The members considered the Council's affiliation membership and the associated annual fees.

RESOLVED

To approve the payment of the following annual membership fees for 2023/2024:

1. Hampshire Association of Local Councils (HALC and NALC)
 - i. HALC £1,050.00
 - ii. NALC £1,407.23
2. Institute of Cemeteries and Crematoria Management (ICCM)
 - i. ICCM £95.00
3. Society of Local Council Clerks
 - i. SLCC £414.00

AC MAY 2023 ITEM 12

COUNCIL LEASES

Members considered whether the conditions had been met to enable a rent waiver to be applied to the Council's leases for the properties listed below.

RESOLVED

To waive the annual rent for the 2023/2024 financial year for the following leases:

- Fleet Cricket Club (Calthorpe Park)
- 1st Crookham Scouts (Basingbourne Park)
- 22nd and 26th Odiham Scouts (Calthorpe Park)
- Lions Community Store (Basingbourne Park)

AC MAY 2023 ITEM 13**YEAR END MOVEMENT OF RESERVES**

The year end reserves movements were discussed.

Members were informed that a positive balance was being projected for the end of the financial year, although this is partly due to the delay of some projects.

RESOLVED

To approve the reserves movements listed below for the year ending 31st March 2023:

- £403,377 – transfer to Harlington Development fund.
- £1,875 – transfer to cemetery memorial testing earmarked reserve.
- £7,000 – transfer to Calthorpe Park tennis court maintenance earmarked reserve.
- £40,598 – transfer from s106 sensory garden earmarked reserve to general fund.

AC MAY 2023 ITEM 14**STATEMENT OF COUNCILLOR ATTENDANCE
2022/2023**

Members noted the 2022/2023 Statement of Councillor Attendance at Full Council Meetings.

AC MAY 2023 ITEM 15**COMPLAINTS**Complaint to the Monitoring Officer in January 2023.

The decision report of the Hart District Council Standards Committee Code of Conduct Hearing Panel regarding the complaint to the Monitoring Officer by Cllr Forster in January 2023 was circulated to Members.

The report is to be considered at the next ordinary meeting of the Council.

Members were reminded that all comments during Council Meetings should be directed through the Chairman.

AC MAY 2023 ITEM 16**EXECUTIVE OFFICER'S REPORT**

Members noted the Executive Officer's report.

The Greening Campaign engagement session is now unlikely to be in June, as stated in the report, to allow enough time to plan the event.

The representative from The Greening Campaign will be attending the next Climate Change Working Group meeting to discuss the campaign.

AC MAY 2023 ITEM 17**DATE AND TIME OF NEXT MEETING**

The next Ordinary meeting of the Council is scheduled to be held on Wednesday 7th June 2023 at 7pm in The Harlington.

The Chairman stated the reasons that this item needed to be confidential.

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.

All members of the public left at 7.42pm.

Members received and noted an update regarding the drafting of a lease for The Harlington, which is currently being progressed by Hart District Council and Hampshire County Council.

The meeting closed at 7.55pm.

Signed.....
Chairman

Date:.....



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Wednesday 17th May 2023 at 7pm
at The Harlington**

PRESENT

Councillors: P. Einchcomb, S. Engström, L. Holt (Chairman), R. Richmond, B. Schofield, S. Tilley, D. Taylor and G. Woods.

In Attendance:

Rochelle Halliday – Executive Officer
Alex Robins – The Harlington General Manager
Sarah Moore – Finance & Admin Manager
2 representatives from All Saints Church (left after Item 12)
2 representatives from Vox Choir (left after Item 12)
1 representative from Revive Ukraine (left after Item 12)

PF MAY 2023 ITEM 1 ELECTION OF CHAIRMAN

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

RESOLVED

That Cllr Holt be elected as Chairman of the Policy & Finance Committee for the local government year 2023/2024.

PF MAY 2023 ITEM 2 ELECTION OF VICE CHAIRMAN

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

RESOLVED

That Cllr Engström be elected as Vice Chairman of the Policy & Finance Committee for the local government year 2023/2024.

PF MAY 2023 ITEM 3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Robinson (prior engagement).

Cllr Fang was absent.

PF MAY 2023 ITEM 4 DECLARATIONS OF INTEREST

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

PF MAY 2023 ITEM 5**QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

PF MAY 2023 ITEM 6**MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on 15th February 2023 were approved as a true record and were signed by the Chairman.

It was agreed to consider item 12 next.

PF MAY 2023 ITEM 7**DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) AND REVIEW OF INTERNAL CONTROLS FOR THE YEAR ENDING 31st MARCH 2023****a) Draft AGAR for the year ending 31st March 2023**

Members received the draft Annual Governance and Accountability Return figures. An updated AGAR, to show the revised figures after the close of the financial year on 15th May 2023, was tabled.

The year end position showed an improved position against budget due to the delay of some projects, in-year cost savings and a much stronger performance of The Harlington than budgeted.

b) Review of Internal Controls 31st March 2023

Members considered the document reviewing the effectiveness of the Council's internal controls.

It was agreed to add obtaining legal advice to assist with decision making to section 3 – Professional Advice.

RESOLVED

1. To note the draft AGAR the year ending 31st March 2023.
2. To recommend to Council approval of the report reviewing the effectiveness of the Council's system of internal control, subject to the change detailed above.

PF MAY 2023 ITEM 8**QUARTERLY FINANCIAL MONITORING REPORT**

Members considered the financial reports for the period ending 31st March 2023:

- a) Year End report
- b) Harlington Monthly Performance Totals
- c) 2022/23 Year to Date and Budget Projections report
- d) Balance sheet as at 31st March 2022
- e) Statutory Income & Expenditure
- f) Bank & Investments Reconciliation
- g) List of Purchase Ledger Payments
- h) List of Debtors

The Year End report and Harlington monthly totals reports were reviewed. The Executive Officer tabled a revised balance sheet showing the actuals for the year end. The final balance sheet will be issued at the June Council meeting.

Members were informed that there is extensive badger activity at the cemetery, resulting in the deep excavation of some graves. Due to the risk to public safety, the Council's Chairman and the Executive Officer have used emergency powers (Financial Regulation 3.2.5) to authorise a consultant to prepare and submit the licence application to Natural England to manage the sett.

Further costs will be reported to the Council as it is likely that emergency funding will need to be allocated to manage the badger sett.

The Harlington General Manager left the meeting at 8.15pm.

Cllr Robinson had confirmed by email to Cllrs Holt and Schofield that the March 2023 bank reconciliation check had been completed without any qualifications.

RESOLVED

1. To accept the Quarterly Financial Monitoring reports for the period 31st March 2023.
2. To accept the emailed statement from Cllr Robinson that the bank reconciliation and list of payments for March 2023 have been verified and signed.

PF MAY 2023 ITEM 9

DRAFT ASSET REGISTER AT 31st MARCH 2023

The Asset Register is now recorded within the Council's main accounting system. A check is to be performed on some data entry anomalies for current values, which were identified at the meeting.

RESOLVED

That, subject to the amendments discussed, the Asset Register at 31st March 2023 is recommended to the Council for approval.

PF MAY 2023 ITEM 10

INVESTMENT REPORT

Members considered and the quarterly investment report.

Officers were asked to look into the Cambridge Building Society account for Councils –

Action: Executive Officer.

RESOLVED

To note the balances held in the Fleet Town Council Accounts.

PF MAY 2023 ITEM 11

LIST OF REGULAR DIRECT DEBITS

Members reviewed the list of regularly scheduled direct debits for Council expenditure. A query was raised regarding the Ancells Pavilion business rates entry. *Addendum:* this listing is correct as the Community Centre has an exemption for business rates in this financial year.

RESOLVED

To approve the listed direct debits for the current financial year.

PF MAY 2023 ITEM 12 GRANT APPLICATIONS

Members received and discussed the following grant applications:

a) All Saints Church - requesting £1,000 towards creating a new community garden

- If the Church are unable raise the full amount for the project, they may take longer to complete the work and will have to do more themselves, but the project will still go ahead.

The representatives from All Saints Church left at 7:10pm.

b) Vox Choir - requesting £1,000 towards venue hire and associated costs for a charity concert at the Harlington

- The group were advised to also apply to other bodies.

c) Revive Ukraine – requesting £800 towards the hire of The Harlington for social events

- Since Hart District Council hold specific funding to provide support to Ukrainian's in the district, the group was advised to make an application to Hart District Council first.
- If unsuccessful, the Committee will reconsider the application at a future meeting.

d) Victim Support - £200 towards personal security items for victims of crime and their families

- Next year Victim Support should attend the meeting to express any application for funding in person.
- The charity support victims of crime in the Fleet area.

All members of the public left at 7.35pm.

RESOLVED

1. To approve issuing a grant of £1,000 to All Saints Church towards the creation of a community garden at All Saints Church, Fleet.
2. To approve issuing a grant of £1,000 to Vox Choir towards hiring The Harlington, drinks and associated costs for a charity concert in June.
3. To approve issuing a grant of £200 to Victim Support towards the purchase of personal security items for victims of crime and their families.
4. To note the record of grants awarded to date.

PF MAY 2023 ITEM 13 POLICIES

a) Health and Safety

Members reviewed the proposed amendments to the Health and Safety policy, which were largely to update the allocation of responsibilities to reflect current practice.

Members acknowledged that it is important to have a regular programme of health and safety training in place.

It was agreed that the policy should be amended to reflect that any policy changes are to be reviewed by the Policy and Finance Committee and any operational matters reported to the RLA Committee.

b) Data Protection and Privacy

The proposed changes to the policy were reviewed. The changes were made to ensure the policy is legally compliant and consistent with best practice. Various typographical errors were identified, which will be corrected in the policy.

Members discussed the sharing of personal data received as a Councillor. **Action: Executive Officer** to share this policy with the whole Council.

It was noted that this is now a Data Protection policy only. A privacy policy is a separate document that needs to be created,

c) CCTV

Members reviewed the proposed changes to this policy, required to bring it in line with best practice.

A small number of corrections were identified.

d) Tree

The revise Tree policy was reviewed. Members suggested amendments to items 5 and 6.

RESOLVED

1. To approve the Health and Safety policy, subject to the amendments discussed.
2. To approve the Data Protection policy, subject to the amendments discussed.
3. To approve the CCTV policy, subject to the amendments discussed.
4. To approve the Tree policy, subject to the amendments discussed.

PF MAY 2023 ITEM 14 EXECUTIVE OFFICER'S REPORT

Members noted the report of the Executive Officer.

PF MAY 2023 ITEM 15 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 19th July 2023 at 7pm in the Harlington.

There being no further business the meeting closed at 9.30pm.

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

Chairman



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 9th May 2022
at 7pm in The Function Room , The Harlington

Present:

Cllr Hope
Cllr Robinson
Cllr Schofield
Cllr Jasper
Cllr Holt

Officers: Charlotte Benham

1	Apologies Cllr Kuntikanamata
2	Declarations of interest to any item on the agenda None declared
3.	Public Session None
4	Approval of the Notes The minutes of the development and control advisory group meeting held on Monday 25 th April were accepted as a correct record of the meeting.
5	22/00684/HOU 2A Kenilworth Road Fleet Hampshire GU51 3DA <u>Erection of part single storey part two storey side and rear extension following demolition of existing attached garage and conservatory, alterations to chimneys, boundary treatments, driveway and replacement of all windows</u> Comments required by 11 May <ul style="list-style-type: none"> Does not meet the criteria for a bungalow as it already has a staircase and two floors The existing ground floor bedroom has no facilities for washing The front garden apart from the front boundary shrubbery is total covered in gravel Proposed materials are render and vertical timber cladding which are a feature of the existing building There is a varied mix of property styles and finishes with no prevailing local character

- 3 bedrooms does require three on site parking spaces and with the loss of the garage these will all have to be to the front of the property
- Fleet Town Council notes that there is a conflict with Fleet Neighbourhood Plan Policy 15 which supports development that does not result in loss or harm to the ecological or landscape value of a private garden and 50% of the front garden is retained as soft landscaping

This conflict would draw an objection **OBJECTION** to this individual proposal unless there was the imposition of a suitably worded condition which secures biodiversity mitigation measures (or wherever possible a net gain) and sustainable drainage systems (SuDs) within the remaining garden on the application site. A suitable condition should address the conflict and off-set any biodiversity, flood risk or climate change impacts.

22/00731/HOU

47 Fairmile Fleet Hampshire GU52 7UT

Erection of a single storey rear extension, addition of new porch canopy and minor fenestration changes

Comments required by 5 May

No issue with the porch but **OBJECTION** to rear extension:

- Poor design - made from aluminium sheeting. Totally out of character to the principal building.
- Extension projects 4m from rear of the property virtually due south of the neighbouring attached property therefore will take light off the back of the adjoining property for most of the morning – breach of 45° rule?

21/02933/HOU

35A Basingbourne Road, Fleet, GU52 6TG

Erection of a single storey rear extension. (Part of which is completed under permitted development rights), raising main roof ridge to create habitable accommodation with dormers to front and roof windows to rear, alterations to front elevation and replacement of double garage with ancillary residential accommodation. (Revised Plans Uploaded 21/04/2022)

Comments required by 5 May

FTC Commented on a previous submission on 11th January 2022 that there were significant discrepancies in the submitted drawings.

The submitted drawings are now consistent in terms of the plans and elevations, but do not match the description of the application as above.

If the following application description is followed:

Erection of a single storey rear extension to dwelling (part of which is completed under permitted development rights), together with alterations to the front elevation and replacement of double garage with ancillary residential accommodation. (Revised Plans Uploaded 21/04/2022)

Then the plans are in conformity with the description and appear acceptable.

To note that 3 letters of support all come from a family apparently living at the applicant address and 2 from addresses not nearby.

22/00860/PRIOR

12 Cedar Drive Fleet Hampshire GU51 3HD

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

Comments required by 12 May

- Poor drawings, no actual location plan, no scales or dimensions.
- It is only in the Hart notice to neighbours that the figure of 5.7m from the original building is given. This is an extension to an extension, so does the 5.7m mean a projection beyond the existing extension or the two extensions combined = 5.7 m?

OBJECTION - Inadequate information, need a dimensioned parking plan

22/00681/HOU

18 Connaught Road Fleet Hampshire GU51 3RA

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

Comments required by 12 May

OBJECTION

- Significant rear two storey extension which will have some impact on amount of light to the side of the neighbours building
- Extensive use of large "crital" type panel windows. The one to the Master Bedroom will give significant overview of the neighbour's garden and therefore a loss of privacy
- Large expanse of glass to front elevation is not in keeping with the character of the area
- Increase in number of bedrooms - 4 parking spaces shown but three in a row does not comply with Hart's parking standards. Could require two cars to be reversed out of the property to release the front vehicle and no room on site to exit in a forward direction onto a busy and often congested road The proposed front elevation is totally out of keeping with the local character

22/00771/HOU

28 Dukes Mead Fleet Hampshire GU51 4HE

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

Comments required by 12 May

No tree survey, but from supplied photos there are no trees of any real value within the grounds so NO OBJECTION

22/00744/HOU

The Garden House 4 Knoll Close Fleet Hampshire GU51 4PP

[Erection of a single storey rear extension to and conversion of garage to habitable accommodation, replacement of conservatory roof and hip to gable roof extension, erection of a dormer window to front and insertion of one rooflight to front and two rooflights to rear to facilitate the conversion of the loft to habitable accommodation](#)

Comments required by 16 May

No issue with modification to the house, but increase from 3 to 4 beds requires a minimum of 3 parking spaces and plan shows three in a row which is not accepted under Hart's standards. There is little option to increase on-site parking. The narrow cul -de -sac provides access to a number of large family properties and on road parking would be unacceptable.
OBJECTION on grounds of parking

22/00817/HOU

Shelley Keats Gardens Fleet Hampshire GU51 3YY

[Conversion of garage into habitable accommodation to include the replacement of the garage door with a window, alterations to windows and doors ground floor side and rear and replacement ground floor rear roof](#)

Comments required by 16 May

NO OBJECTION

22/00338/FUL

162 Fleet Road, Fleet, GU51 4BE

[Installation of new shop front and ventilation system](#)

[Amended Plans:](#)

[Noise report and updated elevations submitted](#)

Comments required by 10 May

Previous Fleet Town Council Comments

Comment Date:

Technical application related to quality and quantity of an air intake and extraction system. As stated by the Environmental Health Officer the application does not address the impact on neighbours, both from noise and smell.

If there is no harm to neighbours then NO OBJECTION, but we need evidence

Applicant has conducted a noise survey and estimated noise levels at nearest receivers and appears no nuisance is generated. The Environmental Health Officer is satisfied with the findings so NO OBJECTION

22/00798/HOU

Delilah Lodge 30 Wood Lane Fleet Hampshire GU51 3EA

[Removal of roof and creation of a first floor, replacement porch, demolition of conservatory and erection of a single storey rear extension and alterations to windows.](#)

Comments required by 17 May

	<p>OBJECTION.</p> <ul style="list-style-type: none"> • This is essentially the conversion of a bungalow, a dwelling with no stairs, being converted into a two storey house contrary to Fleet Neighbourhood Plan Policy 11 Safeguarding Building Stock for people of limited mobility. • This development would result in the permanent loss of a home especially suited to occupation by older people and/or people of limited mobility <p>22/00815/HOU 16 Hollytrees Church Crookham Fleet Hampshire GU51 5N <u>Erection of single storey rear extension, first floor side extension over existing double garage, blocking up of one door to ground floor front and insertion of one window to first floor front</u> Comments required by 17 May</p> <ul style="list-style-type: none"> • Significant increase in bulk and mass by developing over double garage • Painting all wood cladding white will accentuate the mass <p>NO OBJECTION in principle to works but OBJECTION to finishes, suggest rear elevation would be better finished in brick to match the rear of the existing property and reduce the dominance of the large extension</p> <p>22/00753/HOU 4 Brook Close Fleet Hampshire GU51 3ND <u>Conversion of garage into habitable accommodation to include the replacement of the garage door with a window</u> Comments require by 18 May</p> <ul style="list-style-type: none"> • Conversion of a double garage into a gym but loss of two parking spaces to be accommodated on the front of the property and parking plan shows three parking spaces to be provided, but a dimensioned parking plan is required to evidence the ability to retain the vehicles on site. • Fleet Town Council notes that there is a conflict with Fleet Neighbourhood Plan Policy 15 which supports development that does not result in loss or harm to the ecological or landscape value of a private garden and 50% of the front garden is retained as soft landscaping <p>This conflict would draw an objection OBJECTION to this individual proposal unless there was the imposition of a suitably worded condition which secures biodiversity mitigation measures (or wherever possible a net gain) and sustainable drainage systems (SuDs) within the remaining garden on the application site. A suitable condition should address the conflict and off-set any biodiversity, flood risk or climate change impacts.</p>
6	<p>To Note:</p> <p>Review of weekly lists</p>

7	Noted: Hart Planning Meeting Dates 15 th June 2022
8	Date of Next Advisory Group Meeting 23 rd May 2022

Meeting closed: 8.20pm

Signed:.....

Date:

DRAFT



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 23rd May 2022
at 7pm in The Function Room , The Harlington

Present:

Cllr Holt
Cllr Hope
Cllr Robinson
Cllr Schofield

Absent:

Cllr Krishnmurthy

Officers: Charlotte Benham

1	Apologies Cllr May
2	Chair / Vice Chair To defer election of a Chair and Vice Chair of the Development/Control and Planning Committees until the next meeting when more members are in attendance.
3	Declarations of interest to any item on the agenda None declared
4	Public Session None
5	Approval of the Notes The minutes of the development and control advisory group meeting held on Monday 9 th May were accepted as a correct record of the meeting.
6	22/00833/HOU Hillside 12 Courtmoor Avenue Fleet Hampshire GU52 7UF Demolition of conservatory and erection of a single storey rear extension. Comments required by 20 May

Generally in keeping with the host building and does not look to create a loss of light issue to the adjacent neighbour and does not appear to infringe the 45° rule. Only potential issue is no tree report, otherwise NO OBJECTION

22/00583/FUL

5 Lapwings Fleet Hampshire GU51 5BT

[Change of use of public space to private residential amenity space to accommodate the siting of a timber carport](#)

Comments required by 24 May

We have previously commented on this application and noted that it appeared to be outside the curtilage of the building and possibly on jointly owned land. This has now been clarified and the other residents notified of the proposal.

We did not object in principle before so NO OBJECTION

22/00546/HOU

73 Greenways Fleet Hampshire GU52 7XD

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

Comments required by 24 May

- This is a minor extension to a 2 bed bungalow.
- No attempt to aesthetically connect the extension to the host building, but it is reasonably well set back from the road
- Distance from kerb to front door is 9.6m so just two parking bay lengths; plenty of additional room required but should limit area to front of property to hard standing. NFP Policy 15 applies
- Relevant Policies HDC Policy NBE10 Design and Fleet Neighbourhood Policy 10 General Design Management Policy

NO OBJECTION

22/00796/HOU

The Bungalow Old Pump House Close Fleet Hampshire GU51 3DN

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

Comments required by 25 May

- Obviously had a tree survey but make no reference to it or the need/ or lack of any tree protection works.
- Development right to the boundary which means any future maintenance work will need to be carried out from the public highway

Otherwise NO OBJECTION

22/00837/HOU

42 Clarence Road Fleet Hampshire GU51 3RY

[Demolition of existing rear bathroom and store lean to and erection of a two storey side and rear extension and single storey rear extension](#)

Comments required by 26 May

	<ul style="list-style-type: none"> • Purpose to increase living space and increase size of third bedroom, but no added bedroom. There is currently only 1 parking space on site for 3 beds which is inadequate, but no change so cannot object • Does not appear to create any issue with the neighbouring properties and extension blends well with host building. <p>NO OBJECTION</p> <p>22/00863/HOU 2 Dinorben Avenue Fleet Hampshire GU52 7SG Alterations to windows and doors Comments required by 26 May</p> <p>Property located in the Basingstoke Canal Conservation Area, but the building itself is of no architectural consequence and the impact on the canal will be negligible - looks well balanced and coordinated</p> <p>NO OBJECTION</p> <p>22/00529/HOU 11 Woodcote Green Fleet Hampshire GU51 4EY Erection of a two storey side extension following demolition of existing part single part two storey side extension, alterations to doors and windows to ground floor front, one window to first floor front, double doors to ground floor rear and replacement of flat roof to front with pitched roof Comments required by 26 May</p> <p>This is a small close of very similar designed properties and therefore strong local character. It would appear a number of neighbours have undertaken similar extensions in the past, but generally maintained the height of the ridge. The lower ridge and the hip end makes the development look completely out of character counter to Fleet Neighbourhood Plan Policy 10(1).</p> <p>OBJECTION – suggest changing the hip to gable ends which would blend the proposed development more into the local character and would then remove any objection.</p> <p>22/00876/ADV Travis Perkins Fleet Road Fleet Hampshire GU51 3PD Display of non illuminated signage Comments required by 27 May</p> <p>Majority of signs are internal and those on Fleet Road are of limited change. The three proposed signs on Albert Street are 8ft x 4ft and appear excessively large and dominant in a mixed-use road (commercial/residential). NO OBJECTION in principle but suggest size be decreased on the three signs on Albert Street so as to be less dominating</p> <p>22/00801/HOU 86 Aldershot Road Fleet Hampshire GU51 3FT Erection of a single story side extension, extension to existing dormer window and creation of a balcony terrace Comments required by 27 May</p>
--	--

- Property located in the Basingstoke Canal Conservation Area.
- The host property is of no architectural significance.
- No issue with the proposed side extension to the kitchen.
- Extension to the bedroom with an accessible balcony creates the usual problem of overlooking and loss of privacy to the immediate neighbours
- There are no heritage structures on the canal that runs parallel to Aldershot Road so there is no issue with appropriately modifying the rear elevation of the property

OBJECTION inclusion of an accessible balcony causing a loss of privacy to the adjoining neighbours.

22/00885/HOU

2 Longdown Fleet Hampshire GU52 7UZ

[Demolition of garage and erection of a two storey front and side extension \(to include replacement garage\) with front dormer and single storey rear extension](#)

Comments required by 26 May

- FTC raised no objection to the previous application which was a reduction in mass from an earlier application but HDC REFUSED
- Application 22/00160/H (not referenced in this application) refused because of the negative impact on the front elevation, particularly losing the architectural significance of the cat-slide roof. This application has made a modest attempt to address this issue but has not really addressed the Officer's assessment in 22/00160/
- Support Hart's comments

The current proposal does not adequately address the concerns of the previous refusal which is based on the proposed front elevation being out of local character and on that basis the proposal cannot be supported therefore
OBJECTION

22/00791/FUL

230 Fleet Road Fleet Hampshire GU51 4BY

[Change of use of retail unit to takeaway with installation of an extraction flue to the rear](#)

Comments required by 27 May

OBJECTION

- Residents in the block of flats behind the shops are concerned about noise, smell and waste control – support residents concerns
- The Environmental Officer makes the following points:
It follows that an odour nuisance would unlikely occur with appropriate mitigation with a high level of odour control in place, and adequate maintenance of the system to be carried out in accordance with the manufacturers instructions and/or servicing agreement. Despite this, final assessment as to whether the system will prevent odour, smoke or fume nuisance can only be made after the system has been installed and has started operations under its most intense use conditions for the food type - should nuisance still occur then further adaptations will be required post installation.

