



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

**Wednesday 7 September 2022 at 7pm  
in  
The Harlington**

All members are summoned to attend

**To Councillors:** R. Schofield, G. Chenery, K. Cottrell, P. Einchcomb, S. Engström, R. Fang, L. Holt, A. Hope, S. Johnson, S. Sharma Krishnmurthy, E. May, A. Oliver, R. Richmond, R. Robinson, S. Tilley, P. Wildsmith, B. Willcocks, G. Woods.

SIGNED:

*Janet Stanton*

Janet Stanton,  
Town Clerk

Date: 31<sup>st</sup> August 2022

## **AGENDA**

### **1. APOLOGIES**

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

### **2. DECLARATIONS OF INTEREST**

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

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

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

To receive questions and statements from members of the public.

### **4. CHAIRMAN'S ANNOUNCEMENTS**

To receive any updates from the Chairman of Fleet Town Council

## **5. HCC/HDC (3 mins per person – max 15 mins)**

To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.

## **6. MINUTES OF PREVIOUS MEETINGS**

To receive and approve as a correct record the minutes and confidential minutes of the Council Meeting held on Wednesday 6 July 2022 (*copy attached*)

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

Policy and Finance	20 <sup>th</sup> July 2022
Development Control	11 <sup>th</sup> July 2022, 25 <sup>th</sup> July 2022, 8 <sup>th</sup> August 2022, 22 <sup>nd</sup> August 2022

### **Part 1 – ITEMS FOR DECISION**

## **7. INVESTMENT REPORT**

Members to receive an investment report for consideration (*copy attached*).

### **RECOMMENDATION**

To consider the future investment options for Fleet Town Council

## **8. FINANCIAL MONITORING**

1. To receive:
  - a. The bank reconciliation for July 2022 *on FTC portal and web site*
  - b. The list of receipts for July 2022 *on FTC portal and web site*
  - c. The list of payments for July 2022 *on FTC portal and web site*
2. Councillor Robinson to confirm that the bank statements match the July reconciliation, and he has signed the bank statements and payment schedules.
3. Councillor Robinson to confirm that the bank statements match the June reconciliation, and he has signed the bank statements and payment schedules. (documents distributed at the July Policy and Finance)

### **RECOMMENDATION**

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

## **9. RISK MANAGEMENT WORKING GROUP**

To receive and approve the minutes of the Risk Management Working Group held on 20<sup>th</sup> July 2022 and the updated risk register. (*Copies attached*)

## **RECOMMENDATION**

That the updated Risk Assessment Register be adopted by the Council

### **10. EXTERNAL AUDIT – SMALLER AUTHORITIES AUDIT APPOINTMENTS (SAAA)**

Members to receive a report on the options for External Audit procurement. *(copy attached)*

## **RECOMMENDATION**

That FTC remains within the External Auditor central procurement regime managed by SAAA for the 5-year appointing period, 2022/23 – 2026/27

### **11. LIONS GRANT**

Members to receive a grant application from The Lions for funding of £1400 inc.VAT to purchase a second-hand 4 axle trailer for delivery and positioning of the signage for civic events and £2700+ vat to train more volunteers to Chapter8 standards for road closures. *(Application attached, and accompanying documents on portal and web site)*

## **RECOMMENDATION**

To consider the grant application

### **12. SCHOOLS' CLIMATE CHANGE AWARENESS COMPETITION**

To receive and consider details of a proposed Schools' Climate Change Awareness competition, *(copy attached)*

## **RECOMMENDATION**

To determine the way forward

### **13. CHRISTMAS OFFICE CLOSURE ARRANGEMENTS**

It is requested that the FTC office close at 12midday on Friday 23<sup>rd</sup> December 2022 and re-open at 9am on Tuesday 3<sup>rd</sup> January 2023. FTC officers will be required to take annual leave to cover the period 28<sup>th</sup>-30<sup>th</sup> December 2022 (3 days).

## **RECOMMENDATION**

To approve the closure of the Fleet Town Council Offices from 12 midday on Friday 23<sup>rd</sup> December 2022 until 9am on Tuesday 3<sup>rd</sup> January 2023.

## **Part 2 – ITEMS TO NOTE**

### **14. FLEET TOWN FOOTBALL CLUB**

Members to receive a verbal update on the meeting held on Monday 5 September regarding the Fleet Town Football Club lease.

### **15. COMMITTEE AND WORKING GROUP MEMBERSHIP**

To receive and note a revised list of the Membership of Committees and Working Groups *(copies attached)*

## **16. REMEMBRANCE SUNDAY**

This year's Remembrance Sunday service and parade will take place on Sunday 13<sup>th</sup> November. The service will be held in The Harlington, followed by a parade from the Church Road Car park to Gurkha Square where the wreaths will be laid at the War Memorial. After the laying of the wreaths, refreshments will be provided by Fleet Town Council which will be served by volunteers in the Harlington.

## **17. CHRISTMAS**

- a. The Christmas Lights Switch-on and Festival will take place on Wednesday 23<sup>rd</sup> November. Arrangements have commenced and more details will be provided nearer the time.
- b. Planning and organisation is underway for the Christmas Day lunch in The Harlington for those residents who would otherwise spend Christmas on their own. If you do know of anyone who will be celebrating Christmas on their own please tell them about the Christmas Day Lunch and let Charlotte Benham know if they wish to be invited.

Volunteers are required for both these events and members are asked to let Charlotte Benham know if they or any friends or family are able to assist.

## **18. TOWN CLERK'S REPORT**

To receive and note the update report from the Clerk.

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

The next meeting of the Council is scheduled to be held on Wednesday 5<sup>th</sup> October 2022 at 7pm in the Harlington.

### **Part 3 CONFIDENTIAL ITEMS**

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

**The following types of business will be treated as confidential:**

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

There are no confidential matters

## FLEET TOWN COUNCIL

### MINUTES OF THE COUNCIL MEETING

held on

Wednesday 13<sup>th</sup> July 2022

#### 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, P. Wildsmith, B. Willcocks, G. Woods.

#### Also Present

Janet Stanton – Town Clerk  
Wendy Allen – Acting Committee Clerk  
Councillor Steve Forster – HCC  
Councillor Adrian Collett - HCC  
1 member of the public

#### FC JULY 2022 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted apologies from Cllr Sharma Krishnmurthy who had a home emergency and Cllr Tilley as it was her wedding anniversary

#### FC JULY 2022 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### FC JULY 2022 ITEM 3 QUESTIONS FROM THE PUBLIC

There were no questions from the public.

#### FC JULY 2022 ITEM 4 ANNOUNCEMENTS

Councillor Schofield thanked Cllr Tilley, The Clerk and all the volunteers for a very successful Platinum Jubilee celebration.

Councillor Schofield took the opportunity to update members on the following:

- **Ukrainian Support Evening**
  - Successful evening which particularly helped host families
  - Subsequently 20 families have not proved compatible with their host families and have had to be relocated, but it is potentially putting more pressure on the limited housing stock available to Hart.
  - Original agreements were for six months only on the basis of this being a short-term confrontation. All host families are being contacted to extend their agreements if possible.
- **New Executive Officer**
  - Held second interviews with Cllr Einchcomb to replace The Clerk
  - Very interesting to learn how other councils operate
  - Rochelle Halliday has been appointed and joins the Council on 1<sup>st</sup> October

- **NALC Local Council Webinar**
  - Interesting webinar and although FTC may or may not decide in the future to seek an award, the standards of the higher levels of Award called Quality and Quality Gold should be noted. These would be very useful benchmarks for FTC to be aware of.
- **Royal British Legion**
  - Attended RBL garden party for their service awards. One local lady has achieved 30 years' service in selling poppies.
  - Last year's poppy sales exceeded all previous records.
- **Benchmarkx**
  - Cut the ribbon to instigate the opening of the new Benchmarkx store at Travis Perkins
- **HALC's Local Council Finance training**
  - Attended, with some fellow councillors, HALC's Local Council Finance training webinar
- **Harlington Lease**
- Held a conference call along with Cllr Tilley with Cllr Radley and one of the HDC's Joint Chief Executives to discuss the current situation on the Harlington lease
  - A follow up meeting was held with members of the Harlington Working Group
- **HDAPTC AGM**
  - Attended along with Cllr Einchcomb.

## **FC JULY 2022 ITEM 5            MINUTES OF PREVIOUS MEETINGS**

The minutes of the Annual Council held on Wednesday 1<sup>st</sup> June and Friday 10<sup>th</sup> June 2022 were approved and signed as a true record by the Chairman.

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

RLA	15 <sup>th</sup> June 2022
Development Control	13 <sup>th</sup> & 27 <sup>th</sup> June 2022

## **FC JULY 2022 ITEM 6            FTC - DEVELOPMENT OF A 4-YEAR BUSINESS PLAN**

Members discussed the merits of a 4-year business plan and noted:

- Finances are at a critical stage so longer term planning important
- It would be necessary to initiate a vision strategy that would aid transparency for residents
- Plan needs to be strategy led.
- Suggested that the plan should extend for 5 years to give a start to the new council in 2027

### **RESOLVED**

That a Working Group be set to develop a 5-year Business Plan for Fleet Town Council. Members will be sent dates and the Working Group will be set up to include those that are available.

## **FC JULY 2022 ITEM 7            CAPITAL PROJECTS**

Members considered the proposed Capital Projects spreadsheet.

**RESOLVED**

- To approve the proposed list of FTC Capital Projects
- To abstract from the list possible s106 projects and send the list to HDC for consideration when allocating projects for s106 funding

**FC JULY 2022 ITEM 8 FUNDING REQUESTS FOR CAPITAL EXPENDITURE**

Members discussed the funding requests for Capital Expenditure and noted:

- Friends of Oakley Park have £7000 to contribute to the path repairs
- Friends of Ancells Farm Park have offered £5000 to contribute to the path extension
- Increasing deficit in council funds
- Need to build up a reserve for the time when the Cemetery is closed but still needs to be maintained
- Cemetery paths could be carried out in stages with first part using self-pour levelling compound to see the efficacy

**RESOLVED**

To agree the request to take funds from General Reserves for the following projects:

a.	Repairs to cemetery paths 1st stage	£10,000
b.	Repairs to the path outside All Saints School, Lea Wood Road	£3,700
c.	Repairs to the paths in Oakley Park (£9,000 less £7,000)	£2,000
d.	Ancells Farm Park Path extension between pavilion and bridges/Ancells Road (£9,000 less £5,000)	£4,000

**FC JULY 2022 ITEM 9 S106 APPLICATION**

Members discussed S106 application request following the RLA meeting and noted:

- The costs are approximate, and quotes will need to be obtained
- Questioned why Ancells Farm residents had not been consulted about the requirement for an outdoor gym. Clarified that it was included in the park development plan developed when the membership of the Friends Group was much larger.

**RESOLVED**

To progress S106 funding from Hart District Council for:

- A Trim Trail in Oakley Park - £12,500 approx
- An outdoor gym in Ancells Farm Park - £15,000 approx

**FC JULY 2022 ITEM 10 APPOINTMENT OF INTERNAL AUDITOR FOR 2022/2023**

Members discussed and noted that

- Eleanor Greene has been the auditor for a number of years.
- With the Clerk retiring it would be useful to have the continuity

**RESOLVED**

To confirm the re-appointment of Eleanor Greene, Do The Numbers, as the internal auditor for Fleet Town Council for 2022/2023.

**FC JULY 2022 ITEM 11 HONG KONG IMMIGRANT SUPPORT**

Cllr Fang introduced the possibility of a support group for Honk Kong immigrants in the Fleet and the surrounding areas and proposed showing a film to residents.



Members discussed how FTC can help, the following points were raised:

- Since 2020 200 families have arrived in the area – mostly Hareshill which is in Crookham village' The new arrivals are generally in work but not integrated into the community.
- Can't compare the situation to the Ukrainian arrivals who have lost their homes and are bereaved
- Want to integrate all new arrivals
- Film club may be interested in showing the film

#### **RESOLVED**

- To discuss possible opportunities to integrate new arrivals into the community outside of the meeting

#### **FC JULY 2022 ITEM 12      CONSULTATION**

Members noted the Hampshire Catchment Management Plan

#### **RESOLVED**

The Chairman to respond on behalf of the Council

#### **FC JULY 2022 ITEM 13      BASINGSTOKE CANAL SUPPORT**

Members considered and looked at ways to support Odiham Council. The following was discussed:

- Canal is badly silting
- Principle problem is the work at Church Crookham has come to a standstill as the contractor has walked off the site. This has caused no flow of water through the canal.
- Cllr May is attending the JMC meeting
- Canal is a site of Special Scientific interest.

#### **RESOLVED**

- The Chairman to write in support of Odiham Councils letter and will put together some background information for Cllr May to prepare for the meeting.

#### **FC JULY 2022 ITEM 14      CLIMATE CHANGE**

Members received and noted the Terms of reference for the working group and the Climate change Policy. They noted that

- The life of the Council needed to be amended in the terms of reference to read 2022-2026
- Energy Certificate for the Harlington has been received and is at level B
- HDC will sign off their report on 18<sup>th</sup> July to take to Cabinet; this will have their pathway for the future included.
- Climate change clause to be in all contracts in the future
- All policies to be reviewed and have included "to consider climate change impacts and decisions"

#### **RESOLVED**

- To approve the Terms of Reference
- To approve the recommendations put forward by the Climate Change Working Group
- To approve amendments to Climate Change Policy and to include in the Action section a point to read "To eliminate non-essential single use plastic"

## **FC JULY 2022 ITEM 15      RISK MANAGEMENT POLICY**

Members noted the Policy

### **RESOLVED**

Members approved the Risk Management Policy

## **FC JULY 2022 ITEM 16      SHARYN WHEALE – PLAQUE**

Cllr Woods introduced the item and proposed wording of the plaque to read “*This row of Japanese cherry trees was planted by Fleet Town Council in memory of Cllr Sharyn Wheale who worked tirelessly for the residents of Fleet.*”

### **RESOLVED**

Members approved the installation and the wording of a plaque in memory of Cllr Sharyn Wheale to be installed in Baker Way at the entrance to The Views from Victoria Road.

## **FC JULY 2022 ITEM 17      MARKET FUNDING**

Members received and noted a request from Cllr Richmond on behalf of Fleet Market CIC proposing that an application be made by Fleet Town Council to HDC for S106 Funding from the town centre improvements contribution by Martin Lines site, application no 18/00694/OUT for the installation of an electrical supply into Gurkha Square for use by the market. The funding requested is £482.69. Members discussed:

- S106 might not be the right way to finance the electrical supply
- Possibility of a grant from FTC

### **RESOLVED**

Members agreed to task the Clerk to formally complain to HDC about the condition of the brickwork to the raised beds in Gurkha Square car park being a Health and Safety issue.

That Fleet Market CIC consider applying for a community support grant for the electrical supply.

## **FC JULY 2022 ITEM 18      APPOINTMENT OF TOWN CLERK**

Members noted that Rochelle Halliday has been appointed as the new Executive Officer/Responsible Financial Officer to Fleet Town Council and her employment with FTC will start on 1 October 2022.

## **FC JULY 2022 ITEM 19      TOWN CLERK'S REPORT**

The Clerk reported that one member of staff has COVID.

## **FC JULY 2022 ITEM 20      HCC/HDC**

Councillor Forster updated members on the following:

- **Station Works**
  - Errors made by the contractor; HCC taken them to task
- **Open reach works on Reading Road South**
  - May be possible to reinstate the full traffic lights instead of the 4-way temporary ones by the Oatsheaf.

- Utility companies don't have to notify HCC of highway works. This work was in response to a driver crashing into the terminal box.
- **Fire at Crookham Park**
  - 5 appliances attended the fire today at Crookham Park. The Parish Council stepped in to help residents and worked with HDC to arrange temporary accommodation for displaced residents.
- **Hitches Lane**
  - New crossing at Hitches Lane and Elvetham Heath roundabout.
  - New crossing for Leisure centre and Calthorpe Park School
  - Road closure on Hitches lane to sort out the footpath and remove trees
- **Water Pipeline**
  - Temporary traffic lights for 2 weeks at Railway bridge at Elvetham Heath to allow for the water pipeline
- **Transport consultation**
  - HCC are undertaking a consultation regarding the supported passenger transport services. Response is required by 24<sup>th</sup> July 2022
- **Request**
  - Request FTC move HDC and HCC councillor slot to the beginning of the meeting.

Councillor Collett updated members on the following:

- **Minley road**
  - Minley Road resurfacing is about to commence; this will give the road a new lease of life.
- **Cove Road**
  - People are walking along the Cove Road which does not have a footpath. Vegetation will be cut back where possible.

Councillor Wildsmith updated members on the following:

- **Fleet Pond Carpark**
  - Fleet Pond Carpark is now open
  - Official opening of the new boardwalk this Friday
- **Antisocial Behaviour**
  - Please report any antisocial behaviour via the new online system. There is also a QR code to enable residents to do this.

## **FC JULY 2022 ITEM 21      DATE AND TIME OF NEXT MEETING**

The date of the next meeting of the Council is on Wednesday 7<sup>th</sup> September 2022 at 7pm in The Function Room of The Harlington.

There being no further business the meeting closed at 8.41pm.

**Signed**.....

**Date**:.....

**Chairman**

### **Part 3 CONFIDENTIAL ITEMS**

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

**The following types of business will be treated as confidential:**

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

#### **FC JULY 2022 ITEM 21 STAFFING**

To receive an update on a confidential staffing matter.

**DRAFT**

## **FLEET TOWN COUNCIL**

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

**Wednesday 20<sup>th</sup> July 2022 at 7pm  
At The Harlington**

#### **PRESENT**

**Councillors:** P. Einchcomb, S Engstrom, R. Robinson, B. Schofield, S Tilley, G. Woods (Deputy Chairman)

**Also Present:** Janet Stanton - Town Clerk  
Sarah Moore – Finance and Administration manager  
Wendy Allen – Acting Committee Clerk

#### **PF July 2022 ITEM 1 APOLOGIES**

Members received and accepted apologies for absence from Councillor Chenery due to family illness, Councillor Holt was on holiday and Councillor Richmond due to a family commitment.

#### **PF July 2022 ITEM 2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **PF July 2022 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

#### **PF July 2022 ITEM 4 MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on Wednesday 25<sup>th</sup> May 2022 were approved and signed by the Deputy Chairman.

#### **PF July 2022 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT**

Members considered the commentary of the Town Clerk with an overview of the financial performance May 2022 to June 2022, together with the reports below:

- a. Quarterly Report
- aa. Harlington Monthly Performance Tables
- b. 2022-2023 Budget Projections as at 30 June 22
- c. Balance sheet as at 30<sup>th</sup> June 2022
- d. Budget detail as at 30<sup>th</sup> June 2022
- e. Detailed Income & expenditure – 30 June 22
- f. Bank Reconciliation – 31 May 2022
- g. Bank Reconciliation – 30 June 2022
- h. Cash Book Receipts – 31 May 2022
- i. Cash Book Receipts – 30 June 2022
- j. List of Payments 31 May 2022

- jj. List of purchase ledger payments May 22
- k. List of Payments – 30<sup>th</sup> June 2022
- kk. List of purchase ledger payments June 22
- l. List of Debtors

The following matters were raised and discussed:

- £40,000 extra costs mainly due to increase in grounds maintenance and staffing costs.
- As fuel prices are so high all costs are increasing.
- The Clerk and her successor will monitor the budget over the coming year.
- Harlington event ticket sales are not being purchased very far in advance and bar sales have not recovered.
- HDC hold £65,000 for Town Centre improvements as a result of the Aldi / Home Bargains development planning agreement to help resolve the loss of business. Applications are invited for this money and members are asked to put forward any ideas.
- S106 £55,000 claim not paid yet

Members noted that Councillor Robinson confirmed that the bank reconciliation for May 2022 and equals zero, and the bank statements match the reconciliation and has signed the bank statements and payment schedules.