	<ul style="list-style-type: none"> • It is the maintenance of these extraction systems that is most likely to be a future problem and be a significant nuisance to the residents immediately to the rear of the development • We cannot object on grounds of usage as another fast food outlet but there are no details of what fast food is being sold • No immediate parking is another issue <p>OBJECTION on the grounds of loss of amenity and negative impact on the residents immediately to the rear of the proposed development in the event of the failure of the extraction system.</p> <p>22/00931/HOU 145 Tavistock Road Fleet Hampshire GU51 4EE Erection of a single storey front extension and first floor side extension Comments required by 1 June</p> <p>OBJECTION</p> <ul style="list-style-type: none"> • Inadequate parking – no change in number of bedrooms but loss of parking space to extension. Need dimensioned plan that meets Hart’s standards i.e. 3 spaces • Breach of FNP Policy 15 Front Gardens. Parking plan indicates complete loss of vegetation to hard standing. <p>22/00865/HOU 33 Church Road Fleet Hampshire GU51 4NA Demolition of existing outbuilding and erection of a detached garage Comments required by 2 June</p> <p>NO OBJECTION</p> <p>22/00934/HOU 34 Lawrence Road Fleet Hampshire GU52 7SS Demolition of conservatory and erection of a single storey rear extension to the garage and single storey side extension Comments required by 2 June</p> <ul style="list-style-type: none"> • Question why the “golf Room extension is shown in a different render on the architectural drawings. The application form states the wall finishes to be brickwork to match existing. If rendered proposed this would present poor design • To build the side extension will require the clearance of what is stated to be mixed shrubs 2 to 3 m high. • Generally have no issues subject to the following Conditions: <ol style="list-style-type: none"> 1. That the “Golf Room extension is constructed in matching brickwork to the main dwelling to comply with Fleet Neighbourhood Plan Policy 10 General Design policy. 2. FTC has no objection to this proposal subject to the imposition of a suitably worded Condition which secures biodiversity mitigation measures (or wherever possible net gain) and sustainable drainage systems within the remaining garden on the application site which would offset any loss of biodiversity and flood risk or climate change impacts due to the loss of shrubs..
--	---

	<p>3. Golf room should be for personal use only and not commercial</p> <p>NO OBJECTION only subject to the three conditions set out above</p>
	<p>Noted:</p> <p>That Councillors have been invited to an engagement session with HDC's Development Management team via Microsoft Teams. There are two dates – members have opted to attend the same session on Wednesday 29th June 7pm.</p>
7	<p>To Note:</p> <p>Review of weekly lists</p>
9	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>15th June 2022</p>
10	<p>Date of Next Advisory Group Meeting</p> <p>13th June 2022</p>

Meeting closed: 8.00pm

Signed:.....

Date:

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
Buildings - Ancells Farm Community Centre				
BU014	Ancells Community Centre	1.00	1.00	506,000.00
TOTAL FOR Buildings - Ancells Farm Community Centre		1.00	1.00	506,000.00
Buildings - Ancells Farm Pavilion				
BU013	Ancells Farm Pavilion	1.00	1.00	155,000.00
TOTAL FOR Buildings - Ancells Farm Pavilion		1.00	1.00	155,000.00
Buildings - Basingbourne Park				
BU003	Basingbourne Sports Pavilion	1.00	1.00	170,000.00
BU004	Scout Hut, Basingbourne	1.00	1.00	265,000.00
BU005	Lion's Community Store GU526TQ	1.00	1.00	137,000.00
TOTAL FOR Buildings - Basingbourne Park		3.00	3.00	572,000.00
Buildings - Calthorpe Park				
BU006	Calthorpe Cricket Pavilion Clubhouse	1.00	1.00	547,000.00
BU007	Calthorpe Pavilion	1.00	1.00	33,000.00
BU008	Calthorpe Hut	1.00	1.00	44,000.00
BU009	Calthorpe Football Clubhouse (Fleet Town Football Club)	1.00	1.00	297,000.00
BU010	Calthorpe Football Club Dressing Room (Fleet Town Football Club)	1.00	1.00	136,000.00
BU011	Calthorpe Scout HQ	1.00	1.00	1.00
TOTAL FOR Buildings - Calthorpe Park		6.00	6.00	1,057,001.00
Buildings - Cemetery				
BU001	Fleet Cemetery Shelter	1.00	1.00	5,599.00
BU002	Fleet Cemetery Toilet block	1.00	1.00	1.00
TOTAL FOR Buildings - Cemetery		2.00	2.00	5,600.00
Buildings - Fleet Town Council				
BU015	War Memorial	1.00	1.00	40,000.00
TOTAL FOR Buildings - Fleet Town Council		1.00	1.00	40,000.00
Buildings - Oakley Park				
BU012	Oakley Pavilion	1.00	1.00	66,000.00
TOTAL FOR Buildings - Oakley Park		1.00	1.00	66,000.00
Contents - Ancells Farm Community Centre				
CON00826	Blue Padded Chairs x82	1,500.00	1,500.00	2,060.00
CON00827	Tressle Tables fold downx 14	1.00	1.00	1,072.00
CON00828	Curtain poles	1.00	1.00	29.00
CON00829	Plastic red chairs	1.00	1.00	483.00
CON00830	Childrens brown chairs x12	1.00	1.00	367.00
CON00831	Coat rail on Wheels	1.00	1.00	43.00
CON00832	Wooden leaflet rack	1.00	1.00	155.00
CON00833	Notice boards x3	1.00	1.00	130.00
CON00834	clock	1.00	1.00	7.00
CON00835	Paper hand towel dispenser	1.00	1.00	18.00
CON00836	Toilet roll holders x5	1.00	1.00	23.00
CON00837	Soap dispensers x4	1.00	1.00	11.00
CON00838	Hand driers x4	1.00	1.00	192.00
CON00839	Small bins x5	1.00	1.00	16.00
CON00840	sinks x8	1.00	1.00	783.00
CON00841	toilets x6	1.00	1.00	1,221.00
CON00842	urinals x2	1.00	1.00	610.00
CON00843	Table trolley	1.00	1.00	390.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00844	Chair trolley	1.00	1.00	170.00
CON00845	tea urn	1.00	1.00	172.00
CON00846	kettle	1.00	1.00	26.00
CON00847	gas boiler	1.00	1.00	556.00
CON00848	fridge	1.00	1.00	356.00
CON00849	Cups and saucers	1.00	1.00	82.00
CON00850	mugs	1.00	1.00	21.00
CON00851	Odd saucers	1.00	1.00	402.00
CON00852	tea plates	1.00	1.00	116.00
CON00853	Tea pots x4	1.00	1.00	31.00
CON00854	chopping board	1.00	1.00	28.00
CON00855	Washing up bowls x2	1.00	1.00	6.00
CON00856	trays x2	1.00	1.00	6.00
CON00857	buckets	1.00	1.00	6.00
CON00858	brooms	1.00	1.00	25.00
CON00859	Dustpan and brush	1.00	1.00	3.00
CON00860	Chubb Water extinguisher x2	1.00	1.00	35.00
CON00861	Chubb Foam extinguisher x2	1.00	1.00	35.00
CON00862	Chubb Co2 extinguisher x2	1.00	1.00	35.00
CON00863	Chubb Fire blanket	1.00	1.00	21.00
CON00864	Step ladder	1.00	1.00	27.00
CON00865	Office table	1.00	1.00	191.00
CON00866	Scissor Broom	1.00	1.00	48.00
CON00867	Metal cabinet	1.00	1.00	46.00
CON00868	Kitchen cabinets x5	1.00	1.00	567.00
CON00869	CCTV cameras x2	258.00	258.00	309.00
TOTAL FOR Contents - Ancells Farm Community Centre		1,800.00	1,800.00	10,930.00
Contents - Harlington				
CON00082	Asland Freezer	1.00	1.00	721.00
CON00582	Sink	1.00	1.00	82.00
CON00583	Double cupboard	1.00	1.00	103.00
CON00584	Slim wall cupboard	1.00	1.00	52.00
CON00585	Triton Instant water heater	1.00	1.00	124.00
CON00586	Fridge	1.00	1.00	124.00
CON00587	Bin	1.00	1.00	19.00
CON00588	Breville Kettle	1.00	1.00	21.00
CON00808	Centre Carpeting	1.00	1.00	25,750.00
CON00809	Cherokee Hall Floor	1.00	1.00	20,600.00
CON00810	Dance Studio: Floor, Mirror and Ballet bars	10,000.00	10,000.00	10,300.00
CON00811	Reception Fixture	1.00	1.00	14,320.00
CON00812	Café Fixture	1.00	1.00	23,690.00
CON00813	Stage	1.00	1.00	26,265.00
CON00887	Office chair (red) x2	160.00	160.00	160.00
CON00888	Cupboard	120.00	120.00	120.00
CON00889	Grey Cupboard	120.00	120.00	120.00
CON00890	Straight Desk x2	180.00	180.00	180.00
CON00891	4ft Grey table	80.00	80.00	80.00
CON00892	6ft Grey table x3	300.00	300.00	300.00
CON00893	Titan Pressure Washer and attachments (Market Trader Store)	176.00	176.00	176.00
TOTAL FOR Contents - Harlington		11,149.00	11,149.00	123,307.00
Contents - Harlington - 1st Floor Disabled Room				
CON00546	sink	1.00	1.00	124.00
CON00547	Toilet roll holder x3	1.00	1.00	77.00
CON00548	hand rail	1.00	1.00	26.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00549	hand rail x2	1.00	1.00	82.00
CON00550	Baby changing platform v	1.00	1.00	155.00
CON00551	toilet	1.00	1.00	206.00
TOTAL FOR Contents - Harlington - 1st Floor Disabled Room		6.00	6.00	670.00
Contents - Harlington - Auditorium				
CON00225	Projector Bracket	40.00	40.00	41.00
CON00247	Samsung QE85Q60TAU Large TV	1,990.00	1,990.00	2,050.00
CON00249	Samsung QE85Q60TAU Large TV	1,990.00	1,990.00	2,050.00
CON00277	Soundlab Stage Lighting x2	200.00	200.00	206.00
CON00287	Thomas Long Nose PAR 64 Stage Lighting x8	240.00	240.00	247.00
CON00293	ProLights STUDIOCOBFC Full Colour Projector Lights x4	1,192.00	1,192.00	1,228.00
CON00294	Long Nose Par 64 Stage Lighting (Par) x6	240.00	240.00	247.00
CON00297	Fixed 90 ? Scaff Clamps x4	20.00	20.00	21.00
CON00299	Martin Mac 250Stage Lighting x2	500.00	500.00	515.00
CON00301	L'Accoustics (SB18) Speaker x4	8,000.00	8,000.00	8,240.00
CON00305	Atlantic Rectangular Folding Tables x8	440.00	440.00	453.00
CON00306	Wooden Steps x2	200.00	200.00	206.00
CON00396	20M HDMI	30.00	30.00	31.00
CON00458	Martin Mac 700 Stage Lighting x2	1,500.00	1,500.00	1,545.00
CON00461	Starville Stage Lighting (Blinders) x2	600.00	600.00	618.00
CON00696	L'Accoustics Wifo Bump Speaker Rigging x2	800.00	800.00	824.00
CON00697	Boom Arm Scaff x4	60.00	60.00	62.00
CON00715	Mirror Ball & Motor	250.00	250.00	258.00
CON00718	Ethernet (Through Wall) x6	100.00	100.00	103.00
CON00719	Stage Lighting (S4)	200.00	200.00	206.00
CON00742	ETC Source 4 Jnr 50 ? Stage Lighting (S4) x9	1,800.00	1,800.00	1,854.00
CON00753	L'Accoustics (Arcs Wide) Speaker x4	8,000.00	8,000.00	8,240.00
CON00754	Optima Projector	2,000.00	2,000.00	2,060.00
CON00755	Boom Arm Brackets x4	40.00	40.00	41.00
TOTAL FOR Contents - Harlington - Auditorium		30,432.00	30,432.00	31,346.00
Contents - Harlington - Baby Changing Room				
CON00531	Baby changing stand	1.00	1.00	155.00
CON00532	wall mirror	1.00	1.00	62.00
CON00533	sink	1.00	1.00	103.00
CON00534	toilet	1.00	1.00	206.00
CON00535	handrail x4	1.00	1.00	103.00
TOTAL FOR Contents - Harlington - Baby Changing Room		5.00	5.00	629.00
Contents - Harlington - Backstage Corridor				
CON00478	Mirrors x3	1.00	1.00	309.00
CON00479	stair lift	1.00	1.00	1.00
CON00804	Marketing Cabinet	1.00	1.00	300.00
TOTAL FOR Contents - Harlington - Backstage Corridor		3.00	3.00	610.00
Contents - Harlington - Bar				
CON00060	KING KG350SL Fridge (Hall)	470.00	470.00	484.00
CON00061	Glacial Fridge (Hall)	1.00	1.00	515.00
CON00062	Osborne Wine Fridge (Function Room)	1.00	1.00	412.00
CON00063	King Fridge (Function Room)	1.00	1.00	515.00
CON00064	Glacial Fridge (Hall)	1.00	1.00	515.00
CON00065	Interleven Ice cream Freezer (Hall)	1.00	1.00	751.00
CON00136	175ml metal measure x4	1.00	1.00	27.00
CON00144	175ml Wine Glass x8	1.00	1.00	14.00
CON00145	250ml Wine Glasses x66	1.00	1.00	114.00
CON00146	Champagne Flutes x84	170.00	170.00	166.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00147	Cocktail jam jar glass x13	1.00	1.00	25.00
CON00148	Stainless Steel Wine Cooler x5	1.00	1.00	54.00
CON00149	pitchers x15	1.00	1.00	108.00
CON00150	ice buckets x6	1.00	1.00	116.00
CON00300	ice maker	500.00	500.00	720.00
CON00403	Double Bottle brackets(optics) x6	90.00	90.00	93.00
CON00404	Bottle brackets(optics) x8	1.00	1.00	115.00
CON00405	sink	66.00	66.00	103.00
CON00406	shot glasses x 60	15.00	15.00	35.00
CON00407	first aid box	1.00	1.00	28.00
CON00408	1.5 litres Glass Jugs x7	20.00	20.00	19.00
CON00409	50ml Metal measure x6	1.00	1.00	27.00
CON00410	250ml metal measure x4	1.00	1.00	31.00
CON00411	Grolsch metal Drip Tray x3	1.00	1.00	68.00
CON00412	Metal Measure Spike x44	1.00	1.00	45.00
CON00413	Metal Tongs x3	1.00	1.00	19.00
CON00414	Bottle Openers x3	1.00	1.00	34.00
CON00415	2 shelf movable cupboard	1.00	1.00	103.00
CON00416	Spirit Tumbler Glass x22 - Bar	1.00	1.00	25.00
CON00436	Tommy Tucker Popcorn Machine x2	1.00	1.00	639.00
CON00437	Polar Vertical wine fridge	1.00	1.00	515.00
CON00438	Sharp Till x2	1,988.00	1,988.00	3,605.00
CON00439	Lotus Till	1,738.00	1,738.00	1,803.00
TOTAL FOR Contents - Harlington - Bar		5,081.00	5,081.00	11,843.00
Contents - Harlington - Box Office / Front Office				
CON00026	Dell Optiplex 3050 Computer (MA)	1.00	1.00	706.00
CON00027	Dell Optiplex 3050 Computer (EPOS)	1.00	1.00	706.00
CON00028	Dell Optiplex 7060MFF Computer (DM)	685.00	685.00	706.00
CON00029	Dell Optiplex 5040 Computer (CBM) spare	1.00	1.00	706.00
CON00034	Dell Optiplex 7060 Computer (BO)	1.00	1.00	706.00
CON00093	HP Laserjet Pro MFP M283fdw Printer	329.00	329.00	339.00
CON00221	Reception desk	1.00	1.00	1,854.00
CON00222	Fire control Panel	1.00	1.00	515.00
CON00223	Dell Computer Monitor x5	1.00	1.00	773.00
CON00224	HannasG Computer Monitor	1.00	1.00	155.00
CON00232	Panasonic KXT7710 Phone	1.00	1.00	62.00
CON00233	BT Handsfree Phone	1.00	1.00	52.00
CON00234	Panasonic Phone x3	1.00	1.00	185.00
CON00235	Wooden Cabinet	1.00	1.00	206.00
CON00237	office chair blue (arms) x4	400.00	400.00	412.00
CON00238	Desks x3	1.00	1.00	309.00
CON00239	Pedestals x2	1.00	1.00	371.00
CON00240	Safe	4,264.00	4,264.00	4,400.00
CON00241	metal 2 drawer filing cabinet	1.00	1.00	206.00
CON00242	small metal drawer cabinets x2	1.00	1.00	62.00
CON00243	ICOM Radio dockstation x6	1.00	1.00	124.00
CON00244	Ear Pieces x5	1.00	1.00	103.00
CON00245	Sterling Key Cabinet (small)	1.00	1.00	31.00
CON00246	Sealey Key cabinet (Large)	51.00	51.00	41.00
CON00248	First aid Equipment	1.00	1.00	155.00
CON00250	Locker (Small)	1.00	1.00	62.00
CON00251	Locker (Large)	1.00	1.00	93.00
CON00252	Coat Hooks	1.00	1.00	15.00
CON00253	Magnetic Whiteboard	65.00	65.00	67.00
CON00254	Noticeboard	50.00	50.00	52.00
CON00255	LG TV Screen	1.00	1.00	412.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00256	Electric Mobile radiator	1.00	1.00	31.00
CON00257	Vodafone Smart N9 Lite Mobile phone (Ticket scanner)	1.00	1.00	103.00
CON00258	Alcatel Mobile phone (Ticket scanner)	1.00	1.00	103.00
CON00259	Scanner Cradles x2	1.00	1.00	927.00
CON00260	zzap Cash scales	1.00	1.00	103.00
CON00261	Cash Boxes (small) x13	1.00	1.00	134.00
CON00262	Datamax Metal filing Cabinet	1.00	1.00	155.00
CON00263	Cash Boxes (Large) x4	1.00	1.00	82.00
CON00264	Loudhaler	1.00	1.00	31.00
CON00265	Protective Screen	560.00	560.00	577.00
CON00268	Bush DVD Player	1.00	1.00	26.00
CON00302	AOC (Black) CCTV Monitor	140.00	140.00	155.00
CON00303	Lorex CCTV Recorder	1.00	1.00	618.00
CON00304	BOCA ticket printer	600.00	600.00	890.00
CON00874	Fellowes Mars Laminator	110.00	110.00	110.00
CON00875	Fellowes Mars Laminator	268.00	268.00	280.00
CON00884	Quartz Clock	1.00	1.00	7.00
CON00894	Dell Computer (CBM)	1.00	1.00	1.00
TOTAL FOR Contents - Harlington - Box Office / Front Office		7,559.00	7,559.00	18,919.00
Contents - Harlington - Cafe				
CON00018	Sharp Till	995.00	995.00	1,803.00
CON00020	Wash Basin	1.00	1.00	82.00
CON00021	Lotus Handwash Dispenser	1.00	1.00	10.00
CON00031	Milk jug small x21	1.00	1.00	54.00
CON00035	Teaspoons x16	1.00	1.00	4.00
CON00036	Cutlery holder silver	45.00	45.00	62.00
CON00037	Panasonic KXT7710 phone	1.00	1.00	62.00
CON00043	DVA LT8 Water Softener	120.00	120.00	129.00
CON00046	Milk Probe	1.00	1.00	9.00
CON00059	High chairs x3	1.00	1.00	133.00
CON00066	Bravilor Bonamat Novo Coffee Pot machine	240.00	240.00	258.00
CON00069	Conti Coffee grinder	1.00	1.00	515.00
CON00070	Lincat Lynx 400 Electric Convection Oven	395.00	395.00	567.00
CON00071	Buffalo Pro Sandwich Grill	1.00	1.00	185.00
CON00072	Buffalo NBB3F A001 Hot Water Machine	295.00	295.00	515.00
CON00073	Conti Coffee Maker	1,466.00	1,466.00	2,000.00
CON00074	Polar Drinks Chiller	395.00	395.00	464.00
CON00075	Beko Floor Fridge 4 shelf	1.00	1.00	155.00
CON00076	Blizzard Display Fridge	1.00	1.00	618.00
CON00077	Silver trolley	1.00	1.00	98.00
CON00078	Lincat Warmer with Gantry	295.00	295.00	515.00
CON00079	Ariston Industrial Dishwasher	1.00	1.00	1,800.00
CON00080	Gtech Air Ram vacuum cleaner	1.00	1.00	206.00
CON00151	Insulated coffee jugs x18	24.00	24.00	445.00
CON00226	Chocolate Shaker Drum	1.00	1.00	5.00
CON00227	small metal plate stackers x4	1.00	1.00	41.00
CON00228	white ramekim (large)	1.00	1.00	2.00
CON00229	Tongs (Large) x4	1.00	1.00	19.00
CON00230	Table top Fan	1.00	1.00	26.00
CON00231	ladybird timer	1.00	1.00	5.00
CON00307	Bar Stools x10	555.00	555.00	577.00
CON00308	Tall Bar Table x5	295.00	295.00	309.00
CON00370	Jubilee Mugs large x25	1.00	1.00	47.00
CON00371	Tea Cups white x22	1.00	1.00	18.00
CON00372	Rapmaster 3000 Clingfilm Container	1.00	1.00	31.00
CON00380	Ceramic pepper pots x15	1.00	1.00	30.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00381	Ceramic salt pots x10	1.00	1.00	30.00
CON00382	knife sharpener	1.00	1.00	26.00
CON00383	large white teapots x5	1.00	1.00	62.00
CON00384	Tea Saucers x37	1.00	1.00	26.00
CON00385	Chopping board white x2	1.00	1.00	24.00
CON00388	Chopping board blue	1.00	1.00	24.00
CON00389	Chopping board red	1.00	1.00	24.00
CON00390	Chopping board yellow x2	1.00	1.00	47.00
CON00391	Wicker Baskets x7	1.00	1.00	20.00
CON00392	Chocolate Bar display x3	1.00	1.00	65.00
CON00393	Plastic meal basket x14	1.00	1.00	42.00
CON00395	small white teapots x10	1.00	1.00	75.00
CON00417	Napkin Holder	6.00	6.00	10.00
CON00418	Cake display containers x2	21.00	21.00	62.00
CON00427	Oval metal Trays x8	1.00	1.00	206.00
CON00428	Sharp Knives (set in wallet) x7	1.00	1.00	62.00
CON00610	fireblanket	1.00	1.00	10.00
CON00668	White Ramekins x18	1.00	1.00	31.00
CON00669	Metal Tablestands x12	1.00	1.00	123.00
CON00675	Sink	1.00	1.00	155.00
CON00676	Round Metal Trays x8	1.00	1.00	165.00
CON00677	Cream Milk Jugs x4	1.00	1.00	14.00
CON00678	Cream small bowls x6	1.00	1.00	6.00
CON00691	Metal cappucino jugs x5	1.00	1.00	77.00
CON00701	large metal plate stackers x3	1.00	1.00	40.00
CON00703	Metal Cake Stands (two tier) x4	1.00	1.00	276.00
CON00712	Grosvenor fabrications limited Chairs-black-silver-legs x28	776.00	776.00	516.00
CON00713	Square tables x10	1.00	1.00	917.00
CON00727	Latte Spoons x12	1.00	1.00	14.00
CON00732	Round tables	1.00	1.00	187.00
CON00737	blue sofa	1.00	1.00	1,030.00
CON00750	Coffee Jugs x2	1.00	1.00	52.00
CON00756	Salad spinner	1.00	1.00	21.00
CON00762	Addis Bins	1.00	1.00	21.00
CON00763	Dishwasher Tray x2	1.00	1.00	41.00
CON00766	Tin Opener	1.00	1.00	31.00
CON00773	Ice cream Fridge	1.00	1.00	309.00
CON00774	Caterlite Toaster 4 slicer	1.00	1.00	57.00
CON00780	George Foreman Fat Reducing Grill	41.00	41.00	41.00
CON00781	large glass bowl	1.00	1.00	7.00
CON00782	Plates large x28	1.00	1.00	93.00
CON00783	Sandwich Plates x50	1.00	1.00	60.00
CON00784	Knives x28	1.00	1.00	24.00
CON00785	Forks x20	1.00	1.00	11.00
CON00786	Spoons x22	1.00	1.00	9.00
CON00792	Metal Colanders x2	1.00	1.00	72.00
CON00805	Brown sofa	1.00	1.00	950.00
CON00814	Metal Oven Trays (Rectangular) x2	1.00	1.00	41.00
CON00815	aircon unit	1.00	1.00	2,060.00
CON00817	Metal Counter x2	1.00	1.00	618.00
CON00819	Tongs (small) x10	1.00	1.00	47.00
CON00821	First aid kit	1.00	1.00	28.00
CON00885	Trays-black x7	1.00	1.00	137.00
TOTAL FOR Contents - Harlington - Cafe		6,037.00	6,037.00	20,895.00
Contents - Harlington - Cellar				
CON00394	kickstool	60.00	60.00	62.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00895	Real Ale Barrel Taps x3	98.00	98.00	98.00
TOTAL FOR Contents - Harlington - Cellar		158.00	158.00	160.00
Contents - Harlington - Clerks Office				
CON00001	Dell Computer (TC)	685.00	685.00	706.00
CON00002	Dell Outlet Optiplex 7060 Computer (OM)	685.00	685.00	706.00
CON00003	dell Monitors x4	150.00	150.00	618.00
CON00004	HP LaserJet Pro M2777dw printer	250.00	250.00	376.00
CON00005	Worcester Greenstar 18i System MK 1V Boiler	3,000.00	3,000.00	3,090.00
CON00006	Dura chair Chair (F&AO)	54.00	54.00	62.00
CON00049	Logitech C920 ProHD webcam (TC)	1.00	1.00	98.00
CON00050	Logitech C920 ProHD webcam (OM)	95.00	95.00	98.00
CON00662	wooden cabinet (full height) x2	1.00	1.00	515.00
CON00663	wooden cabinet (3/4 height)	1.00	1.00	206.00
CON00664	metal file cabinets (4 drawer) x2	1.00	1.00	600.00
CON00665	metal file cabinets (2 drawer)	1.00	1.00	206.00
CON00666	Lucca Executive Chair Blue Executive Chair (TC)	110.00	110.00	113.00
CON00667	corner desks x2	1.00	1.00	300.00
CON00670	panasonic phones x2	1.00	1.00	124.00
CON00671	fixed chair	1.00	1.00	18.00
CON00672	Pedestal x2	1.00	1.00	300.00
CON00673	Air Conditioner Unit	1,918.00	1,918.00	2,060.00
CON00674	cleartex plastic floor mat	26.00	26.00	31.00
CON00896	Beldray Upright Fan	30.00	30.00	30.00
TOTAL FOR Contents - Harlington - Clerks Office		7,012.00	7,012.00	10,257.00
Contents - Harlington - Communications Manager Office				
CON00022	Dell Optiplex 7050 computer	400.00	400.00	706.00
CON00023	Dell Outlet Precision 3430 and associated items Computer (CM)	2,319.00	2,319.00	2,396.00
CON00045	Logitech webcam (CM)	95.00	95.00	98.00
CON00757	desk	1.00	1.00	165.00
CON00758	desk	1.00	1.00	180.00
CON00759	office chair black (no arms)	180.00	180.00	185.00
CON00760	blue swivel chairs x2	180.00	180.00	185.00
CON00761	white board	1.00	1.00	82.00
CON00764	computer screen x4	1.00	1.00	618.00
CON00765	dual monitor stands x2	1.00	1.00	350.00
CON00767	phone	1.00	1.00	62.00
CON00768	large noticeboard (blue)	50.00	50.00	52.00
CON00769	wooden pedestal	1.00	1.00	1.00
CON00897	desk	180.00	180.00	180.00
CON00898	white board	120.00	120.00	120.00
CON00899	pedestal	80.00	80.00	80.00
TOTAL FOR Contents - Harlington - Communications Manager Office		3,611.00	3,611.00	5,460.00
Contents - Harlington - Control Room				
CON00193	CCTV Camera	150.00	150.00	155.00
CON00194	Soundcraft Si Ex 2 Digital Sound Desk	2,000.00	2,000.00	2,060.00
CON00195	Focusrite Solo USB Interface	90.00	90.00	93.00
CON00196	NEC PA522U Projector	6,000.00	6,000.00	6,180.00
CON00197	Camsys 100-045 MagicQ MQ40N Compact Console	2,900.00	2,900.00	2,987.00
CON00270	ADJ DJ Disco Balls x2	30.00	30.00	31.00
CON00271	TV Bracket	40.00	40.00	41.00
CON00272	Cable	400.00	400.00	412.00
CON00273	Sennheiser E835 Wireless hand held receivers & mics x3	1,000.00	1,000.00	1,545.00
CON00275	Effects Unit / Graphic EQ	1,000.00	1,000.00	1,030.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00276	Soundcraft Cat 5 Madi Card x2	200.00	200.00	206.00
CON00279	AOC (Black) Moniter	140.00	140.00	144.00
CON00280	Onkron (Black) Moniter Mount x2	40.00	40.00	41.00
CON00281	Draftsman Chair	100.00	100.00	144.00
CON00282	Wall Clock	10.00	10.00	7.00
CON00283	2.4hz & 5hz TP Link Router	40.00	40.00	41.00
CON00285	Projector Lens	500.00	500.00	515.00
CON00509	Highend Systems Hedgehog 4 Lighting Desk	3,400.00	3,400.00	3,605.00
CON00510	8U Flightcase	100.00	100.00	103.00
CON00511	Thomman Flight Case Back Plate x2	20.00	20.00	21.00
CON00716	Draughtsman Chair (blue)	140.00	140.00	144.00
CON00876	G3 Receiver Rack Mount Kit	30.00	30.00	50.00
CON00877	Kam CD Player (2 items)	350.00	350.00	350.00
CON00878	Dell Vostro 270s Computer	300.00	300.00	300.00
TOTAL FOR Contents - Harlington - Control Room		18,980.00	18,980.00	20,205.00
Contents - Harlington - Dance Studio				
CON00184	blue chairs x22	1.00	1.00	793.00
CON00185	Air conditioning-floor-portable	1.00	1.00	515.00
CON00186	6ft wooden table	1.00	1.00	412.00
CON00873	jesture sculpture	1.00	1.00	500.00
TOTAL FOR Contents - Harlington - Dance Studio		4.00	4.00	2,220.00
Contents - Harlington - Disabled Toilets Ground				
CON00512	Iflo Shower	1.00	1.00	206.00
CON00513	Shower chair	1.00	1.00	103.00
CON00514	hand rails	1.00	1.00	41.00
CON00515	first aid kit	1.00	1.00	28.00
CON00516	Heatrae sadia Hand drier	1.00	1.00	82.00
CON00517	sink	1.00	1.00	124.00
CON00518	toilet	1.00	1.00	206.00
CON00519	mirror	1.00	1.00	62.00
TOTAL FOR Contents - Harlington - Disabled Toilets Ground		8.00	8.00	852.00
Contents - Harlington - Dressing Room 1				
CON00552	Toilet	1.00	1.00	206.00
CON00553	Sink	1.00	1.00	103.00
CON00554	Shower x2	1.00	1.00	515.00
CON00555	Shower curtains x2	1.00	1.00	21.00
CON00556	Ice Q Mini Fridge	69.00	69.00	165.00
CON00557	Mirror x6	1.00	1.00	371.00
CON00558	Adastra Relay Speakers (Pair)	20.00	20.00	54.00
CON00559	TV Monitor	1.00	1.00	103.00
CON00560	Clothes Rail & Hangers	40.00	40.00	77.00
CON00561	Electric radiator	1.00	1.00	31.00
CON00562	Padded Black Chairs x5	1.00	1.00	92.00
CON00563	Framed Posters x3	1.00	1.00	62.00
CON00564	Kettle	10.00	10.00	10.00
CON00565	Alto IPx4 Instant water heater	1.00	1.00	124.00
CON00566	Beverage Containers x 3	5.00	5.00	5.00
TOTAL FOR Contents - Harlington - Dressing Room 1		154.00	154.00	1,939.00
Contents - Harlington - Dressing Room 2				
CON00567	Toilet	1.00	1.00	206.00
CON00568	Shower x2	1.00	1.00	515.00
CON00569	Sink	1.00	1.00	124.00
CON00570	Shower curtains x2	1.00	1.00	21.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00571	Ice Q Mini Fridge	100.00	100.00	165.00
CON00572	Clothes Rail & Hangers	40.00	40.00	77.00
CON00573	Redring Instant water heater	1.00	1.00	124.00
CON00574	Adastra Relay Speakers (Pair)	20.00	20.00	54.00
CON00575	Hanspree TV Monitor	1.00	1.00	103.00
CON00576	Padded Black Chairs x4	1.00	1.00	74.00
CON00577	Framed Posters x3	1.00	1.00	62.00
CON00578	Mirrors x4	1.00	1.00	247.00
CON00579	Beverage Containers x 3	5.00	5.00	5.00
CON00580	Iron	1.00	1.00	31.00
TOTAL FOR Contents - Harlington - Dressing Room 2		175.00	175.00	1,808.00
Contents - Harlington - Entrance				
CON00198	leaflet rack small	1.00	1.00	31.00
CON00199	gurkha display case	1.00	1.00	2,060.00
TOTAL FOR Contents - Harlington - Entrance		2.00	2.00	2,091.00
Contents - Harlington - External				
CON00007	Dell Latitude 7275 Laptop (Comm C)	500.00	500.00	670.00
CON00019	Dell 7275 Laptop	500.00	500.00	618.00
CON00030	Dell Optiplex 7020 Computer (FM)	1.00	1.00	667.00
CON00032	Dell advanced E Port 11 relocater inc power supply TM	125.00	125.00	129.00
CON00041	Dell Latitude 5510 Laptop (OM)	1.00	1.00	1.00
CON00044	Dell Latitude 3550 Laptop (TC)	650.00	650.00	650.00
CON00047	Dell Latitude 3510 Laptop (AA)	650.00	650.00	650.00
CON00816	Dell Latitude 3510 Laptop (HM)	650.00	650.00	650.00
CON00818	Dell Latitude 5580 Laptop TM	1.00	1.00	670.00
CON00820	Speed Watch Equipment	2,000.00	2,000.00	2,060.00
CON00822	Vodafone v10 Mobile phone (PO)	115.00	115.00	118.00
CON00823	Vodafone v10 Mobile phone (FM)	115.00	115.00	118.00
CON00824	Acorn LTL wildlife camera/box, anntena set	290.00	290.00	361.00
CON00825	Spypoint Link-S Camera SP-LINK-S wildlife camera/box/antenna set	754.00	754.00	785.00
TOTAL FOR Contents - Harlington - External		6,352.00	6,352.00	8,147.00
Contents - Harlington - F1 Hallstore Cupboard				
CON00468	Round Table 5ft Wood x12	400.00	400.00	5,562.00
CON00469	4ft Tables Wood Large x2	1.00	1.00	824.00
CON00470	6 ft Round tables plastic x2	1.00	1.00	309.00
CON00471	Green aerobics steps x8	1.00	1.00	247.00
CON00472	Wood tables x8	1.00	1.00	3,296.00
CON00473	Stage decking x6	1,263.00	1,263.00	1,305.00
CON00474	Portable Air-Con unit (grey)	180.00	180.00	185.00
CON00879	Red Chair Trolley	55.00	55.00	60.00
CON00880	Portable Freezer	200.00	200.00	250.00
TOTAL FOR Contents - Harlington - F1 Hallstore Cupboard		2,102.00	2,102.00	12,038.00
Contents - Harlington - F2 Hallstore Cupboard				
CON00475	Xmas decorations	1.00	1.00	2,060.00
CON00480	Evac chair	757.00	757.00	927.00
TOTAL FOR Contents - Harlington - F2 Hallstore Cupboard		758.00	758.00	2,987.00
Contents - Harlington - F2 TOILET (behind Dance Studio)				
CON00476	Sink	1.00	1.00	98.00
CON00477	Toilet	1.00	1.00	206.00
TOTAL FOR Contents - Harlington - F2 TOILET (behind Dance Studio)		2.00	2.00	304.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
Contents - Harlington - FTC Cage				
CON00633	high vis jackets x200	400.00	400.00	348.00
CON00634	wooden cabinet	1.00	1.00	260.00
CON00635	litter pickers x30	20.00	20.00	108.00
CON00636	yellow trug	1.00	1.00	8.00
CON00637	large saw	20.00	20.00	21.00
CON00638	large fork	30.00	30.00	31.00
CON00639	large spade	30.00	30.00	31.00
CON00640	mallet	10.00	10.00	10.00
CON00641	brushes x30	30.00	30.00	31.00
CON00642	brooms x2	20.00	20.00	52.00
CON00643	trowels x5	50.00	50.00	52.00
CON00644	paint scrapers/shavehook x4	24.00	24.00	25.00
CON00645	buckets x6	5.00	5.00	31.00
CON00646	weeders x4	40.00	40.00	52.00
CON00647	large rake	20.00	20.00	21.00
CON00648	large shovel	1.00	1.00	13.00
CON00649	large broom	1.00	1.00	21.00
CON00650	large hoe	30.00	30.00	36.00
CON00651	heavy duty gloves x5	10.00	10.00	10.00
CON00652	secateur x2	22.00	22.00	31.00
CON00653	loppers x6	50.00	50.00	124.00
CON00654	blue display boards x5	900.00	900.00	1,030.00
CON00655	FTC floor mats	349.00	349.00	124.00
CON00656	small key cabinet	1.00	1.00	26.00
CON00657	Christmas Crackers x500	1.00	1.00	31.00
CON00658	Cable Covers	70.00	70.00	72.00
CON00659	Fbelt	1.00	1.00	21.00
CON00660	Box of Bunting	1.00	1.00	21.00
CON00900	Racking x3	1.00	1.00	1.00
TOTAL FOR Contents - Harlington - FTC Cage		2,139.00	2,139.00	2,642.00
Contents - Harlington - FTC Upper Office				
CON00014	shredder	1.00	1.00	150.00
CON00015	HP colour LaserJet Pro M452dn Printer	185.00	185.00	258.00
CON00016	Dell Optiplex 7060 Computer (HF)	685.00	685.00	706.00
CON00017	Dell Outlet Optiplex 7060 Computer (FA)	685.00	685.00	706.00
CON00288	Dell Monitor	1.00	1.00	155.00
CON00289	TEAC CD Multiplayer	1.00	1.00	950.00
CON00290	Laney Mixer Amplifier	1.00	1.00	309.00
CON00291	Acoustic Solutions Digital Radio DAB/FM Tuner	1.00	1.00	206.00
CON00292	Panasonic Phone system hub	1.00	1.00	824.00
CON00707	straight desk (CC)	1.00	1.00	103.00
CON00708	corner desks (FA) (HF) x2	1.00	1.00	200.00
CON00709	1 X Panasonic KX-T7710 and 2 x Panasonic KX-DT321 phones x3	1.00	1.00	150.00
CON00710	Office Chair Red (arms)	1.00	1.00	93.00
CON00711	4 drawer lockable filing cabinet	120.00	120.00	124.00
CON00714	glass storage case for server	780.00	780.00	927.00
CON00720	Draytek Wireless Router Firewall	1.00	1.00	206.00
CON00721	Dell Poweredge t110 Server x2	2,800.00	2,800.00	3,296.00
CON00722	Noticeboard	30.00	30.00	41.00
CON00723	Noticeboard	30.00	30.00	41.00
CON00724	first aid kit	1.00	1.00	28.00
CON00725	Coat Hooks	30.00	30.00	31.00
CON00726	1/2 desk x2	1.00	1.00	371.00
CON00728	Phillips - Brilliance 224CL Monitor (CC)	240.00	240.00	247.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00729	Monitor Stand (CC)	1.00	1.00	52.00
CON00730	Panasonic KX-TGC220E Phone (CC)	1.00	1.00	49.00
CON00731	Office Chair Blue (no arms) x2	90.00	90.00	93.00
CON00733	Monitor (HF)	1.00	1.00	155.00
CON00734	Dell MDS14 Dual monitor stand (HF)	1.00	1.00	175.00
CON00735	Tilt Blue chair	190.00	190.00	216.00
CON00736	Pedestal (HF)	1.00	1.00	185.00
CON00738	Monitor (FA)	1.00	1.00	155.00
CON00739	Dell MDS14 Dual monitor stand (FA)	1.00	1.00	175.00
CON00740	Desk (FA)	190.00	190.00	196.00
CON00741	Pedestal (FA)	180.00	180.00	185.00
CON00743	Tilt Black Chair (FA)	90.00	90.00	93.00
CON00803	wooden storage cupboard 1/2 size x3	1.00	1.00	300.00
CON00901	Netgear GS752TP 48 Port Managed Switch	435.00	435.00	435.00
CON00902	Grey Cupboard	120.00	120.00	120.00
CON00903	Beldray Upright Fan	30.00	30.00	30.00
TOTAL FOR Contents - Harlington - FTC Upper Office		6,931.00	6,931.00	12,736.00
Contents - Harlington - Facility and Open Space Office				
CON00025	Dell Outlet Optiplex 7060 Computer (FM)	620.00	620.00	639.00
CON00699	desks	1.00	1.00	206.00
CON00700	tilt blue chair	210.00	210.00	216.00
CON00702	dell monitor x2	150.00	150.00	309.00
CON00704	panasonic KX-DT321 phone	120.00	120.00	62.00
CON00705	wooden filing cabinet x2	1.00	1.00	515.00
CON00706	large felt noticeboard	1.00	1.00	82.00
CON00882	Wall mounted sanitiser units	234.00	234.00	515.00
TOTAL FOR Contents - Harlington - Facility and Open Space Office		1,337.00	1,337.00	2,544.00
Contents - Harlington - Female Toilets 1st Floor				
CON00541	Sink x3	1.00	1.00	309.00
CON00542	Mirrors x3	1.00	1.00	185.00
CON00543	Tampon Machine	1.00	1.00	258.00
CON00544	Bin	1.00	1.00	19.00
CON00545	Toilets x5	1.00	1.00	1,030.00
TOTAL FOR Contents - Harlington - Female Toilets 1st Floor		5.00	5.00	1,801.00
Contents - Harlington - Female Toilets Ground				
CON00526	Sink x2	1.00	1.00	206.00
CON00527	Mirrors x3	1.00	1.00	185.00
CON00528	Toilets x5	1.00	1.00	1,030.00
CON00529	Cubical surround x5	1.00	1.00	2,060.00
CON00530	Bin	1.00	1.00	19.00
TOTAL FOR Contents - Harlington - Female Toilets Ground		5.00	5.00	3,500.00
Contents - Harlington - Foyer				
CON00200	Rope posts-metal-gold x4	272.00	272.00	247.00
CON00202	Rope-blue x4	1.00	1.00	103.00
CON00203	Rope - red	1.00	1.00	26.00
CON00204	Large blue notice board x2	1.00	1.00	103.00
CON00205	Leaflet wall holder x2	1.00	1.00	21.00
CON00206	Dimplex Door Curtain Heaters x2	500.00	500.00	618.00
CON00207	curved red partition boards x8	1.00	1.00	1,648.00
CON00208	flat red partition boards x2	1.00	1.00	309.00
CON00209	a4 snapframes x10	50.00	50.00	31.00
CON00210	heavy duty handtruck	1.00	1.00	50.00
CON00211	A3 sign holders x2	1.00	1.00	72.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00212	Standalone sanitiser units x3	522.00	522.00	555.00
CON00213	Wall mounted sanitiser units x2	50.00	50.00	81.00
CON00214	Large clip frames size A0 x8	1.00	1.00	330.00
CON00215	Freestanding leaflet holder- Foyer	1.00	1.00	258.00
CON00216	a3 snapframes x2	1.00	1.00	10.00
CON00217	Seiler Jazz Piano	1.00	1.00	4,120.00
CON00218	Wall mounted sanitiser units x2	79.00	79.00	81.00
CON00219	Large clip frames size A0 x6	1.00	1.00	247.00
CON00274	Rope posts - silver x2	1.00	1.00	97.00
CON00807	Mobile Bar (frame and pumps)	1.00	1.00	1,030.00
CON00883	silver ribbon posts x3	1.00	1.00	155.00
TOTAL FOR Contents - Harlington - Foyer		1,489.00	1,489.00	10,192.00
Contents - Harlington - Function Room				
CON00187	Quartz Clock	1.00	1.00	7.00
CON00188	Bush TV	390.00	390.00	309.00
CON00189	Curtains x10	1.00	1.00	2,060.00
CON00190	Blinds x5	1.00	1.00	927.00
CON00191	Birdies (Hardwired with lamps) x8	65.00	65.00	190.00
CON00192	JBL Control One Speaker and Bracket (Pair) x2	120.00	120.00	144.00
CON00269	Shure SM58s Microphone	90.00	90.00	103.00
CON00278	blue chairs x26	1.00	1.00	937.00
CON00284	small wooden table	1.00	1.00	309.00
CON00286	large wooden table	1.00	1.00	412.00
CON00295	Behringer FPL500 Amplifier (Flightcased)	100.00	100.00	134.00
CON00296	Behringer Xenya 1202 12ch Sound Desk Marked Broken	60.00	60.00	67.00
CON00717	4 Way Ext Lead	5.00	5.00	5.00
TOTAL FOR Contents - Harlington - Function Room		836.00	836.00	5,604.00
Contents - Harlington - Harlington Cage				
CON00619	Various electric Flourescent Tubes & Bulbs	89.00	89.00	103.00
CON00620	Cleaning Materials	1.00	1.00	1,009.00
CON00621	Metal shelving units large x2	1.00	1.00	721.00
CON00622	Metal shelving units small x2	1.00	1.00	412.00
CON00623	Display Boards on poles x10	1,600.00	1,600.00	1,854.00
CON00624	Powedri Dehumidifier	1.00	1.00	927.00
CON00625	Electric Portable radiator	40.00	40.00	31.00
CON00626	Gazebo	1.00	1.00	312.00
CON00627	Portable Evac Chair Unused for parts)	1.00	1.00	1.00
CON00628	Framed Gurkha Picture	1.00	1.00	103.00
CON00629	Large White Fan	1.00	1.00	26.00
CON00630	Large Silver Fan	1.00	1.00	31.00
CON00631	Plastic collecting buckets x2	1.00	1.00	16.00
CON00632	green nets x2	1.00	1.00	62.00
TOTAL FOR Contents - Harlington - Harlington Cage		1,740.00	1,740.00	5,608.00
Contents - Harlington - Harlington Manager Office				
CON00024	Dell Optiplex 7060 computer (HM)	1.00	1.00	706.00
CON00744	corner desk (HM)	1.00	1.00	165.00
CON00745	straight desk (TN)	1.00	1.00	103.00
CON00746	noticeboard	1.00	1.00	41.00
CON00747	wooden cabinet	1.00	1.00	82.00
CON00748	pedestal	1.00	1.00	185.00
CON00749	Delldual computer stand (HM)	1.00	1.00	175.00
CON00751	swivel chairs x2	1.00	1.00	185.00
CON00752	Panasonic KX DT321 phone	1.00	1.00	62.00
CON00904	Dell 27in Monitor (TM)	285.00	285.00	285.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00905	Dell Optiplex 3090 Computer (TM)	620.00	620.00	620.00
TOTAL FOR Contents - Harlington - Harlington Manager Office		914.00	914.00	2,609.00
Contents - Harlington - IT Store				
CON00039	Dell Latitude 5540 Laptop (FM)	650.00	650.00	650.00
CON00040	Dell Precision 3550 Laptop (FA)	650.00	650.00	667.00
CON00048	Dell Latitude 3510 Laptop (CC)	650.00	650.00	667.00
CON00051	Logitech C920 ProHD webcam (FM)	95.00	95.00	98.00
CON00052	Logitech C920 ProHD webcam (FM)	95.00	95.00	98.00
CON00053	Logitech C920 ProHD Webcam (PO)	95.00	95.00	50.00
TOTAL FOR Contents - Harlington - IT Store		2,235.00	2,235.00	2,230.00
Contents - Harlington - Kitchen				
CON00010	Stainless steel corner unit with deep sink	1.00	1.00	1,030.00
CON00013	Stainless steel counter (low)	170.00	170.00	309.00
CON00042	Russell Hobbs White fridge	1.00	1.00	618.00
CON00054	Airack Cleanaware Systems Air Drier	1.00	1.00	515.00
CON00055	Clock	1.00	1.00	8.00
CON00056	Halcyon Amika 50XL Dishwasher industrial	1,995.00	1,995.00	2,060.00
CON00057	Bosch washing machine	505.00	505.00	565.00
CON00058	Chest Freezer	295.00	295.00	515.00
CON00067	TSE Water Heater	1.00	1.00	113.00
CON00068	Dishwasher trays plastic x7	1.00	1.00	144.00
CON00081	Polar White fridge	1.00	1.00	618.00
CON00083	Iceline Deluxe Freezer	1.00	1.00	721.00
CON00085	Lingat Induction Hob	1.00	1.00	1,025.00
CON00086	Plastic tubs and Bowls x16	1.00	1.00	66.00
CON00087	Glass Bottles (Water) x9	1.00	1.00	26.00
CON00088	Glasses (Meetings) x40	1.00	1.00	29.00
CON00089	Dinner Plates x110	1.00	1.00	182.00
CON00090	Stainless Steel Serving Dish x13	1.00	1.00	94.00
CON00091	White Serving Dish x38	1.00	1.00	235.00
CON00092	Chopping board green	1.00	1.00	24.00
CON00236	Chopping Board Stand	1.00	1.00	19.00
CON00266	Falcon Steak House Grill	495.00	495.00	857.00
CON00267	Portable Water Boiler	167.00	167.00	82.00
CON00373	Stainless Steel Trays/Platters (assorted) x25	1.00	1.00	286.00
CON00374	Dessert Bowls x70	1.00	1.00	64.00
CON00375	Cream Cake Plates x54	1.00	1.00	51.00
CON00376	Usher Tray	1.00	1.00	155.00
CON00377	Glass Water Jugs x19	1.00	1.00	101.00
CON00378	Saucers x150	1.00	1.00	128.00
CON00379	Cups x120	1.00	1.00	88.00
CON00397	Stainless steel handbasin	1.00	1.00	148.00
CON00398	Polar Ice Maker	245.00	245.00	378.00
CON00399	DVA Dishwasher softener	120.00	120.00	129.00
CON00400	Food tongs x15	40.00	40.00	72.00
CON00401	Falcon 6 ring range cooker	2,613.00	2,613.00	3,872.00
CON00402	Falcon Cooker Extractor fan 3 vent overhead	1.00	1.00	2,060.00
CON00581	Turkey probe	13.00	13.00	10.00
CON00661	Large metal document unit (belongs to Historical Society) -	1.00	1.00	1.00
CON00692	Dish washer liquid dispenser & holder	1.00	1.00	8.00
CON00693	Stainless steel double sink	1.00	1.00	813.00
CON00694	Notice boards medium x2	1.00	1.00	62.00
CON00770	Tefal Can opener	1.00	1.00	10.00
CON00772	Dane Belecha Hot cupboard with heated gantry	1,781.00	1,781.00	2,792.00
CON00775	Storage shelf unit	1.00	1.00	155.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00776	Stainless steel counter (high)	175.00	175.00	309.00
CON00777	Baking trays x70	1.00	1.00	201.00
CON00778	47L stock pots x2	115.00	115.00	204.00
CON00779	stock pot lids x2	75.00	75.00	82.00
CON00787	Glass Bowls assorted sizes x14	1.00	1.00	20.00
CON00788	Soup kettle	1.00	1.00	52.00
CON00789	Glass serving dishes x39	106.00	106.00	121.00
CON00790	Knives x70	1.00	1.00	60.00
CON00791	Spoons x200	1.00	1.00	87.00
CON00793	Metal Colanders x2	1.00	1.00	72.00
CON00794	Wooden Tray x6	1.00	1.00	31.00
CON00795	Stainless Steel Saucepans x8	1.00	1.00	412.00
CON00796	Small stainless sauce pots x86	1.00	1.00	360.00
CON00797	Large Stainless steel Gravy Boats x14	1.00	1.00	125.00
CON00798	Metal Tea/Coffee Pots x2	1.00	1.00	9.00
CON00799	Small plates x59	1.00	1.00	56.00
CON00800	Glass Measuring Jugs x2	1.00	1.00	24.00
CON00801	Large whisks x2	1.00	1.00	14.00
CON00802	Plastic Measuring Jugs x3	1.00	1.00	16.00
CON00870	Tall metal freezer 4 shelf	1.00	1.00	721.00
CON00871	Serving spoons x36	50.00	50.00	55.00
CON00886	Potato masher	11.00	11.00	12.00
CON00906	Crypto Peerless/Washtec 300 Commercial dishwasher	1.00	1.00	1.00
CON00907	Electrolux commercial Oven	1.00	1.00	1.00
CON00908	Ocean Freezer	1.00	1.00	1.00
CON00909	Frigidaire Freezer	1.00	1.00	1.00
CON00910	Ramekins x12	25.00	25.00	25.00
CON00911	Urn 140L	125.00	125.00	125.00
TOTAL FOR Contents - Harlington - Kitchen		9,173.00	9,173.00	24,435.00
Contents - Harlington - Lights				
CON00162	Prolights Studio COB FC	299.00	299.00	309.00
CON00163	Prolights Studio COB FC	299.00	299.00	309.00
CON00164	Prolights Studio COB FC	299.00	299.00	309.00
CON00165	Prolights Studio COB FC	299.00	299.00	309.00
CON00432	CCT Minuette Condenser	1.00	1.00	304.00
CON00433	CCT Minuette Condenser	1.00	1.00	304.00
CON00434	CCT Minuette Condenser	1.00	1.00	304.00
CON00435	CCT Minuette Condenser	1.00	1.00	304.00
TOTAL FOR Contents - Harlington - Lights		1,200.00	1,200.00	2,452.00
Contents - Harlington - Loft Store				
CON00618	xmas decorations	1.00	1.00	1,030.00
TOTAL FOR Contents - Harlington - Loft Store		1.00	1.00	1,030.00
Contents - Harlington - Male Toilet Ground				
CON00520	Sink x3	77.00	77.00	77.00
CON00521	Wall mounted mirrors x3	1.00	1.00	185.00
CON00522	Urinals x6	1.00	1.00	1,236.00
CON00523	Urinal divider x5	1.00	1.00	283.00
CON00524	Toilets x2	1.00	1.00	412.00
CON00525	Cubical Surround x2	1.00	1.00	824.00
TOTAL FOR Contents - Harlington - Male Toilet Ground		82.00	82.00	3,017.00
Contents - Harlington - Male Toilets 1st Floor				
CON00536	Sink x3	1.00	1.00	309.00
CON00537	Mirrors x3	1.00	1.00	185.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00538	Toilet	1.00	1.00	206.00
CON00539	Urinals x6	1.00	1.00	1,236.00
CON00540	Hand dryer	1.00	1.00	1.00
TOTAL FOR Contents - Harlington - Male Toilets 1st Floor		5.00	5.00	1,937.00
Contents - Harlington - Meeting Room				
CON00178	Blue Chairs x4 - Meeting Room	1.00	1.00	165.00
CON00429	Blinds x5 - Function Room	1.00	1.00	185.00
CON00430	Rectangular meeting table - Meeting Room	1.00	1.00	180.00
CON00431	Easel Flip Chart x2	1.00	1.00	155.00
CON00441	Trane Ceiling air conditionar	1.00	1.00	2,060.00
CON00442	Motion sensor	1.00	1.00	15.00
CON00443	Curtains (red) x4	1.00	1.00	1,030.00
CON00912	Whiteboard	70.00	70.00	70.00
CON00913	Black chairs x8	640.00	640.00	640.00
TOTAL FOR Contents - Harlington - Meeting Room		717.00	717.00	4,500.00
Contents - Harlington - Music Room				
CON00424	red curtains x6	1.00	1.00	1,236.00
CON00426	small plastic table	1.00	1.00	52.00
CON00444	black piano stool	118.00	118.00	155.00
CON00445	whiteboard	1.00	1.00	67.00
CON00446	upright piano	1,006.00	1,006.00	2,060.00
CON00447	Grosvenor fabrications limited Chairs-black-silver-legs x6	1.00	1.00	110.00
CON00448	blue chairs x8	1.00	1.00	288.00
CON00449	Trane Ceiling air conditioner	1.00	1.00	2,060.00
CON00450	large wooden table	1.00	1.00	412.00
CON00451	clock	1.00	1.00	8.00
CON00452	coat rack	1.00	1.00	31.00
TOTAL FOR Contents - Harlington - Music Room		1,133.00	1,133.00	6,479.00
Contents - Harlington - Reception/Lower Office				
CON00008	Sharp MX4060 photocopier	2,500.00	2,500.00	2,884.00
CON00009	Dell Optiplex 3050 Computer (Admin)	1.00	1.00	670.00
CON00011	Dell Monitor (Admin)	1.00	1.00	100.00
CON00012	Monitor(PO)	1.00	1.00	155.00
CON00033	Dell Optiplex 7060 Computer (PO)	1.00	1.00	706.00
CON00679	Blue Chair (arms) (AA)	90.00	90.00	93.00
CON00680	Blue Chair (PO)	210.00	210.00	216.00
CON00681	desk x2	1.00	1.00	319.00
CON00682	Sealey SKC100D key cabinet	51.00	51.00	41.00
CON00683	Air Conditioner Unit	1,927.00	1,927.00	2,060.00
CON00684	electronic doors x2	1.00	1.00	1.00
CON00685	vivitar camera	40.00	40.00	77.00
CON00686	samsung camera	100.00	100.00	103.00
CON00687	FTC floor mats	357.00	357.00	412.00
CON00688	Dell active pen	50.00	50.00	52.00
CON00689	Panasonic DT321 and DT333 Phones x2	150.00	150.00	124.00
CON00690	IN FOCUS CA-SOFTCASEMTG projector case	23.00	23.00	26.00
CON00695	Purell Hand sanitiser (wall)	100.00	100.00	26.00
CON00698	Purell Hand sanitiser (wall)guillotine	1.00	1.00	52.00
CON00881	IN FOCUS IN122 Projector	235.00	235.00	250.00
CON00914	Fellowes Shredder	250.00	250.00	250.00
CON00915	Dell Latitude 3520 Laptop	720.00	720.00	720.00
CON00916	Beldray Upright Fan	30.00	30.00	30.00
TOTAL FOR Contents - Harlington - Reception/Lower Office		6,840.00	6,840.00	9,367.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
Contents - Harlington - Show Relay				
CON00131	Samsung S24R650FDU 24" Samsung Monitor	136.00	136.00	140.00
CON00132	Samsung S24R650FDU 24" Samsung Monitor	136.00	136.00	140.00
CON00133	Samsung S24R650FDU 24" Samsung Monitor	136.00	136.00	140.00
CON00134	Samsung S24R650FDU 32" LGShow Relay TV	220.00	220.00	188.00
CON00135	Samsung S24R650FDU 32" LG Show Relay TV	220.00	220.00	188.00
TOTAL FOR Contents - Harlington - Show Relay		848.00	848.00	796.00
Contents - Harlington - Sound				
CON00158	Camco Vortex 4 Amplifier w/UCA Processing Card	850.00	850.00	876.00
CON00159	Camco Vortex 4 Amplifier w/UCA Processing Card	850.00	850.00	876.00
CON00160	Camco Vortex 4 Amplifier w/UCA Processing Card	850.00	850.00	876.00
CON00161	Camco Vortex 4 Amplifier w/UCA Processing Card	850.00	850.00	876.00
CON00166	SSE MB4 Passive Bi-Amped Stage Monitor	450.00	450.00	464.00
CON00167	SSE MB4 Passive Bi-Amped Stage Monitor	450.00	450.00	464.00
CON00168	SSE MB4 Passive Bi-Amped Stage Monitor	450.00	450.00	464.00
CON00169	SSE MB4 Passive Bi-Amped Stage Monitor	450.00	450.00	464.00
CON00170	SSE MB4 Passive Bi-Amped Stage Monitor	450.00	450.00	464.00
CON00171	SSE MB4 Passive Bi-Amped Stage Monitor	450.00	450.00	464.00
CON00172	SSE MB4 Passive Bi-Amped Stage Monitor	450.00	450.00	464.00
CON00173	SSE MB4 Passive Bi-Amped Stage Monitor	450.00	450.00	464.00
CON00174	Penn-Elcom PDU16-32A Stage Distribution Unit (Powercon)	250.00	250.00	258.00
CON00175	Penn-Elcom PDU16-32A Stage Distribution Unit (Powercon)	250.00	250.00	258.00
TOTAL FOR Contents - Harlington - Sound		7,500.00	7,500.00	7,732.00
Contents - Harlington - Staff Kitchen				
CON00084	Morphy Richards Microwave	43.00	43.00	52.00
TOTAL FOR Contents - Harlington - Staff Kitchen		43.00	43.00	52.00
Contents - Harlington - Stage				
CON00309	Stage Services Ltd Cinema screen	6,250.00	6,250.00	6,438.00
CON00310	Clay Paky Alphabeam 300 Stage Lighting x4	3,000.00	3,000.00	3,090.00
CON00311	Disco Light	50.00	50.00	52.00
CON00312	500mm Scaff Boom Arm	40.00	40.00	41.00
CON00313	STUDIOCOBFC Led PAR Stage Lighting x4	1,200.00	1,200.00	1,236.00
CON00314	2 X 1M Prolyte Stagedex Stage Deck (Risers) x4	600.00	600.00	618.00
CON00315	Stage Deck Skirt (Risers) x2	40.00	40.00	41.00
CON00316	Prolyte Stagedex Stage Deck Legs (Risers) x16	80.00	80.00	82.00
CON00317	Prolyte Stagedex Stage Deck Joiners (Risers) x4	24.00	24.00	25.00
CON00318	Prolyte Stagedex Stage Deck Leg Joiners (Risers) x4	24.00	24.00	25.00
CON00319	Birdies (Working Light) Stage Lighting x4	35.00	35.00	36.00
CON00320	Martin Mac 700 Stage Lighting x4	1,500.00	1,500.00	1,545.00
CON00321	Flood Stage Lighting x4	400.00	400.00	412.00
CON00322	Wide Brooms x2	20.00	20.00	21.00
CON00323	EV ELX 112P Speaker (Monitors) x8	3,728.00	3,728.00	3,840.00
CON00324	Thomman Drum Mat	80.00	80.00	82.00
CON00325	Lanta Tri 2 Led PAR Stage Lighting x4	800.00	800.00	824.00
CON00326	Cable Matting 10m	50.00	50.00	52.00
CON00327	SoundcraftStage Box (Silver)	1,500.00	1,500.00	1,545.00
CON00328	3M Truss	1.00	1.00	124.00
CON00329	House Tabs Stage curtains (Pair)	4,000.00	4,000.00	4,120.00
CON00330	Includes:2 x Full Stage splits (Pairs) and 2 x Legs (Pairs) Black stage curtains x8	1.00	1.00	2,060.00
CON00331	Borders Black stage curtains x2	200.00	200.00	206.00
CON00332	LEDJ 8m x 4.5m Star cloth & Controller	620.00	620.00	639.00
CON00333	LEDJ 8m x 4.5m Star cloth & Controller	1,500.00	1,500.00	1,545.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00334	Zarges Extendable Ladder	1.00	1.00	107.00
CON00335	Metal Lecturn	100.00	100.00	103.00
CON00336	Lighting Flightcases x2	250.00	250.00	258.00
CON00337	Short Mic Stands x4	120.00	120.00	124.00
CON00338	Mic Stands x16	360.00	360.00	371.00
CON00339	K&M Tall Boom Mic Stands x2	80.00	80.00	82.00
CON00340	K&M Short Boom Short Mic Stands x2	90.00	90.00	93.00
CON00341	16A Cable x20	500.00	500.00	515.00
CON00342	16A Adapters x10	50.00	50.00	124.00
CON00343	32A Breakout Boxes x3	360.00	360.00	371.00
CON00344	32A Cable x3	90.00	90.00	93.00
CON00345	Zero 88 BetaPack 3 Dimmers Stage lighting Dimmer Pack x4	1,900.00	1,900.00	2,781.00
CON00346	Grelcos x10	50.00	50.00	52.00
CON00347	Show Relay Screen	100.00	100.00	103.00
CON00348	Yamaha 101 Speaker	110.00	110.00	113.00
CON00349	DST 99S Show Relay Mic	90.00	90.00	93.00
CON00350	A1000-Chevin research Amplifier	1.00	1.00	309.00
CON00351	L'Accoustic LA4 Amplifier x2	7,900.00	7,900.00	8,240.00
CON00352	Soundcraft Stage Box (Black)	1,470.00	1,470.00	1,545.00
CON00353	Rack Flightcase on Wheels	1.00	1.00	52.00
CON00354	IDE Custom 32A Distro	400.00	400.00	412.00
CON00355	First Aid Box	1.00	1.00	28.00
CON00356	32A 3 Phase Cable	50.00	50.00	52.00
CON00357	Look Unique 2.1 Hazer	650.00	650.00	670.00
CON00358	Multimix 8 Small Show Relay Desk	60.00	60.00	62.00
CON00359	BNC to VGA CCTV Adapter Box	25.00	25.00	26.00
CON00360	Gemini P101 Power Conditioner	80.00	80.00	82.00
CON00361	Acme DMX Buffer	110.00	110.00	113.00
CON00362	1U Rack Brush	10.00	10.00	10.00
CON00363	Studio Spares Pannel	20.00	20.00	21.00
CON00364	(HDMI/XLRM/XLRF/SPEAKON/CAT5) Rack Adapters x16	32.00	32.00	33.00
CON00365	Techpro Talkback coms system inc1 xRackmounted unit with headset and 3 x cans w/headsets	1,000.00	1,000.00	1,030.00
CON00366	Midas DL32 Digital Stagebox Digital Stage Box DL32	860.00	860.00	886.00
CON00367	16amp Grelco	23.00	23.00	31.00
CON00368	15m 32amp Plug to socket 32amp Cable x2	130.00	130.00	134.00
CON00369	16amp Cable x3	300.00	300.00	309.00
CON00806	Tallescope	1.00	1.00	3,300.00
TOTAL FOR Contents - Harlington - Stage		43,118.00	43,118.00	51,427.00
Contents - Harlington - Store Room G3				
CON00298	Toshiba TV On wall ouside cupboard)	1.00	1.00	309.00
CON00453	Flip Chart x2	198.00	198.00	103.00
CON00454	Projector Screen x2	198.00	198.00	206.00
CON00455	Laptop stand x2	1.00	1.00	124.00
CON00456	Bush DVD Player	198.00	198.00	26.00
CON00457	Ladders	1.00	1.00	103.00
CON00459	maintenance barrier	1.00	1.00	196.00
CON00460	first aid kit	1.00	1.00	28.00
CON00462	wet floor signs x5	1.00	1.00	117.00
CON00917	Chair Trolley	1.00	1.00	1.00
CON00918	Blue sack trolley	1.00	1.00	1.00
TOTAL FOR Contents - Harlington - Store Room G3		602.00	602.00	1,214.00
Contents - Harlington - Store Room G4				
CON00463	Prochem Wet Vac Scrubber	1.00	1.00	2,575.00
CON00464	Crawford Floor Polisher	1.00	1.00	1,030.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00465	Taski Ranger 400 Floor Polisher	1.00	1.00	1,030.00
CON00466	Karcher Wet/Dry Carpet Cleaner	1.00	1.00	258.00
CON00467	Henry Hoover	96.00	96.00	124.00
TOTAL FOR Contents - Harlington - Store Room G4		100.00	100.00	5,017.00
Contents - Harlington - Streaming				
CON00094	Blackmagic Design Pocket Cinema Camera 4K	1,194.00	1,194.00	1,230.00
CON00095	Olympus M.Zuiko MFT Lens	330.00	330.00	340.00
CON00096	PTZ Optics SDI 30x Camera Black	2,088.00	2,088.00	2,310.00
CON00097	PTZ Optics SDI 30x Camera Black	2,088.00	2,088.00	2,310.00
CON00098	PTZ Optics Gen Joy 3 IP Camera Controller	714.40	714.40	736.00
CON00099	ATEM Mini Pro ISO	894.00	894.00	921.00
CON00100	Samsung	141.00	141.00	145.00
CON00101	Seeward 4K Multiview Monitor	500.00	500.00	515.00
CON00102	Samsung 27" Programme Monitor	230.00	230.00	116.00
CON00103	Levono Laptop	400.00	400.00	412.00
CON00104	Cisco Systems C350 10 Port Ethernet Managed Switch	210.00	210.00	216.00
CON00105	Cisco Systems C350 10 Port Ethernet Managed Switch	210.00	210.00	216.00
CON00106	Elgato Stream Deck XL	209.00	209.00	215.00
CON00107	Neewar Fluid Head Tripod	88.99	88.99	92.00
CON00108	Hedbox V-Mount Battery Plate for BMDPCC 4K	126.00	126.00	130.00
CON00109	Hedbox V-Mount Battery 98MWh	216.00	216.00	222.00
CON00110	Canford 16x HD-SDI 3G BNC Patch Panel	103.90	103.90	107.00
CON00111	Canford 32x HD-SDI 3G BNC Patch Panel	191.50	191.50	197.00
CON00112	Samsung 2020 Q60T 85" QLED HDR 4K TV	1,900.00	1,900.00	2,060.00
CON00113	Samsung 2020 Q60T 85" QLED HDR 4K TV	1,900.00	1,900.00	2,060.00
CON00114	Blackmagic Design Mini Converter HDMI to SDI 6G	150.00	150.00	200.00
CON00115	Blackmagic Design Streaming Bridge Video Converter	250.00	250.00	211.00
CON00116	Blackmagic Design ATEM Mini Pro ISO Camera Switcher	1,100.00	1,100.00	767.00
CON00117	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00118	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00119	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00120	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00121	Marshall CV506 Small Format Broadcast Camera	520.00	520.00	536.00
CON00122	Marshall CV506 Small Format Broadcast Camera	520.00	520.00	536.00
CON00123	Marshall CV506 Small Format Broadcast Camera	520.00	520.00	536.00
CON00124	Marshall CV506 Small Format Broadcast Camera	520.00	520.00	536.00
CON00125	Blackmagic Design Microconverter HDMI - 3G SDI	42.00	42.00	43.00
CON00126	Blackmagic Design Microconverter 3G SDI - HDMI	42.00	42.00	43.00
CON00127	Blackmagic Design Microconverter 3G SDI - HDMI	42.00	42.00	43.00
CON00128	Blackmagic Design Design Microconverter 3G SDI - HDMI	42.00	42.00	43.00
CON00129	Blackmagic Design Design Microconverter 3G SDI - HDMI	42.00	42.00	43.00
CON00130	Blackmagic Design Design Microconverter 3G SDI - HDMI	42.00	42.00	43.00
CON00137	Blackmagic Design Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00138	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00139	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00140	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00141	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00142	Blackmagic Design Bi-Directional Microconverter HDMI -	65.00	65.00	67.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
	SDI 3G			
CON00143	Blackmagic Design Bi-Directional Microconvertor HDMI - SDI 3G	65.00	65.00	67.00
CON00152	Blackmagic Design Bi-Directional Microconvertor HDMI - SDI 3G	65.00	65.00	67.00
CON00153	Blackmagic Design Bi-Directional Microconvertor HDMI - SDI 3G	65.00	65.00	67.00
CON00154	Blackmagic Design Bi-Directional Microconvertor HDMI - SDI 3G	65.00	65.00	67.00
CON00155	Blackmagic Design Bi-Directional Miniconvertor HDMI - SDI 6G + Audio	150.00	150.00	155.00
CON00156	AOC 24" Monitor H11T72BALACDNE	120.00	120.00	124.00
CON00157	Philips 22" Monitor 224CL2SB/00	130.00	130.00	134.00
CON00176	Samsung T5 External SSD (1TB)	125.00	125.00	129.00
CON00177	DJI RS2 Pro Combo Ronin RS2 Gimbal Pro Combo pack	630.00	630.00	649.00
CON00386	Small Rig Full Cage for BMDPCC 4K	77.99	77.99	80.00
CON00387	Small Rig SSD Mount w/cold shoe adaptor	11.99	11.99	12.00
CON00420	Lynx Technik PVD-1800 3G/HD/SD-Sdi Frame Synchroniser	770.00	770.00	793.00
CON00421	Lynx Technik PVD-1800 3G/HD/SD-Sdi Frame Synchroniser	770.00	770.00	793.00
CON00422	Lynx Technik PVD-1800 3G/HD/SD-Sdi Frame Synchroniser	770.00	770.00	793.00
CON00423	Lynx Technik PVD-1800 3G/HD/SD-Sdi Frame Synchroniser	770.00	770.00	793.00
CON00425	Behringer X-Touch Desktop Controller	273.00	273.00	281.00
CON00440	Blackmagic Design Design Microconvertor 3G SDI - HDMI	65.00	65.00	67.00
CON00919	Samsung 27" Monitor	1.00	1.00	1.00
TOTAL FOR Contents - Harlington - Streaming		23,140.77	23,140.77	23,872.00
Contents - Harlington - Technical Store				
CON00481	Kocaso Tablets for sound x4	120.00	120.00	124.00
CON00482	Speaker Stands x4	80.00	80.00	82.00
CON00483	Thomman 24 Channel Snake	250.00	250.00	258.00
CON00484	Cable	900.00	900.00	1,030.00
CON00485	Hercules Mic Stand x3	66.00	66.00	68.00
CON00486	Mic stand Topper (Pop Sheild)	25.00	25.00	26.00
CON00487	Fischer Headphone Amps x4	160.00	160.00	165.00
CON00488	Behringer DI x10	300.00	300.00	309.00
CON00489	Gator Mic Case	60.00	60.00	62.00
CON00490	Desk Lamp	15.00	15.00	15.00
CON00491	Clip on Desk Lamp	20.00	20.00	21.00
CON00492	Audio Technica Boundary Microphones x2	240.00	240.00	247.00
CON00493	Sennheiser EW112 G3 / GB-Band Lapel Mic and Reciever	384.99	384.99	397.00
CON00494	Shure SM58 Microphone x7	623.00	623.00	649.00
CON00495	Shure SM58s Microphone	100.00	100.00	103.00
CON00496	Shure SM57 Microphone x6	90.00	90.00	93.00
CON00497	TGU 30DS MICROPHONE	100.00	100.00	103.00
CON00498	AKG D112 Microphone	100.00	100.00	103.00
CON00499	Shure BETA 52 Microphone	140.00	140.00	144.00
CON00500	AKG D40 Microphone x4	240.00	240.00	247.00
CON00501	AKG C430 Microphone x4	440.00	440.00	453.00
CON00502	SENHEZER E906 Microphone x2	240.00	240.00	247.00
CON00503	MIC CLIPS (M) x10	20.00	20.00	21.00
CON00504	MIC CLIPS (L) x4	10.00	10.00	10.00
CON00505	Shelving units x9	1.00	1.00	46.00
CON00506	Midas M32 Digital Stage Box	1.00	1.00	886.00
CON00507	Midas DL32 Digital Console	2,360.00	2,360.00	2,534.00
CON00508	Hooks on wall x8	30.00	30.00	31.00
TOTAL FOR Contents - Harlington - Technical Store		7,115.99	7,115.99	8,474.00
Contents - Harlington - Under Stage				