## RESOLVED

A. To receive and accept into the minutes:

- a. Quarterly Report
  - aa. Harlington Monthly Performance Tables
- b. 2022-2023 Budget Projections as at 30 June 22
- c. Balance sheet as at 30<sup>th</sup> June 2022
- d. Budget detail as at 30<sup>th</sup> June 2022
- e. Detailed Income & expenditure – 30 June 22
- f. Bank Reconciliation – 31 May 2022
- g. Bank Reconciliation – 30 June 2022
- h. Cash Book Receipts – 31 May 2022
- i. Cash Book Receipts – 30 June 2022
- j. List of Payments 31 May 2022
- jj. List of purchase ledger payments May 22
- k. List of Payments – 30<sup>th</sup> June 2022
- kk. List of purchase ledger payments June 22
- l. List of Debtors

B. To accept Councillor Robinson's confirmation that the bank reconciliations for May 2022 equal zero and Councillor Robinson to confirm that the bank statements match the reconciliations and has signed the bank statements and payment schedules.

## PF July 2022 ITEM 6

## INVESTMENT REPORT

Members received and considered the quarterly investment report and discussed the following:

- Better rate for deposit accounts now available
- Consider moving £1.35m
- Length of time to commit the money in a new savings account

## RESOLVED

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

B. Request the Clerk to investigate a 3-year account for the £1.35 m currently held by CCLA to review at the September full Council meeting.

**PF July 2022 ITEM 7**

**BUDGET PREPARATION TIMETABLE 2023/2024**

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

- Working group to be open to all Councillors
- The Clerk has meeting with her successor on 9<sup>th</sup> and 16<sup>th</sup> August and will discuss the budget
- A maintenance budget was set for this year
- Produce draft budgets with a 5% and 10% uplift
- Public works loan board interest rate is fixed
- Strategy needs to be developed to include operational costs and aspirational projects

**RESOLVED**

- a. That the draft timetable be agreed
- b. That all Members to be given the opportunity to serve on the Budget Preparation Working Group
- c. That Members requested operational costs to be modelled at 5% and 10%
- d. Members to put forward any major spend ideas for consideration

**PF July 2022 ITEM 8**

**GRANTS**

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

- Rent waiver for Fleet Phoenix not inconsiderable
- The majority of year’s grant budget has been allocated to one user
- Basingstoke canal dredging has not been carried out regularly
- Grant expectation year on year by regular applicants to be managed
- Strategy meeting could consider the Community Grant

**RESOLVED**

- a. Members received and noted the record of the 2022-2023 grants awarded to date

**PF July 2022 ITEM 9 CLERK’S REPORT**

Nothing was reported.

**PF July 2022 ITEM 10**

**DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 19<sup>th</sup> October 2022 at 7pm in the Harlington.

There being no further business the meeting closed at 8pm.

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

**Chairman**



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 11<sup>th</sup> July 2022  
at 7pm in The RVS, The Harlington

**Present:**

Cllr Hope  
Cllr Holt  
Cllr May  
Cllr Schofield

Also present: Cllr woods

**Officers:** Charlotte Benham

1	<p><b>Apologies</b></p> <p>Cllr Krishnmurthy Cllr Robinson</p>
2	<p><b>Declarations of interest to any item on the agenda</b></p> <p>None declared</p>
3	<p><b>Public Session</b></p> <p>Two members present – a representative from Marengo Communications and a representative from Mission Town Planning regarding the proposed Cove Road Care Home</p> <ul style="list-style-type: none"> <li>• Frontier Estates are the developer – they believe there’s market for another care home</li> <li>• Would be a high dependency care home</li> <li>• To go on cove road by selling of three bungalows for site of 1.36acres</li> <li>• Up to 75 beds (reduced from 85) and 2.5 storeys high maximum</li> <li>• 28 parking spaces (2 disabled) + services/drop off area</li> <li>• Sensory garden, planters, retaining trees on site – tree now have TPO orders on them</li> <li>• Facilities on site include salon and cinema</li> <li>• Encourage staff to walk/cycle/bus etc</li> <li>• 25 staff on shift at one time</li> <li>• Planning app going in later in year, consultation with public soon. If approved could be finished as soon as summer 2024</li> </ul>



	<p>Planning committee have concerns about</p> <ul style="list-style-type: none"> <li>• Do not need another care home in fleet</li> <li>• Access off busy cove road</li> <li>• Inadequate parking on site and none nearby plus public transport is not regular</li> <li>• Loss of bungalows against fleet neighbourhood plan policy 11</li> </ul> <p>They will come back to committee with answers</p>
4	<p><b>Approval of the Notes</b></p> <p>The minutes of the development and control advisory group meeting held on Monday 27<sup>th</sup> June were accepted as a correct record of the meeting.</p>
5	<p>22/01234/HOU 9 Osborne Drive Fleet Hampshire GU52 7LL <a href="#">Erection of a single storey side extension</a> Comments required by 8 July</p> <p>NO OBJECTION</p> <p>22/01113/HOU 5 Pondtail Road Fleet Hampshire GU51 3JN <a href="#">Erection of a single storey rear extension, infill extension to dormers at front and side, change window to double doors and Juliette balcony to rear elevation</a> Comments required by 11 July</p> <ul style="list-style-type: none"> <li>• Double doors, balcony and finishes are out of keeping with street scene</li> <li>• Linking the dormers makes the internal space more usable but significantly changes the front elevation of the chalet bungalow to look top heavy</li> <li>• The inclusion of a French door with Juliet balcony to the rear bedroom leads to potential loss of privacy to the next door neighbour and the full height window will give an overview of the immediate neighbours rear garden</li> </ul> <p>NO OBJECTION subject to the removal of the Juliet balcony and French doors and replacement with a conventional window along with approval of the finishes to the combined dormers</p> <p>22/01282/HOU 57 Avondale Road Fleet GU51 3B <a href="#">Remove the existing roof and replace with a new roof which include 3 roof windows to the front (part retrospective)</a> Comments required by 15 July</p> <p>NO OBJECTION but should get permission first, not retrospectively</p> <p>22/01225/FUL The Millmede Minley Road Fleet Hampshire GU51 2RB <a href="#">Demolition of The Millmede and garage and the construction of one block of 8 flats (8 x 2 bed) with access alterations, parking, bin and cycle stores, landscaping, bridge and ancillary work</a></p>

Comments required by 18 July

**OBJECTION**

- Support neighbours comment re trees
- Parking inadequate – dimensioned parking plan that’s meets hart’s standards needs submitting (8 x 2 bed flats within Zone 1 needs 16 spaces + visitor parking minimum 2)
- This is already a densely developed area, adding more flats and more hardstanding areas. Very little amenity space, limited access to outside space such as balconies etc
- HDC Policy on housing mix – do not need more flats

22/00990/HOU

46 Church Road Fleet Hampshire GU51 4NB

[Demolition of existing concrete garage and erection of a detached garage and construction of new driveway](#)

Comments required by 18 July

**OBJECTION**

- New garage looks overbearing and is a substantial increase in hard standing in the North Fleet Conservation Area
- Existing garage approx. 2.5m high - the new proposal is 6m high with a footprint of nearly 50 sq m so is a large secondary building
- Despite the wording of the Heritage statement this is not a small garage/structure at 6m high it will be visible from the road
- Question why is the electric charging point located close to the outside parking bays and not in the garage? With this and the size of the garage, question if it is actually going to be used as a garage??

22/00942/FUL

128 Connaught Road Fleet Hampshire GU51 3QX

[Erection of two storey extensions to sides and creation of first floors following partial demolition of existing bungalows, demolition of existing garages and outbuildings, erection of five 2 bedroom dwellings, detached garage and cycle stores and new access from the public highway](#)

Comments required by 19 July

**OBJECTION**

- Two semi detached bungalows are to be converted into 3 bedroom houses, with 5 terraced houses behind. Loss of bungalows – against Fleet Neighbourhood Plan Policy 11
- Significant loss of green space replaced with extensive hard standing for roofs, patios parking areas.
- No. 128 and 130 would have 100% hard standing to front for parking space which is A) uncharacteristic of the area and B) is in breach of Fleet Neighbourhood Plan Policy 15 Residential Gardens which seeks to achieve 50% of the front gardens retained as green space. Existing bungalows have large percentage of lawn to the front of the property.
- The extensive hard standing will require a SUDS system together with a demonstration that the site soil conditions will allow drainage of the system.
- Parking not clear - need parking plan that meets hart’s standards
- Is there adequate tree protection?

	<ul style="list-style-type: none"> <li>• Currently houses on Clarence Road have a green view to the rear of their gardens this will be changed to the rear of the proposed two bedroomed houses with a ridge height of 8.5m to accommodate living space in the roof</li> <li>• It will create a concentration of traffic entering and exiting the site through the single access road widened at the junction with Connaught Road to 5m to allow passing</li> <li>• The immediate neighbours 124/126 will have traffic impacting their rear gardens with light and noise reducing the enjoyment of their rear gardens</li> <li>• The development does not comply with Fleet Neighbourhood Policy 10 <ul style="list-style-type: none"> <li>- 10.1 states Development shall complement and be well integrated with neighbouring properties in the immediate vicinity in terms of scale, density, massing separation, layout material and access</li> <li>- 10.2 states architectural design shall reflect high quality local design references in both the natural and built environment and reflect and reinforce local distinctiveness of which current plans do not</li> <li>- 10.4 states soft landscaped front gardens and landscaped front boundaries should be retained and enhanced which current plans do not</li> </ul> </li> <li>• Under Hart Policy GEN1 – this would be classed as high density development</li> <li>• Overdevelopment of site</li> </ul> <p>22/01178/HOU 13 The Lea Fleet Hampshire GU51 5AX <a href="#">Erection of a part single part two storey rear extension and alterations to one window to first floor rear</a> Comments required by 20 July</p> <p>NO OBJECTION</p> <p>22/01245/HOU 165 Tavistock Road Fleet Hampshire GU51 4EE <a href="#">Erection of a two storey rear extension</a> Comments required by 20 July</p> <p>NO OBJECTION</p>
6	<p><b>To Note:</b> Review of weekly lists</p>
7	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b> 17<sup>th</sup> August 2022</p>
8	<p><b>Date of Next Advisory Group Meeting</b> 25<sup>th</sup> July 2022</p>

Meeting closed: 8.40pm

Signed:.....

Date: .....





**MINUTES OF DEVELOPMENT CONTROL COMMITTEE**

**DEVELOPMENT CONTROL COMMITTEE**

**Meeting held on Monday 25<sup>th</sup> July 2022  
at 7pm in The Function Room, The Harlington**

**Present:**

- Cllr Hope
- Cllr Holt
- Cllr May
- Cllr Schofield

**Officers:** Charlotte Benham

1	<p><b>Apologies</b></p> <p>Cllr Krishnmurthy Cllr Robinson</p>
2	<p><b>Declarations of interest to any item on the agenda</b></p> <p>None declared</p>
3	<p><b>Public Session</b></p> <p>None present</p>
4	<p><b>Approval of the Notes</b></p> <p>The minutes of the development and control advisory group meeting held on Monday 11<sup>th</sup> July were accepted as a correct record of the meeting.</p>
5	<p>22/01237/HOU 60 Avondale Road Fleet Hampshire GU51 3LQ <a href="#">Demolition of conservatory and erection of a single storey rear/side extension</a> Comments required by 25 July</p> <p>Could have been designed to better integrate with the host building but as it's to the rear and does not increase the footprint of the existing building NO OBJECTION</p>

22/01162/HOU

Brigadoon Broomrigg Road Fleet Hampshire GU51 4LR

Erection of two storey front extension, single storey rear extension, single storey link extension to garage with part garage conversion to habitable accommodation to include the insertion of two windows to ground floor side, the replacement of the garage door with a door and window and the removal of the dormer window, alterations to pitch of roof to create additional accommodation at second floor, removal of chimney, alterations to two windows to ground floor front, two windows to first floor front and dormer window to front, replace two windows to ground floor rear with one window and insert rooflight

Comments required by 27 July

#### OBJECTION

- What the link building adds is a kitchen area, so the annex could become totally independent of the main building with independent points of access to the front and rear. The significant difference in level (half a storey) makes access between the annex and the main building difficult and therefore more likely to be independent living accommodation. Question if it will be used as a separate dwelling?
- Property sits in Character Area 6 of the North Fleet Conservation Area. **Paragraph 9.2 of the NFCA Character Appraisal and Management Proposals Maintaining the existing buildings and their boundaries** highlights the issue of “the need to prevent unsympathetic changes to the existing houses such as oversize extensions or changes to the elevations and details” and recommends “the District Council will encourage property owners to retain the architectural features of their buildings and will refuse planning applications for extensions which are considered to be either too large or badly designed”
- In this instance current property very much respects the character of the conservation area but works to front elevation will totally change the character of the building
- The extensive use of large double storey high black framed windows significantly changes the character of the property which although not visible from the road will still have a negative impact on the overall character of the Conservation Area and be contrary to the recommendations of the Management Proposals. The proposal neither preserves or enhances the character of the area.
- Breaches Policy 16 of the Fleet Neighbourhood Plan:
  - 1. Development shall be designed to preserve or enhance the special heritage character of the Conservation Area and shall be of suitably high quality design
  - 3 iii Follow historic precedent as to traditional forms in terms of height bulk the use of vernacular **materials and the grain of development**
- Breaches Fleet Neighbourhood Plan Policy 10 General Design Management Policy:
  1. **Development shall complement and be well integrated with neighbouring properties** in the immediate locality in terms of scale density massing separation layout **materials** and access
  2. Architectural design shall reflect high quality local design references in both the natural and build environment and **reflect and reinforce local distinctiveness**
- Fails to observe the general direction of NBE9 Design

22/01261/HOU

61 Connaught Road Fleet Hampshire GU51 3LP

[Demolition of utility room and garage and erection of a single storey side extension](#)

Comments required by 28 July

#### OBJECTION

- Design and Access statement makes reference to Policy URB16 which is a superseded policy not continued in the current Local Plan, it has been replaced by LP Policy NBE9
- The proposed extension bears no architectural relationship with the host building. It breaches LP Policy NBE9 a) as it does not reflect or incorporate the distinctive qualities of its surroundings
- Breaches Fleet Neighbourhood Plan Policy 10.2 Architectural design shall reflect high quality local design references in both the natural and the built environment and reflect and reinforce local distinctiveness
- A parking plan is needed that meets Hart's standards due to the loss of the garage

22/01359/FUL

10 Richmond Close Fleet Hampshire GU52 7UJ

[Demolition of an existing garage and erection of a 3 bedroom detached bungalow](#)

Comments required by 28 July

A new bungalow in Fleet is most welcome. The only issue is the front garden of No.10 will have to be converted to parking which means a loss of green space contrary to Fleet Neighbourhood Plan Policy 15 Front Gardens, but if covered with a porous surface could be permitted development

The existing frontage of the proposed property is already gravel, no greenery

NO OBJECTION subject to :

1. Addition of some greenery to front garden
2. Paved areas are kept to a minimum
3. All surface water drainage including roof drainage is accommodated in a SUDS system

22/01103/FUL

156 Fleet Road Fleet Hampshire GU51 4BE

[Erection of one dormer window, removal of one rooflight and insertion of one rooflight to the rear to facilitate the conversion of the loft to habitable accommodation \(part retrospective\)](#)

Comments required by 28 July

- Conversion of the upper floors from commercial to residential under permitted development was approved in 2020 for 2 x 1 bedroom flats
- A key issue was parking 1 space per flat was a condition of approval
- The intention now is to increase the accommodation to 1 x 1 bed and 1 x 2bed
- They are creating an additional parking space by relocating the bin store
- The bike store has been moved over to the commercial bin store area – is this hygienic?
- The Waste Management Team have questioned the location of the bins for collection

	<ul style="list-style-type: none"> <li>Regarding access to bins question if the end of Birchays car park practical? Commercial waste must be removed from the site by a commercial operator – is it intended to use the same contractor to remove domestic waste? Needs clarification</li> <li>As long as there is no alteration to the front elevation appears acceptable</li> </ul> <p>NO OBJECTION subject to front elevation not being changed.</p> <p>22/01409/HOU 53 Elvetham Road Fleet Hampshire GU51 4QP <a href="#">Erection of a single garage</a> Comments required by 1 August</p> <p><b>OBJECTION</b></p> <ul style="list-style-type: none"> <li>This is the resubmission of a previously refused application with the only major change being the orientation of the garage</li> <li>There is a strong building line along Elvetham road which establishes part of the character of the area. Although this is not in itself grounds for objection, the fact that it impacts on the street scene as the structure is 3.7m high and will be seen from the road does not preserve or enhance the Conservation Area. This property is in Conservation Area Character area 7.</li> <li>Breaches Fleet Neighbourhood Plan Policy 10 General Design Management 10.1 “Development shall complement and be well integrated with neighbouring properties in the immediate locality in terms of scale density massing separation layout materials and access” 10.3....how heights of development will not be overbearing or dominant in the existing street scene</li> <li>If having garage to protect vehicle from vandalism the back of the property with access off Queen Mary’s Close would be a better solution rather than right on the front of Elvetham road in full view.</li> </ul>
6	<p><b>To Note:</b> Review of weekly lists</p>
7	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>17<sup>th</sup> August 2022</p>
8	<p><b>Date of Next Advisory Group Meeting</b></p> <p>8<sup>th</sup> August 2022</p>

**Meeting closed: 7.45pm**

**Signed:**.....

**Date:** .....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 8<sup>th</sup> August 2022  
at 7pm in The Function Room, The Harlington

**Present:**

Cllr Hope  
Cllr Holt  
Cllr Schofield  
Cllr Robinson

**Absent:** Cllr May

**Officers:** Charlotte Benham

1	<p><b>Apologies</b></p> <p>Cllr Krishnmurthy</p>
2	<p><b>Declarations of interest to any item on the agenda</b></p> <p>None declared</p>
3	<p><b>Public Session</b></p> <p>None present</p>
4	<p><b>Approval of the Notes</b></p> <p>The minutes of the development and control advisory group meeting held on Monday 25<sup>th</sup> July were accepted as a correct record of the meeting.</p>
5	<p>22/01455/PRIOR 24 Burnside Fleet Hampshire GU51 3RE <a href="#"><u>Erection of single storey front extensions, creation of an additional storey, removal of chimney, fence and gate and alterations to fenestration</u></a> Comments required by 8 August</p> <p>We are not required to Approve or Object as “Prior” but have following comments:</p> <ul style="list-style-type: none"> <li>• This is a pre-planning application for the conversion of a chalet bungalow into a 5-bedroom house</li> </ul>

- The current access to the upper bedroom is via a staircase in a room? By having a staircase it does not breach Fleet Neighbourhood Plan Policy 11 because it has an internal staircase and an upper level and in mitigation they are retaining a downstairs bedroom and bathroom, so still can be classed as an accessible property
- They are including a full height double door/window with Juliet balcony to the rear, but the property backs onto a belt of trees so will be hidden, **no overlooking issue.**
- It will be a significant two storey house in an area of predominantly chalet bungalows or small houses and will be close to the road with materials that are generally not in keeping with the local character such as the white render
- It is increasing from a 3 bed to a 5 bed property, which fundamentally requires no increase in parking provision (3.25 to 3.5 spaces). The three a spaces on site will be 3 in a row which is against Harts parking standards but that exists now
- The only major impact therefore is on the street scene and with property not being set back far enough from the road - it will have a significant impact because of its mass and scale
- Potentially breaches Fleet Neighbourhood Plan Policy 10.1 and 10.2
- Breaches HDC Policy GEN1 on account of size and mass

22/01620/PRIOR

Branksome Chambers Branksomewood Road Fleet Hampshire

[Conversion of three vacant ground floor retail units into three apartments \(two x 1 bed and one x 2 bed\) with single storey side extension and alterations to fenestration](#)

Comments required by 18 August

We are not required to Approve or Object a “Prior” which appears to be a notice of proposed permitted development work -commercial property converting to residential, but have following comments:

- The Flood Map at page 8 of 11 of the D&A statement is not of the site in question
  - The veranda areas to each flat face directly onto the pavement and provide no privacy
  - Flat 3 has a small garden area backing directly onto the bin store but there is no other open or public space to the flats apart from the rear car park
  - A 2017 planning Approval had the following conditions:  
*2. No residential unit shall be occupied until a Car Parking Management Plan has been submitted to and approved in writing by the Local Planning Authority. The Plan shall include the following details: - Details of the car-parking spaces to be allocated to the existing retail use -Details of the car-parking spaces to be allocated to the residential units - Details of which car-parking spaces are to be allocated to each of the five residential units. - The development shall only be occupied in accordance with approved Car Parking Management Plan.*
- REASON: To ensure that the development is provided with adequate parking and in the interests of highway safety*
- The proposal is to provide each flat with one parking space previously provided for the retail units. In accordance with Hart’s parking Guidance, 5 spaces should be provided, but at least 4 without any visitor parking so parking is inadequate
  - It is acknowledged that Birchayes car park is immediately opposite for visitor parking

- Do we need more flats, especially in town centre?