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00038	1st Stop Safety - Batt PAT Tester PAT Tester	200.00	200.00	206.00
CON00589	Metal cuboards x3	1.00	1.00	309.00
CON00590	Wall mirrors x8	1.00	1.00	659.00
CON00591	Green Notice Board	1.00	1.00	62.00
CON00592	Purple Notice Board x2	1.00	1.00	82.00
CON00593	Carpet x5	1.00	1.00	82.00
CON00594	Wooden Fence white x8	1.00	1.00	247.00
CON00595	Wooden Fence plain x3	1.00	1.00	93.00
CON00596	Lanta LED bars Stage Lighting x4	1,200.00	1,200.00	1,236.00
CON00597	Par 64 LED lamps Stage Lighting x6	1,500.00	1,500.00	1,545.00
CON00598	UV cannons Stage Lighting x2	300.00	300.00	309.00
CON00599	Pinspots Stage Lighting x2	50.00	50.00	52.00
CON00600	Long Nose PAR 64 Stage Lighting x9	360.00	360.00	371.00
CON00601	Zero 88 Jester 48 Lighting Desk	1,991.00	1,991.00	2,060.00
CON00602	Allen & Heath Sound Desk	1,100.00	1,100.00	1,133.00
CON00603	IMG Stageline PAK 215 Speaker x4	6,000.00	6,000.00	6,180.00
CON00604	Peavey Hissy ZRX Speaker x2	300.00	300.00	309.00
CON00605	Boom Bases & Poles x4	100.00	100.00	103.00
CON00606	8U Flightcase	50.00	50.00	52.00
CON00607	CD Mount	10.00	10.00	10.00
CON00608	Flightcase	50.00	50.00	52.00
CON00609	First Aid Kit	1.00	1.00	28.00
CON00611	Klark Technik Square One 31 Band Graphic EQ KT Square One Graphic EQ	800.00	800.00	824.00
CON00612	Klark Technik Square One Dynamics ProcessorKT Square One 8 Pack Dynamics Processor	800.00	800.00	824.00
CON00613	55W Black and Decker 11000 RPM Black and Decker Sanding Mouse	20.00	20.00	21.00
CON00614	MAC Allister MTS800B 800W Table Saw Table Saw	50.00	50.00	52.00
CON00615	QSC PLX1602 1600 Power Amplifier Power Amplifier	1.00	1.00	1.00
CON00616	RCF AM7120/N PA Amplifier AV RCF AM7120/N PA Amplifier AV	400.00	400.00	412.00
CON00617	Phonic Max 500 PA A/V Amplifier	300.00	300.00	309.00
TOTAL FOR Contents - Harlington - Under Stage		15,590.00	15,590.00	17,623.00
Contents - Harlington - Upstairs Landing				
CON00179	Blue Noticeboard (LT)	1.00	1.00	31.00
CON00180	Large clipframes x3	1.00	1.00	124.00
CON00181	Whiteboard (LT)	1.00	1.00	67.00
CON00182	A3 sign holder	30.00	30.00	36.00
CON00183	Evac-chair	1.00	1.00	927.00
CON00872	Blue Chairs x14	1.04	1.04	500.00
TOTAL FOR Contents - Harlington - Upstairs Landing		35.04	35.04	1,685.00
Land - Ancells Farm Pavilion				
LA002	Ancells Farm Park	1.00	1.00	1.00
LA008	Ancells Farm Amenity Area	1.00	1.00	1.00
LA009	Ancells Farm Drive/Saddleback Amenity	1.00	1.00	1.00
LA010	Ancells Chestnut Close public open space	1.00	1.00	1.00
LA011	Ancells Cove Road/Farm Drive/Ancells Rd	1.00	1.00	1.00
LA012	Ancells Faulkners Close footpath	1.00	1.00	1.00
TOTAL FOR Land - Ancells Farm Pavilion		6.00	6.00	6.00
Land - Basingbourne Park				
LA004	Basingbourne Recreation Site	1.00	1.00	1.00
TOTAL FOR Land - Basingbourne Park		1.00	1.00	1.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
Land - Branksomewood Road				
LA020	Branksomewood Rd, Victoria Rd Footpath	1.00	1.00	1.00
TOTAL FOR Land - Branksomewood Road		1.00	1.00	1.00
Land - Calthorpe Park				
LA005	Calthorpe Park	1.00	1.00	1.00
TOTAL FOR Land - Calthorpe Park		1.00	1.00	1.00
Land - Cemetery				
LA006	Cemetery Land	1.00	1.00	1.00
LA007	Cemetery Rd, Highway	1.00	1.00	1.00
TOTAL FOR Land - Cemetery		2.00	2.00	2.00
Land - Coxheath Road				
LA015	Land off Coxheath Rd/Basingstoke canal	1.00	1.00	1.00
TOTAL FOR Land - Coxheath Road		1.00	1.00	1.00
Land - Duke Mead				
LA016	Dukes Mead Open Space	1.00	1.00	1.00
TOTAL FOR Land - Duke Mead		1.00	1.00	1.00
Land - Durnsford Avenue				
LA019	Durnsford Avenue public open space	1.00	1.00	1.00
TOTAL FOR Land - Durnsford Avenue		1.00	1.00	1.00
Land - Edenbrook Park				
LA021	Edenbrook Play Area 1	1.00	1.00	1.00
LA022	Edenbrook Play Area 2	1.00	1.00	1.00
TOTAL FOR Land - Edenbrook Park		2.00	2.00	2.00
Land - Holland Gardens				
LA017	Holland Gardens open space	1.00	1.00	1.00
TOTAL FOR Land - Holland Gardens		1.00	1.00	1.00
Land - Leawood Road				
LA013	Leawood Road amenity space	1.00	1.00	1.00
TOTAL FOR Land - Leawood Road		1.00	1.00	1.00
Land - Longmead				
LA018	Longmead Open Space	1.00	1.00	1.00
TOTAL FOR Land - Longmead		1.00	1.00	1.00
Land - New Barn Close				
LA014	New Barn Close amenity space	1.00	1.00	1.00
TOTAL FOR Land - New Barn Close		1.00	1.00	1.00
Land - Oakley Park				
LA001	Oakley Park	1.00	1.00	1.00
TOTAL FOR Land - Oakley Park		1.00	1.00	1.00
Land - The Views				
LA003	The Views	1.00	1.00	1.00
TOTAL FOR Land - The Views		1.00	1.00	1.00
Paths - Ancells Farm Pavilion				

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
PA004	Ancells Farm Park	1.00	1.00	1.00
TOTAL FOR Paths - Ancells Farm Pavilion		1.00	1.00	1.00
Paths - Basingbourne Park				
PA002	Basingbourne Park 1350m2	1.00	1.00	1.00
TOTAL FOR Paths - Basingbourne Park		1.00	1.00	1.00
Paths - Calthorpe Park				
PA003	Calthorpe Park	1.00	1.00	1.00
TOTAL FOR Paths - Calthorpe Park		1.00	1.00	1.00
Paths - Cemetery				
PA006	The Cemetery	1.00	1.00	1.00
TOTAL FOR Paths - Cemetery		1.00	1.00	1.00
Paths - Oakley Park				
PA001	Oakley Park 270m2	1.00	1.00	1.00
TOTAL FOR Paths - Oakley Park		1.00	1.00	1.00
Paths - The Views				
PA005	The View Path	1.00	1.00	1.00
PA007	Sensory Garden resin bond path	20,780.00	20,780.00	20,780.00
TOTAL FOR Paths - The Views		20,781.00	20,781.00	20,781.00
Play Equipment - Ancells Farm Pavilion				
PE071	Onion Youth Shelter	3,090.00	3,090.00	3,090.00
PE072	Basket Ball Hoop	535.65	535.65	536.00
PE073	Cableway	12,600.00	12,600.00	14,800.00
PE074	Pick up Sticks	4,832.00	4,832.00	4,832.00
PE075	Birds Nest Swing	6,936.00	6,936.00	6,936.00
PE076	Rota Web Climber	6,216.00	6,216.00	6,216.00
PE077	Gwyder Unit with slide	13,360.00	13,360.00	13,360.00
PE078	Dizzy	3,360.00	3,360.00	3,360.00
PE079	Safety Surfaces	14,856.00	14,856.00	14,856.00
PE080	Trim Trail and Young Explorer Play	6,400.00	6,400.00	6,400.00
PE081	Swing	909.50	909.50	909.50
PE082	Simple Simon Slide	1,500.00	1,500.00	1,500.00
PE083	Donkey Springie	600.00	600.00	600.00
PE084	Fencing	3,400.00	3,400.00	3,400.00
PE085	Rock n Bowl	2,000.00	2,000.00	2,000.00
PE086	Tripple toddler swing	3,800.00	3,800.00	3,800.00
PE087	Bear Bin	197.00	197.00	197.00
PE088	Boot Scrapper	134.99	134.99	135.00
PE089	Table Tennis table	1.00	1.00	1.00
TOTAL FOR Play Equipment - Ancells Farm Pavilion		84,728.14	84,728.14	86,928.50
Play Equipment - Basingbourne Park				
PE019	Fencing	1.00	1.00	3,000.00
PE020	4 Gates	1.00	1.00	2,400.00
PE021	Paths and Tarmac Area	1.00	1.00	9,000.00
PE022	Menagerie Tower	1.00	1.00	16,000.00
PE023	10 log Walk	1.00	1.00	600.00
PE024	4 Balance Beams	1.00	1.00	400.00
PE025	Somersault Bar and Signal	1.00	1.00	1,000.00
PE026	Multi User Play	12,000.00	12,000.00	19,000.00
PE027	2 Cradle Seat Swing	1.00	1.00	3,600.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
PE028	2 Flat Seat Swing	1.00	1.00	2,600.00
PE029	Embankment Slide	1.00	1.00	3,250.00
PE030	Station, Train and Coach	1.00	1.00	12,000.00
PE031	3 Springers	1.00	1.00	1,800.00
PE033	3 Metal Benches	1.00	1.00	1.00
PE034	Bear Bins x 2	196.80	196.80	196.80
PE036	3 Panel Multi Active wall	4,903.02	4,903.02	4,903.12
PE037	Vinci Swings - 2 Bays, 1 Basket Swing	4,903.02	4,903.02	4,903.12
PE038	Vinci Fixed Net Climber - 3.0m High	4,903.02	4,903.02	4,903.12
PE039	Vinci Overhead Twister - 1.8m High	4,903.02	4,903.02	4,903.12
PE040	Quali Cite Horizontal See Saw	4,903.02	4,903.02	4,903.12
PE041	Vinci Timber Multiplay Unit - 4 platforms	4,903.02	4,903.02	4,903.12
PE042	Vinci Ski Simulator	4,903.02	4,903.02	4,903.12
PE043	Youth Shelter	4,903.02	4,903.02	4,903.12
PE044	Steel Bench (over 8's play area) - 108m long	4,903.02	4,903.02	4,903.12
PE045	Rubber Mulch Surfacing	4,903.02	4,903.02	4,903.12
PE046	Rubber Mulch Surfacing (additional)	3,660.00	3,660.00	3,660.00
PE047	1 Springer	400.00	400.00	400.00
PE048	Defibrillator (Pavilion)	3,812.00	3,812.00	3,812.00
TOTAL FOR Play Equipment - Basingbourne Park		69,112.00	69,112.00	131,751.00
Play Equipment - Branksomewood Road				
PE032	Railway Station	1.00	1.00	10,000.00
PE035	Menagerie Unit	1.00	1.00	6,500.00
TOTAL FOR Play Equipment - Branksomewood Road		2.00	2.00	16,500.00
Play Equipment - Calthorpe Park				
PE090	Snake	1,382.00	1,382.00	1,382.00
PE091	Swan Seat	1,382.00	1,382.00	1,382.00
PE092	Swan Seat	1,382.00	1,382.00	1,382.00
PE093	Swan Planter	4,152.00	4,152.00	4,152.00
PE094	Grasshopper	1,382.00	1,382.00	1,382.00
PE095	Dragonfly	1,382.00	1,382.00	1,382.00
PE096	Defibrillator and cabinet (Cricket Club)	3,812.00	3,812.00	3,812.00
PE097	Wooden benches x 7	2,450.00	2,450.00	2,450.00
PE098	Bike hoops x 6	234.96	234.96	234.96
PE099	Vinci Timber SEN Multiplay Unit	9,000.00	9,000.00	9,000.00
PE100	Vinci Elephant Slide	9,000.00	9,000.00	9,000.00
PE101	Vinci Basket Swing	9,000.00	9,000.00	9,000.00
PE102	Magnifying Post x 2	9,000.00	9,000.00	9,000.00
PE103	Vinci Timber Swing - 2.3 High, 2 Flat, 2 Cradle Seats	9,000.00	9,000.00	9,000.00
PE104	Count the Shapes Play Panel - 1200mm x 800mm	9,000.00	9,000.00	9,000.00
PE105	Noughts and Crosses Play Panel - 1200mm x 800mm	9,000.00	9,000.00	9,000.00
PE106	Solar Explorer Play Panel - 1200mm x 800mm	9,000.00	9,000.00	9,000.00
PE107	Vinci Timber Swing - 2.3 High, 2 Flat Seats	9,000.00	9,000.00	9,000.00
PE108	In Ground Trampoline with 1.00m x 1.00m Jumping area - Unit size 1.5m x 1.5m	9,000.00	9,000.00	9,000.00
PE109	Ground anchors for bolt down of Caloo table tennis tables into grass site	9,000.00	9,000.00	9,000.00
PE110	Quali Cite Chair Duo Springer 1 to 6 years	9,000.00	9,000.00	9,000.00
PE111	Autumn Leaves Play Panel - 770mm x 690mm	9,000.00	9,000.00	9,000.00
PE112	The Labyrinth Play Panel- 720mm x 690mm	9,000.00	9,000.00	9,000.00
PE113	Square Litter Bin x 8	9,000.00	9,000.00	9,000.00
PE114	Picnic Steel Table - Inclusive x 4	9,000.00	9,000.00	9,000.00
PE115	Traditional Steel Bench - 1.8m long x 4	9,000.00	9,000.00	9,000.00
PE116	3 Panel Single Sided Multi Active Wall - 8.2	9,000.00	9,000.00	9,000.00
PE117	3 Panel Single Sided Multi Active Wall - 8.2m wide x 2m	9,000.00	9,000.00	9,000.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
	high			
PE118	Youth Shelter - Rest - 4.0m x 2.5m x 2.5m High	9,000.00	9,000.00	9,000.00
PE119	You&Me Inclusive Swing Seat - 2.4m high frames	9,000.00	9,000.00	9,000.00
PE120	Mini Bike / scooter track	9,000.00	9,000.00	9,000.00
PE121	Mega Fort	9,000.00	9,000.00	9,000.00
PE122	ManDDAa Accessible Whirl - 2.0m Diameter	9,000.00	9,000.00	9,000.00
PE123	Embankment Tube Slide	9,000.00	9,000.00	9,000.00
TOTAL FOR Play Equipment - Calthorpe Park		242,558.96	242,558.96	242,558.96
Play Equipment - Edenbrook Park				
PE124	Toddler Play Area	1.00	1.00	25,000.00
PE125	Large Rope Play	1.00	1.00	1.00
PE126	Slide and Rope Frame	1.00	1.00	1.00
PE127	Dome Swing	1.00	1.00	1.00
PE128	Small Slide Frame	1.00	1.00	1.00
PE129	Circular Spring Board	1.00	1.00	1.00
PE130	Bear Bin	197.00	197.00	197.00
PE131	Bear Bin	197.00	197.00	197.00
PE132	Junior Play Area	1.00	1.00	50,000.00
PE133	Slide and Rope Frame	1.00	1.00	1.00
PE134	Dome Swing	1.00	1.00	1.00
PE135	Wooden Balance Bridge	1.00	1.00	1.00
PE136	Ground Dish	1.00	1.00	1.00
TOTAL FOR Play Equipment - Edenbrook Park		405.00	405.00	75,403.00
Play Equipment - Oakley Park				
PE049	Fencing	1.00	1.00	8,000.00
PE050	Gates	1.00	1.00	1,400.00
PE051	Safer Surfacing	1.00	1.00	12,000.00
PE052	Paths and Tarmac Area	1.00	1.00	1,000.00
PE053	SMP Horizon Loughborough Climber	1.00	1.00	1,950.00
PE054	SMP New World Paris Tower	1.00	1.00	3,500.00
PE055	SMP Junior Slide	1.00	1.00	1,550.00
PE056	SMP 2 Flat Seat Swings	1.00	1.00	2,600.00
PE057	SMP 2 Cradle Seat Swings	1.00	1.00	2,600.00
PE058	Record Spinner	1.00	1.00	700.00
PE059	SMP Polynesia Dolphin Sea Saw	1.00	1.00	1,647.00
PE060	SMP Polynesia Ark Swinger	1.00	1.00	760.00
PE061	SMP Trim Trail (wobble board/balance beam/stepping stones)	1.00	1.00	949.00
PE062	SMP Youth Shelter	1.00	1.00	2,500.00
PE063	Cantilever Tyre Swing	3,840.00	3,840.00	3,840.00
PE064	Group Swing	1.00	1.00	3,000.00
PE065	Kicking Board	1.00	1.00	2,200.00
PE066	Basketball Area	1.00	1.00	500.00
PE067	Defibrillator	3,812.00	3,812.00	3,812.00
PE068	Flymobile	3,337.00	3,337.00	3,337.00
PE069	Boot Scraper	135.00	135.00	135.00
PE070	Bear Bin	197.00	197.00	197.00
PE137	Trim Trail - Chin Up	1,120.00	1,120.00	1,120.00
PE138	Trim Trail - Parallel Bars	760.00	760.00	760.00
PE139	Trim Trail - Horizontal Ladder	1,440.00	1,440.00	1,440.00
PE140	Surfacing	5,292.00	5,292.00	5,292.00
TOTAL FOR Play Equipment - Oakley Park		19,950.00	19,950.00	66,789.00
Play Equipment - The Views				
PE001	1 bay 2 Cradle Seat Swing	1.00	1.00	1.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
PE002	Wickstead Catepillar and Slide	1.00	1.00	10,000.00
PE003	2 Bay, 4 Cradle Seat Swing	1.00	1.00	3,600.00
PE004	3,4m Embankment Slide	1.00	1.00	1.00
PE005	4,4m Embankment Slide	1.00	1.00	3,750.00
PE006	Fun Buggy - Tractor	1.00	1.00	7,000.00
PE007	Safety Surface	1.00	1.00	15,000.00
PE008	Fencing	1.00	1.00	5,000.00
PE009	Gates	1.00	1.00	2,400.00
PE010	Chain Link Fencing	2,995.00	2,995.00	2,994.00
PE011	2 Bay, 4 Flat Seat Swing	1.00	1.00	2,600.00
PE012	Tarmac Skate Surface	1.00	1.00	6,000.00
PE013	1 Spined Mini Ramp (1.5m x 1.8m x 7.5m)	1.00	1.00	2,000.00
PE014	1 Spine (1,0m x 2,5m x 6.0m)	1.00	1.00	2,000.00
PE015	1 Volcano (.9m x 2.5m x 6,0m)	1.00	1.00	2,000.00
PE016	1 Driveway Planter (0,6m x 2,5m x 6m)	1.00	1.00	2,000.00
PE017	1 Combo End Unit & seating area	1.00	1.00	4,000.00
PE018	Surround Fencing	1.00	1.00	10,000.00
TOTAL FOR Play Equipment - The Views		3,012.00	3,012.00	80,346.00
Signage, Bins, Seats, Goalposts - Ancells Farm Pavilion				
SB020	Picnic table x3	888.00	888.00	936.00
SB021	2 Wooden Bridges	2,389.41	2,389.41	2,389.00
SB022	Tree Seat	1,000.00	1,000.00	1,000.00
SB023	1 bench Seat	1.00	1.00	800.00
SB024	2 Park Seats	1.00	1.00	1,200.00
SB025	3 Seats concrete	2,800.00	2,800.00	2,700.00
SB026	Goal Posts left permanently up	1,500.00	1,500.00	1,791.00
SB027	Goal Posts	680.00	680.00	812.00
SB028	7 Bins	1,392.00	1,392.00	1,673.00
SB029	Park Signs - 3 large and 3 small	1,167.00	1,167.00	1,479.00
SB030	7 x wooden benches	1.00	1.00	3,548.00
SB031	5 Bins	1.00	1.00	1,520.00
SB032	12 Bins	2,337.00	2,337.00	2,961.00
SB033	6 rubbing posts	648.00	648.00	694.00
SB034	3 Wildlife Boards	648.00	648.00	694.00
SB035	Park Signs 6 large signs	1,848.00	1,848.00	2,341.00
TOTAL FOR Signage, Bins, Seats, Goalposts - Ancells Farm Pavilion		17,301.41	17,301.41	26,538.00
Signage, Bins, Seats, Goalposts - Basingbourne Park				
SB007	Nature Sign	1.00	1.00	1,000.00
SB008	4 Park Seats	1.00	1.00	2,400.00
SB009	4 Bins	1.00	1.00	600.00
SB010	8 New Bins	1,400.00	1,400.00	1,400.00
SB011	2 x Goalposts padlocked to outside of pavilion	1.00	1.00	2,500.00
SB012	Park Signs - 5 prk signs and 3 small signs	1,783.00	1,783.00	1,783.00
TOTAL FOR Signage, Bins, Seats, Goalposts - Basingbourne Park		3,187.00	3,187.00	9,683.00
Signage, Bins, Seats, Goalposts - Calthorpe Park				
SB054	Picnic benches x 4	1.00	1.00	1,956.00
TOTAL FOR Signage, Bins, Seats, Goalposts - Calthorpe Park		1.00	1.00	1,956.00
Signage, Bins, Seats, Goalposts - Cemetery				
SB041	10 Benches	1.00	1.00	1,067.00
SB042	Notice Boards	599.00	599.00	681.00
SB043	Memorial kerb stones	2,040.00	2,040.00	2,186.00
SB044	Sanctums	24,840.00	24,840.00	26,616.00
SB045	Bench	9,000.00	9,000.00	9,644.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
TOTAL FOR Signage, Bins, Seats, Goalposts - Cemetery		36,480.00	36,480.00	40,194.00
Signage, Bins, Seats, Goalposts - Edenbrook Park				
SB036	Park Signs 6 large signs	1.00	1.00	1.00
SB037	Litter bins	1.00	1.00	1.00
SB038	Seating	1.00	1.00	1.00
SB039	Signage x2	1.00	1.00	1.00
SB040	Litter bins	1.00	1.00	1.00
TOTAL FOR Signage, Bins, Seats, Goalposts - Edenbrook Park		5.00	5.00	5.00
Signage, Bins, Seats, Goalposts - Oakley Park				
SB013	7 benches and picnic table x1	1.00	1.00	1,500.00
SB014	10 bins	1.00	1.00	300.00
SB015	Goalposts and nets Locked to the ground	1.00	1.00	3,000.00
SB016	4 Bins	978.00	978.00	978.00
SB017	Park Signs - 4 large signs and 4 small signs	1,556.00	1,556.00	1,556.00
SB018	9v9 Goal Posts	816.00	816.00	816.00
SB019	Picnic table x3	2,900.00	2,900.00	2,900.00
TOTAL FOR Signage, Bins, Seats, Goalposts - Oakley Park		6,253.00	6,253.00	11,050.00
Signage, Bins, Seats, Goalposts - The Views				
SB001	14 seats	1.00	1.00	1,800.00
SB002	5 New Bins	1,031.00	1,031.00	1,031.00
SB003	Park Signs 2 large and 5 small signs	1,021.00	1,021.00	1,021.00
SB004	2 Disclaimer Signs	1.00	1.00	90.00
SB005	2 Litter Bins	1.00	1.00	300.00
SB006	4 New Bins	672.00	672.00	672.00
SB049	Bin	357.00	357.00	357.00
SB052	Picnic benches x 8	1.00	1.00	3,912.00
SB053	3 x benches	1.00	1.00	1,860.00
TOTAL FOR Signage, Bins, Seats, Goalposts - The Views		3,086.00	3,086.00	11,043.00
Signage, Bins, Seats, Goalposts - Town Centre				
SB046	Lakeside Benches x2	2,326.00	2,326.00	2,492.00
SB047	Baltimore Cast Iron Bench x 23	27,600.00	27,600.00	35,439.00
TOTAL FOR Signage, Bins, Seats, Goalposts - Town Centre		29,926.00	29,926.00	37,931.00
TOTAL		773,095.31	773,095.31	3,769,277.46



FLEET TOWN COUNCIL
SUMMARY OF FINANCIAL STATEMENTS (UNAUDITED)
For the year ending 31st March 2023

Background to the Council's Financial Statements

The Council's financial statements are prepared in accordance with the Accounts and Audit Regulations 2015 and the Joint Panel on Accountability and Governance Practitioners' Guide, using sector specific finance software (Rialtas Omega).

This document is to provide a summary of the accounts at the year end, for management information only. The Annual Governance and Accountability Return 2022/23, due for consideration at the Council meeting on 7th June 2023, is the main submission document subject to an external audit by BDO UK LLP.

The financial statements are a fair representation of the Council's unaudited financial position at the year end.

Prepared by: Rochelle Halliday, Executive Officer / Responsible Financial Officer
Date: 1st June 2023

Balance Sheet and Reserves as at 31st March 2023

	Notes	31 st March 2023 £	31 st March 2022 £
Current Assets			
Debtors Control	1	44,427	67,251
VAT Control		3,754	7,555
Prepayments		9,396	9,196
Stock		9,308	9,701
Bank Current Account		729,145	613,678
Petty Cash & Floats		2,220	2,220
CCLA Public Sector Deposit Fund		1,350,000	1,050,000
Nationwide saver		800,458	800,000
Cambridge BS saver		100,001	100,000
Harlington Events Control		1,440	0
Total Assets		3,050,150	2,661,514
Current Liabilities			
Creditors Control	2	61,909	6,737
Credit Card Creditor		585	1,734
Christmas Festivities		5,132	6,932
Christmas Day Lunch		4,765	5,854
BACS at Year End		0	33,295
Jubilee 2022		0	24,665
Coronation 2023		11,691	0
PAYE/NI Due		8,319	6,644
Accruals		35,703	86,386
Harlington Events Control		49,746	40,051
Total Liabilities		177,848	212,297
Total Assets Less Current Liabilities		2,872,302	2,449,217
Represented by Reserves			
General Fund		380,837	329,407
EMR – Pension Obligation		30,000	30,000
EMR – Cemetery Memorial Testing 2024		3,425	1,550
EMR – CP Tennis Sinking 2026		51,563	44,563
EMR – S106 Sensory Garden 2021		10,981	51,579
Harlington Development Fund		2,395,496	1,992,119
Total Reserves		2,872,302	2,449,217

Please note that rounding differences in the Rialtas Omega software results in a small variance of up to £3 in the data shown above.

Summary of Income and Expenditure for the Year Ending 31st March 2023

	Notes	31 st March 2023 £	31 st March 2022 £
Income			
Central Administration		31,975	3,963
Precept – Operational		733,823	677,777
Precept – Harlington Development		412,017	412,017
Civic Events / Town Centre		0	7,800
Harlington Events	3	434,408	291,666
Building	4	25,573	41,671
Ancells Community Centre		26,930	22,306
General Open Spaces		6,595	620
Parks & Pavilions	5	45,699	27,161
Cemetery	6	136,275	70,800
Lengthsman Scheme		3,300	3,300
Total Income		1,856,592	1,559,080
Expenditure			
Central Administration	7	200,439	177,441
Civic & Democratic	8	10,868	2,265
Grants	9	41,138	40,226
Civic Events / Town Centre		42,538	47,696
Harlington Development		8,640	27,980
Harlington Events	10	393,111	283,123
Coffee Shop		0	269
Building	11	301,297	233,177
Ancells Community Centre		49,652	46,939
General Open Spaces		42,836	35,578
Parks & Pavilions	12	252,823	204,439
Cemetery	13	87,154	33,366
Lengthsman Scheme		3,010	3,300
Total Expenditure		1,433,508	1,135,798
General Fund Analysis			
Opening Balance		329,407	123,843
Plus: Income for Year		1,856,592	1,559,080
<i>Subtotal</i>		2,185,999	1,682,923
Less: Expenditure for Year		1,433,508	1,135,798
<i>Subtotal</i>		752,491	547,125
Net Transfer of Reserves	14	371,654	217,718
Closing Balance		380,837	329,407

Please note that rounding differences in the Rialtas Omega software results in a small variance of up to £3 in the data shown above.

Financial Statements - Supplementary Notes for the Year Ending March 2023

Current Assets

1. Debtors Control

The debtors control account (£44.4k) is comprised of income due in the year but not yet received at the year end from:

- Sales (ticket sales, hall hire, cemetery) £23.6k
- Other income (bank interest and recharging of utilities) £20.7k

Current Liabilities

2. Creditors Control

The creditors control account holds £61.9k for expenditure relating to the 2022/23 financial year that will be paid in the following financial year, usually in April.

Income

3. Harlington Events

The income received for the Harlington Events programme was approximately £142.7k higher than the previous financial year. This was mainly due to fewer ticket sales last year during the ongoing COVID recovery, combined with a strong show and bar sales in the second half of the 2022/23 financial year.

Actual income for the year exceeded the budget prediction by £5.9k.