22/01413/HOU

5 Linkway Fleet Hampshire GU52 7UN

[Demolition of conservatory and erection of a single storey extension to side and rear. Extend drop kerb and alterations to windows and doors](#)

Comments required by 19 August

- Continues to be a 2 bedroom unit but increases the size of the bedrooms
- Adds a large single storey block to the rear of the building, limited impact on the street scene, but proposals increase the size of the bungalow, changing the front elevation to double fronted which is out of balance with the other half of the semi-detached?
- Proposal to turn the front garden over to 3 parking spaces and use the garage as a bin and cycle store. Parking requirement is 2.5 spaces for 2 beds, effectively 2 spaces and a visitor space
- There are double yellow lines across the property as it is close to the Linkway shops, but parking in front of the garage and limiting the additional space required would allow compliance with Fleet Neighbourhood Plan Policy 15 Residential Gardens and allow 50% of the front garden to be retained as soft landscaping, therefore not diminishing the carbon absorption capacity of the property and minimising the loss of green vegetation to support biodiversity

No issue in principle with proposed extension but **OBJECTION** to parking proposals. Need dimensioned parking plan that meets Hart's standards and also meets Fleet Neighbourhood Plan Policy 15

22/01226/FUL

Derriford House Pinewood Hill Fleet Hampshire GU51 3AW

[Erection of a two and a half storey extension, single storey extensions, change of use of part of the garden of neighbouring Carisbrooke and alterations to fenestration](#)

Comments required by 22 August

- Previously commented on a single storey side extension
- Increasing from 5 to 15 additional beds with NO increase in staff seems unrealistic
- Make an argument for 14 spaces to service staff, visitors and suppliers
- Proposed staffing 33 FTE which at current ratio equals 42 employees in total  
Suggest 11 staff/8hr shift, but night staff always less than day shifts.  
At shift change over could have double the number of vehicles on site so could well be parking issues on site, but as long as it does not spill out onto local roads, not a major issue?
- Significantly increases the bulk and mass of the southern extension from single storey to 2.5 stories. Design is for functionality rather than architectural merit

**NO OBJECTION** in principle but major concern regarding parking issues

6

**To Note:**

Review of weekly lists

7	<b>Noted:</b>  <b>Hart Planning Meeting Dates</b>  17 <sup>th</sup> August 2022
8	<b>Date of Next Advisory Group Meeting</b>  22 <sup>nd</sup> August 2022

**Meeting closed: 7.40pm**

**Signed:**.....

**Date:** .....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 22<sup>nd</sup> August 2022  
at 7pm in The Function Room, The Harlington

**Present:**

Cllr Hope  
Cllr Schofield  
Cllr Robinson

**Also Present:** Rochelle Halliday

**Officers:** Charlotte Benham

1	<p><b>Apologies</b></p> <p>Cllrs Krishnamurthy, Holt and May</p> <p>To note Cllr May has also given belated apologies for the last meeting on the 9<sup>th</sup> August due to sickness.</p>
2	<p><b>Declarations of interest to any item on the agenda</b></p> <p>None declared</p>
3	<p><b>Public Session</b></p> <p>None present</p>
4	<p><b>Approval of the Notes</b></p> <p>The minutes of the development and control advisory group meeting held on Monday 9<sup>th</sup> August were accepted as a correct record of the meeting.</p>
5	<p>22/01599/HOU 73 Greenways Fleet Hampshire GU52 7XD <a href="#">Erection of a single storey side extension.</a> Comments required by 24 August</p> <p>Modest rear extension with no impact on the street scene or on neighbours except for the possibility of a loss of privacy with a side door opening onto the boundary with the neighbour - could ask for a condition or confirmation that there is or will be a 1.8m fence or hedge to screen the neighbouring property Otherwise NO OBJECTION</p>

22/01588/HOU

10 Tavistock Road Fleet Hampshire GU51 4EH

[Erection of a two storey side extension and single storey front and rear extensions, hard and soft landscaping and alterations to windows and doors.](#)

Comments required by 25 August

Page 6 D&A Report - description of the proposed extensions:

“The additions will be finished in matching brick elevations with replacement grey composite render over under a new slate roof. Contemporary detailing and finishes will include a new zinc storm porch with timber inserts, with replacement windows in PPC anthracite grey.”

Page 8 of the D&A: Paragraph 130 states that planning policies and decisions should ensure that developments:

“a) will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development;

b) are visually attractive as a result of good architecture, layout and appropriate and effective landscaping;

c) are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities)”

Fleet Neighbourhood Plan Policy 10 General Design Management

10.1 Development shall complement and be well integrated with neighbouring properties in the immediate locality in terms of scale density massing separation layout materials and access.

10.2 .....and reflect and reinforce local distinctiveness.

The immediately surrounding properties are similar in scale and design but with a variety of finishes to the front elevation

Application is not totally in keeping but NO OBJECTION

22/01353/HOU

36 Church Road Fleet Hampshire GU51 4NB

[Demolition of utility room and erection of a single storey rear/side extension.](#)

Comments required by 26 August

The mixed styles of the proposed extensions detracts from the original character of the historic building -but, there is a significant extension to the kitchen/dining area in a more modern style with multiple windows and a flat roof with a lantern which has already compromised the integrity of the original building. However the property is not seen from road so NO OBJECTION

22/01557/HOU

11 Loxwood Avenue Church Crookham Fleet Hampshire GU51 5NS

[Erection of a box dormer on rear elevation and alteration of existing window sizes on side elevation.](#)

Comments required by 29 August

Creating an extensive dormer across the rear of the property to create additional internal space for two bathrooms and an enlarged bedroom. Adequate parking space on site. Not best design but NO OBJECTION

22/01559/HOU

11 Florence Road Fleet Hampshire GU52 6LG

[Demolition of front porch and conservatory and erection of a single storey rear extension and replacement porch. Installation of solar panels and dropped kerb](#)

Comments required by 30 August

- The block plan looks a little misleading. This is a significant rear extension that more than doubles the living space.
- Solar panels as permitted development
- No significant impact on neighbours - Solar panels are at first floor level, but adjacent properties are bungalows so no visual impact therefore

NO OBJECTION

22/01637/HOU

4 Forest End Fleet GU52 7XE

[Demolition of garage and utility room and erection of a two storey side extension to include replacement garage, single storey front extension and single storey rear extension](#)

Comments required by 31 August

OBJECTION

- Extension is close to the boundary with the neighbouring property, approx. 3 m away and extension is 4.3m to gutter height so will cast a shadow onto the neighbouring property no.2
- Rear extension extends 4m beyond original building line so will infringe on neighbour's – loss of light
- Proposed garage does not meet Hart's standards so all parking to front garden as shown would breach Fleet Neighbourhood Plan Policy 15, Residential front gardens: that proposals should retain at least 50% of original garden to soft landscaping, doing otherwise will have a negative impact on biodiversity and carbon absorption
- Acknowledge Permitted development rights to use permeable surfaces to front gardens which is contrary to government's net zero ambitions. In event of intense rainfall permeable blocks will shed water

22/01669/HOU

95 Connaught Road Fleet GU51 3QX

[Erection of a part single part two storey rear extension following demolition of existing conservatory, demolish existing porch, internal alterations to allow the annex to be integrated back into the dwelling, reduce size of two windows to ground floor side, block up one window to ground floor side, insert door and window to ground floor side, replace sliding doors to ground floor rear with bi-fold doors and insert double doors to ground floor other side](#)

Comments required by 2 September

Development is contained over the existing footprint.  
Drawing shows the front garden given over to parking which is the current situation so NO OBJECTION

22/01661/HOU

Yarrells Birch Avenue Fleet Hampshire GU51 4PB

[Proposed fenestration alterations and external material changes](#)

Comments required by 2 September

Change from a very traditional white render and brick chalet bungalow to a coloured paint finish and change in the style of windows. Outside of North Fleet Conservation Area so NO OBJECTION

22/01631/HOU

17 Linkway Fleet Hampshire GU52 7UN

[Erection of a single storey rear extension, single storey side infill extension and removal of steps, replace ground floor front window with door and window and creation of steps, replace ground floor side door with window and removal of steps and replace ground floor side window with french doors and creation of steps](#)

Comments required by 2 September

- Assuming the semi attached bungalow is a mirror image of No.17 the proposed infill extension will take some light from the back window of the adjoining property. This would appear to be a bedroom and not a principal living room. Question if there an issue with loss of light and infringement of the 45<sup>0</sup> rule?
- previous application 21/03219/ was refused on the grounds of the loss of light on the neighbouring property. The side extension has been reduced from 4.5 to 3.9m but not that much of a reduction

NO OBJECTION subject to no major loss of light to neighbour

22/01694/HOU

3 Camden Walk Fleet Hampshire GU51 3EW

[Demolition of carport and erection of a single storey side extension to include replacement garage, conversion of garage into habitable accommodation, raise roof of utility room and alterations to utility room door/window](#)

Comments required by 5 September

- Current parking plan shown as 3 cars parked in series down one side of the property which is against Hart's standards
- The garage and the car port spaces will be lost and the proposed new garage does not meet Harts minimum standards and a single garage is no longer deemed a parking space reference new 'cycle and car parking in new developments' August 2022
- To retain three parking spaces on site would require a significant proportion of the front garden to be converted to parking, potentially in breach of Fleet Neighbourhood Plan Policy 15, Residential Front Gardens. Although Causal Flood Plan 2 indicates a proposed parking plan utilising the garage and two vehicles parked side by side which could comply with Policy 15



	<ul style="list-style-type: none"> <li>To form an open frontage for parking would be out of character with the adjacent properties as the significant majority of properties on this estate have retained a green frontage</li> </ul> <p>OBJECTION on grounds of parking and the impact on the character of the local area due to loss of green space to frontage</p> <p>22/01063/HOU 36 Sycamore Crescent Church Crookham Fleet Hampshire GU51 5NN <u>Erection of single storey side and rear extensions following demolition of existing sunroom and store, part single storey part first floor other side extension, conversion of garage to habitable accommodation and blocking up of window to first floor side</u> Comments required by 5 September</p> <ul style="list-style-type: none"> <li>Property is in the Basingstoke Canal Conservation Area, but the surrounding development is of no significant architectural value</li> <li>Three bedrooms require three parking spaces – with the loss of the garage three spaces are required to the front of the property. There is potentially sufficient space to the front of the property to not compromise Fleet Neighbourhood Plan Policy 15, but will require a dimensioned parking plan to prove it parking space now set at 2.5 x 5m</li> <li>The proposed extension does increase the mass of the property but the increase in plan area is primarily at the ground floor level and will not have a significant detrimental impact on the neighbouring properties</li> </ul> <p>NO OBJECTION subject to a dimensioned parking plan that accommodates Fleet Neighbourhood Plan Policy 15 and the new 'cycle and car parking in new developments' standards</p>
6	<p><b>To Note:</b> Review of weekly lists</p>
7	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>21<sup>st</sup> September 2022</p>
8	<p><b>Date of Next Advisory Group Meeting</b></p> <p>12<sup>th</sup> September 2022</p>

**Meeting closed: 8pm**

**Signed:**.....

**Date:** .....

## COUNCIL MEETING

Item 7

**OFFICER:** Sarah Moore

**DATE:**

**SUBJECT:** Investments

£1,500,000						
	Bank	Percentage	Name	Interest paid	Notes	
<b>1 Year</b>	Cambridge & Counties Bank	2.10%	Fixed Rate Business and Charity Bond 51	Anniversary	No withdrawals	No early access
	Cater Allen Private Bank	2.40%	Fixed Term Deposit	On maturity	No withdrawals	No early access
	Virgin Money	2.20%	Business Fixed	Yearly	No withdrawals	No early access
	Nationwide	2.00	Business Fixed	On maturity	No withdrawals	No early access

<b>3 year</b>	Cambridge & Counties Bank	3.00%	Business Fixed	Anniversary	No withdrawals	No early access
	Nationwide	2.45%	Business Fixed	Anniversary	No withdrawals	No early access

<b>5 year</b>	Cambridge & Counties Bank	3.10%	Business Fixed	Anniversary	No withdrawals	No early access
	Nationwide	3.00%	Business Fixed	Anniversary	No withdrawals	No early access

	CCLA	1.5384%	Public Sector Deposit Fund	<p>Other than PSDF account, they have 1 other types of account.</p> <p>Local Authorities Property Fund – can only be discussed on getting an IFA report.. This is a long term fund.</p> <p>There are no 1year, 3 year, 5 year fund</p>		
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### Recommendation

1. To consider all options.

Date: 05/08/2022

Fleet Town Council Current Year

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Time: 09:51

**Bank Reconciliation Statement as at 31/07/2022  
for Cashbook 1 - Bank Current/Deposit Account**

User: SM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC	31/07/2022	601	623,205.27
			<u>623,205.27</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
29/07/2022 BACS Pymnt BACS P/L Pymnt Page 2010		29,782.21	
			<u>29,782.21</u>
			593,423.06
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			593,423.06
		<b>Balance per Cash Book is :-</b>	<b>593,423.06</b>
		<b>Difference is :-</b>	<b>0.00</b>

05/08/2022

Fleet Town Council Current Year

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Cashbook 1

User: SM

Bank Current/Deposit Account

Receipts received between 01/07/2022 and 31/07/2022

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 01/07/2022	884.40						
	Sales Recpts Page 4662	884.40	884.40		101			Sales Recpts Page 4662
	Banked: 01/07/2022	128.70						
	Sales Recpts Page 4663	128.70	128.70		101			Sales Recpts Page 4663
	Banked: 01/07/2022	1,436.25						
	Sales Recpts Page 4664	1,436.25	1,436.25		101			Sales Recpts Page 4664
	Banked: 01/07/2022	1,313.44						
	Sales Recpts Page 4665	1,313.44	1,313.44		101			Sales Recpts Page 4665
	Banked: 01/07/2022	215.35						
	Go Cardless	215.35		35.89	1064	310	179.46	Tennis - 4JEHG
	Banked: 01/07/2022	401.00						
	Mastercard	401.00		39.83	634		116.67	80s online sales 28.06.22
					693		29.17	Elles online sales 28.06.22
					680		33.33	Jazz online sales 28.06.22
					1435	201	0.83	online postage fees
					1435	201	19.17	online booking fees
					697		162.00	Legends online sales
	Banked: 01/07/2022	143.90						
	Cash	143.90		23.98	1420	201	119.92	bar sales 21.06.2022
	Banked: 01/07/2022	22.00						
	FDMS Ticket and Bar Sales	22.00		3.67	1420	201	18.33	App bar sales 25.06.2022
	Banked: 01/07/2022	146.25						
	FDMS Ticket and Bar Sales	146.25		16.04	657		15.00	Bowie ticket sales
					644		63.33	Stewart ticket sales
					1435	201	1.88	Booking fees 27.06.22
					697		50.00	Legends ticket sales
	Banked: 01/07/2022	8.10						
	Cash	8.10		1.35	1420	201	6.75	bar sales 29.06.22
	Banked: 01/07/2022	180.00						
	Cash	180.00		30.00	679		150.00	Jazz ticket sales 30.06.22
	Banked: 01/07/2022	98.63						
	Nationwide	98.63			1053	101	98.63	Nationwide June 22
	Banked: 02/07/2022	51.00						
	Sales Recpts Page 4666	51.00	51.00		101			Sales Recpts Page 4666
	Banked: 03/07/2022	53.82						
	Sales Recpts Page 4667	53.82	53.82		101			Sales Recpts Page 4667
	Banked: 04/07/2022	300.00						
	Sales Recpts Page 4668	300.00	300.00		101			Sales Recpts Page 4668
	Subtotal Carried Forward:	5,382.84	4,167.61	150.76			1,064.47	

## Bank Current/Deposit Account

Receipts received between 01/07/2022 and 31/07/2022

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 04/07/2022	187.20						
	Sales Recpts Page 4669	187.20	187.20		101			Sales Recpts Page 4669
	Banked: 04/07/2022	30.00						
	Sales Recpts Page 4670	30.00	30.00		101			Sales Recpts Page 4670
	Banked: 04/07/2022	86.14						
	Go Cardless	86.14		14.36	1064	310	71.78	Tennis - E3PKQ
	Banked: 04/07/2022	26.68						
	Stripe Payments Tennis	26.68		4.45	1065	310	22.23	Tennis
	Banked: 04/07/2022	746.00						
	Mastercard	746.00		117.33	634		16.67	80s online sales 29.06.22
					658		66.67	Madness online sales
					680		16.67	Jazz online sales 29.06.22
					700		383.33	Paul online sales 29.06.22
					668		73.33	Bohemian online sales
					660		12.50	Stumble online sales
					1435	201	17.50	online booking fees
					697		42.00	Legends online sales
	Banked: 04/07/2022	106.70						
	Cash	106.70		17.78	1420	201	88.92	bar sales 18.06.22
	Banked: 04/07/2022	5.50						
	Cash	5.50		0.92	1420	201	4.58	bar sales 20.06.2022
	Banked: 04/07/2022	15.30						
	Cash	15.30		2.55	1420	201	12.75	bar sales 23.06.2022
	Banked: 04/07/2022	77.60						
	Cash	77.60		12.93	1420	201	64.67	bar sales 25.06.2022
	Banked: 04/07/2022	60.75						
	FDMS Ticket and Bar Sales	60.75		10.12	680		50.00	Jazz ticket sales
					1435	201	0.63	booking fees 28.06.2022
	Banked: 04/07/2022	1,062.33						
	CCLA	1,062.33			1870	101	1,062.33	CCLA dividends June
	Banked: 05/07/2022	297.00						
	Sales Recpts Page 4671	297.00	297.00		101			Sales Recpts Page 4671
	Banked: 05/07/2022	469.20						
	Sales Recpts Page 4672	469.20	469.20		101			Sales Recpts Page 4672
	Banked: 05/07/2022	144.00						
	Sales Recpts Page 4673	144.00	144.00		101			Sales Recpts Page 4673
	Banked: 05/07/2022	30.24						
	Sales Recpts Page 4674	30.24	30.24		101			Sales Recpts Page 4674
	Subtotal Carried Forward:	8,727.48	1,157.64	331.20			3,071.03	