4. Building (Harlington)

Income allocated to the building exceeded the budgeted amount by £9.5k due to an unexpected rebate for utilities.

5. Parks & Pavilions

During year, the Council made improvements to Oakley Park, installing a trim trail and resurfacing the path. This was funded by £18.6k in section 106 money and a donation and is offset by the corresponding expenditure.

Unbudgeted income of £2.5k was received from the licence fee for the new refreshment kiosk at Calthorpe Park.

The tennis courts at Calthorpe Park brought in slightly more than budgeted this year, at a total income of £10.9k, primarily from season ticket holders.

Pitch hire was largely on budget, except for at Basingbourne Park where income was around £1.9k less than expected.

6. Cemetery

The extension project at Fleet Cemetery was completed this year, funded by £55k of section 106 money. This was offset by the expenditure for the work.

Excluding the section 106 income, cemetery income exceeded the budget by £22.3k, which has contributed to an increased year end general fund balance. However, the emergence of badger activity at the cemetery will need money ringfenced from the general fund balance in the 2023/24 financial year.

Expenditure

7. Central Administration

Administration was underspent against budget by £27.5k mainly due to:

- Staff vacancies and then a slightly reduced headcount, saving £10.4k
- Delaying the purchase of replacement equipment, saving £6.2k
- Delaying the outsourcing of document management, saving £5k
- Contingency for legal and procurement not needed, saving £5k

8. Civic & Democratic

During an election year, the Council estimates election costs based on all wards being contested. In May 2022, several seats were elected uncontested, resulting in the Council's election costs being £17.1k less than budgeted.

9. Grants

The Council contributed £41.1k to the community in the form of financial support as well as rent free use of The Point:

Community Support

Fleet & District Carnival – general support	£1,000
Royal British Legion – lamppost poppies	£120
Odiham Scouts – Duke of Edinburgh transport	£200

<u>Fleet Link Community Transport</u>	£11,729
---------------------------------------	---------

<u>Basingstoke Canal Partner Contribution</u>	£18,309
---	---------

Community Grants

Sasha's Project – use of The Point	£7,540*
Victim Support – home security items	£200
1 st Crookham Scouts – Christmas grotto	£640
Lions Club of Fleet – trailer	£1,400

Total Awarded	£41,138
----------------------	----------------

* internal transfer to The Harlington income.

In addition to the above grants, the Council supported the community through the provision of rent waivers for the following Council leases:

- Fleet Lions Community Store
- Scout Hut – Calthorpe Park
- Fleet Cricket Club and grounds
- Scouts Hut – Basingbourne Park
- Guides Hut – Basingbourne Park
- Fleet Phoenix – The Point

10. Harlington Events

Expenditure against The Harlington Events was higher than last year by £110k, mainly due the cost of running more shows compared to the previous year, (bar supplies, staffing and performance costs).

However, it is to be noted that event expenditure for the year is £54.6k under budget, mainly due salary costs coming in under budget by £50.8k.

Actual net income over expenditure for The Harlington Events delivered a £41.2k surplus, versus a budgeted deficit of £19.2k.

11. Building (Harlington)

The escalating cost of energy impacted on expenditure for the building, with gas, electricity and water combined costing £25.7k more than budgeted. It is hoped that the fall in wholesale energy prices will enable the same overspend taking place next financial year, although the Council has built in some contingency into next year's budget to manage the uncertainty.

Building maintenance and compliance was also £20.6k over budget, due to a new security door on the main office, a repair to the office boiler, compliance inspections and numerous sanitary wear repairs. It is evident that the age of the building and the condition of its fixtures will continue to be an issue in the coming years.

Overall, building costs were £50.3k over budget.

12. Parks & Pavilions

The Council's Sensory Garden project at The Views started this year, funded by £40.5k of section 106 money that had been received into the accounts in a previous year. The final stage of the project is due for completion in 2023/24.

There was an overspend at Basingbourne Park of £13.5k due to an emergency repair to the Guides hut sewerage system and general playground maintenance.

13. Cemetery

Excluding the cemetery extension project previously mentioned, expenditure at the cemetery exceeded budget by £4.1k overall, due to the cemetery path resurfacing work which took place in March.

General Fund Analysis

14. Net Transfer of Reserves

The following reserves transfers took place during the year:

EMR – Cemetery Memorial testing	+ £1,875
EMR – Calthorpe Park Tennis Sinking Fund	+ £7,000
EMR – S106 Sensory Garden	- £40,598
Harlington Development Fund	+ £403,377
Net Transfer to reserves	£371,654

Summary

The Council's 2022/23 budget was set in a climate of economic uncertainty, due to the ongoing impact of COVID and rising inflation.

Due to a number of in year savings, the delay of small projects and higher than expected income from The Harlington and the Cemetery, the Council's budgeted deficit has been reduced to deliver a surplus, which was only evident during the final quarter of last financial year.

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	FLEET TOWN COUNCIL, HAMPSHIRE
---------------------------	-------------------------------

☒

I confirm that there are no conflicts of interest with BDO LLP.

☐

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
7 th June 2023	

Signed (Clerk/RFO):

Print Name: Rochelle Halliday

Signed (Chair):

Print Name: Cllr Bob Schofield

OFFICER: Rochelle Halliday, Executive Officer
DATE: 26th May 2023
MEETING: Council 7th June 2023
SUBJECT: Item 8b - Review of the Effectiveness of the System of Internal Control for the Year Ending March 2023

Purpose: The Governance & Accountability for Smaller Authorities Practitioner's Guide to Proper Practices and The Accounts and Audit Regulations 2015 - Regulations 3 and 6, requires the Council to conduct an annual review of the effectiveness of its system of internal control. This review forms part of the evidence for the statements asserted in Section 1 - Annual Governance Statement of the Annual Governance and Accountability Return (AGAR).

AGAR Section 1 – Annual Governance Statement 2022/23	Control Measures and Supporting Evidence	Are the Control Measures Effective?
<p>1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</p>	<p>Budget Preparation</p> <ul style="list-style-type: none"> Budget prepared in accordance with the Practitioner's Guide to Proper Practices and reviewed / approved by Council. <p>Budgetary Control</p> <ul style="list-style-type: none"> Full quarterly budget and projections monitored by Policy and Finance Committee. Financial reports for intervening months reported to Policy and Finance Committee or Council. <p>Bank Reconciliation</p> <ul style="list-style-type: none"> Bank reconciliation checks completed monthly by a Councillor and minuted. Bank balances in accounts system checked by RFO against bank statement monthly. <p>Income Received and Expenditure</p> <ul style="list-style-type: none"> Budget report showing actual income and expenditure for each month reported to the Council. <p>Asset Register</p> <ul style="list-style-type: none"> Annual review of asset register. Last approved by Council on 18.05.22. Last approved by Policy and Finance Committee on 15.02.23, subject to final approval by Council in June. Basic check of inventory against register completed. 	<p>Yes.</p>

AGAR Section 1 – Annual Governance Statement 2022/23	Control Measures and Supporting Evidence	Are the Control Measures Effective?
<p>2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</p>	<p>Procurement Processes</p> <ul style="list-style-type: none"> Formally approved Standing Orders and Financial Regulations at Council meeting on 18.05.22. Quotes for work obtained when required and also where at all possible, to ensure good value. Approval of large value contracts tendered through Contracts Finder and comply with regulations. Evidence contained in minutes. Larger value purchases made in accordance with Financial Regulations and evidenced in minutes. Office staff made aware of procurement and payment processes in the Financial Regulations and Standing Orders. Processes are reinforced with Officers periodically. <p>Payment Authorisation</p> <ul style="list-style-type: none"> Purchase order system in place for all purchases, signed off by the RFO. Items checked against budget. Invoices checked and signed off by at least two members of staff. Bank signatories are provided with a complete list of payments from the accounts system and a copy of all invoices to verify payments. Officers are unable to make payments via the bank account without authorisation from two Council bank signatories. Petty cash payments are very low in number, with most transactions for expenses being paid via the bank account. Credit card statements are verified with Officer report and checked by RFO. 	<p>Yes.</p>
<p>3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.</p>	<p>Council Policies</p> <ul style="list-style-type: none"> Policy review schedule in place to ensure that policies are legally compliant. Standing Orders and Financial Regulations in place and up to date. Key health and safety and HR policies in place. The Council has General Power of Competence. 	<p>Yes.</p>

AGAR Section 1 – Annual Governance Statement 2022/23	Control Measures and Supporting Evidence	Are the Control Measures Effective?
	Professional Advice <ul style="list-style-type: none"> Obtaining legal advice to assist with decision making. Utilise advice from the internal auditor on matters of financial governance as required. Contracted HR service to ensure that people management processes are legal and up to date. Receive HALC and HR notes updating on legislative changes, which are implemented and reported to the Council as required. 	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Public Rights <ul style="list-style-type: none"> Verified by internal auditor as being correctly published. Exercise of public rights information published on Council's website. 	Yes.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Risk Management <ul style="list-style-type: none"> Oversight of risk management by Risk Management Working Group. Last risk register approved by Council on 07.09.22. Current risk register reviewed by Risk Management Working Group on 02.02.23 and next review due in June / July. Insurance Cover <ul style="list-style-type: none"> Insurance cover renewed under three year contract starting 01.04.23. Insurance requirements reviewed by RFO. 	Yes.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Internal Audit <ul style="list-style-type: none"> The scope of the internal audit process is effective and follows the requirements in the Practitioner's Guide to Proper Practices. All key controls are tested as part of the internal audit process, such as bank reconciliation, contract approval, payroll, asset register and risk management. The Council's application of its Standing Orders and Financial Regulations are tested. The internal audit is an independent financial professional. 	Yes.

AGAR Section 1 – Annual Governance Statement 2022/23	Control Measures and Supporting Evidence	Are the Control Measures Effective?
7. We took appropriate action on all matters raised in reports from internal and external audit.	Audit Reports <ul style="list-style-type: none"> Internal audits reports are reported to the Council and an action plan is agreed. Internal audit took place on 19.10.22 and 25.01.23. No significant issues have been raised. The final internal audit will take place on 24.05.23. Last year's external audit did not raise any qualifications. 	Yes.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Unforeseen Events <ul style="list-style-type: none"> There are no unknown liabilities, commitments or unforeseen events that are likely to have a financial impact on the Council. The Council will be made aware of any such events immediately, if they arise. 	Yes.

Overall Assessment Summary

During the financial year ending 2023, the review of effectiveness of internal control has not identified any material issues with the Council's financial systems.

The internal audit reports for the year have not identified any significant matters for concern. An action plan is prepared to address with any internal audit recommendations.

RECOMMENDATION

To approve the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2023.

Do the Numbers Limited

37 Upper Brownhill Road

24th May 2023

Rochelle Halliday, Executive Officer
Fleet Town Council

Dear Rochelle,

Subject: Review of matters arising from Internal Audit for 31 March 2023

Following my visits to the office today earlier in the year, please find below the list of matters arising.

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

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	The records of the council comply	with this test
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Confidential minutes	All minutes of council decisions are part of the public record. Every agenda item should have a clear minuted decision in the public domain. Where no members of the public are present at a meeting, there should be no need for 'closed' session.	Discussion and briefing documents may remain unminuted, but decisions are public. Please ensure that the public minutes accurately reflect the outline of all decisions taken.
Financial regulations	The financial regulations state that all spending decisions for goods or services over £25,000 should go on contract finder.	Renewals of contracts and extensions of significant contracts should be minuted in such a way as to prove value for money.
VAT on sports fees	Following the Chelmsford Tribunal case, the council is eligible to reclaim all of the VAT paid across to HMRC on tennis, football and cricket pitch fees in the last 4 years.	These funds should be ring fenced towards improvement of the facilities for users. This change should be taken account at the next budget setting.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Burial records	The council maintains its burial book online and it appears that a printed summary of the burials register has not been incorporated into the book in recent years.	For resilient long term record keeping, a version of the register that can be checked without access to power or the software should be maintained.
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Harlington Reserve	Changes in interest rates mean that the original Harlington rebuild plan will not proceed, but the current plans will make good use of this earmarked reserve.	Once the current lease negotiations are concluded, this reserve can be brought in to use for works on the building.

E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council comply	with this test
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
	The records of the council comply with this test.	
G	<i>Salaries to employees and allowances to members we paid in accordance wit this authority's approvals, and PAYE and NI requirements were properly applied</i>	
Payroll budget	All discussion of Staffing has taken place at the Establishment committee and clear public minutes not always kept.	Items such as the total staffing budget and specifications for new roles should be public.
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Asset register	The asset register is now on Rialtas which has highlighted multiple old and low value items.	Over the coming months obsolete and low value items can be written off the register.
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Current account balance	The council holds significantly more in its current account than is prudent. The council spends on average £65k per month.	The current account should hold no more necessary. Three months of revenue expenditure would mitigate risk.
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	The records of the council comply with this test.	
K	<i>Certified Exempt in prior year</i>	
	Not applicable to Fleet Town Council	
L	<i>Transparency Code</i>	
Web policies and documents	Not all of the documents published on the main sections of the website are up to date	Members of the council should review the website to ensure that published documents are up to date.
M	<i>Public Rights</i>	
DPI forms	The DPI link t the office of the HART monitoring officer is broken.	Pleas ensure that HDC upload nd publish all forms.
DPI redaction	Only the monitoring officer can agreed to redact information in a DPI form.	Please ensure that the full forms are sent to HDC for publication
N	<i>Publication of prior year AGAR</i>	
	The records of the council comply with this test.	
O	<i>Trust funds</i>	
	Not applicable to Fleet Town Council	
P	<i>Borrowing</i>	
	Not applicable to Fleet Town Council	

Please find attached my invoice for the balance of the agreed fee.
If either you or your members have any queries, please do not hesitate to contact me.
Regards,



Eleanor S Greene



OFFICER: Rochelle Halliday, Executive Officer
DATE: 26th May 2023
MEETING: Council 7th June 2023
SUBJECT: Item 8c - Actions from the Year End Internal Audit Visit on 24th May 2023

AGAR Internal Control Objective	Matter Arising	Recommended Action	Action to be Taken
A - Appropriate accounting records have been properly kept throughout the financial year.	The records of the council comply with this test.		N/A.
B - This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	Confidential Minutes All minutes of council decisions are part of the public record. Every agenda item should have a clear minuted decision in the public domain. Where no members of the public are present at a meeting, there should be no need for 'closed' session.	Discussion and briefing documents may remain unminuted, but decisions are public. Please ensure that the public minutes accurately reflect the outline of all decisions taken.	Discussions taken during a closed session will be minuted if necessary and a decision summary (excluding any confidential information) will be included in the public minutes.
	Financial Regulations The financial regulations state that all spending decisions for goods or services over £25,000 should go on contract finder.	Renewals of contracts and extensions of significant contracts should be minuted in such a way as to prove value for money.	The relevant Financial Regulations have been noted for future review to ensure they reflect current and legal practices.
	VAT on Sports Fees Following the Chelmsford Tribunal case, the council is eligible to reclaim all of the VAT paid across to HMRC on tennis, football and cricket pitch fees in the last 4 years.	These funds should be ring fenced towards improvement of the facilities for users. This change should be taken account at the next budget setting.	Refund calculation for VAT on sports fees has been prepared and will be submitted to HMRC before the 30 th June deadline. The refund should be placed into an earmarked reserve for sports improvements.

AGAR Internal Control Objective	Matter Arising	Recommended Action	Action to be Taken
C - The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Burial Records The council maintains its burial book online and it appears that a printed summary of the burials register has not been incorporated into the book in recent years.	For resilient long term record keeping, a version of the register that can be checked without access to power or the software should be maintained.	A printed register of burial records is to be created.
D - The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves are appropriate.	Harlington Reserve Changes in interest rates mean that the original Harlington rebuild plan will not proceed, but the current plans will make good use of this earmarked reserve.	Once the current lease negotiations are concluded, this reserve can be brought in to use for works on the building.	Noted.
E - Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	The records of the council comply with this test.		N/A.
F - Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	The records of the council comply with this test.		N/A.
G – Salaries to employees and allowances to members were paid in accordance with this authority's approvals and PAYE and NI requirements were properly applied.	Payroll Budget All discussion of Staffing has taken place at the Establishment committee and clear public minutes not always kept.	Items such as the total staffing budget and specifications for new roles should be public.	Noted. Information will be summarised and anonymised, where possible, to enable inclusion in the public minutes.
H – Asset and investment registers were complete and accurate and properly maintained.	Asset Register The asset register is now on Rialtas which has highlighted multiple old and low value items.	Over the coming months obsolete and low value items can be written off the register.	A full review of each asset area will be taking place over the course of the year and a report provided to Council prior to any write off.

AGAR Internal Control Objective	Matter Arising	Recommended Action	Action to be Taken
I – Periodic Bank reconciliations week carried out during the year.	Current Account Balance The council holds significantly more in its current account than is prudent. The council spends on average £65k per month.	The current account should hold no more necessary. Three months of revenue expenditure would mitigate risk.	Noted.
J - Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by an adequate audit trail and debtors and creditors were properly recorded.	The records of the council comply with this test.		N/A.
K – Certified exempt in prior year.	Not applicable to Fleet Town Council.		N/A.
L – Transparency Code.	Web Policies and Documents Not all of the documents published on the main sections of the website are up to date.	Members of the council should review the website to ensure that published documents are up to date.	Noted. The majority of documents are up to date. Further review of published information to take place.
M – Public Rights.	Declaration of Pecuniary Interest Forms The DPI link to the office of the HART monitoring officer is broken.	Please ensure that HDC upload and publish all forms.	HDC was contacted and the DPIs are now showing on their website.
	Declaration of Pecuniary Interest Redaction Only the monitoring officer can agreed to redact information in a DPI form.	Please ensure that the full forms are sent to HDC for publication.	Unredacted form sent to HDC subject to further discussion with Member, before publishing full form on FTC and HDC websites.
N – Publication of prior year AGAR.	The records of the council comply with this test.		N/A.
O – Trust funds.	Not applicable to Fleet Town Council.		N/A.
P – Borrowing.	Not applicable to Fleet Town Council.		N/A.

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

Fleet Town Council

www.fleet-tc.gov.uk PAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

19/10/22 25/1/23 24/5/23

Name of person who carried out the internal audit

ELANOR S. GREENE ICMA

Signature of person who carried out the internal audit



Date

24/5/23

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

FLEET TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

07/06/2023

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.fleet-tc.gov.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

FLEET TOWN COUNCILTY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	2,025,936	2,449,217	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,089,794	1,145,840	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	469,286	710,752	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	402,035	446,984	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	733,764	986,523	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,449,217	2,872,302	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2,565,898	2,981,824	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	738,340	773,095	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Malliday

SIGNATURE REQUIRED

Date

31/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

ELFLEET/TOWN COUNCILTY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Fleet Town Council 2023/2024

Bank - Cash and Investment Reconciliation as at 30 April 2023

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	28/04/2023	HSBC	1,315,013.74	
2	31/03/2022	Petty Cash	100.00	
				1,315,113.74
<u>Other Cash & 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	
				2,252,578.71
				<u>3,567,692.45</u>
<u>Unpresented Payments</u>				
1	29/04/2023	DD181	105.93	
1	02/05/2023	DD182	94.99	
1	10/05/2023	DD183	260.16	
1	12/05/2023	DD184	12.64	
1	12/05/2023	DD185	70.48	
1	15/05/2023	BACS Pymnt	10,082.10	
1	16/05/2023	BACS Pymnt	1,412.82	
1	16/05/2023	DD186	61.30	
1	16/05/2023	DD187	35.94	
1	16/05/2023	DD188	55.00	
1	16/05/2023	DD189	197.43	
1	16/05/2023	DD190	431.00	
1	16/05/2023	DD191	1,946.84	
1	16/05/2023	DD192	749.05	
1	16/05/2023	DD193	257.29	
1	16/05/2023	DD194	28.08	
				15,801.05
				<u>3,551,891.40</u>
<u>Receipts not on Bank Statement</u>				
1	02/05/2023		413.71	
1	02/05/2023		329.69	
1	02/05/2023		35.86	
1	02/05/2023		1,072.00	
1	03/05/2023		33.80	
1	03/05/2023		35.86	
1	03/05/2023		4,329.90	
1	03/05/2023		475.00	
1	04/05/2023		5.52	
1	04/05/2023		2,000.00	
1	04/05/2023		3,760.34	
1	04/05/2023		652.00	

Fleet Town Council 2023/2024

Bank - Cash and Investment Reconciliation as at 30 April 2023

	<u>Account Description</u>	<u>Balance</u>
1	04/05/2023	3,152.00
1	05/05/2023	77.28
1	05/05/2023	35.86
1	05/05/2023	621.00
1	09/05/2023	5.52
1	09/05/2023	35.86
1	09/05/2023	561.00
1	10/05/2023	500.00
1	10/05/2023	5.52
1	10/05/2023	107.58
1	10/05/2023	186.00
1	11/05/2023	35.86
1	11/05/2023	218.00
1	11/05/2023	2,268.00
1	12/05/2023	16.56
1	12/05/2023	408.00
1	13/05/2023	70.95
1	13/05/2023	76.50
1	15/05/2023	775.00
1	16/05/2023	16.56
1	16/05/2023	143.44
1	16/05/2023	557.00
		23,017.17
Closing Balance		3,574,908.57
<u>All Cash & Bank Accounts</u>		
1	Bank Current/Deposit Account	1,317,420.28
2	Petty Cash - FTC	100.00
	Other Cash & Bank Balances	2,252,578.71
	Total Cash & Bank Balances	3,570,098.99

26/05/2023

Fleet Town Council 2023/2024

Page 1

10:39

PURCHASE LEDGER INVOICE LISTING

User: RH

Purchase Ledger for Month No 1

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
30/04/2023	APREXP		BENCRANE	BENC	31.14	0.00	31.14	4041	301	31.14	Apr 23 Expense
28/04/2023	227T43423		BIFFA	BIFFA	639.64	127.93	767.57	4155	204	639.64	Waste 1/4-28/4/23
28/04/2023	227T43424		BIFFA	BIFFA	115.04	23.01	138.05	4156	204	115.04	Waste 1/4/23-28/4/23
28/04/2023	227T43425		BIFFA	BIFFA	103.48	20.70	124.18	4155	205	103.48	Waste 1/4-28/4/23
28/04/2023	227T43426		BIFFA	BIFFA	43.56	8.71	52.27	4156	204	43.56	Waste 1/4-28/4/23
30/04/2023	3072950064		BOC	BOC	119.97	23.98	143.95	4700	201	119.97	Gas
12/04/2023	0206225		BOOKER	BOOKER	160.43	27.31	187.74	4700	201	73.55	Bar supplies
								4152	204	13.98	Bar supplies
								4761	201	72.90	Bar supplies
27/04/2023	0208559		BOOKER	BOOKER	216.80	43.36	260.16	4761	201	72.90	Bar supplies
								4700	201	143.90	Bar supplies
03/04/2023	3177		BRANDPEST	BRAND	40.00	8.00	48.00	4187	204	40.00	Pest control
15/04/2023	M058HE		BT	BT	79.16	15.83	94.99	4487	204	79.16	Broadband April23
03/04/2023	20035878		BT REDCARE	BT REDCARE	1,348.37	269.67	1,618.04	4205	310	1,348.37	Ethernet Rental Ap23-Mar24
03/04/2023	8752307		CASTLE WATER DD	CASTLEWADD	241.74	19.89	261.63	4115	204	241.74	Water 1/2-31/7/23
05/04/2023	52201		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	Contract Apr23
05/04/2023	52202		CBS	CBS	450.08	90.02	540.10	4170	204	450.08	Contract Apr23
13/04/2023	52227		CBS	CBS	707.00	141.40	848.40	4187	204	327.37	PAT testing
								4187	101	327.38	PAT testing
								4187	320	10.80	PAT testing
								4187	310	9.05	PAT testing
								4187	208	10.80	PAT testing
								4187	205	21.60	PAT testing
20/04/2023	52242		CBS	CBS	419.18	83.84	503.02	4170	205	419.18	Fix heating
21/04/2023	52248		CBS	CBS	627.00	125.40	752.40	4170	205	627.00	fix boiler
11/04/2023	131296		CONTINUOUS DATAPRINT	CDP	402.45	80.49	482.94	508	0	402.45	Coronation banner
14/04/2023	9850325		CHUBB FIRE	CHUBB	115.98	23.20	139.18	4170	205	115.98	Fire alarm service
14/04/2023	9850326		CHUBB FIRE	CHUBB	140.68	28.14	168.82	4170	205	140.68	Emergency light service

Purchase Ledger for Month No 1

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
26/04/2023	9861259		CHUBB FIRE	CHUBB	495.87	99.17	595.04	4170	208	495.87	Eng visit fire alarm
01/04/2023	FEB23		COMEDY COMPANY	COMEDYCOMP	700.00	140.00	840.00	718	0	700.00	Comedy 18/2/23
06/04/2023	2624		CONNCOMPUT	CONNECT	720.00	144.00	864.00	4484	101	720.00	Monthly charge Apr and May 23
18/04/2023	907080869		MOLSON COORS	COORS	2,456.92	491.38	2,948.30	4700	201	2,456.92	Bar supplies
27/04/2023	907096630		MOLSON COORS	COORS	399.93	79.98	479.91	4700	201	399.93	Bar supplies
12/04/2023	SI-33809		CREST LIFTS	CREST	487.74	97.55	585.29	4170	204	487.74	Maint contract 21/4-20/7/23
12/04/2023	INV-04003		DTM CONTRACTORS LTD	DTM CONTR	98.62	19.72	118.34	4185	325	98.62	Replace door
13/04/2023	INV-04009		DTM CONTRACTORS LTD	DTM CONTR	32.00	6.40	38.40	4170	205	32.00	Fire exit door fix
17/04/2023	INV-04012		DTM CONTRACTORS LTD	DTM CONTR	340.52	68.10	408.62	4170	204	340.52	install panels
27/04/2023	INV-04018		DTM CONTRACTORS LTD	DTM CONTR	180.00	36.00	216.00	4170	204	180.00	Repair toilet
27/04/2023	INV-04022		DTM CONTRACTORS LTD	DTM CONTR	32.00	6.40	38.40	4170	208	32.00	Locate and fix leak
29/04/2023	INV-04023		DTM CONTRACTORS LTD	DTM CONTR	400.85	80.17	481.02	4170	208	400.85	Repair toilet
29/04/2023	INV31945		E-MANGO	E-MAN	120.00	24.00	144.00	4435	101	120.00	Website hosting
01/04/2023	INV-02299		ENVIROMENTAL H S	ENVIROMENT	1,636.38	327.28	1,963.66	4187	101	1,636.38	H&S services quarterley paymen
27/04/2023	1017		EXTRA MILE	EXTRAMILE	1,800.00	0.00	1,800.00	4433	201	1,800.00	Leaflet delivery
30/04/2023	1.22.23		FLEET FILM SOCIETY	FLEETFILM	4.70	0.00	4.70	703	0	4.70	Film 10.10.22
30/04/2023	2.22.23		FLEET FILM SOCIETY	FLEETFILM	18.80	0.00	18.80	706	0	18.80	Film 28.11.22
30/04/2023	3.22.23		FLEET FILM SOCIETY	FLEETFILM	9.40	0.00	9.40	730	0	9.40	Film 9.1.23
30/04/2023	4.22.23		FLEET FILM SOCIETY	FLEETFILM	32.90	0.00	32.90	733	0	32.90	Film 27.2.23
30/04/2023	5.22.23		FLEET FILM SOCIETY	FLEETFILM	18.80	0.00	18.80	734	0	18.80	Film 13.3.23
30/04/2023	6.22.23		FLEET FILM SOCIETY	FLEETFILM	4.70	0.00	4.70	735	0	4.70	Film 27/3/23
11/04/2023	23/05		FLEETJAZZ	FLTJAZ	663.44	0.00	663.44	727	0	663.44	Advance may concert
25/04/2023	23/06		FLEETJAZZ	FLTJAZ	644.23	0.00	644.23	726	0	644.23	Jazz club april
25/04/2023	BUNGEE		FUN FIRM	FUN FIRM	1,100.00	0.00	1,100.00	508	0	1,100.00	Coronation bungee trampolines
29/04/2023	19		GC LIGHTING	GC LIGHTNG	132.00	0.00	132.00	739	0	132.00	Rock for heroes lighting
30/04/2023	30APR2023		GLOBAL PAYMENTS DD	GLOBALDD	479.58	0.70	480.28	4422	201	479.58	Card charges
30/04/2023	50370458		GLOBAL PAYMENTS DD	GLOBALDD	30.00	6.00	36.00	4422	201	30.00	Monthly service fee
11/04/2023	INV-5725		HALC	HALC	2,457.23	0.00	2,457.23	4530	101	2,457.23	HALC affiliation fees 23/24
06/04/2023	3611628217		HCC	HCC	97.85	19.57	117.42	4206	301	97.85	Recharge lights main 1/10/22

Purchase Ledger for Month No 1

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
01/04/2023	790008299.23		HDC	HDC	51.00	0.00	51.00	4110	204	51.00	BID 1/4/23-31/3/24
01/04/2023	790008833.23		HDC	HDC	431.25	0.00	431.25	4110	204	431.25	BID 1/4/23-31/3/24
17/04/2023	4000010676		HDC	HDC	135.00	27.00	162.00	4720	201	135.00	Hire of annex car park 2023
12/04/2023	INV-18870		HOGS BACK	HOGSBACK	199.07	39.81	238.88	4700	201	199.07	Bar supplies
19/04/2023	INV-19106		HOGS BACK	HOGSBACK	199.07	39.81	238.88	4700	201	199.07	Bar supplies
25/04/2023	10376945		HSBC	HSBC	70.48	0.00	70.48	4420	101	70.48	Bank charges
25/04/2023	10412873		HSBC	HSBC	12.64	0.00	12.64	4420	101	12.64	Bank charges
04/04/2023	APR23CC		HSBC	HSBC	1,414.62	122.58	1,537.20	4170	204	4.67	BC/APR23/Screwfix/Spray Glue
								4486	101	127.65	BC/APR23/Microsoft
								4432	204	8.33	AR/APR23/Spotify
								4432	201	108.25	AR/APR23/Canva
								4185	201	166.65	AR/APR23/Ticket Scanner
								4185	201	179.99	AR/APR23/Ticket scanner and he
								4185	201	-166.65	AR/APR23/Ticket scanner refund
								4185	201	141.65	AR/APR23/Ticket scanner
								4445	101	6.00	CB/APR23/Giffgaff Sim
								508	0	500.00	CB/APR23/Surrey Hire
								4430	105	77.97	CB/APR23/Nisbetts/ARM refreshm
								4430	105	3.98	CB/APR23/milk
								4151	204	11.66	CB/APR23/soap dispenser
								4763	201	88.89	CB/APR23/bar snacks
								4400	204	69.08	CB/APR23/toner cartridge
								4455	101	86.50	CB/APR23/stamps
18/04/2023	HSBC		HSBC	HSBC	105.93	0.00	105.93	4420	101	105.93	Bank charges
25/04/2023	3011004		IBSOFFICE	IBSOFFICE	206.44	41.29	247.73	4400	101	206.44	Printing costs Jan-Apr23
01/04/2023	4677/2023/24		INSTITUTE OF CEMET	ICCM	95.00	0.00	95.00	4481	101	95.00	Membership
16/04/2023	ICO		INFO COMM	ICO	55.00	0.00	55.00	4460	101	55.00	Data Protection Renewal Fee
26/04/2023	APREXP		KAI JULIAN	KAI JULIAN	47.99	0.00	47.99	4745	204	47.99	Safety boots
24/04/2023	285479		LAWMANS UK	LAWMANS UK	420.00	84.00	504.00	4720	201	420.00	Security 4/3/23

Purchase Ledger for Month No 1

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
14/04/2023	23464		LOOS	LOOS	605.00	121.00	726.00	508	0	605.00	Coronation toilets
08/04/2023	03231646		MINTNETWORK	MINTNETWOR	107.97	21.59	129.56	4440	101	107.97	Tel Charges Mar 23
30/04/2023	16231		NIGEL JEFFRIES	NIGELJEFFR	12,129.88	2,425.98	14,555.86	4200	208	2,040.46	Grnds Maint Contract April23
								4200	301	1,291.51	Grnds Maint Contract April23
								4200	310	3,470.35	Grnds Maint Contract April23
								4200	315	1,849.90	Grnds Maint Contract April23
								4200	320	1,573.14	Grnds Maint Contract April23
								4200	325	651.82	Grnds Maint Contract April23
								4200	350	977.12	Grnds Maint Contract April23
								4200	330	275.58	Grnds Maint Contract April23
30/04/2023	16286		NIGEL JEFFRIES	NIGELJEFFR	340.00	68.00	408.00	4230	330	340.00	remove/replace fence panel
16/04/2023	IN06817519		NPOWER	NPOWER	25.19	1.30	26.49	4122	310	25.19	CCTV Elec 1/3-31/3/23
16/04/2023	IN06821734		NPOWER	NPOWER	5,437.37	1,087.47	6,524.84	4122	204	5,437.37	Elec 1/3/23-31/3/23
28/04/2023	IN06890290		NPOWER DD	NPOWERDD	15.93	0.80	16.73	4122	208	15.93	Elec 1/3-31/3/23
16/04/2023	IN06902704		NPOWER DD	NPOWERDD	359.17	71.83	431.00	4122	310	359.17	Elec 1/3-31/3/23
16/04/2023	IN06902707		NPOWER DD	NPOWERDD	58.38	2.92	61.30	4122	315	58.38	Elec 1/3-31/3/23
16/04/2023	IN06902710		NPOWER DD	NPOWERDD	34.22	1.72	35.94	4122	310	34.22	Elec 1/3-31/3/23
16/04/2023	IN06902748		NPOWER DD	NPOWERDD	188.03	9.40	197.43	4122	205	188.03	Elec 1/3-31/3/23
18/04/2023	3084		NPTREEMANAGE	NPTREE	520.00	104.00	624.00	4250	301	520.00	Tree works
25/04/2023	INV-2737		ODIN EVENTS	ODIN	2,300.00	460.00	2,760.00	508	0	2,300.00	Coronation golf, wall
11/04/2023	1165		PARKINSON	PARKINSON	210.00	0.00	210.00	4561	101	210.00	Retainer VAT advice to 31/3/24
07/04/2023	5189262		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	Bank Charges
07/04/2023	5189263		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	Bank Charges
03/04/2023	MAR 23		PAYMENTSSENSE	PAYMENTSSEN	28.09	0.00	28.09	4422	201	28.09	Mar23 Bank Charges
03/04/2023	MAR23		PAYMENTSSENSE	PAYMENTSSEN	217.65	0.00	217.65	4422	201	217.65	March 23 Bank charges
21/04/2023	23363		PHOENIX FIREWORKS	PHOENIX FI	3,129.00	625.80	3,754.80	508	0	3,129.00	Coronation fireworks
30/04/2023	001711		CHCLEANING	PRIMA	1,909.35	381.87	2,291.22	4150	204	1,909.35	Cleaning 1/4-30/4/23
30/04/2023	001712		CHCLEANING	PRIMA	629.86	125.97	755.83	4150	205	629.86	Cleaning 1/4-30/4/23
30/04/2023	001713		CHCLEANING	PRIMA	384.85	76.97	461.82	4150	204	384.85	Cleaning 1/4-30/4/23

26/05/2023

Fleet Town Council 2023/2024

Page 5

10:39

PURCHASE LEDGER INVOICE LISTING

User: RH

Purchase Ledger for Month No 1

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
30/04/2023	001714		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	315	115.65	Cleaning 1/4-30/4/23
30/04/2023	001715		CHCLEANING	PRIMA	57.75	11.55	69.30	4150	310	57.75	Cleaning 1/4-30/4/23
30/04/2023	001716		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	320	115.65	Cleaning 1/4-30/4/23
30/04/2023	001717		CHCLEANING	PRIMA	128.50	25.70	154.20	4150	208	128.50	Cleaning 1/4-30/4/23
27/04/2023	28042023		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	Ashes interment
13/04/2023	CN30763		RBS	RBS	-100.00	-20.00	-120.00	4030	101	-100.00	Credit for training
30/04/2023	51435		SHIELD SECURITY SERV	SHIELD SEC	35.00	7.00	42.00	4188	204	35.00	Keyholding 19/4
20/04/2023	APRIL23EXP		SIAN TAYLOR	SIAN	57.08	0.00	57.08	4445	350	23.33	Mobile
								4041	350	33.75	Mileage
12/04/2023	06211		SKELLY COUCH	SKELLY	1,408.30	281.66	1,689.96	4565	160	1,408.30	Refurb advice
20/04/2023	3555		SOUTHEASTBLOOM	SSEAST	390.00	0.00	390.00	4225	310	60.00	Entry Fee 2023
								4225	315	100.00	Entry Fee 2023
								4225	320	100.00	Entry Fee 2023
								4225	325	50.00	Entry Fee 2023
								4225	350	80.00	Entry Fee 2023
01/04/2023	INV-1305		SUSX HR HUB	SUX HR HUB	80.00	16.00	96.00	4551	101	80.00	Monthly Charge
03/04/2023	TDA-23-017		THE DOORS ALIVE	THE DOORS	2,427.30	0.00	2,427.30	654	0	2,427.30	The Doors 31/3/23
30/04/2023	23040054		TICKETSOLVE	TICKETSOLV	978.46	0.00	978.46	4490	201	978.46	Ticket sales
01/04/2023	248982948/21		TOTALENERGIES	TOT ENG	24.23	1.21	25.44	4120	208	24.23	Gas 31/8/21-30/9/21
13/04/2023	297486469/23		TOTALENERGIES	TOT ENG	5,410.42	1,082.08	6,492.50	4120	204	5,410.42	Gas 28/2-31/3/23
13/04/2023	297486470/23		TOTALENERGIES	TOT ENG	426.65	85.33	511.98	4120	205	426.65	Gas 28/2-31/3/23
13/04/2023	297631504/23		TOTALENERGIES	TOT ENG	15.50	0.78	16.28	4120	208	15.50	Gas 28/2/23-31/3/23
01/04/2023	HI589826		UNITED HYGIENE	UWR	148.68	29.74	178.42	4152	205	148.68	Waste April 23
01/04/2023	HI589885		UNITED HYGIENE	UWR	660.27	132.05	792.32	4152	204	660.27	Waste April 2023
19/04/2023	OPI643636		VIMTO	VIMTO	219.23	43.85	263.08	4700	201	219.23	Bar supplies
19/04/2023	OPI643637		VIMTO	VIMTO	22.69	4.54	27.23	4700	201	22.69	Bar supplies
18/04/2023	B5-596675493		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	Mobile phone
								4445	301	11.78	Mobile phone
								4445	101	11.78	Mobile phone

Purchase Ledger for Month No 1				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
				TOTAL INVOICES	67,355.14	10,690.00	78,045.14			67,355.14	

Date: 26/05/2023

Fleet Town Council 2023/2024

Page 1

Time: 10:40

Cashbook 1

User: RH

Bank Current/Deposit Account

Payments made between 01/04/2023 and 30/04/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
11/04/2023	HSBC	DD162	58.96	58.96		500			Bank Charges
11/04/2023	HSBC	DD163	12.97	12.97		500			Bank Charges
12/04/2023	Fleet Town Council	DD	3,470.24			516		3,470.24	L&G Pension Apr 23
12/04/2023	HSBC	DD173	1,537.20	1,537.20		500			April 23 Credit Card
14/04/2023	NPower - Direct Debits	DD164	47.07	47.07		500			Elec 1/2/23-28/2/23
14/04/2023	NPower - Direct Debits	DD165	48.28	48.28		500			Elec 1/2/23-28/2/23
14/04/2023	NPower - Direct Debits	DD166	187.00	187.00		500			Elec 1/2/23-28/2/23
14/04/2023	NPower - Direct Debits	DD167	391.18	391.18		500			Elec 1/2/23-28/2/23
14/04/2023	NPower - Direct Debits	DD168	15.11	15.11		500			Elec 1/2/23-28/2/23
17/04/2023	Castle Water Limited	DD174	261.63	261.63		500			Water 1/2-31/7/23
18/04/2023	Payment Sense Ltd	DD175	217.65	217.65		500			March 23 Bank charges
18/04/2023	Payment Sense Ltd	DD176	28.09	28.09		500			Mar23 Bank Charges
20/04/2023	Central Computer Management Lt	DD169	69.60	69.60		500			Payroll services Mar 23
20/04/2023	Global Payments - Direct Debit	DD170	567.83	567.83		500			Bank Charges
20/04/2023	Fleet Town Council	DDR	24,182.10			516		121.45	FTC Payroll Apr 23
						520		24,060.65	FTC Payroll Apr 23
21/04/2023	Payment Sense Ltd	DD177	113.94	113.94		500			Bank Charges
21/04/2023	Payment Sense Ltd	DD178	17.88	17.88		500			Bank Charges
21/04/2023	Fleet Town Council	DDR	8,318.67			515		8,318.67	NI April 2023
25/04/2023	BOC Ltd	DD171	149.26	149.26		500			Gas
25/04/2023	Booker Limited	DD179	187.74	187.74		500			Bar supplies
28/04/2023	Global Payments - Direct Debit	DD172	36.00	36.00		500			Bank Charges
28/04/2023	Vodafone Limited	DD180	42.41	42.41		500			Mobile phone
29/04/2023	HSBC	DD181	105.93	105.93		500			Bank charges
Total Payments:			40,066.74	4,095.73	0.00			35,971.01	

HAMPSHIRE COUNTY COUNCIL

SECTION 53 OF THE WILDLIFE AND COUNTRYSIDE ACT 1981

THE HAMPSHIRE DEFINITIVE MAP OF PUBLIC RIGHTS OF WAY AND THE HAMPSHIRE DEFINITIVE STATEMENT OF PUBLIC RIGHTS OF WAY (DATED 15TH DECEMBER 2007)

THE HAMPSHIRE (HART DISTRICT NO.34) (PARISH OF FLEET) DEFINITIVE MAP MODIFICATION ORDER 2023

IMPORTANT – THIS COMMUNICATION AFFECTS YOUR PROPERTY

To: Fleet Town Council of The Harlington, 236 Fleet Road, Fleet, Hampshire GU51 4BY

The above named Order made on 9 March 2023, if confirmed as made, will modify the definitive map and statement for the area as described in the Schedule to the order.

A copy of the Order and the Order map have been placed and may be seen free of charge at the offices of Hampshire County Council, The Castle, Winchester, SO23 8UJ and at the offices of Hart District Council, Civic Offices, Harlington Way, Fleet GU51 4AE, or online at www.hants.gov.uk/publicnotices. Copies of the Order and the map can be provided on request.

Any representations about or objections to the Order may be sent in writing to the Head of Countryside Access, Hampshire County Council, Castle Avenue, Winchester, SO23 8UL, or via the internet to row.notices@hants.gov.uk quoting reference:- DMMO 1048 no later than 2 June 2023. Please state the grounds on which they are made.

The personal data you provide in any representation will be treated in accordance with Data Protection Legislation. We will only use the information you provide in connection with the determination of this Order. It may be made public if the matter is referred to the Planning Inspectorate. It will become part of the permanent records kept on rights of way in Hampshire. The legal basis for our use of this information is the compliance with a legal obligation – Wildlife and Countryside Act 1981.

You have some legal rights in respect of the personal information we collect from you. Please see our website Data Protection page for further details (www.hants.gov.uk/dataprotection). You can contact the County Council's Data Protection Officer at data.protection@hants.gov.uk. If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

If no such representations or objections are duly made to the Order, or any part of it, or if any so made are withdrawn, Hampshire County Council may, instead of submitting the Order or part of it to the Secretary of State, if the authority has by Notice to the Secretary of State so elected under paragraph 5 of Schedule 15 to the Wildlife and Countryside Act 1981, itself confirm the Order or part of the Order. If the Order is submitted to the Secretary of State for Environment, Food and Rural Affairs in whole or in part, any representations or objections which have been duly made and not withdrawn will be sent with it.

DATED this 21st day of April 2023

PATRICK BLOGG, Director of Universal Services, The Castle, Winchester, SO23
8UJ

HAMPSHIRE COUNTY COUNCIL

WILDLIFE AND COUNTRYSIDE ACT 1981

THE HAMPSHIRE DEFINITIVE MAP OF PUBLIC RIGHTS OF WAY AND THE HAMPSHIRE DEFINITIVE STATEMENT OF PUBLIC RIGHTS OF WAY (DATED 15TH DECEMBER 2007)

THE HAMPSHIRE (HART DISTRICT NO.34) (PARISH OF FLEET) DEFINITIVE MAP MODIFICATION ORDER 2023

This Order is made by Hampshire County Council under Section 53(2)(b) of the Wildlife and Countryside Act 1981 ("the Act") because it appears to that authority that The Definitive Map Of Public Rights of Way and The Definitive Statement of Public Rights of Way (Dated 15th December 2007) requires modification in consequence of the occurrence of an event specified in Section 53(3)(c)(i) of the Act namely:-

c) the discovery by the authority of evidence which (when considered with all other relevant evidence available to them) shows

- (i) that a right of way which is not shown in the map and statement subsists or is reasonably alleged to subsist over land in the area to which the map relates, being a right of way such that the land over which the right subsists is a public path;

The authority has consulted with every local authority whose area includes the land to which the Order relates.

Hampshire County Council hereby orders that:

1. For the purposes of the Order the relevant date is 2 March 2023.
2. The Hampshire Definitive Map of Public Rights of Way and The Hampshire Definitive Statement of Public Rights of Way (Dated 15th December 2007) shall be modified as described in Part I and Part II of the Schedule as shown on the map attached to the Order.
3. This Order shall take effect on the date it is confirmed and may be cited as The Hampshire (Hart District No.34) (Parish of Fleet) Definitive Map Modification Order 2023.

GIVEN this

9th

day of

March

2023

THE COMMON SEAL of HAMPSHIRE)
COUNTY COUNCIL was hereunto)
affixed in the presence of:-)

Authorised Signatory

[Signature]

37100549



SCHEDULE

PART I

Modifications of Definitive Map Description of path or way to be added

Fleet Footpath 511

From grid reference SU 8136 5415 to SU 8152 5395

A new footpath commencing at a junction with Burnside (public road U239, Point A on the Order plan) and continuing in a generally south-easterly direction along a metalled path and through staggered barriers to Oakley Park and a junction with Footpath 512 (Point B). Continuing in a south-easterly direction along a metalled path, over a bridge (Point C), then in a southerly direction, and through staggered barriers to a junction with Albany Road (public road U239, Point E).

A variable width of between 2.8 and 5 metres between Points A and B, and 1.5 metres wide between Points B-C-E.

A total length of 275 metres.

Fleet Footpath 512

From grid reference SU 8140 5409 to SU 8142 5394

A new public footpath commencing at a junction with Fleet Footpath 511 (Point B) and continuing in a generally southerly direction along a metalled path through Oakley Park and to bollards and the junction with Albany Road (public road U239, Point F).

1.5 metres wide.

A total length of 160 metres.

PART II

Modification of Definitive Statement Variation of particulars of path or way

The following descriptions shall be added to the Definitive Statement for the Parish of Fleet:

Path Number	Status	Start Point	End Point
Fleet 511	Footpath	SU 8136 5415 Burnside	SU 8152 5395 Albany Road
Description, Conditions, Limitations	Commencing at a junction with Burnside (public road U239) and continuing in a generally south-easterly direction along a metalled path and through staggered barriers to Oakley Park and a junction with Footpath 512. Continuing in a south-easterly direction along a metalled path, over a bridge, then in a southerly direction, and through staggered barriers to a junction with Albany Road (public road U239). A variable width of between 2.8 and 5 metres from SU 8136 5415 to SU 8140 5409. A width of 1.5 metres between SU 8140 5409 and SU 8152 5395. Staggered barriers at SU 8140 5409. Bridge at SU 8150 5403. Staggered barriers at SU 8152 5395.		

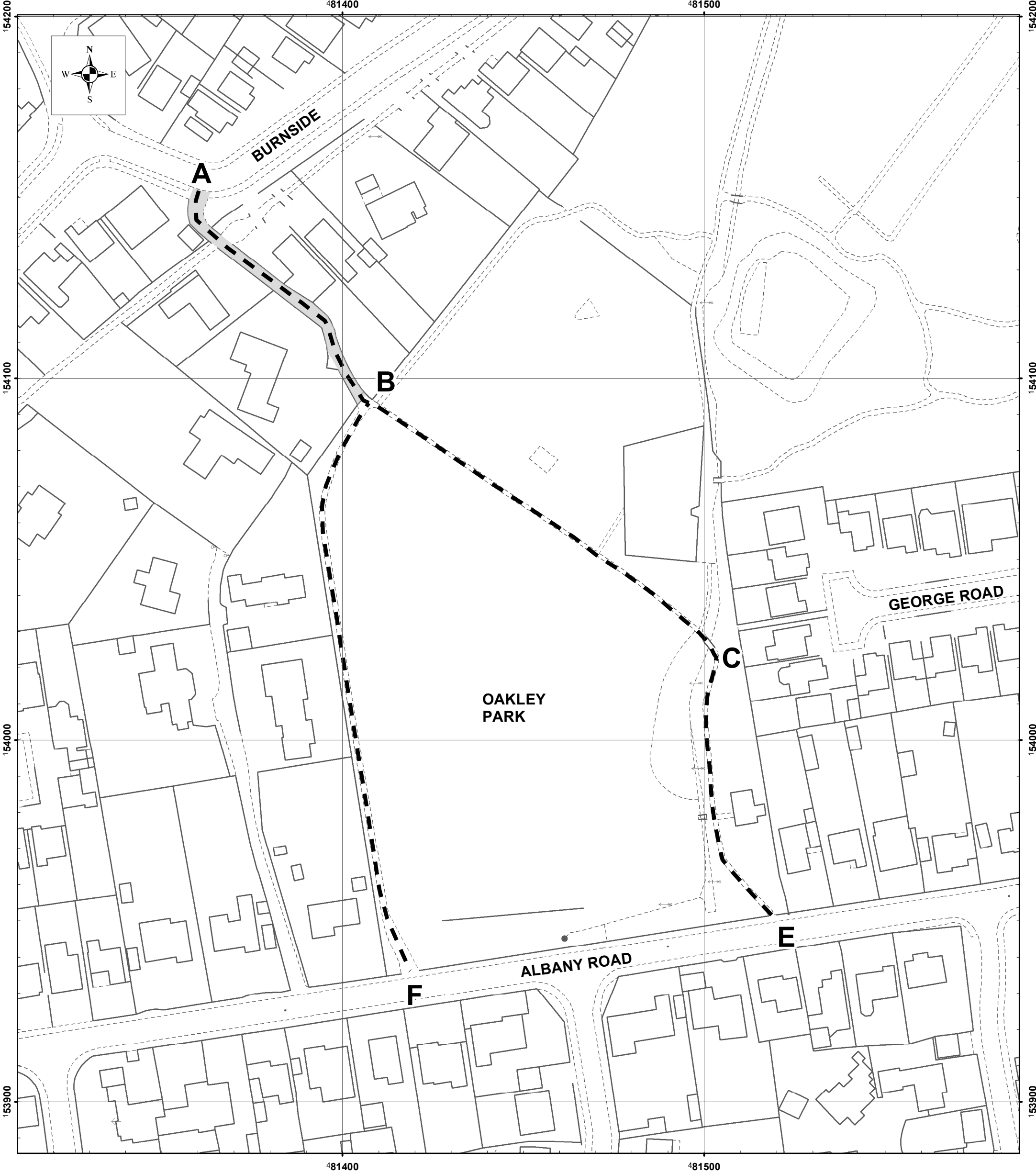
Fleet 512	Footpath	SU 8140 5409 Footpath 511	SU 8142 5394 Albany Road
Description, Conditions, Limitations	Commencing at a junction with Fleet Footpath 511 and continuing in a generally southerly direction along a metalled path through Oakley Park and to bollards and the junction with Albany Road (public road U239). 1.5 metres wide. Bollards at SU 8142 5394.		