## Bank Current/Deposit Account

Receipts received between 01/07/2022 and 31/07/2022

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 05/07/2022	43.07						
	Go Cardless	43.07		7.18	1064	310	35.89	Tennis FBZF7
	Banked: 05/07/2022	20.26						
	Stripe Payments Tennis	20.26		3.38	1065	310	16.88	Tennis
	Banked: 05/07/2022	417.00						
	Mastercard	417.00		46.83	692		38.33	Elvis online sales 30.06.22
					670		60.00	Sabbitch online sales
					642		116.67	Stayin online sales
					1435	201	19.17	online booking fees
					697		136.00	Legends online sales
	Banked: 05/07/2022	11.70						
	FDMS Ticket and Bar Sales	11.70		1.95	1420	201	6.50	bar sales 29.06.22
					1433	201	3.25	snack sales 29.06.22
	Banked: 05/07/2022	20.30						
	FDMS Ticket and Bar Sales	20.30		3.38	1420	201	16.92	app bar sales 29.06.22
	Banked: 05/07/2022	18,108.80						
	Castle Water	18,108.80		2,058.23	1053	204	16,050.57	Castle Water
	Banked: 05/07/2022	-144.00						
	Sales Recpts Page 4703	-144.00	-144.00		101			Sales Recpts Page 4703
	Banked: 05/07/2022	144.00						
	Sales Recpts Page 4704	144.00	144.00		101			Sales Recpts Page 4704
	Banked: 06/07/2022	2,338.00						
	Mastercard	2,338.00		117.50	657		120.00	Bowie online sales
					680		16.67	Jazz online sales 01.07.22
					1435	201	0.83	online postage fees
					1435	201	51.67	online booking fees
					697		52.00	Legends online sales
					698		899.50	Panto online sales
					657		30.00	Bowie online sales
					669		18.33	Manners online sales
					670		30.00	Sabbitch online sales
					565		28.34	Blondie online sales
					654		30.00	Doors online sales
					1435	201	25.00	online booking fees
					697		200.00	Legends online sales
					698		109.00	Panto online sales
					634		50.00	80s online sales 03.07.22
					693		58.33	Elles online sales 03.07.22
					680		33.33	Jazz online sales 03.07.22
					642		33.33	Stayin online sales
					648		30.00	Terry online sales
					1435	201	31.67	online booking fees
					697		246.00	Legends online sales
					698		126.50	Panto online sales
	Subtotal Carried Forward:	29,686.61	0.00	2,569.65			21,791.71	

## Bank Current/Deposit Account

Receipts received between 01/07/2022 and 31/07/2022

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 06/07/2022	73.80						
	FDMS Ticket and Bar Sales	73.80		12.30	1420	201	59.83	bar sales 30.06.2022
					1433	201	1.67	snack sales 30.06.2022
	Banked: 06/07/2022	81.00						
	FDMS Ticket and Bar Sales	81.00		13.50	680		66.67	Jazz ticket sales 01.07.22
					1435	201	0.83	Booking fees 01.07.22
	Banked: 06/07/2022	2,520.00						
	Sales Recpts Page 4680	2,520.00	2,520.00		101			Sales Recpts Page 4680
	Banked: 06/07/2022	510.00						
	Sales Recpts Page 4684	510.00	510.00		101			Sales Recpts Page 4684
	Banked: 07/07/2022	561.00						
	Sales Recpts Page 4675	561.00	561.00		101			Sales Recpts Page 4675
	Banked: 07/07/2022	172.28						
	Go Cardless	172.28		28.71	1064	310	143.57	Tennis NBW6C
	Banked: 07/07/2022	59.58						
	Stripe Payments Tennis	59.58		9.93	1065	310	49.65	Tennis
	Banked: 07/07/2022	553.50						
	Mastercard	553.50		51.50	634		66.67	80s online sales 04.07.22
					669		18.33	Manners online sales
					680		116.67	Jazz online sales 04.07.22
					654		30.00	Doors online sales
					1435	201	25.83	online booking fees
					697		192.00	Legends online sales
					698		52.50	Panto online sales
	Banked: 07/07/2022	418.40						
	Cash	418.40		69.73	1420	201	348.67	bar sales 24.06.2022
	Banked: 07/07/2022	24.90						
	Cash	24.90		4.15	1420	201	20.75	bar sales 30.06.2022
	Banked: 08/07/2022	43.07						
	Go Cardless	43.07		7.18	1064	310	35.89	Tennis SSQ5V
	Banked: 08/07/2022	13.34						
	Stripe Payments Tennis	13.34		2.22	1065	310	11.12	Tennis
	Banked: 08/07/2022	182.00						
	Mastercard	182.00		26.00	657		30.00	Bowie online sales
					669		36.67	Manners online sales
					662		25.00	Martin online sales
					654		30.00	Doors online sales
					1435	201	8.33	online booking fees
					697		26.00	Legends online sales
	Banked: 09/07/2022	75.00						
	Subtotal Carried Forward:	34,974.48	3,591.00	2,794.87			23,188.36	

## Bank Current/Deposit Account

Receipts received between 01/07/2022 and 31/07/2022

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 4681	75.00	75.00		101			Sales Recpts Page 4681
	Banked: 11/07/2022	108.00						
	Sales Recpts Page 4676	108.00	108.00		101			Sales Recpts Page 4676
	Banked: 11/07/2022	344.56						
	Go Cardless	344.56		57.43	1064	310	287.13	Tennis TYGV6A
	Banked: 11/07/2022	1,056.50						
	Mastercard	1,056.50		103.67	658		33.33	Madness online sales
					669		36.67	Manners online sales
					662		250.00	Martin online sales
					693		87.50	Elles online sales 06.07.22
					680		33.33	Jazz online sales 06.07.22
					624		25.00	RU40 online sales
					1435	201	2.50	online postage fees
					1435	201	50.00	online booking fees
					697		96.00	Legends online sales
					698		338.50	Panto online sales
	Banked: 11/07/2022	77.00						
	FDMS Ticket and Bar Sales	77.00		12.83	644		63.33	Stewart ticket sales
					1435	201	0.84	booking fees 05.07.22
	Banked: 11/07/2022	217.00						
	Cash	217.00		36.17	662		25.00	Dom Martin Band
					680		44.58	Fleet Jazz July 22
					1420	201	111.25	Bar 7/7/22
	Banked: 11/07/2022	3,560.00						
	Sales Recpts Page 4685	3,560.00	3,560.00		101			Sales Recpts Page 4685
	Banked: 12/07/2022	26.68						
	Stripe Payments Tennis	26.68		4.45	1065	310	22.23	Tennis
	Banked: 12/07/2022	258.42						
	Go Cardless	258.42		43.07	1064	310	215.35	Go Cardless
	Banked: 12/07/2022	879.00						
	Mastercard	879.00		133.17	634		133.33	80s online sales 07.07.22
					692		191.66	Elvis online sales 07.07.22
					565		56.67	Blondie online sales
					662		25.00	Martin online sales
					693		160.42	Elles online sales 07.07.22
					680		16.67	Jazz online sales 07.07.22
					623		14.58	Northsyd online sales
					654		30.00	Doors online sales
					1435	201	37.50	online booking fees
					697		80.00	Legends online sales
	Banked: 12/07/2022	38.55						
	Sales Recpts Page 4679	38.55	38.55		101			Sales Recpts Page 4679

Subtotal Carried Forward:

41,540.19

3,781.55

3,185.66

25,656.73



## Bank Current/Deposit Account

Receipts received between 01/07/2022 and 31/07/2022

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 12/07/2022	247.10						
	Cash	247.10		41.18	1420	201	205.92	Box Office and Sales
	Banked: 13/07/2022	40.16						
	Stripe Payments Tennis	40.16		6.69	1065	310	33.47	Tennis
	Banked: 13/07/2022	1,416.00						
	Mastercard	1,416.00		131.00	634		33.33	80's rewind - xmas party
					698		120.83	snow white
					1435	201	0.83	postage
					1435	201	24.17	booking charges
					634		150.00	80's rewind - xmas party
					692		38.33	a vision of elvis
					657		45.00	absolute bowie
					669		73.33	bad manners
					662		12.50	dom martin band
					654		30.00	the doors alive
					1435	201	0.83	postage
					1435	201	41.67	outside charges
					634		16.67	80's rewind - xmas party
					657		30.00	basolute bowie
					668		33.33	the bohemians
					1435	201	4.18	outside charges
					697		242.00	legends of music
					697		388.00	legends of music
	Banked: 13/07/2022	674.60						
	FDMS Ticket and Bar Sales	674.60		105.77	680		55.42	Fleet Jazz July 22
					644		31.67	Rod Stewart Songbook
					668		53.33	The Bohemians
					1435	201	1.88	Amendment Fee
					1435	201	1.88	Outside Charges
					697		40.00	Legends of music
					1420	201	338.08	Bar 7/7/22
					1432	201	29.17	Ices 7/7/22
					1431	204	10.00	Confectionary 7/7/22
					1433	201	7.40	Snacks 7/7/22
	Banked: 13/07/2022	116.80						
	FDMS Ticket and Bar Sales	116.80		19.47	1420	201	47.00	Bar 7/7/22
					1432	201	12.50	Ices 7/7/22
					1431	204	17.08	Confec 7/7/22
					1433	201	20.75	Snacks 7/7/22
	Banked: 13/07/2022	793.20						
	FDMS Ticket and Bar Sales	793.20		118.20	680		100.00	Fleet Jazz July 22
					1435	201	0.83	Postage
					1435	201	2.50	Outside Charges
					697		84.00	Legends of Music
					1420	201	458.50	Bar Sales 8/7/22
					1433	201	29.17	Snacks 8/7/22

Subtotal Carried Forward:

44,828.05

0.00 3,607.97

28,522.28

## Bank Current/Deposit Account

Receipts received between 01/07/2022 and 31/07/2022

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 13/07/2022	237.70						
	FDMS Ticket and Bar Sales	237.70		39.62	1420	201	134.42	App Bar Sales 8/7/22
					1432	201	27.08	App Ices Sales 8/7/22
					1431	204	9.67	App Confec Sales 8/7/22
					1433	201	26.91	App Snacks Sales 8/7/22
	Banked: 13/07/2022	1,019.85						
	FDMS Ticket and Bar Sales	1,019.85		158.98	1435	201	1.04	Outside Charges 9/7/22
					697		66.00	Legends of Music 9/7/22
					1420	201	715.92	Bar Sales 9/7/22
					1432	201	38.08	Ices Sales 9/7/22
					1431	204	6.67	Confec Sales 9/7/22
					1433	201	33.16	Snacks Sales 9/7/22
	Banked: 13/07/2022	207.20						
	FDMS Ticket and Bar Sales	207.20		34.53	1420	201	33.17	App Bar Sales 9/7/22
					1432	201	97.33	App Ices Sales 9/7/22
					1431	204	9.33	App Confec Sales 9/7/22
					1433	201	32.84	App Snacks Sales 9/7/22
	Banked: 13/07/2022	129.21						
	Go Cardless	129.21		21.54	1064	310	107.67	Tennis
	Banked: 14/07/2022	179.00						
	Mastercard	179.00		29.83	657		105.00	absolute bowie
					669		36.67	bad manners
					1435	201	7.50	outside charges
	Banked: 14/07/2022	93.88						
	Stripe Payments Tennis	93.88		15.65	1065	310	78.23	Tennis
	Banked: 14/07/2022	43.07						
	Go Cardless	43.07		7.18	1064	310	35.89	Tennis
	Banked: 14/07/2022	500.00						
	Cheque	500.00			507		500.00	Donation from Waitrose
	Banked: 15/07/2022	122.50						
	Mastercard	122.50		20.42	692		19.17	a vision of elvis
					657		30.00	absolute bowie
					681		33.33	fleet jazz
					623		14.58	northsyde and friends
					1435	201	5.00	outside charges
	Banked: 15/07/2022	40.50						
	FDMS Ticket and Bar Sales	40.50		6.75	680		33.33	Fleet Jazz July 22
					1435	201	0.42	Outside Charges
	Banked: 15/07/2022	13.34						
	Stripe Payments Tennis	13.34		2.22	1065	310	11.12	Tennis
	Banked: 15/07/2022	86.14						
	Subtotal Carried Forward:	47,500.44	0.00	3,944.69			30,771.81	

## Bank Current/Deposit Account

Receipts received between 01/07/2022 and 31/07/2022

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Go Cardless	86.14		14.36	1064	310	71.78	Tennis
	Banked: 15/07/2022	36.50						
	Cash	36.50		6.08	657		30.42	Absolute Bowie
	Banked: 15/07/2022	10.10						
	Cash	10.10		1.68	1420	201	8.42	Bar
	Banked: 18/07/2022	89.60						
	Cash	89.60		14.93	1420	201	74.67	Box office and bar 8/7/22
	Banked: 18/07/2022	26.57						
	Stripe Payments Tennis	26.57		4.43	1065	310	22.14	Tennis
	Banked: 18/07/2022	215.35						
	Go Cardless	215.35		35.89	1064	310	179.46	Tennis
	Banked: 18/07/2022	9.42						
	Sales Recpts Page 4682	9.42	9.42		101			Sales Recpts Page 4682
	Banked: 18/07/2022	50.00						
	FDMS Ticket and Bar Sales	50.00		8.33	689		120.00	The Rollin Stoned
					564		-125.00	Stumble & Cinelli Bros-
					660		50.00	The Stumble
					1435	201	1.25	Amendment Fee
					1435	201	-4.58	Outside Charge
	Banked: 18/07/2022	150.00						
	Sales Recpts Page 4686	150.00	150.00		101			Sales Recpts Page 4686
	Banked: 18/07/2022	70.00						
	Mastercard	70.00		11.67	657		30.00	Absolute Bowie
					674		25.00	Stand up for Saturday
					1435	201	3.33	Outside Charges
	Banked: 19/07/2022	58.75						
	FDMS Ticket and Bar Sales	58.75		9.79	657		14.58	Absolute Bowie
					680		33.33	Fleet Jazz
					1435	201	1.05	Outside Charges
	Banked: 19/07/2022	6.67						
	Stripe Payments Tennis	6.67		1.11	1065	310	5.56	Tennis
	Banked: 19/07/2022	172.28						
	Go Cardless	172.28		28.71	1064	310	143.57	Tennis
	Banked: 19/07/2022	201.00						
	Mastercard	201.00		33.50	669		146.67	Bad Manners
					662		12.50	Dom Martin Band
					1435	201	0.83	Postage
					1435	201	7.50	Outside Charges
	Banked: 20/07/2022	283.50						

Subtotal Carried Forward:

48,880.18

159.42 4,115.17

31,624.29

## Bank Current/Deposit Account

Receipts received between 01/07/2022 and 31/07/2022

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	FDMS Ticket and Bar Sales	283.50		47.25	659		233.33	Christmas Comedy
					1435	201	2.92	Outside Charges
	Banked: 20/07/2022	137.55						
	FDMS Ticket and Bar Sales	137.55		8.34	698		87.50	Snow White (Starburst)
					1420	201	40.67	Bar 14/7/22
					1435	201	1.04	Outside Charge 14/7/22
	Banked: 20/07/2022	6.67						
	Stripe Payments Tennis	6.67		1.11	1065	310	5.56	Tennis
	Banked: 20/07/2022	448.00						
	Mastercard	448.00		74.67	657		30.00	Absolute Bowie
					680		66.67	Fleet Jazz
					624		72.92	RU40
					1435	201	9.17	Outside Charges
					657		30.00	Absolute Bowie
					623		29.17	Northsyde and Friends
					1435	201	3.33	Outside Charges
					693		72.92	Elles Bailey Band
					664		50.00	Ian Parker Band
					1435	201	1.67	Postage
					1435	201	7.48	Outside Charges
	Banked: 20/07/2022	1,274.15						
	FDMS Ticket and Bar Sales	1,274.15		212.69	657		45.00	Absolute Bowie
					680		33.33	Fleet Jazz July 22
					615		-68.00	Sleeping Beauty
					698		66.00	Snow White
					1435	201	4.17	Amendment Fee
					1435	201	-1.46	Outside Charges
					1420	201	971.75	Bar 16/7/22
					1431	204	1.67	Confectionary 16/7/22
					1433	201	9.00	Snacks 16/7/22
	Banked: 21/07/2022	55,000.00						
	Sales Recpts Page 4687	55,000.00	55,000.00		101			Sales Recpts Page 4687
	Banked: 21/07/2022	146.40						
	Sales Recpts Page 4688	146.40	146.40		101			Sales Recpts Page 4688
	Banked: 21/07/2022	33.35						
	Stripe Payments Tennis	33.35		5.56	1065	310	27.79	Tennis
	Banked: 21/07/2022	43.07						
	Go Cardless	43.07		7.18	1064	310	35.89	Tennis
	Banked: 21/07/2022	132.00						
	Mastercard	132.00		22.00	693		29.17	Elles Bailey Band
					680		50.00	Fleet Jazz
					660		25.00	The Stumble
					1435	201	5.83	Outside Charges

Subtotal Carried Forward: 106,101.37 55,146.40 4,493.97 33,603.78

## Bank Current/Deposit Account

Receipts received between 01/07/2022 and 31/07/2022

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 22/07/2022	623.32						
	Sales Recpts Page 4690	623.32	623.32		101			Sales Recpts Page 4690
	Banked: 22/07/2022	26.93						
	Stripe Payments Tennis	26.93		4.49	1065	310	22.44	Tennis
	Banked: 22/07/2022	43.07						
	Go Cardless	43.07		7.18	1064	310	35.89	Tennis
	Banked: 22/07/2022	252.00						
	Mastercard	252.00		18.67	680		33.33	Fleet Jazz
					700		50.00	Paul Young - Behind the
					1435	201	10.00	Outside Charges
					698		140.00	Snow White
	Banked: 22/07/2022	40.50						
	FDMS Ticket and Bar Sales	40.50		6.75	680		33.33	Fleet Jazz
					1435	201	0.42	Outside charges
	Banked: 22/07/2022	300.20						
	FDMS Ticket and Bar Sales	300.20		50.03	1420	201	176.92	Bar sales 22/7/22
					1432	201	40.83	Ices 22/7/22
					1431	204	32.42	Confec 22/7/22
	Banked: 23/07/2022	512.00						
	Sales Recpts Page 4689	512.00	512.00		101			Sales Recpts Page 4689
	Banked: 25/07/2022	61.00						
	Mastercard	61.00		10.17	634		33.33	80's rewind the christmas
					662		12.50	Dom Martin Band
					1435	201	2.50	Postage
					1435	201	2.50	Outside Charges
	Banked: 25/07/2022	6.67						
	Stripe Payments Tennis	6.67		1.11	1065	310	5.56	Tennis
	Banked: 25/07/2022	258.42						
	Go Cardless	258.42		43.07	1064	310	215.35	Tennis
	Banked: 25/07/2022	288.00						
	Sales Recpts Page 4691	288.00	288.00		101			Sales Recpts Page 4691
	Banked: 25/07/2022	332.50						
	FDMS Ticket and Bar Sales	332.50		55.42	1420	201	268.67	Bar sales 19/7/22
					1432	201	8.41	Ices Sales 19/7/22
	Banked: 25/07/2022	11.50						
	FDMS Ticket and Bar Sales	11.50		1.92	1432	201	2.00	App Ices Sales 25/7/22
					1433	201	7.58	App Snacks Sales 25/7/22
	Banked: 26/07/2022	6.67						
	Subtotal Carried Forward:	108,864.15	1,423.32	4,692.78			34,737.76	

## Bank Current/Deposit Account

Receipts received between 01/07/2022 and 31/07/2022

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Stripe Payments Tennis	6.67		1.11	1065	310	5.56	Tennis
	Banked: 26/07/2022	43.07						
	Go Cardless	43.07		7.18	1064	310	35.89	Tennis
	Banked: 26/07/2022	38.76						
	Sales Recpts Page 4692	38.76	38.76		101			Sales Recpts Page 4692
	Banked: 26/07/2022	361.00						
	Mastercard	361.00		60.17	634		33.33	80's Rewind:The
					692		57.50	A Vision of Elvis
					664		25.00	Ian Parker Band
					623		116.67	Nortsyde and Friends
					674		50.00	Stand up for Saturday
					1435	201	2.50	Postage
					1435	201	15.83	Outside Charges
	Banked: 27/07/2022	994.00						
	Mastercard	994.00		147.50	623		14.58	Northsyde and Friends
					699		66.67	The Franxis Rossi
					689		30.00	The Rollin Stoned
					1435	201	0.83	Postage
					1435	201	3.33	Outside Charges
					692		191.67	A Vision of Elvis
					670		30.00	Black Sabbitch
					642		33.33	Stayin Alive
					654		30.00	The Doors Alive
					1435	201	5.00	Postage
					1435	201	18.33	Outside Charges
					634		33.33	80's Rewind - The
					692		57.50	A Vision of Elvis
					662		25.00	Dom Martin Band
					693		29.17	Elles Bailey Band
					623		14.58	Nortsyde and Friends
					642		50.00	Stayin Alive
					654		15.00	The Doors Alive
					699		75.00	The Francis Rossi
					1435	201	0.83	Postage
					1435	201	13.35	Outside Charges
					698		109.00	Snow White
	Banked: 27/07/2022	129.21						
	Go Cardless	129.21		21.54	1064	310	107.67	Tennis
	Banked: 27/07/2022	267.15						
	Cash	267.15		44.52	657		15.00	Absolute Bowie
					1435	201	0.21	Outside Charges
					1420	201	207.42	Bar
	Banked: 27/07/2022	105.50						
	FDMS Ticket and Bar Sales	105.50		17.58	1420	201	87.92	Bar sales 27/7/22
	Banked: 28/07/2022	66.95						
	Subtotal Carried Forward:	110,869.79	38.76	4,992.38			36,344.76	

## Bank Current/Deposit Account

Receipts received between 01/07/2022 and 31/07/2022

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Stripe Payments Tennis	66.95		11.16	1065	310	55.79	Tennis
	Banked: 28/07/2022	576.00						
	Sales Recpts Page 4693	576.00	576.00		101			Sales Recpts Page 4693
	Banked: 28/07/2022	250.00						
	Sales Recpts Page 4694	250.00	250.00		101			Sales Recpts Page 4694
	Banked: 28/07/2022	43.07						
	Go Cardless	43.07		7.18	1064	310	35.89	Tennis
	Banked: 28/07/2022	435.00						
	Mastercard	435.00		43.33	634		16.67	80's Rewind The
					693		29.17	Elles Bailey Band
					689		150.00	The Rollin Stoned
					1435	201	1.67	Postage
					1435	201	19.17	Outside Charges
					698		174.99	Snow White
	Banked: 28/07/2022	182.90						
	Cash	182.90		30.48	1420	201	152.42	Bar 22/7/22
	Banked: 28/07/2022	63.90						
	Cash	63.90		10.65	1420	201	53.25	Bar sales 21/7/22
	Banked: 29/07/2022	297.00						
	Sales Recpts Page 4695	297.00	297.00		101			Sales Recpts Page 4695
	Banked: 29/07/2022	298.00						
	Mastercard	298.00		49.67	634		33.33	80's rewind The
					692		38.33	A vision of Elvis
					693		29.17	Elles Bailey Band
					700		75.00	Paul Young- Behind the
					667		30.00	The Jam'd
					689		30.00	The Rollin Stoned
					1435	201	2.50	Postage
					1435	201	10.00	Outside Charges
	Banked: 29/07/2022	219.91						
	Sales Recpts Page 4696	219.91	219.91		101			Sales Recpts Page 4696
	Banked: 29/07/2022	150.00						
	Sales Recpts Page 4697	150.00	150.00		101			Sales Recpts Page 4697
	Banked: 29/07/2022	33.35						
	Stripe Payments Tennis	33.35		5.56	1065	310	27.79	Tennis
	Banked: 29/07/2022	91.25						
	FDMS Ticket and Bar Sales	91.25		15.21	689		75.00	The Rollin Stoned
					1435	201	1.04	Outside Charges
	Banked: 29/07/2022	239.40						

Subtotal Carried Forward: 113,749.57 1,492.91 5,165.62 37,385.94

## Bank Current/Deposit Account

Receipts received between 01/07/2022 and 31/07/2022

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 4698	239.40	239.40		101			Sales Recpts Page 4698
	Banked: 29/07/2022	81.60						
	Sales Recpts Page 4700	81.60	81.60		101			Sales Recpts Page 4700
	Banked: 29/07/2022	337.20						
	Sales Recpts Page 4701	337.20	337.20		101			Sales Recpts Page 4701
	Banked: 29/07/2022	3,560.00						
	Sales Recpts Page 4702	3,560.00	3,560.00		101			Sales Recpts Page 4702
	Banked: 29/07/2022	43.07						
	Go Cardless	43.07		7.18	1064	310	35.89	Tennis
	Banked: 29/07/2022	49.30						
	Cash	49.30		8.22	1420	201	41.08	Bar Sales 19/7/22
	Banked: 29/07/2022	33.70						
	Cash	33.70		5.62	1420	201	28.08	Bar Sales 28/7/22
	Banked: 29/07/2022	160.00						
	Cash	160.00		26.67	680		133.33	Fleet Jazz July 22
	Banked: 31/07/2022	61.20						
	Sales Recpts Page 4699	61.20	61.20		101			Sales Recpts Page 4699
	<b>Total Receipts:</b>	<b>118,075.64</b>	<b>75,238.01</b>	<b>5,213.31</b>			<b>37,624.32</b>	



Date: 05/08/2022

Fleet Town Council Current Year

Page 1

Time: 10:10

Cashbook 1

User: SM

Bank Current/Deposit Account

Payments made between 01/07/2022 and 31/07/2022

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
12/07/2022	HSBC	DD	77.64			4420	101	77.64	HSBC Charges May22 Inv9527393
12/07/2022	HSBC	DD	13.19			4420	101	13.19	HSBC Charges May22 INV9564478
13/07/2022	HSBC	DDR8	762.25	762.25		500			Credit Cards June 22
14/07/2022	Legal and General	DD	2,971.55			516		2,971.55	Pension July 22
14/07/2022	PAYMENTSSENSE LTD	DD	111.88			4422	201	111.88	Service Charges/Fees June 22
14/07/2022	FDMS/Paymentsense	DD	27.04			4422	201	27.04	Service charges/fees June 22
18/07/2022	GLOBAL PAYMENTS	DD	259.67		0.70	4422	201	258.97	Charges for June 2022
19/07/2022	BACS P/L Pymnt Page 2004	BACS Pymnt	79,647.01	79,647.01		500			BACS P/L Pymnt Page 2004
19/07/2022	Booker Limited	DD	193.70	193.70		500			Bar supplies
20/07/2022	CENT COMP MANG LTD/LivePay	DD	82.74		13.79	4550	101	68.95	Payroll July 2022
20/07/2022	Fleet Town Council	DDR	26,802.64			520		26,802.64	Payroll July 2022
22/07/2022	Inland Revenue	DDR	7,678.10			515		7,678.10	Inland Revenue Jul22
22/07/2022	Payment Sense Ltd	DDR5	17.88	17.88		500			Charges 1/6-30/6
22/07/2022	Payment Sense Ltd	DDR6	113.94	113.94		500			Terminal Rent Charges 1/6-30/6
25/07/2022	BOC Ltd	DD1	194.22	194.22		500			Gas
28/07/2022	Global Payments - Direct Debit	DDR3	22.80	22.80		500			Global Payments Jun 22
28/07/2022	Vodafone Limited	DDR7	37.28	37.28		500			Plan 18/7- 17/8/Usage 18/6- 17/8
29/07/2022	BACS P/L Pymnt Page 2010	BACS Pymnt	29,782.21	29,782.21		500			BACS P/L Pymnt Page 2010
29/07/2022	HSBC	DDR4	75.62	75.62		500			HSBC Charges June 22
Total Payments:			148,871.36	110,846.91	14.49			38,009.96	



## WORKING GROUP – RISK MANAGEMENT

item 9a

### Notes of Meeting 20<sup>th</sup> July 2022 at 2pm, Function Room

#### Present:

Cllrs: Schofield, Robinson, Richmond

Officers: Charlotte Benham (Projects/Committee Clerk), Sarah Moore (Finance & Admin Manager)

#### Apologies:

Cllr Holt

#### Absent:

Cllr Johnson

#### ITEM 1 NOTES OF THE LAST MEETING

Notes of the last meeting held on the 26<sup>th</sup> January 2022 were received. Action below to be left on list to look into again in near future

Action - to look into switching bank to one left on high street

#### ITEM 2 RISK MANAGEMENT

The Risk Register was reviewed and subject to the following amendment can go to September or October Council for its annual renewal/approval

Add extra item – 30: Climate Change

Risk - Extreme temperatures in buildings and discomfort of office staff. Also shows being cancelled due to temperatures.

Risk Owner - Clerk / General Manager

Committee - Climate Change Working Group / Full Council

Controls – fans/blowers, temp window screens for skylights, relaxed office attire

Risk - 3 x 3 = 9 HIGH

Actions – look into replacing aircon or portable AC units

#### ITEM 3 FINANCIAL RISK MANAGEMENT

Deferred – Do we need a separate Finance document or can it be merged?

Find out when Internal Auditor is next in and schedule some time to go through purpose of this

item as a lot of it is duplicated in Risk Register and some sections don't seem to be financial at all.

Ad hoc meeting to be arranged subsequently to implement changes.

**ITEM 4 DATE AND TIME OF NEXT MEETING**

The next meeting scheduled is 18<sup>th</sup> January 2023 or sooner if required.

DRAFT

### Risk Register as at July 2022

FC = FULL COUNCIL, P&F = POLICY & FINANCE, RLA = RECREATION, LEISURE & AMENITIES, HWG = HARLINGTON WORKING GROUP, EC = ESTABLISHMENT COMMITTEE, RWG = RISK WORKING GROUP

COLOUR = TOP CURRENT KEY RISKS

Risk ID	Risk Description	Risk Owner	Committee	Controls in place	Current Risk			Actions
					Likelihood	Impact	Rating	
1	<b>Pandemic</b> Absenteeism could be significant at the height of the pandemic, either because people are personally ill or caring for someone who is ill, causing significant impact on business continuity. Effect of Pandemic on running i.e. closures and on mental health. Impact from Pandemic and or change in market could cause disruption to Harlington and loss of finances/reserves	Town Clerk The Harlington Manager	P&F / RLA	* NHS Vaccination Programme (Seasonal and provision for pandemic specific) * Working from home using VPN * Redistribution of tasks amongst other staff * Follow Government guidelines * Review short/long term financial implications * Pandemic Working Group	3	3	9	* Support the CCG vaccination programme <b>ONGOING</b> * Agree general reserve figure and approach
2	<b>Harlington Lease:</b> Financial risk and loss of community provision	Town Clerk	P&F / HWG	* Meetings with HDC * Legal advice from Solicitors	3	3	9	* Continue negotiations with HDC <b>ONGOING</b>
3	<b>Building condition:</b> Failure of the fabric and services of buildings resulting in injury to individuals and/or noncompliance with relevant legislation or unavailability of Buildings/ breach of contract	The Harlington Manager Facilities & Open Spaces Manager	FC	* Review of assets has included a condition survey of The Harlington that has informed a view of requirements. * Contracts in place for maintenance * Health & Safety Consultant available for advice etc.	2	3	6	
4	<b>The Harlington</b> Disruption risk due to power cuts, failure of electric, boiler or water causing loss of revenue and/or expensive repairs. Toilets are also a constant problem and the loss of these would result in the building closing. Public Conveniences: risk of legionella, failure to maintain facilities, risk of hazardous substances Bar and Cafe services: Failure to maintain statutory requirements for service provision disruption to ticketing/till systems	The Harlington Manager IT:	RLA / P&F / FC	* Quarterly RLA meetings * Front of House Risk Assessment in place * Technical Risk Assessment in place * Facilities - Building Health and Safety Risk assessment in place * Booking form to be completed when hiring to identify high risk * Contractor Management in place * Contracts are signed by all service providers (Artists, Film, Comedy Club etc.) * Annual review of all assets * Fire Risk Assessment carried out by 35 (business arm of HCC Fire Brigade) in 2018 * All Environmental Health Consultant available for advice etc. * Contacts in place to test for Legionella * Daily & weekly checks in place * Annual water inspection * Maintenance contracts in place * Substances controlled/securely stored by trained persons and records kept * Bar and Cafe risk assessments in place * Premises Licence in place * The Harlington Manager and the Bar and Cafe Supervisor have a personal licence to sell alcohol and are also the designated premises supervisor * The Bar and Cafe Supervisor is responsible for stock ordering and control * Coffee machine pressure tested annually * Bar + Cafe Supervisor is responsible for issuing detailed instructions to staff and maintaining training records * A professional stocktake is appointed annually * Fridge and freezer temperature checks carried out daily * The Bar and Cafe Supervisor is responsible ensuring that staff sign the opening and closing checklist * All Environmental Health Consultant available for advice etc. * Training for Food Hygiene mandatory * Ticketing system is a large external company unlikely to go out of business * Till system is an external company * Insurance in place	3	2	6	* Lockdown has required that various functions of the building have been closed; before the cafe reopens pressure testing of coffee machine to be carried out and other equipment checked.
5	<b>Finance management:</b> Unable to deliver services within the resources available to the Council to meet obligations, including keeping the current year's budget within the approved budget framework. Failure to control cost of major projects/events. Fraud and theft: Risk of internal asset misappropriation, corruption or fraud deception Staff have access to the safe, tills, bar and cafe supplies. The bank account is managed by 3 key staff. Investments: financial loss, inappropriate investment. Reserves: Failure to maintain reserves Banking: difficulty banking due to closures of banks / having to use the post office	Town Clerk The Harlington Manager	P&F	* Financial Standing Orders * Monthly Council meetings * Quarterly P&F meetings * Quarterly projections of Income and Expenditure * Adequate reserves and insurance in place * Financial Risk Record in place * CCTV * 2 Councillors check all invoices and authorise payments * Stock Control * Bank account requires 2 Councillors to authorise any payments * Stock Control	2	3	6	* Finance risk assessment carried out to be reviewed by P&F <b>DRAFTED</b>
6	<b>Market:</b> Reputational risk if market provider fails to meet his contractual obligations. Financial risk is to both FTC and the market provider	Town Clerk	P&F / RLA	* Market operator supplies risk Assessment for day to day running of the market * FTC to undertake regular market checks * Contractor Management * Quarterly RLA meetings * Contracts	2	3	6	
7	<b>Cyber Attack:</b> Risk to security of data, including risk of extortion. Increasing reliance on cyber space brings new opportunities and new threats. The very openness of the networks presents a vulnerability of compromise or damage to networks from the actions of hackers, criminals or foreign intelligence services.	Town Clerk	FC	* Software in place and kept up to date by IT consultant * Data regularly backed up and held off-site * Redistribution of tasks amongst other staff	2	3	6	
8	<b>Health and Safety Management:</b> Procedures not followed resulting in member of staff or customer injured with the consequence of: * Possible corporate manslaughter * Failure of statutory requirements * Insurance claim against the Council * Loss of reputation * Adverse media * Financial/ reputational loss due to change in HSE requirements	Town Clerk (Parks, Office) The Harlington Manager (Harlington, shows etc)		* Health & Safety Consultant employed for advice etc. * Management checks carried out monthly to ensure paperwork is completed following required tests * Management walk rounds to ensure compliance * Contractor Management in place * Risk meetings twice year * Health and Safety Policy * Risk Assessments	2	3	6	* 100% review of all H&S paperwork to ensure compliance with risk assessment and policies. <b>POLICIES REVIEWED, RISK ASSESSMENTS REVIEWED BY H&amp;S CONSULTANT</b>
9	<b>The Harlington Replacement / Refurbishment:</b> Risk to reputation, loss of performance centre in Fleet, Financial implications	Town Clerk The Harlington Manager	HWG/ FC	* Keep public informed / information accessible * Monthly Council meetings * Input from Civic * Quarterly P&F meetings	3	2	6	* HDC Civic Regeneration Project working Group consultee
10	<b>Council Meetings:</b> Failure to comply with statutory requirements and loss of effectiveness	Town Clerk	FC	* Council Standing Orders * Council Financial Regulations * Internal Audit completed annually * External Audit completed annually * Annual Residents' Meetings	2	2	4	
11	<b>Drainage:</b> risk of flooding	Facilities & Open Spaces Manager	RLA	* Arrangements in place with agencies/district * Grounds maintenance - i.e. ditches	2	2	4	
12	<b>Play Areas and Skatepark:</b> failure to maintain assets resulting in injury	Facilities & Open Spaces Manager	RLA	* Weekly checks by Grounds Maintenance * Regular checks by FOSM * Annual checks by ROSPA * Proper records maintained * CCTV in place in some parks * Quarterly RLA meetings * Public liability insurance	2	2	4	
13	<b>Crisis Management:</b> Failure to respond effectively to public relations / media crisis or negative press	Town Clerk	FC	* Press and Social Media policies/procedures in place * Defined communication strategy * Arrangements in place with agencies/district for physical crisis	2	2	4	
14	<b>Failure in Governance:</b> Risk of breach of legislation Gifts: failure to declare gifts. Risk to reputation if not declared. Code of Conduct: Councillors failing to follow policies and/or bringing the Council into disrepute GDPR: Risk of breach of data by inadequate data handling and not adequately preventing and minimising security incidents resulting in loss of data, unlawful sharing of data, reputational damage and financial penalties levied by the Information Commissioner's Office	Town Clerk The Harlington Manager	FC	* Standing Orders * Internal Auditor * Committee structure in force * Risk Review meeting to check twice a year * Staff training * Gift Register kept by the Clerk * Councillors to sign that they have read and understood policies annually * Staff have attended GDPR training * All councillors invited to GDPR training however not all have attended yet * All staff attended GDPR Training provided * All Councillors invited to GDPR training however not all have attended training yet * Review all FTC databases * Ensure all Councillors are trained and reminded not to forward emails to their private account * Local Council Insurance	2	2	4	* Retention Policy to be written and taken to P&F <b>DRAFTED</b> * Insurance tender to be produced. <b>Current policy extended by a year due to lockdown</b>
15	<b>Lack of Succession Planning for Senior Staff and major changes in Councillors:</b> Loss of knowledge to drive the Council business forward in the long term	Town Clerk Harlington Manager	FC / RWG / EC	* Identify expert incumbents who possess critical knowledge and skills * Procedures to be produced * Notice periods to be reviewed by establishment committee * Create succession plan * Training current staff * Establishment Committee 3 times per year * Multi Skill training * Paperwork/manuals for councillors to help bring them up to speed	2	2	4	
16	IT: IT consultant is ill/retires - equipment and security is compromised, loss of knowledge Lack of knowledge of Cyber security	Town Clerk	FC/RWG	* Create succession plan & ensure have copies of relevant information stored e.g. login details * Joined National Cyber Security Centre Pilot for Town Councils	2	2	4	* Discuss with IT consultant business continuity
17	<b>Annells Farm Community Centre + Pavilions:</b> Disruption risk due to failure of electric, boiler or water causing loss of revenue and/or expensive repairs. Financial risk Public Conveniences: risk of legionella, failure to maintain facilities, risk of hazardous substances	The Harlington Manager + Facilities & open Spaces Manager	RLA	* Facilities - All Buildings Health and Safety Risk assessment in place * Booking form to be completed when hiring to identify high risk * Bookings Diary maintained to ensure no possibility of double booking event * Contractor Management in place * Annual review of all assets * Health & Safety Consultant employed for advice etc. * Daily & weekly checks in place * Annual water inspection * Maintenance contracts in place * Substances controlled/securely stored by trained persons and records kept * Quarterly RLA/P&F meetings	1	3	3	
18	<b>Bus Services:</b> Fleet Link - loss of service. Financial risk Reputational risk	Town Clerk	P&F	* Annual grant given to help maintain service * Monthly Council meetings * Liaison with joint funders * Community Bus Working Group	2	1	2	
19	<b>Cemetery:</b> Failure to keep appropriate records. Failure to keep the burial ground in good order. Capacity to deal with influx of interments during pandemic. Cemetery is nearly full for burials	Cemetery Clerk	RLA	* Cemetery health and safety risk assessment * Epitaph database used to manage grave allocation * Cemetery maintenance included in Grounds maintenance contract * Public Liability Insurance in place * Headstone/ kerbstone survey carried out annually * Software can be accessed remotely * Plans in place for pandemic * Contractor management in place * Quarterly RLA meetings * Extension to cemetery	1	2	2	Extension to cemetery
20	<b>Council Property and Documents:</b> legal liability, loss of assets, no backup of physical documents	Town Clerk Harlington Manager	FC	* Public Liability Insurance in place * Asset Register maintained * Freedom of Information Spreadsheet maintained * Electronic data backed up regularly and held off-site * Maintenance	2	1	2	
21	<b>CCTV:</b> Failure to comply with statutory requirements.	Facilities and Open Spaces Manager	RLA	* ICO Data Protection Registration * Liaison with local enforcement agencies	2	1	2	