NOTE: ALL LENGTHS ARE APPROXIMATE

HAMPSHIRE COUNTY COUNCIL

MAP REFERRED TO IN
THE HAMPSHIRE (HART DISTRICT NO.34)
(PARISH OF FLEET)

DEFINITIVE MAP MODIFICATION ORDER 2023



SCALE 1:1,000

LEGEND

PUBLIC FOOTPATH
TO BE CREATED :- - - - - -

VARIABLE WIDTH
TO BE RECORDED:- [shaded rectangle]

MAP PRODUCED FROM DIGITAL DATA
SUPPLIED BY ORDNANCE SURVEY

THE COMMON SEAL OF HAMPSHIRE COUNTY
COUNCIL WAS HEREUNTO AFFIXED IN THE
PRESENCE OF:-

.....AUTHORISED
SIGNATORY

DATE.....

REPRODUCED FROM THE O.S. MAPPING
WITH THE PERMISSION OF THE
CONTROLLER OF HMSO © CROWN.
UNAUTHORISED REPRODUCTION
INFRINGES © CROWN AND MAY LEAD TO
PROSECUTION OR CIVIL PROCEEDINGS.
HCC LICENCE No.100019180 DATE (28.02.2023)

PATRICK BLOGG, DIRECTOR OF
UNIVERSAL SERVICES, WINCHESTER



Hart District Council

Decision Report

Panel	Standards Committee – Code of Conduct Hearing Panel
Date	18 th April 2023
Title	Complaint: Alleged Breach of Fleet Town Council Code of Conduct
Report from	Monitoring Officer
Purpose	Confirmation of findings from Hearing Panel
Key Contact	Stephanie Baker, Monitoring Officer monitoringofficer@hart.gov.uk 01252 774136

Background

1. In line with the Hart District Council Arrangements for Dealing with Allegations (herein referred to as ‘the handling arrangements’) in relation to the complaint received from Mr Steve Forster on 17th January 2023, the Monitoring Officer did not dismiss the complaint for one of the reasons specified within Section 2 (initial action by the Monitoring Officer) and the complaint was acknowledged and the complainant informed of the procedure to be followed.
2. The complaint was submitted by Mr Steve Forster in relation to the conduct of two Councillors of Fleet Town Council (FTC) during the FTC meeting on 4th January 2023. The complaint alleged inappropriate conduct, breaching the FTC Code of Conduct by; Councillor Bob Schofield (Chairman) and Councillor Alan Oliver.
3. The panel were clear that the complaint against Councillor Alan Oliver is not in relation to other capacities held by him (i.e. Elected Member of Hart District Council or other) and is solely regarding his conduct as a Town Councillor at the FTC meeting of 4th January 2023.
4. In respect of the complaint regarding Councillor Bob Schofield, the initial assessment of the Monitoring Officer concluded that a written or verbal

apology (for allowing an individual Councillor who was not the Chairman to challenge an attendee for filming the meeting) would be a proportionate and appropriate outcome. This suggested outcome was agreed by the Independent Person in line with the handling arrangements.

5. In respect of the complaint regarding Councillor Alan Oliver, this related to verbal statements made during and after the meeting and included language which Councillor Schofield, in his response to the complaint, confirmed as inappropriate.
6. Given the nature of the comments, the initial assessment of the Monitoring Officer was to arrange a hearing panel before 3 members of Standards Committee. This was agreed by Standards Committee members (in lieu of any Chairman) and the Independent Person. The panel was made up of Councillor Stuart Bailey (elected Chairman), Councillor Chris Dorn and Mr David Argent (a parish councillor).
7. It was considered that a hearing panel would be appropriate as the complaint was supported by recorded audio evidence indicating a possible breach of the Code of Conduct, and it appeared from the complaint that it had caused personal injustice to the complainant, Mr Forster.
8. The hearing panel took place on 6th April in line with the procedure set out in Appendix C of the handling arrangements. The Independent Person was unavailable to attend the hearing panel however their attendance was not required by the handling arrangements. Both the Monitoring Officer and Deputy Monitoring Officer were in attendance to advise the panel.
9. The complainant brought along a representative, County Councillor Stephen Parker and Councillor Alan Oliver brought along HDC Elected Member Councillor James Radley as his representative.
10. Both the complainant and Councillor Oliver were provided the opportunity to make their statements and raise any questions. The Panel members then asked a series of questions to Mr Forster and Councillor Oliver. Both representatives also had the opportunity to ask questions and make comment at the Chairman's discretion. Following the roundtable discussion, the Chairman concluded that the parties could be excused to allow the Panel to deliberate in private and reach a decision.

11. The Panel considered two verbal exchanges between Councillor Oliver and Mr Forster.

First exchange

12. The first exchange concerns comments made during the FTC meeting on 4th January 2023 when Councillor Oliver challenged the appropriateness of Mr Forster using his mobile phone to take images of the Councillors during the proposition of several motions and the votes on those motions.
13. The Panel heard divergent views on the incident with Councillor Oliver stating that he had found it disruptive and felt that Mr Forster had been “jumping around”. Mr Forster stated that he had remained almost entirely seated and had outstretched his arm to take the images on his mobile phone, with no persons in the public gallery immediately in front of or behind of him so as to have been obstructed from view or disturbed by the recording.
14. The Panel were told by Mr Forster that he had taken the images with the intention of using these on his personal social media account rather than in his capacity as a County Councillor.
15. The Panel heard from Mr Forster that the reasons he had attended the meeting were two-fold; to provide a County Council update on roadworks on agenda item 5, in his capacity as County Councillor, and also to hear the discussions and debate on the other agenda items including budget matters in his interest and capacity as a resident.
16. The Panel considered whether Mr Forster could have attended the meeting in one capacity, as a County Councillor, but stayed to hear other items in a personal capacity. Whilst the Panel concluded that there may be a theoretical possibility for an individual to feel they have consciously interchanged from one of their different roles and remits to another during or at the end of a meeting, it was likely that other attendees at the meeting would have the reasonable impression and perception that Mr Forster attended the duration of the meeting in his capacity as County Councillor. The Panel felt that other attendees were likely to address Mr Forster in that manner for the duration of the meeting.
17. This principle was also considered to be the case for Councillor Oliver’s attendance at the FTC meeting on 4th January 2023, whether at any point before, during or after the meeting he felt that he had consciously interchanged from his Town Councillor role to another remit, the other attendees at the meeting would have the reasonable impression and perception that Councillor Oliver was present and addressed that evening in

his capacity as Town Councillor.

18. This reasonable impression and perception is cited within the FTC Code of Conduct general principles, as set out on page 5. It states:

“The rules of good conduct apply in all situations where you act, claim to act, or give the impression or reasonable perception that you are acting as a member or representative of Fleet Town Council

The Code applies to all forms of communication, including:

At face-to-face meetings

At on-line or telephone meetings

In written communication

In verbal communication

In non-verbal communication

In electronic and social media communication, posts, statements, and comments.”

19. The Panel concluded that there would have been a reasonable perception and impression from Councillor Oliver that Mr Forster was in attendance and remained at the venue in his capacity as a County Councillor. By the same token the Panel concluded that there would have been a reciprocal perception and impression from Mr Forster that Councillor Oliver was in attendance and remained at the venue in his capacity as Town Councillor.
20. When the speakers had been excused and the panel deliberated in private with the Monitoring Officer and Deputy Monitoring Officer, the Panel were advised on case law regarding political freedom of speech and in particular a 2021 judgment (*R(Robinson) v Bucks Council & Anor [2021] EWHC 2014 (Admin) No: CO/1734/2020*).
21. The Panel however felt that the capacity of any attendee recording under a public, private or other remit was immaterial to the overarching right to record a public meeting as set out within legislation (The Public Bodies (Admission to Meetings) Act 1960 (as amended by The Openness of Local Government Bodies Regulations 2014) as well as the FTC media policy (July 2021). The Panel agreed that there was no requirement to provide any form of prior notice before commencing recording as had been stated by Mr Forster and that the recording was aligned with the guidance on: direction (away from the public), content (Councillors and display screen only) and manner (minimal effect on the meeting).
22. The Panel concluded that regardless of whether the intent for the recorded material were private or otherwise, legislation and the Fleet Town Council media policy are both clear that recording of a public meeting is permitted. As

a result, the Panel considered that the Chairman ought not to have allowed an individual Councillor to challenge an individual on recording and that there may be some wider learning points for Parish and Town Councils in general on effective Chairing of meetings.

23. Irrespective of the Town Council's policies and the legislation, the Panel concluded that as a matter of courtesy Mr Forster could have let the Chairman know that he was intending to start filming.
24. In addition, the Panel considered that notwithstanding the legal right to film or record images during public meetings, there were perhaps opportunities for matters of courtesy to be included in Parish and Town Council policies and referred to by Chairman to avoid issues in future.
25. The Panel also concluded that the omission of the incident from the FTC printed minutes was of some concern and did not reflect best practice. The panel considered that there was perhaps another opportunity for a wider learning point for all Parish and Town Councils in the District. To request that minutes include reference to any instances where the meeting is paused due to the Chairman or other Councillor interacting with individuals from the public gallery, even if such an exchange is merely summarised.
26. At the hearing, Councillor Oliver confirmed to the Panel that on reflection, he considered his choice of words to Mr Forster on the first exchange in respect of the recording instance were disrespectful.
27. The Panel concluded that Councillor Oliver's language and phrasing was gratuitous and personal, as opposed to having been offered as part of a political argument, idea or discussion. As a result, the Panel decided that this was a clear breach of the FTC Code of Conduct.
28. Given the context of the comment, the Panel agreed that the statement was not protected by Article 10 of the European Convention on Human Rights (ECHR) in particular relating to freedom of speech, however it was likely to require assessment under the Equality Act 2010 due to the choice of language pertaining to mental health which is a protected characteristic under the Equality Act in relation to disability. Both pieces of legislation (the ECHR and Equality Act) are cited within the FTC Code of Conduct and the Panel agreed that they were required to consider them.
29. The Panel resolved that the comment was both disrespectful and inappropriate.

Conclusion on first exchange

30. The Panel concluded that there was a breach of the FTC Code of Conduct by Councillor Oliver, arising from the first exchange.

Second exchange

31. The Panel heard that the second exchange took place just after the formal close of the FTC meeting by the Chairman, which was stated on the FTC printed minutes to have been closed at 9:38pm.
32. The Panel agreed that in line with the above assessment on reasonable impression and perception of which capacity someone is acting in, when the second exchange took place Councillor Oliver would have been reasonably perceived at that time as speaking and acting in his capacity as Town Councillor.
33. The Panel agreed that at the time of the second exchange, by the same token Mr Forster would have been reasonably perceived at that time as speaking and acting in his capacity as County Councillor.
34. The Panel concluded that this was a Town Councillor - to- County Councillor exchange however it was not an exchange in the political sphere as it did not involve the proposition of political ideologies or debate on policy. The Panel were clear that the second exchange and neither party involved would benefit from political freedom of speech protection afforded by Article 10 of the ECHR.
35. The Panel considered that outside of political debate and expression of political ideas, targeted comments aimed at an individual or group concerning a protected characteristic would clearly breach the Equality Act.
36. The Panel also considered that the status, capacity and remit of individuals in terms of perception and impression was likely to change the further the attendees were from the meeting venue and the further in time that people were from the meeting having been closed. At the time of the second exchange, very shortly after the meeting had formally closed and within the same building, the Panel felt that a reasonable person would interpret this as a Councillor-to-Councillor exchange.
37. The Panel further discussed that even if they were wrong on the point of which capacity each individual was acting in, the FTC Code of Conduct clearly says that it applies to all situations where there is an impression or reasonable perception that you are acting in a capacity of FTC member or representative.

This was not restricted to conduct or exchanges during and (when still on the premises) after FTC meetings.

38. Given the conclusion that there would have been an impression or reasonable perception that Councillor Oliver was acting in his FTC capacity during the second exchange, the Panel felt that the Advice notes contained within the code of conduct were particularly relevant (Advice note on Disrepute, on Respect, on Discrimination and on Bullying).
39. The Panel noted that Councillor Oliver continuing to use inappropriate and distressing words after he observed the distress being caused (including physical shaking by Mr Forster) compounded the effect.
40. When asked, Councillor Oliver could provide no justification for his choice of words.

Conclusion on second exchange

41. The Panel concluded that there was a breach of the FTC Code of Conduct by Councillor Oliver, arising from the second exchange.

FTC Advice note on Disrepute

42. The FTC Advice note says:

“...your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. Article 10 of the European Convention on Human Rights protects your right to freedom of expression, and political speech as a councillor is given enhanced protection but this right is not unrestricted.”

43. The Advice note continues that “In general terms, disrepute can be defined as a lack of good reputation or respectability.”
44. The Panel considered that Councillor’s Olivers conduct within the first exchange and second exchanges appeared to contravene the advice note on disrepute.

FTC Advice note on Respect

45. The FTC Advice note says:

“Showing respect to others is fundamental to a civil society. As an elected or appointed representative of the public it is important to treat others with respect and to act in a respectful way. Respect means politeness, courtesy and civility in behaviour, speech, and in the written

word.”

46. It continues to state: “Rude, offensive, and disrespectful behaviour lowers the public’s expectations and confidence in its elected representatives.”

47. The Panel considered that Councillor’s Olivers conduct within the first and second exchanges appeared to contravene the advice note on respect.

FTC Advice note on Discrimination

48. The FTC Advice note says:

“The Equality Act 2010 imposes positive duties on local authorities to promote equality and to eliminate unlawful discrimination and harassment. Under the Act your authority may be liable for any discriminatory acts which you commit. This will apply when you do something in your official capacity in a discriminatory manner. You must be careful not to act in a way which may amount to any of the prohibited forms of discrimination, or to do anything which hinders your authority’s fulfilment of its positive duties under the Act.”

49. It continues “Examples of discriminatory behaviour include but are not limited to: ... comments, slurs, jokes, statements, questions, or gestures that are derogatory or offensive to an individual’s or group’s characteristics”

50. The Panel considered that Councillor’s Olivers conduct within the first and second exchanges appeared to contravene the advice note on discrimination.

FTC Advice note on Bullying

51. The FTC Advice note says:

“Bullying, harassment, discrimination, and victimisation (either directly or indirectly) are unacceptable and should not be tolerated. It is important to recognise the impact such behaviour can have on any individual experiencing it, as well as on the wider organisation in terms of morale and operational effectiveness.”

52. It continues: “You should always be mindful of the overall potential impact of the behaviour on others. First and foremost, bullying can have a significant impact on the recipient’s well-being and health.”

53. It later explains: “Like disrespectful behaviour, bullying can be difficult to define. When allegations of bullying are considered it’s likely that the person handling the complaint will consider both the perspective of the alleged victim,

and whether the councillor intended their actions to be bullying. They will also consider whether the individual was reasonably entitled to believe they were being bullied.”

54. The Panel were mindful that the complaint from Mr Forster alleged bullying and this was hard to define, as set out within the FTC Advice Note on bullying.
55. The Panel concluded that Councillor Oliver’s conduct within the second exchange would appear to contravene the advice note on bullying, particularly from the alleged victim (Mr Forster’s) perspective. The Panel felt that this was evident regardless of whether there was an active intention to bully.

Findings

56. The panel concluded that the comments made by Councillor Oliver towards Mr Forster in the second exchange were unacceptable comments surrounding a protected characteristic. The comments breach the code of conduct and fail to adhere to the guidance contained within the advice notes as set out above.
57. The Panel find that Councillor Oliver breached the FTC Code of Conduct in relation to both the first and second exchange.

SUGGESTED OUTCOME

58. The Panel’s findings are to be reported to FTC.
59. It is recommended that FTC obtain an apology from Councillor Oliver to Mr Forster at the next available FTC meeting.



Hart District Council

Decision Report

Date	18 th April 2023
Title	Complaint: Alleged Breach of Fleet Town Council Code of Conduct by Councillor Schofield
Report from	Monitoring Officer
Purpose	Confirmation of findings from Monitoring Officer and Independent Person
Key Contact	Stephanie Baker, Monitoring Officer monitoringofficer@hart.gov.uk 01252 774136

Background

1. In line with the Hart District Council Arrangements for Dealing with Allegations (herein referred to as 'the handling arrangements') in relation to the complaint received from Mr Steve Forster on 17th January 2023, the Monitoring Officer did not dismiss the complaint for one of the reasons specified within Section 2 (initial action by the Monitoring Officer) and the complaint was acknowledged and the complainant informed of the procedure to be followed.
2. The complaint was submitted by Mr Steve Forster in relation to the conduct of Councillor Bob Schofield of Fleet Town Council (FTC) during the FTC meeting on 4th January 2023. The complaint alleged inappropriate conduct, breaching the FTC Code of Conduct due to conduct as Chairman.
3. The matter relates to conduct by the Chairman during Item number 7 discussed at the FTC meeting on 4th January 2023. It concerns an FTC Councillor, Councillor Oliver challenging the appropriateness of Mr Forster using his mobile phone to take images of the Councillors during the proposition of several motions and the votes on those motions.
4. The Monitoring Officer and Independent Person concluded that there is an overarching right to record a public meeting as set out within legislation (The Public Bodies (Admission to Meetings) Act 1960 (as amended by The

Openness of Local Government Bodies Regulations 2014) as well as the FTC media policy (July 2021).

5. Regardless of whether the intent for the recorded material were private or otherwise, legislation and the Fleet Town Council media policy are both clear that recording of a public meeting is permitted. As a result, the Chairman ought not to have allowed an individual Councillor to challenge an individual on recording. There may be some wider learning points for Parish and Town Councils in general on effective Chairing of meetings.
6. Whilst the Monitoring Officer and Independent Person consider that this is not a breach of the FTC Code of Conduct itself, it goes against the spirit of the legislation and FTC's own published media policy. It also contravenes the FTC Code of Conduct Advice Note on Respect.
7. The Monitoring Officer also concluded that the omission of the incident from the FTC printed minutes was of some concern and did not reflect best practice. There is perhaps an opportunity for a wider learning point for all Parish and Town Councils in the District in this respect, minutes ought to include reference to any instances where the meeting is paused due to the Chairman or other Councillor interacting with individuals from the public gallery, even if such an exchange is merely summarised.

Conclusion

8. The Monitoring Officer and Independent Person concluded that there was not a breach of the FTC Code of Conduct by Councillor Schofield.

Findings

9. The Monitoring Officer and Independent Person concluded that allowing an individual Councillor who was not the Chairman to challenge an attendee for filming the meeting was inappropriate and contravened the spirit of the FTC media policy, FTC Code of Conduct Advice Note on respect and legislation.
10. The Monitoring Officer and Independent Person concluded that a proportionate and appropriate outcome would be for Councillor Schofield to apologise to Mr Forster for this failure.

SUGGESTED OUTCOME

11. The Monitoring Officer and Independent Person's findings are to be reported to FTC.
12. It is recommended that FTC obtain an apology from Councillor Schofield to Mr Forster at the next available FTC meeting.

OFFICER: Rochelle Halliday, Executive Officer
DATE: 31st May 2023
MEETING: Council 7th June 2023
SUBJECT: Item 14 - Executive Officer's Report

1. Annual Governance & Accountability Return (AGAR) 31st March 2023 (Item 8.)

The Council's year end closure took place on 15th May 2023. The data for the Accounting Statements in the draft AGAR is automatically prepared by the Council's finance software. The approved and signed AGAR is due for submission before 30th June 2023.

There are several reports issued for this meeting which support the statements contained in the draft AGAR:

- Annual Internal Audit report within the AGAR and Internal Auditor's report (AGAR section 1).
- Review of the Effectiveness of the System on Internal Control (AGAR section 1).
- Summary of Financial Statements for the year ending 31st March 2023 (AGAR section 2).
- Asset Register at 31st March 2023 (AGAR section 2) – reviewed following the Policy and Finance Committee meeting and no change to the total asset value presented at the meeting total was made (changes were made to the current values which do not affect the AGAR).

Subject to approval of the AGAR, the exercise of public rights is scheduled to start on Monday 26th June 2023 and will end on Friday 4th August 2023.

The external auditor is now BDO. A new form has been issued by BDO for authorities to confirm whether there are any conflicts of interest with BDO.

If Members have any specific questions about any of the financial documents presented for items 7 or 8, please could you let me know ahead of the meeting.

RECOMMENDATIONS

- a) To approve the proposed response to the BDO conflict of interest form.
- b) To approve the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2023.
- c) To note the Annual Internal Audit report, the year end Internal Audit visit report and to approve the Internal Audit actions report.
- d) To approve the statements in the AGAR Section 1 – Annual Governance Statement 2022/23.
- e) To approve the statements in the AGAR Section 2 – Accounting Statements 2022/23.

2. Oakley Park – Definitive Map Modification Order (Right of Way) (Item 10.)

At the Council meeting on 1st March 2023, the Council were made aware of plans to dedicate a public Right of Way through Oakley Park, to connect already established walking routes.

The consultation for this map modification order is underway and will formally end on 2nd June 2023. Hampshire County Council has provided a short extension to allow the Council to agree a formal comment, which has been secured by submitting a 'holding objection'.

Members are asked to consider the application for dedicating the Right of Way across the Council's land. Please note that consultation is restricted to whether the public has acquired a right of way through a long and established use. Therefore, objections relating to maintenance or management of the route will not be considered when deciding the outcome of the consultation.

RECOMMENDATION

To approve an appropriate consultation comment.

3. Monitoring Officer's Reports (Item 11.)

Following a complaint to the Monitoring Officer at Hart District Council in January 2023, Members are asked to formally consider the recommendations from the two reports issued by the Monitoring Officer, both of which are attached.

Complaint: Alleged Breach of Fleet Town Council Code of Conduct by Councillor Schofield

Comments

- That the Chairman ought not to have allowed an individual Councillor to challenge an individual on recording the meeting, however, this was not deemed a breach of the FTC Code of Conduct by Councillor Schofield.
- That the minutes ought to reflect a summary of any instances where the meeting is paused due to the Chairman or other Councillors interacting with individuals from the public.

Suggested Outcome

- The Monitoring Officer and Independent Person's findings are to be reported to FTC.
- It is recommended that FTC obtain an apology from Councillor Schofield to Mr Forster at the next available FTC meeting for allowing an individual Councillor who was not the Chairman to challenge an attendee for filming the meeting.

Complaint: Alleged Breach of Fleet Town Council Code of Conduct (Standards Committee)

Comments

- That there are perhaps opportunities for matters of courtesy to be included in the Parish and Town Council policies regarding recording a public meeting and of this courtesy being referred to by the Chairman to avoid issues in the future.
- The Panel concluded that there was a breach of the FTC Code of Conduct by Councillor Oliver, arising from the first exchange during the meeting.
- The Panel concluded that there was a breach of the FTC Code of Conduct by Councillor Oliver, arising from the second exchange after the meeting.

Suggested Outcome

- The Panel's findings are to be reported to FTC.
- It is recommended that FTC obtain an apology from Councillor Oliver to Mr Forster at the next available FTC meeting.

RECOMMENDATION

To support the recommendations of the Monitoring Officer.

4. Complaints (Item 12.)

A complaint was received from the Friends of Oakley Park on 15th May 2023 regarding the permitting of two concurrent events at Oakley Park on 14th May 2023, one of which was organised by the Friends of Oakley Park.

The complaint was investigated by the Facilities and Open Spaces Manager and a response was submitted to the Friends of Oakley Park on 19th May 2023. The response confirmed that one of the events was unknown to the Council and an apology was obtained from the other party for the miscommunication that occurred. In future, established park users will be made fully aware of the park rules to prevent double 'booking' occurring again.

5. Badger Activity at Fleet Cemetery (Item 13.)

The Policy & Finance Committee were made aware, at their last meeting, that the badger activity at Fleet Cemetery has intensified, resulting in a major safety hazard.

Councillor Schofield and I took the decision to use the Council's emergency financial powers to authorise a specialist consultant, who has already completed a preliminary report, to prepare and

submit the licence application to Natural England for managing the sett. The cost of this work is £1,901.35 + VAT.

Subject to the licence being approved, the Council will need to bring the licence into effect, most likely involving diverting the sett and reinstating the ground, once it is permitted to do so. Any action will be in line with the strict legal process for managing badger setts, which can usually only be completed between July and November.

The Council will be required to allocate funds from general reserves to address this situation, once there is a clear picture of costs. Where possible, quotes for all works will be processed through the Council in the usual way. An extraordinary meeting will be convened to ringfence funds, if required.

6. S106 Ancells Green Gym

The s106 application for the Green Gym at Ancells Farm was approved by Hart District Council on 26th May 2023. Further information will be shared at the next Recreation, Leisure and Amenities Committee meeting.

7. FCOT Student Placement

The Council's placement student from Farnborough College of Technology started on 12th June 2023 and has settled in well, arriving on time every day and dressed appropriately for an office environment.

On Friday 19th May 2023 the student presented the Finance and Admin Officer with a 63-page PowerPoint with her current findings regarding the FTC website, including notes and ideas resourced from multiple other local parish council and council sites. The presentation included ideas on current layout and look, whilst noting the anomalies on our current website.

The placement student has now started the same project on The Harlington website, and will soon present her findings. The Marketing and Box Office Manager has been in discussion with the student about this research.

The market research work for the market will take place during the next few weeks alongside the web research. The final task to be completed will be design ideas for the Council's newsletter, which will take us to the end of the placement in late June.

8. Contractual Matters

The Harlington Lease

At the time of writing, there is no new information about progress towards receiving a draft lease for The Harlington.

The Harlington Working Group meeting is scheduled for 21st June 2023, subject to there being an available update.

Hampshire County Council Management Agreement with Fleet Library

A revised draft Management Agreement was received from Hampshire Libraries on 26th May 2023, which will be brought to a future meeting for consideration and approval.

9. Upcoming Council Meeting Dates

- 12th June, 7.00pm – Development Control Committee
- 21st June, 2.00pm – Harlington Working Group
- 21st June, 7.00pm – RLA Committee
- 26th June, 7.00pm – Development Control Committee
- 5th July, 2.00pm – Risk Management Working Group (replaces 19th July meeting)
- 5th July, 7.00pm - Council