### Risk Register as at July 2022

FC = FULL COUNCIL, P&F = POLICY & FINANCE, RLA = RECREATION, LEISURE & AMENITIES, HWG = HARLINGTON WORKING GROUP, EC = ESTABLISHMENT COMMITTEE, RWG = RISK WORKING GROUP

COLOUR = TOP CURRENT KEY RISKS

Risk ID	Risk Description	Risk Owner	Committee	Controls in place	Current Risk			Actions
					Likelihood	Impact	Rating	
22	<b>Land + Open Spaces:</b> failure to maintain assets, failure to collect income, failure to maintain records Nuisances: Risk of nuisance of noise in Parks which causes upset to residents. Risk of Environmental nuisance such as tree falling on property. Traveller Incursion: Public Spaces not available to Residents. Fouling of Public Spaces causing health hazard. Land not registered / deferred back to Crown	Facilities & Open Spaces Manager	RLA	* Ground maintenance contract * Invoices sent regularly and recovery action taken where necessary * Asset register and land registry documents maintained/stored safely * Observe good neighbour procedures, deal with any complaints in a speedy and sympathetic manner * Restricted access to some parks and open spaces e.g. height barrier bollards, gate locks * Quarterly RLA meetings * Regular equipment checks by GM * Regular checks by FOSM	1	2	2	
23	<b>External Communications:</b> defamation, non-production, failure to meet requirements i.e. non political content. Social Media: Bringing the council into disrepute Website: Website not maintained / not meeting standards	Project and Committees Clerk	FC	* Advice sought for sensitive content * Distribution slots for communications booked in advance and performance monitored * Multiple people proof read content * Only approved content put out and access to social media and website accounts restricted to specific staff members * Social Media Policy in place and signed by staff Regular content and legislation reviews	1	2	2	
24	<b>Provision Of Office Accommodation:</b> Disruption due to poor/faulty office equipment/furniture/conditions.	Town Clerk / Office Manager / Facilities & Open Spaces Manager	FC	* Periodic inspection of equipment/furniture * DSE (Display Screen) Assessments completed * Periodic maintenance of machinery * Signage and regular fire testing in place * Contractor management in place * Quarterly RLA meetings	1	2	2	
25	<b>Tennis:</b> income unable to meet sinking fund LTA (Lawn Tennis Association) requirements	Town Clerk / Project Officer	RLA	* Regular budget monitoring * Regular adverts on social media, newsletters etc. * Quarterly RLA meetings	1	2	2	
26	<b>Operational Continuity:</b> Unable to provide services, physical loss of office space, documents and equipment	Town Clerk The Harlington Manager	FC	* Policies and Procedures * Quarterly P&F meetings * Staff have multi skills across different areas * Staff are able to work from home	1	2	2	
27	<b>Employment of staff:</b> loss of key staff, lack of training, failure to comply with regulations	Town Clerk The Harlington Manager The Office Manager	FC / EC	* HR consultant employed for advice etc. * Disciplinary and Grievance policies in place * Staff have contracts and job descriptions * Staff have annual appraisals * Establishment Committee for dealing with issues * Insurance in place	2	2	4	
28	<b>BREXIT:</b> Unable to obtain stock and office supplies.	Town Clerk The Harlington Manager	FC	* Monitoring the situation	2	1	2	*To understand the implications on the Town Councils activities <b>NO PROBLEMS THUS FAR</b>
29	<b>Cyber Security:</b> Unable to access IT due to a cyber attack	Town Clerk The Harlington Manager	FC	*Part of National Cyber Security centre project	1	3	3	*FTC is now part of the project. Review by GCHQ in the Autumn
30	<b>Climate Change - effect on building operations:</b> Extreme temperatures in office and discomfort of/danger to staff. Shows/bookings being cancelled due to extreme weather resulting in a loss of revenue.	Town Clerk The Harlington Manager	CCWG FC	* Fans/blowers around building for extreme heat and portable fan heaters for when temperatures low * Grit for paths when snowing * Temporary stick on blinds for skylights in office during extreme heat * Usual office attire relaxed when temperatures very low or very high * For harlington shows bookings must give advance warning of cancelling a booking in order to be eligible receive a refund * Where possible shows are rearrange to a new date to retain income rather than cancelling	3	3	9	* to look into cost of replacing air con units or portable AC units and any other measures for when building reaches extreme temperatures

**COUNCIL MEETING**  
**Wednesday 7 September, 2022**

**OFFICER:** Janet Stanton  
**DATE:** 30 August, 2022

**SUBJECT: Smaller Authorities Audit Appointments (SAAA)**  
**Option to opt out of the external auditor appointment arrangements**

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

**All authorities require an appointed external auditor** even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If FTC wishes to continue as part of the SAAA sector led auditor appointment regime then no action is required, the council will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

Currently FTC is opted into the central procurement of external auditors by default. If FTC does not wish to be part of the SAAA arrangements, the council must formally notify SAAA that it wishes to opt out by **28 October 2022**.

If notification of a decision to opt out is not received by 28 October, then FTC will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

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### **Opting-out**

Opting out is a significant decision which requires careful consideration; to assist Members when considering this matter, further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at [www.saaa.co.uk](http://www.saaa.co.uk)

An authority that wishes to opt out must formally reach and record that decision at a full meeting of the Council or at an Extraordinary Meeting.

The Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. This will result in additional costs of £300 which will have to be met by the authority.

#### **OFFICER RECOMMENDATION**

That FTC remains within the External Auditor central procurement regime managed by SAAA

## Application for Grant Form

Please note that grants cannot be given to individuals and are normally for a maximum of £1000 unless you can demonstrate benefit for a significant percentage of residents of Fleet (not including Elvetham Heath and Church Crookham who have their own Parish Councils).

1.	Name of Organisation  Address   Bank Account details for payment  Account  Sort Code	Lions Club of Fleet (CIO) Temporary Traffic Management Team (FLTTM) A community project managed by Fleet Lions and supporting members from the community and FTC  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]
2.	Name, Address and Status of Contact & position    E-mail address	Mike Collen Lead FLTTM   [REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the Organisation a Registered Charity?	Yes <span style="float: right;">Charity Number: <a href="#">CIO Registration 1177181</a></span>
5.	Date of establishment of Organisation	Charity 1974 FLTTM Project 2013 led by Cllr Wheale
6.	Details of purpose of Grant  (please use additional sheet to include details)	<p>To ensure the future of the TTM Project which has supported many local organisations over the past 9 years by offering cost effective road closure support for Public events such as Remembrance services, Christmas Festival, Carnival and a number of smaller events locally, such as both Vaccination centres and local Street Parties.          Signage etc has been replenished to maintain minimum levels</p> <p>There are 2 requests in 1 please</p> <p>Firstly, to ensure the Ageing volunteers can cope with the excessive weight of the required signage a second-hand 4 axle trailer is required for delivery and positioning of the signage for these events. A second- hand trailer would cost circa. £1400          This can be stored at the Lions Community store. The Trailer will have to be serviced once identified and collected by a TTM volunteer.          Ideally, we need funds for October at the latest to ensure the trailer is ready for 3 projects in November.</p> <p>Secondly, to train more volunteers to Chapter8 standards, we will require £2700 + vat from TESS (the intial training company).for 15 new volunteers. Maybe this could be booked directly once we have identified the volunteers. As of today, I have 5 possible volunteers but will push the recruitment once funding is confirmed.</p>



7.	Amount applied for	£1400 inc.VAT and £2700+ vat in 2 tranche					
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	The Safe delivery of Road closures backed by some great marshals benefits the whole Fleet community with the numbers we see at Christmas and recently at Jubilee. These volunteers are the silent stars of the events It is estimated that the FLTTM could have saved at least £100k for local events since inception due to high cost of bought in commercial services.					
9.	Projected income and expenditure of project/event	For each event we charge a minimal amount to cover damage, losses (Cones, signage and tabards) and vehicle hire/fuel maybe an average of £160					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		None yet  Personal contacts have failed to date					
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	We will have to hire in vehicular support which could increase event costs. We will try to find funds but worry that the project could end if we don't have sufficient funds for training younger people					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	9 Years ago FTC helped with the provision of Training and signage to get the project off the ground					
13.	How will you publically acknowledge Fleet Town Council's contribution?	We can make Social media statements and references					

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Mike Collen .....

Date...31/7/2022.....

The following documents must be included with your application for it to be considered.

	YES	T.C. USE CHECKED
Last Financial Years Accounts	The TTM account is held with the Lions Club of Fleet (CIO) CIO Report & Accounts as a Restricted Fund.	
Constitution	See FLTTM doc attached	
Copy of most recent Bank Statement for all accounts	Within Fleet Lions accounts, which includes other Restricted Funds. Projects such as Prostate Cancer Screening, Utilities Fund for fuel poverty assistance and Lions Community Store	
Safeguarding Policy	TTM team come under the umbrella of the main project, i.e. Christmas Festival	

Office Use

	Officer	Date
Grant Application verified?		
Committee decision?		
Applicant notified?		
If approved funds released?		
Press Release and Photo?		
Self-evaluation form of Event sent?		



**LIONS CLUB OF FLEET (CIO)**

A CHARITABLE INCORPORATED ORGANISATION

Reg. ENGLAND & WALES 1177181

TRUSTEES ANNUAL REPORT

&

FINANCIAL STATEMENT

FOR THE YEAR ENDING 30<sup>TH</sup> JUNE 2021

Trustees	L. J Rust	Appointed 5 <sup>th</sup> February 2020
	M.L. Cooper	Appointed 1 <sup>st</sup> July 2018
	B.J. Coney	Appointed 1 <sup>st</sup> July 2018 – 30 <sup>th</sup> June 2021
	G.J. Pullen	Appointed 1 <sup>st</sup> July 2021
	J.C.Geering	Appointed 15 <sup>th</sup> February 2018
	W.B.Petley	Appointed 1 <sup>st</sup> July 2018
	M.B.Collen	Appointed 1 <sup>st</sup> July 2019
	D.I Hambleton	Appointed 1 <sup>st</sup> July 2018
	L. D. Roberts	Appointed 1 <sup>st</sup> July 2020
	T.G.McCall	Appointed 21 <sup>st</sup> August 2019
	K.R.G.Williams	Appointed 15 <sup>th</sup> February 2018 - Resigned 5 <sup>th</sup> April 2021

Chair of Trustees: L.J. Rust 1<sup>st</sup> July 2021 – W.B.Petley 1.7.20 – 30.6.21

Secretary of Trustees: G.J.Pullen 1.7.2021 - B.J.Coney 1.7.2018 – 30.6.2021

Treasurer of Trustees: J.C.Geering 1.7.2018 –

Bankers: HSBC 33 The Borough, Farnham, Surrey GU9 7NJ

All Trustees are appointed for one year from the 1<sup>st</sup> July each year, by the Members.

**LIONS CLUB OF FLEET (CIO)**

**A Charitable Incorporated Organisation in England & Wales No. 1177181**

**TRUSTEES ANNUAL REPORT**

**FOR THE PERIOD ENDED 30TH JUNE 2021**

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**History, objectives and activities of the Charitable Incorporated Organisation**

The Club is a member of the International Association of Lions Clubs and was established as a Charitable Incorporated Organisation (CIO) on 15<sup>th</sup> February 2018. The CIO was formed out of the Club's Charitable Trust and the Club's Administration Fund, which have been chartered by the Lions Clubs International since 1974.

The Objects of the Club are such purposes as are exclusively charitable in England, including in particular:

- the advancement of citizenship by promoting the principles of good citizenship.
- encouraging members to take an active interest in the civic, cultural, social and moral welfare of the community.
- providing a forum for the open discussion of all matters of public interest provided that partisan politics and sectarian religion shall not be debated by members.
- encouraging service-minded people to serve their community without personal reward and encouraging the promotion of high ethical standards in commerce, industry, professions, public works and private endeavours.
- supporting youth to develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.
- promoting the Voluntary Sector for the public benefit by associating with local authorities in a common effort to advance education and provide facilities in the interests of social welfare for recreation or other leisure time occupation
- to improve the conditions of life of people in local, national and international communities
- promoting volunteering
- the relief of poverty and the relief of those in need. In particular, by providing humanitarian aid and disaster relief
- the advancement of health or the saving of lives by preventing avoidable blindness, assisting disabled people to lead independent lives or helping to prevent or manage health issue

promoting for the benefit of the public the conservation protection and improvement of the physical and natural environment; and promoting community participation in healthy recreation.

Throughout the year, the Trustees have paid regard to the Charity Commission's guidance on public benefit in dealing with the objectives and activities of the Club.

The Club relies on the surpluses made on fundraising events, on donations from the public and other organisations, along with grants from local government, to provide the funds with which to carry out its objectives. All administrative expenses of the Club are met from subscriptions paid by its members. There has been no change in these policies during the year.

The work of the CIO is carried out entirely by volunteers.

From time to time as appropriate, the Club works closely with other local and national agencies, with other Lions Clubs, and with Lions Clubs International to achieve its objectives.

### **Management and governance arrangements**

The Club is governed by its CIO Constitution and by the Constitutions and By-Laws of Lions Clubs International, as revised from time to time.

The Trustees are appointed in accordance with the CIO Constitution and By-Laws, by the members of the Club, and they have overall responsibility to ensure that the Club operates in accordance with Charity law and the Club's CIO document. The day-to-day running of the Club is overseen by the Trustees, and they form and organise such committees as it deems appropriate for the effective running of the Club. All business of the Club is ratified by the members in general (Club) meetings, which meetings are held at least once per month.

The Club is ably supported by the volunteer services of its members and others.

### **Trustees**

Details of the Trustees who have served throughout the reporting period are set out at the front of this report and accounts. The Trustees meet at least once a month.

## **Financial review, investment policy, reserves and risk**

The Trustees present their accounts for the period ended 30th June 2021.

Income for the period was £44909 as shown in the Statement of Financial Activities.

This is 55% down on the previous year. Fundraising activities were limited to the parade of Santa's Sleigh around as many roads as allowed. The pandemic led to the cancellation of all other fundraising activities, limiting income. Donations and Grants were still made but limited pro-rata. They are listed in Accounts under Note.8. Club projects continued where possible thanks to generous donations by the public, local government and others. All funds raised are ready for donating, thus no risk is involved, and no reserves required other than a working balance to fund the current events and projects. It is not thought necessary to make any investments.

The Club maintains financial assets in Current Bank accounts with its main Bank being HSBC. The Club has no long-term commitments, other than a twenty-five year lease with Fleet Town Council, as all available funds are for immediate donation or use in the case of other assets. The Trustees do not consider a long-term Investment policy is currently required. Other Current Assets are maintained mainly for use within the Lions Community Store, being two commercial vehicles and some plant. Other assets include the Club's Father Christmas Sleigh and sound equipment and a Portakabin that is a workshop and store for the Recycle IT Project.

It is the policy of the Club to maintain restricted funds as well as unrestricted funds to the extent that donations and some Club funds have been donated or allocated for specific objectives of the Club. The adequacy of the reserves policy is reviewed annually. The Club also maintains its own funding of administrative costs and therefore maintains these within a restricted fund.

The Trustees have considered the major risks to which the Club is exposed to satisfy themselves that systems are in place to mitigate those risks. The pandemic has curtailed a lot of activity. The Club has continued, and increased volume, with the recycle/refurbishment of computers and the purchase of a 3D Printer to make clips to hold face masks and to subsequently be used in other projects.

## **COMMUNITY SERVICE ACTIVITIES**

During the year traditional events have had to be curtailed, so volunteers and funds have been diverted to helping sustain the community in lockdown. Club members have been active with marshalling at Covid-19 vaccination clinics and acting as buddies and messengers for those unable to leave their homes. Fleet Phoenix Youth Charity has again been supported with its Summer Project for disadvantaged young people in the 2020 Summer holiday.

We work with the community for the community. Our ringfenced projects also continue community work with **Lions Community Store** as our long-term major project, supported by the other Clubs within our area. This project collects, sorts, and redistributes household items for those who need help in establishing a home. Another main project is that of providing free blood tests for men to detect prostate cancer, the **Prostate Screening Fund**. This year a DIY system has been set up so men can carry out



their own test at home, although the cost could only be part funded. Also, a fund to help in paying fuel bills for those that are unable to meet this cost, **The Wenceslas Project, renamed The Fuel Project**. This being funded by donations from peoples' Winter Fuel Allowance and distributed through local charities such as Fleet Phoenix Charity and the Hart Foodbank. There has been a resurgence of help required towards the end of our financial year. This looks to increase in the following months.

We also have a road sign project and with our volunteers and stock of road signs we assist the community with road closures. Known as the **Temporary Traffic Management Team** they assist at The Fleet Carnival, Remembrance Sunday and Fleet Festival in November are the main events covered. In this year we have not had a lot of work for the team but they have been able to carry out maintenance work.

The **Lions Recycle IT**, coordinated by Fleet FLOGS Branch, has gone from strength to strength with the need for all school children to have access to a computer. This has been very successful and proved to be needed more than anticipated when set up in 2018. The 3D printing of **Face Mask Clips**, where several hundred clips have been made and freely distributed throughout Fleet and Aldershot..

We concentrate on local causes and needs but on an international level we donated, through both Lions Clubs International Foundation and British Isle Multiple District, £2300. for initiatives with Blood Research and the Lebanese Disaster fund. Further over 5000 redundant spectacles have been collected and dispatched to Chichester Lions for sorting and onward transportation to other countries for use by their opticians, known as **Spektrek**. Lions Clubs initiative of **Message-in-a-Bottle** has also kept clinics and people supplied. This is a small container that houses a record of an individual's medicines and is kept in a marked place so paramedics can access if necessary.





### **Lions Community Store**

The Store has had another difficult year to go through, following the loss of its founder, Beverley Allardice. There has been a reduction in volunteers, through Covid and other illnesses, and it has not been able to be there to help when everyone was in lockdown, due to Government Rules. We were able to distribute the Christmas Hampers and help has been available as much as could be achieved in difficult circumstances. Currently the Trustees are undertaking a review of the organization and Zone Clubs are recruiting volunteers to boost our commitment to the community.

More detail may be obtained through the website: [www.communitystore.org.uk](http://www.communitystore.org.uk)

### **Aldershot Lions Branch**

Once again Aldershot Lions Club members have helped serve the local community through the difficult months in 2020/2021. At the start of the Lion Year (July20) members could be found funding a school that needed 40 Laptops through the **Recycle IT Project**. Also, they started distributing **Face Mask Clips** and **Message-in-a-Bottle**. In September they agreed to help at a planned Anywhere Film Festival, but this was cancelled. They were able, however, to add funds to a Lions Clubs Foundation Appeal for the Beirut Disaster Fund. In November toys were collected following an appeal and a bed base was purchased in response to a welfare request. Also, baby items were purchased in response to another welfare request. Vouchers were purchased for the Community Store to distribute with Christmas Hampers. Members assisted making up the Hampers at Aldershot Morrisons with the parent club members. In February an online auction was held on social media and remained open until March. A Veteran was also helped. Members found time to take part (and won) the Zoom Fleet Lions Quiz. Through the Spring months regular distribution of free Face Mask Clips was carried out and 200 given to the Covid Vaccine Centre. From a request by the Red Cross a resident's garden was cleared and a garden bench supplied for him. In June Morrisons donated cans and bottles that could not be sold in store and members and friends donated over £200 for them.

**Contact them: [www.aldershotlionsclub.org.uk](http://www.aldershotlionsclub.org.uk)**

**Links to Twitter, Facebook and LinkedIn**

### **F.L.O.G.S. Branch**

The senior Lions from Fleet have coordinated the initiative **Lions Recycle IT** which through their good services of raising grants and donations to fund it has resulted in it being, once again, one of our main projects. A Team of four, made up of a Fleet Lion two from FLOGS Branch and one from Yateley Lions, started by providing free computers to local non-profit organisations, charities, preschools and families in need, with a free computer that has been refurbished and cleaned and loaded. The pandemic brought

increasing demand from local schools and parents. They have now refurbished and distributed over 1000 devices. Contact them by email [lt@fleetlions.org.uk](mailto:lt@fleetlions.org.uk). The Branch also assist the main club members in their fundraising and philanthropic activities.

### **Lions Clubs International MD105 British Isles & Lions Clubs International Foundation**

Internationally we have donated to Lions Clubs International Foundation to help with their work with Water Aid and Eye Camps. Also, donations have been made to Disaster Appeal for Lebanon. Nationally, through LCI MD105 British Isles, a contribution to Lions LIBRA blood cancer research has been made. This fund's work at Kings College Hospital, Haematology Department.

### **FUNDRAISING ACTIVITIES**

The fundraising activities have been curtailed and the only event was Father Christmas visiting as many areas as possible, in the west of the town, to give the children some enjoyment and to collect some much needed donations. Collections and work with the Sleigh are shared with Hart Lions Club. Any resultant funds raised at Christmas go to fund the Christmas Hampers which provide much needed food items for those unable to afford them, especially at this time of year. These hampers were distributed by the Lions Community Store. Another victim of the pandemic has been the Annual Beerfest. Sadly, we had to cancel the Beerfest in 2020, it would have been the 14<sup>th</sup>, and have subsequently cancelled the 2021 event. Risk to the community was thought to be too great in this difficult time, being held in the confinement of the Harlington Community Centre, which was also in use for community vaccinations.

Again, the Annual Classic Motorcycle Rally & Concours was a casualty of the times. Donations usually go to a couple of good causes from this. We hope to stage this event again in 2022 and look forward to seeing all our entrants again.

### **FUTURE PLANS & OUTLOOK**

The Club will continue to support the community both proactively and when requested, the regular fundraising events will hopefully recommence and may be added to, as funds are needed to continue our work.

Our plans have extended our Community Service. Organisation of our service teams reflects our Charities objectives, thus strengthening our ability to cover more of them.

Teams established include:

Schools & Youth  
Health  
Environment  
Utilities  
Senior Citizens recreation (OWLS)  
Message-in-a-Bottle & Spektrek  
Christmas Food Support plus Toys  
Carnival Assistance  
Temporary Traffic Management  
Grants

Volunteering is another of our constitution objectives. Through all our diverse established projects and fundraising we have been able to establish a fine and willing team known as Fleet Lions Volunteer Team. There are some who are helping at the Lions Community Store. Much of the work means loading and driving our two vans in collections and distribution. The vans are now showing their age and we have embarked on a fundraising venture to replace them with two electric vans. Grants and donations for this project will be well received.

Our Fundraising Team that organizes the Annual Town Fireworks and Beer Festival plus other events would also welcome more help!

We will continue to promote our work through social media, not to seek praise but to interest more people to volunteer and join us as members and thus enable the work to continue. Join us on Facebook (FleetLions) for the latest reports or visit our website: [www.fleetlions.org.uk](http://www.fleetlions.org.uk)

## **STATEMENT OF TRUSTEES RESPONSIBILITIES**

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and of its financial activities for that period.

In preparing the financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make sound judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud or other irregularities.

**INDEPENDENT EXAMINER**

The Trustees intend to ask the existing independent examiner to undertake the independent examination of the Charity in the following year.

Approved by the Trustees and signed on their behalf:

L.J.Rust  
Chairman

Dated.....

**LIONS CLUB OF FLEET (CIO)**  
**STATEMENT OF FINANCIAL AFFAIRS**

**REG.NO. 1177181**

Period: 1st July 2020

to 30th June 2021

	Notes	Unrestricted funds £	Restricted income funds £	Administration Fund £	Total this year £	Total last year £
<b>Incoming resources</b>						
<b>Incoming resources from generated funds</b>						
Grants & Donations	3a	7,662	21,408		29,070	22,149
Fundraising events	3b	6,089	0		6,089	58,804
Investment income		0	0	0	0	0
<b>Incoming resources from charitable activities</b>						
Club Dues	3c	1,732	2,607		4,339	7,491
Club Administration	3d			4,403	4,403	5,108
	3d			1,009	1,009	5,925
<b>Total incoming resources</b>		<b>15,483</b>	<b>24,015</b>	<b>5,412</b>	<b>44,909</b>	<b>99,477</b>
<b>Resources expended</b>						
<b>Costs of Generating Funds</b>						
Costs of generating voluntary income	4a	3,143	0	0	3,143	2,694
Fundraising trading costs	4b	269	0	0	269	26,316
Investment management costs		0	0	0	0	0
Charitable activities	4c	14,468	24,263	0	38,732	53,091
Dues to LCI & Districts	4d	0	0	3,439	3,439	3,592
Other resources expended	4d	0	0	1,080	1,080	6,835
<b>Total resources expended before transfers</b>		<b>17,880</b>	<b>24,263</b>	<b>4,518</b>	<b>46,661</b>	<b>92,528</b>
		<b>(2,397)</b>	<b>(249)</b>	<b>894</b>	<b>(1,752)</b>	<b>6,949</b>
<b>Gross transfers between funds</b>	13	<b>(658)</b>	<b>543</b>	<b>116</b>	<b>0</b>	<b>0</b>
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>		<b>(3,055)</b>	<b>294</b>	<b>1,010</b>	<b>(1,752)</b>	<b>6,949</b>
<b>Other recognised gains/(losses)</b>						
Gains and losses on revaluation of fixed assets for the charity's own use		0	0	0	0	0
Gains and losses on investment assets		0	0	0	0	0
<b>Net movement in funds</b>		<b>(3,055)</b>	<b>294</b>	<b>1,010</b>	<b>(1,752)</b>	<b>6,949</b>
<b>Total funds brought forward</b>		<b>55,901</b>	<b>39,325</b>	<b>5,313</b>	<b>100,539</b>	<b>93,590</b>
<b>Total funds carried forward</b>		<b>52,846</b>	<b>39,619</b>	<b>6,323</b>	<b>98,787</b>	<b>100,539</b>

**LIONS CLUB OF FLEET (CIO)**  
**BALANCE SHEET AS AT 30TH JUNE**  
**2021**

	Unrestricted funds	Restricted income funds	Administration funds	Total this year	Total last year
	£	£	£	£	£
<b>Fixed assets</b>					
Tangible assets (Note 9)	2,892	53,554	0	56,446	55,906
	(145)	(52,543)	0	(52,688)	(52,206)
Investments (Note 10)	0	0	0	0	0
<b>Total fixed assets</b>	<b>2,747</b>	<b>1,011</b>	<b>0</b>	<b>3,758</b>	<b>3,700</b>
<b>Current assets</b>					
Stock and work in progress	2,650			2,650	2,650
Debtors (Note 11)	389		554	943	2,098
(Short term) investments	0			0	0
Cash at bank and in hand	47,060	38,608	9,758	95,426	97,739
<b>Total current assets</b>	<b>50,099</b>	<b>38,608</b>	<b>10,312</b>	<b>99,019</b>	<b>102,487</b>
<b>Creditors: amounts falling due within one year</b> (Note 12)			3,988	3,988	5,648
<b>Net current assets/(liabilities)</b>	<b>50,099</b>	<b>38,608</b>	<b>6,324</b>	<b>95,031</b>	<b>96,839</b>
<b>Total assets less current liabilities</b>	<b>52,846</b>	<b>39,619</b>	<b>6,324</b>	<b>98,789</b>	<b>100,539</b>
<b>Creditors: amounts falling due after one year</b> (Note 12)	0	0	0	0	0
<b>Provisions for liabilities and charges</b>	0	0	0	0	0
<b>Net assets</b>	<b>52,846</b>	<b>39,619</b>	<b>6,324</b>	<b>98,789</b>	<b>100,539</b>
<b>Funds of the Charity</b>					
Unrestricted funds	52,846			52,846	55,901
Restricted income funds (Note 13)		39,619		39,619	39,325
Administration funds			6,323	6,323	5,313
<b>Total funds</b>	<b>52,846</b>	<b>39,619</b>	<b>6,323</b>	<b>98,788</b>	<b>100,539</b>

Signed by two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

Chair of Trustees

LISA J. RUST

Treasurer /Trustee

JOHN C. GEERING

**LIONS CLUB OF FLEET (CIO)**  
**NOTES TO THE ACCOUNTS**  
**FOR THE PERIOD 1<sup>ST</sup> JULY 2020 – 30<sup>TH</sup> JUNE 2021**

**NOTE 1**

**ACCOUNTING POLICIES**

The Lions Club of Fleet (CIO) is a Charitable Incorporated Organisation registered with the Charity Commission in England and Wales No. 1177181.

**a) Basis of preparation**

The financial statements are prepared under the historical cost convention, and the Charities SORP (FRS102) 2015 (Accounting and Reporting by Charities) and the Charities Act 2011.

These financial statements are prepared in GBP Sterling, rounded to the nearest pound, which is the functional currency of the Lions Club. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in these notes.

The Lions Club of Fleet (CIO) meets the definition of a public benefit entity under FRS102. The Trustees consider that there are no material uncertainties about the Lions Club's ability to continue as a going concern.

**b) Incoming resources**

Voluntary income, including donations, gifts, legacies and grants, are recognised where there is entitlement and certainty of receipt, and the amount can be measured with sufficient reliability. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods: or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Fundraising income and members' contributions are recognised when they fall due.

**c) Volunteers and donated services and facilities**

The value of services provided by volunteers is not incorporated into these financial statements. Further details of the invaluable contribution made by volunteers can be found in the trustees' annual report. Where services are provided to the Club as a donation that would normally be purchased from a third party, this contribution is recognised in the financial statements at an estimate based on the value of the contribution to the charity.

**d) Resources expended**

Expenditure is recognised when a liability is incurred.

- Costs of generating funds are those incurred in running fundraising events and in attracting voluntary income.
- Charitable activities include expenditure made in furthering the objectives of the Club, and in promoting volunteerism.
- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and charity law requirements

**e) Tangible fixed assets**

Assets costing £1000 or more are capitalised at cost.

Tangible assets are stated at cost less depreciation. Depreciation is provided on all assets at rates calculated to write off the cost of the assets, on a straight-line basis, over its expected useful life.

**LIONS CLUB OF FLEET (CIO)**  
**NOTES TO THE ACCOUNTS**  
**FOR THE PERIOD 1<sup>ST</sup> JULY 2020 – 30<sup>TH</sup> JUNE 2021**

**f) Stocks**

Stock is valued at the lower of cost and net realisable value.

**g) Cash at bank and in hand**

Included within cash at bank and in hand there are no deposit balances.

**h) Foreign Currency Transactions**

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rate of exchange ruling at the balance sheet date. Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. All differences are taken to the statement of financial activities.

**NOTE 2**

**Taxation**

The Club is a Charitable Incorporated Organisation registered with the Charity Commission in England and Wales. therefore, it is exempt from taxation on its income and gains where they are applied for charitable purposes.

The Club is registered for Gift Aid under HMRC Ref. EW90885.



**NOTE 3****INCOME RESOURCES****3a.Grants & Donations Received**

	<b>Unrestricted Expenditure</b>	<b>Restricted Expenditure</b>	<b>Admin Fund</b>	<b>Total Income</b>
Local Government - Community Store		250		250
Local Government - Store Compound	500			500
Local Government - Recycle IT		4400		4400
Local Government - 3D Print Masks Clips		1000		1000
Lions Clubs for Recycle IT		1364		1364
Local Charities for Recycle IT		1500		1500
Donations for Recycle IT		4341		4341
Lions Clubs for Community Store		5580		5580
PD Prostate Cancer Screening		399		399
Winter Fuel Donations		2291		2291
Face Mask Clip Fund		284		284
General Donations Received	7162			7162
	<u>7662</u>	<u>21408</u>		<u>29070</u>

**3b.Fundraising**

Fleet Beer Festival				0
Bavarian Night				0
Fleet Fireworks Fiesta				0
Fleet Christmas Festival				0
Christmas Float Collections	5477			5477
Fleet Zoom Quiz	271			271
Aldershot Online Auction	72			72
Aldershot Hook Fete				0
Aldershot at Rotary Event				0
Aldershot Autumn Fair				0
Aldershot Christmas Lights				0
Aldershot Rushmoor Lottery	269			269
Aldershot Community Day				0
Hire out of Fundraising Equipment				0
	<u>6089</u>	<u>0</u>		<u>6089</u>

**3c.Income Resources from  
Charitable Activities**

Lions Community Store		2607		2607
Snr Citizens Summer Concert				0
Snr Citizens Christmas Concert				0
Gift Aid (GASDS) General	1732			1732
Temporary Traffic Sign Mgt.				0
	<u>1732</u>	<u>2607</u>		<u>4339</u>

**3d.Club Administration Income**

Members Dues			3580	3580
Members Joining Fees Rebate			61	61
Gift Aid			762	762
	<u>0</u>	<u>0</u>	<u>4403</u>	<u>4403</u>
Members' Social Fund			517	517
Club Clothing & Supplies			154	154
District Rebate			216	216
Meeting raffle receipts			50	50
Tail Twister Fines			50	50
Aldershot Branch Sundries			8	8
LCI Service Grant			14	14
	<u>0</u>	<u>0</u>	<u>5412</u>	<u>5412</u>

<b>15483</b>	<b>24015</b>	<b>5412</b>	<b>44910</b>
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<b>NOTE 4</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Admin</b>	<b>Total</b>
<b>RESOURCES EXPENDED</b>	<b>Expenditure</b>	<b>Expenditure</b>	<b>Fund</b>	<b>Income</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>4a. Generating Voluntary Income</b>				
Fundraising equipment	238			238
Fundraising expenses	855			855
Volunteer Training & Promotion	364			364
Marketing & Communications	30			30
Independent Examiner	116			116
Web Maintenance	216			216
Rent of Compound	500			500
Insurance - Compound/Store	364			364
Compound Expenses	281			281
Compound Depreciation	145			145
Other Expenses	35			35
	<b>3143</b>	<b>0</b>	<b>0</b>	<b>3143</b>
<b>4b. Fundraising Costs</b>				
Bavarian Night - Oktoberfest	0			0
Classic Motorcycle Rally	0			0
Fleet Beer Festival	269			269
Fleet Christmas Festival	0			0
Fleet Fireworks Fiesta	0			0
	<b>269</b>	<b>0</b>	<b>0</b>	<b>269</b>
<b>4c. Charitable Activities</b>				
Snr. Citizen Concerts	0			0
Christmas Float Collections	1983			1983
Christmas Hampers	2542			2542
Snr Citizen Boat Trips	0			0
Toys for Ambulances	262			262
Message-in-a-Bottle	0			0
Grants & Donations Made (N8)	9636			9636
Other Activities	45			45
	<b>14468</b>	<b>0</b>	<b>0</b>	<b>14468</b>
<b>Payments made from Special Projects</b>				
<b>(Restricted Funds)</b>				
Lions Community Store		12076		12076
Prostate Cancer Screening		3085		3085
Winter Fuel Donations (CAB)		1864		1864
Temporary Traffic Sign Mgt.		0		0
Diabetes Awareness		48		48
Lions Recycle IT		5543		5543
Face Mask Clips 3D Printing		1648		1648
	<b>14468</b>	<b>24263</b>	<b>0</b>	<b>38732</b>
<b>4d. Club Administration Expenditure</b>				
Dues Expense - Multi District			1382	1382
Dues Expense - International			1620	1620
Dues Expense - District			437	437
International Joining Fees			0	0
			<b>3439</b>	<b>3439</b>
Members' Social Fund			589	589
Room Hire			0	0
Charter/club Guests			0	0
Club Clothing & Supplies			189	189
Insurance - Members' Liability			44	44
Flowers, Gifts & Donations made			90	90
Meeting raffle Prizes			0	0
Regalia, Awards etc			149	149
Membership expenses			18	18
Office expenses			0	0
Presidents' Expenses			0	0
	<b>0</b>	<b>0</b>	<b>4518</b>	<b>4518</b>
	<b>17880</b>	<b>24263</b>	<b>4518</b>	<b>46662</b>

**Note 5****Support Costs**

There is no analysis using activity categories and has support costs

**Note 6****Details of certain items of expenditure****6.1 Trustee expenses**

	<b>This year</b>	<b>Last year</b>
<b>Number of trustees who were paid expenses</b>	<b>0</b>	<b>1</b>
<b>Nature of the expenses</b>		<b>Out of pocket paid by Members' Admin.</b>
<b>Total amount paid</b>	<b>£0</b>	<b>£325</b>

**6.2 Fees for examination or audit of the accounts**

	<b>This year</b>	<b>Last year</b>
	<b>£</b>	<b>£</b>
<b>Independent examiner's or Bookeping Fees</b>	<b>116</b>	<b>100</b>
	<b>400</b>	<b>400</b>

**Note 7****Paid employees**

The Charity does not have any paid employees

**NONE**      **NONE**

**NOTE 8****Analysis of Grants & Donations Made**

Yateley Industries for PPE

Fleet Phoenix Summer Project

MD &amp; 105SC Youth Trusts

LCI LIBRA (Blood Research)

LCIF Eye Camps

LCIF Lebanon Disaster Fund

RBL Poppy Appeal

Tree of Hope - Jack Wetherell Fund

Simon Says

KIN Fleet

Community help with Water costs

Aldershot Welfare costs

Aldershot PTSD Therapy Funding

**Expenditure Category**

£

200

Disabled

4600

Children &amp; Youth

294

Children &amp; Youth

750

Health

750

International

800

International

150

Community

1330

Disabled

200

Children &amp; Youth

250

Community

45

Community

167

Community

100

Health

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9636

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**Note 9****Tangible fixed assets****9.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	2,352	50,549	3,005	-	55,906
Additions	-	540	-	-	-	540
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	2,892	50,549	3,005	-	56,446

**9.2 Accumulated depreciation and impairment provisions**

<b>Basis</b>		RB	RB	SL	
<b>Rate</b>		5%	25%	33%	

Balance brought forward	-	-	49,201	3,005	-	52,206
Depreciation charge for year	-	145	337	-	-	482
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	145	49,538	3,005	-	52,688

**9.3 Net book value**

Brought forward	-	2,352	1,348	-	-	3,700
Carried forward	-	2,747	1,011	-	-	3,758

**9.4 Revaluation**

<b>There were no revaluations</b>
-----------------------------------

**10. Investment Assets**

<b>There were no investment Assets</b>
----------------------------------------

**Note 11 Debtors and prepayments**

*Please complete this note if the charity has any debtors or prepayments.*

**Analysis of debtors****Trade debtors**

**Amounts due from subsidiary and associated undertakings**

**Other debtors**

**Prepayments and accrued income**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
	-	-	-	-
	-	-	-	-
	-	-	-	-
	943	2,098	-	-
<b>Total</b>	<b>943</b>	<b>2,098</b>	<b>-</b>	<b>-</b>

**Note 12 Creditors and accruals**

*Please complete this note if the charity has any creditors or accruals.*

**12.1 Analysis of creditors****Loans and overdrafts****Trade creditors**

**Amounts due to subsidiary and associated undertakings**

**Other creditors**

**Accruals and deferred income**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
	-	-	-	-
	-	-	-	-
	-	-	-	-
	3,988	5,648	-	-
	-	-	-	-
<b>Total</b>	<b>3,988</b>	<b>5,648</b>	<b>-</b>	<b>-</b>

**12.2 Security over assets**

*If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.*

N/A

**Note 13 Endowment and restricted income funds**

Please complete this section if the charity has any endowment or restricted income funds.

**13.1 Funds held**

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).

Fund Name	Type PE, EE or R	Purpose and Restrictions
Prostate Cancer Testing Fund	R	Donations received to cover cost of Blood Tests and related expenses
Fuel Fund (Wenceslas)	R	Donations by those in receipt of Winter fuel allowance for helping citizens unable to pay fuel costs.
Lions Recycle IT	R	Donations & Grants received to fund refurbishment of personal computers under Microsoft Refurbishment Scheme. Distributed to those unable to fund their own, especially school children.
Diabetic Awareness Fund	R	Grant given by Lions Clubs International to help fund costs in informing citizens
Face Mask Clips - 3D Print	R	Grant by HCC & others to fund 3D Printer and material making clips to hold ear loops on face masks
Lions Community Store (Fleet)	R	Grants & Donations received to fund costs involved in the collection, storage and distribution of second hand household goods to support citizens unable to fund themselves
Fleet Lions Temporary Traffic Mgt	R	Grants & Donations received to fund costs involved in the purchase and use of Road Traffic Signage. For use at community events.
Fleet Lions Administration Fund	R	Fleet Lions funding of their administration costs

**13.2 Movements of major funds**

Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.

Fund names	Fund balances brought forward	Incoming resources	Outgoing resources	Transfers	Gains and losses	Fund balances carried forward
	£	£	£	£	£	£
Prostate Cancer Testing Fund	9,606	399	-3,085			6,920
Fuel Fund (Wenceslas)	5,022	2,291	- 1,864			5,449
Lions Recycle IT	1,928	11,605	- 5,673	- 640		7,220
Diabetic Awareness Fund	48	-	- 48	-		-
Lions Community Store (Fleet)	20,202	8,438	- 12,076	1,397		17,961
Fleet Lions Temporary Traffic Mgt	2,155			- 86		2,069
Face Mask Clips - 3D Print	364	1,284	- 1,648	-		0
Fleet Lions Administration Fund	5,313	5,412	- 4,518	-	116	6,323
<b>Total Funds</b>	<b>44,638</b>	<b>29,428</b>	<b>- 28,912</b>	<b>671</b>	<b>116</b>	<b>45,941</b>

**13.3 Transfers between funds**

Please give details of any transfers between funds.

From Fund (Name)	To Fund (Name)	Reason	Amount
Lions Recycle IT	General Charity Fund	Capital Funding	390
Fleet Lions Tempory Traffic Mgt	General Charity Fund	Cost of Storage	86
Lions Recycle IT	Lions Community Store	Cost of Electricity used	250
General Charity Fund	Lions Community Store	Pt. cost of shed repairs	50
General Charity Fund	Lions Community Store	Cost of Christmas Hampers	1027
General Charity Fund	Lions Community Store	Van Use	20
General Charity Fund	Lions Community Store	Donation received	50

**Note 14 Transactions with related parties**

There were no transactions with Trustees or other parties

**Note 15 Additional Disclosures**

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.

NONE





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Lions Club of Fleet (CIO)

**On accounts for the year  
ended**

30<sup>th</sup> June 2021

**Charity no  
(if any)**

1177181

**Set out on pages**

*PRECEDING*

I report to the trustees on my examination of the accounts of the above incorporated charity for the year ended 30/06/2021.

**Responsibilities and  
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

The charity's gross income did not exceed £250000 and I am qualified to undertake the examination

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

*Maxine Metcalf*

**Date:**

*3 Dec 21*

**Name:**

Maxine Metcalf

**Relevant professional  
qualification(s) or body  
(if any):**

Professional Book keeper

**Address:** 4 Morris Street, Hook, Hampshire RG27 9NT

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

Empty box for disclosure details.

THANK YOU FOR YOUR INTEREST

PLEASE VISIT OUR WEBSITE [fleetlions.org.uk](http://fleetlions.org.uk)

We are also on Facebook daily



Contact tel 03457 60 60 60  
 see reverse for call times  
 Text phone 03457 125 563  
 used by deaf or speech impaired customers  
[www.hsbc.co.uk](http://www.hsbc.co.uk)

## 1 July to 30 July 2022

## Your Statement

### Account Name

Lions Club of Fleet (CIO)

██████████ ██████████ ██████████ ██████████  
 ██████████ ██████████ ██████████ ██████████ 107

### Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>70,622.91</b>
	CR Dogmersfield Winch			
	DWCVHS 16/7/22			
21 Jul 22	DR TOTAL CHARGES		150.00	70,772.91
	TO 29JUN2022	6.20		
	BP GRAHAM FULFORD CT			
	FLEET LIONS	1,299.00		
	BP R & C Munday			
	Fleet Lions	250.00		69,217.71
24 Jul 22	CR Woolmer Forest Lio			
	IT Account		60.00	69,277.71
27 Jul 22	BP RBL Fleet Church C			
	Fleet Lions	400.00		
	BP LCI MD105			
	16324 FLEET	32.00		68,845.71
29 Jul 22	CR CHQ in via Mobile		500.00	69,345.71
<b>30 Jul 22</b>	<b>BALANCE CARRIED FORWARD</b>			<b>69,345.71</b>

### Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](http://fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](http://hsbc.co.uk/fscs/)).

Debit Interest Rates	balance	EAR variable
Debit interest		21.34%

Credit Interest Rates	balance	AER variable
Credit interest is not applied		

M22CTV000DP7 D22CTV000CNU Page 11 of 12 / 0000907 / 0004175

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Lions Club of Fleet (CIO)

[REDACTED]  
Fleet  
Hampshire  
[REDACTED]

Opening Balance	70,981.12
Payments In	1,511.26
Payments Out	3,146.67
Closing Balance	69,345.71



## 1 July to 30 July 2022

### International Bank Account Number

GB78HBUK40210571837761

### Branch Identifier Code

HBUKGB4112U

### Account Name

Lions Club of Fleet (CIO)

### Sortcode Account Number Sheet Number

[REDACTED] [REDACTED] [REDACTED]

## Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
<b>30 Jun 22</b>	<b>BALANCE BROUGHT FORWARD</b>			<b>70,981.12</b>
04 Jul 22	TFR 402105 31837745 INTERNET TRANSFER		500.00	71,481.12
07 Jul 22	CHQ 100029	90.22		71,390.90
08 Jul 22	BP BRIT GAS ELECTRIC 850058374557	250.00		71,140.90
10 Jul 22	TFR 402105 31837737 INTERNET TRANSFER	139.25		
	TFR 402105 31837745 INTERNET TRANSFER		139.25	71,140.90
11 Jul 22	CR Aldershot Lions Cl Youth Trust		60.00	71,200.90
12 Jul 22	CR HMRC CHARITIES		94.01	
	CR CLIENTS DEPOSIT Hart Lottery		8.00	
	BP Aldershot Lions Fleet Lions	44.00		71,258.91
13 Jul 22	BP OVO ENERGY LTD 21043096	150.00		
	BP Octopus Energy Ltd A-7B48B5E8	200.00		70,908.91
14 Jul 22	BP LCI District 105SC Fleet ROAR	170.00		70,738.91
15 Jul 22	TFR 402105 31837737 INTERNET TRANSFER	26.00		70,712.91
19 Jul 22	BP Rushmoor Voluntary 29373	90.00		
	<b>BALANCE CARRIED FORWARD</b>			<b>70,622.91</b>

**1 July to 30 July 2022**

## Your Statement

**Account Name**  
 Lions Club of Fleet (CIO)

**Sortcode** **Account Number** **Sheet**  
 [REDACTED] [REDACTED] 97

### Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>19,361.76</b>
	BP Loos for Dos Ltd 19883	250.50		
	CR SumUp Payments Acc PID167114-SUMUP		60.92	19,172.18
19 Jul 22	BP LIONS COMMUNITY ST Fete use of van	12.00		19,160.18
21 Jul 22	DR TOTAL CHARGES TO 29JUN2022	13.80		
	TFR 402105 31837737 INTERNET TRANSFER	18.25		
	CR Jazz Jazz hairdressing		50.00	19,178.13
22 Jul 22	CR PCH HOLDINGS Invoice FL35		100.00	19,278.13
25 Jul 22	DD GIVING.COM / JUSTG	18.00		19,260.13
26 Jul 22	CR CASH IN P.O. JUL26 100 ALDERSHO@11:16 465941XXXXX3341		280.00	
	BP IPrint and Design Fleet Lions	25.00		19,515.13
27 Jul 22	TFR 402105 31837737 INTERNET TRANSFER		30.05	19,545.18
<b>30 Jul 22</b>	<b>BALANCE CARRIED FORWARD</b>			<b>19,545.18</b>

### Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](http://fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](http://hsbc.co.uk/fscs/)).

Debit Interest Rates	balance	EAR variable
Debit interest		21.34%

Credit Interest Rates	balance	AER variable
Credit interest is not applied		



## Your Statement

Lions Club of F [REDACTED]  
 [REDACTED]  
 Fleet  
 Hampshire  
 [REDACTED]



### Account Summary

Opening Balance	20,328.97
Payments In	920.97
Payments Out	1,704.76
Closing Balance	19,545.18

### 1 July to 30 July 2022

**International Bank Account Number**  
 GB85HBUK40210531837745

**Branch Identifier Code**  
 HBUKGB4112U

**Account Name**  
 Lions Club of Fleet (CIO)

**Sortcode** [REDACTED] **Account Number** [REDACTED] **Sheet Number** [REDACTED]

### Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
<b>30 Jun 22</b>	<b>BALANCE BROUGHT FORWARD</b>			<b>20,328.97</b>
01 Jul 22	BP Lions Funfest Funfest Card Pay	3.93		20,325.04
04 Jul 22	TFR 402105 71837761 INTERNET TRANSFER	500.00		
	BP LIONS COMMUNITY ST Beerfest	50.00		19,775.04
05 Jul 22	DD ICO	35.00		
	CR PHARMAHOUSE LIMITE FL34		100.00	19,840.04
07 Jul 22	BP Hart Lions Club Stock	74.31		19,765.73
08 Jul 22	CR BLUCANDO LIMITED FL40		100.00	19,865.73
10 Jul 22	TFR 402105 71837761 INTERNET TRANSFER	139.25		19,726.48
11 Jul 22	BP McFarlane Telfer E172745	300.00		19,426.48
14 Jul 22	TFR 402105 31837737 INTERNET TRANSFER		100.00	
	CR WH IT ALL ST LTD 217 MENSWEAR		100.00	19,626.48
15 Jul 22	TFR 402105 31837737 INTERNET TRANSFER	6.91		19,619.57
17 Jul 22	BP Laura Roberts Fleet Lions	243.21		19,376.36
18 Jul 22	TFR 402105 31837737 INTERNET TRANSFER	14.60		
	<b>BALANCE CARRIED FORWARD</b>			<b>19,361.76</b>



**Fleet Lions**  
**Temporary Traffic Management Team**

\*\*\*\*\*

**A**  
**Service to the Community**

**BY**  
**The Community**

\*\*\*\*\*

**PROSPECTUS & HOW TO GET IN TOUCH**

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## **1 Summary**

Many events, held on or off road, will have a significant impact on vehicular and pedestrian traffic using public roads and footways. There are no powers that enable a member of public to direct traffic during planned events. Accordingly, most events will need to make use of traffic signs and possibly road closures to direct traffic.

To do this, an application for a Temporary Road Closure must be made to Hart District Council. For a large event, this requires a traffic management plan to be drawn up. On the day, this plan is used to operate a road closure, using traffic signs and trained personnel.

In the past, events requiring a road closure have had to hire the signs through a contractor and use the contractor to operate the road closure.

In May 2011, Fleet Lions Club arranged for 19 volunteers (from local organisations in Fleet and Church Crookham and other supportive individuals) to receive training (funded by Hampshire County Council) and those that qualified are considered competent to operate a road closure. These volunteers have agreed to be members of the Fleet Lions Temporary Traffic Management Team (the Team) and, as such, to make themselves available to local organisations to help with temporary road closures for events such as road races, carnivals and festivities.

Any organisation wishing to hold an event that requires road closures or diversions can ask the Team for help. A qualified member from the Team will operate the road closure on the day (including the provision of signs to close the road) following the traffic management plan drawn up by the event organiser. The appointed Team member, for the event, will help and advise the organiser to prepare the traffic management plan as required.

The purpose of the Team is to support local projects/groups and enhance community spirit by enabling more public events and more funds to be given to good causes.

## **2 Closing roads for events: the regulations**

Many events, held on or off road, will have a significant impact on vehicular and pedestrian traffic using public roads and footways. The impact can take the form of additional congestion or introducing additional safety hazards to all road users.

There are no powers that enable a member of public to direct traffic during planned events. To do so is extremely dangerous and the person doing the directing may be open to prosecution if an incident occurs. Accordingly, most events will need to make use of traffic signs and possibly road closures to direct traffic.

The police have historically been seen as the lead organisation for traffic issues and directing traffic at events, however, this is a misunderstanding. Police powers regarding managing traffic for planned events are minimal and the Association of Chief Police Officers

has determined that their officers should not direct traffic at planned events. Hampshire County Council (as the Traffic Authority) and Hart District Council are the lead organisations for traffic management issues in the Hart area.

The various organisations and individuals involved in providing support, advice, authorisation or promoting events have a number of duties, powers and responsibilities relating to highways:

- Hampshire County Council is the Highway Authority and the Traffic Authority and has:
  - Duties to maintain roads to ensure safety and minimise disruption.
  - Duties to coordinate all highway activities.
  - The Traffic Authority will also provide advice to event organisers regarding highway matters.
  - Powers to authorise road closures for some events using the Road Traffic Regulation Act 1984 (Specific agency agreements with all District Councils, except for East Hants District and Gosport Borough Council allow the District Councils to use these powers on behalf of Hampshire County Council).
- Hart District Council:
  - Powers to authorise closures for some events using the Town Police Clauses Act 1847.
  - Powers to authorise road closures for events using the Road Traffic Regulation Act 1984 under an agency agreement with the County Council).
  - General duties to provide advice to event organisers.
  - Primary contact for all events.
- Police:
  - Duties to prevent crime & disorder.
  - Duties to preserve public safety at a public event where there is an imminent or likely threat to life.
  - General duties to provide advice to event organisers.
  - Powers to authorise bicycle races and bicycle time trials using *The Cycle Racing on Highways Regulations 1960*
  - Will still maintain a traffic control presence at Remembrance Day events, veterans day events and military funerals. However, the event organiser must still obtain the relevant road closures.
- Event organisers:
  - General duties to determine and analyse all foreseeable safety risks associated with the event and take appropriate action to minimise the risks.
  - General duties to plan and manage an event in such a way as to minimise disruption as much as reasonably practical.
  - Duties to obtain all relevant permission / licences and authorities required to lawfully hold the event.

It is the event organiser's responsibility to ensure that the event is safe and causes minimal disruption, and they may be liable to prosecution in the event of an incident resulting from their event.

## **2.1 Traffic signs**

As previously mentioned, members of the general public have no lawful powers to direct traffic at planned events. Therefore, most events will require signing of some sort, either to advise traffic of closures, diversion routes and changes to road circumstances or to assist in minimising traffic disruption.

Placing, maintaining and removal of signs should always be undertaken by a 'competent' person. Appropriate competency will depend on the nature of the event and the nature of the road where the signs are being placed. However, in all cases, as a minimum, anyone placing or removing signs should be:

- An adult and physically fit to carry and place/remove the sign.
- Wearing appropriate, high visibility clothing.
- Briefed on the exact requirements of the sign schedule.
- Aware of the road and understand the dangers involved.

## **2.2 How the Fleet Lions Temporary Traffic Management Team can help**

In the past, events requiring a road closure have had to hire the signs through a contractor and use the contractor as the competent person to place the signs and thus 'operate' the road closure. This has cost some event organisers several thousand pounds.

The benefit that the Team brings is a familiarity with the local road network, which external contactors do not have. The local knowledge of the Team will show benefit and consistency.

As outlined in the Summary, any organisation wishing to hold an event that requires road closures or diversions can ask the Team for help. A volunteer from the qualified Team Membership will operate the road closure on the day (including the provision of signs to close the road) following the traffic management plan drawn up by the event organiser. He or she will invite other members of the Team to help as required.

Note that the provision of marshals/stewards for the event is still the responsibility of the event organiser; the Team is simply providing appropriate road signs and a qualified volunteer to operate the road closure. A donation of up to £200 will be sought to cover wear & tear and depreciation of equipment. It will be the event organiser's responsibility to insure the equipment whilst on loan. A charge will be made if a suitable vehicle is required to distribute signs as plan (See 4.2).

### **3 Applying for a road closure and writing a traffic management plan**

Hart District Council is able to close roads for events under *The Town Police Clauses Act, 1847 – Section 21*.

The event organiser is responsible for applying for a Temporary Road Closure and for submitting a traffic management plan to the Council's Safety Advisory Group. The Team must also approve the traffic management plan if the organisers wish to involve them. The plan must include the provision for advance signs warning of traffic disruption.

A Temporary Road Closure can be applied for by any responsible member of an organisation for events such as carnivals, road races or farmers' markets. Hart District Council's website ([www.hart.gov.uk](http://www.hart.gov.uk)) gives full details of the forms that must be submitted at least 8 weeks before the event.

Hampshire County Council's *Traffic Management Guidance for Event Promoters* (available at [http://www.hart.gov.uk/traffic\\_management\\_guidance\\_for\\_event\\_promoters\\_draft\\_v1.4.pdf](http://www.hart.gov.uk/traffic_management_guidance_for_event_promoters_draft_v1.4.pdf)) is an excellent resource. This also makes reference to the Home Office publication *Good Practice Safety Guide: for small and sporting events taking place on the highway, roads and public places* (available at <http://www.homeoffice.gov.uk/publications/police/operational-policing/event-safety-guide?view=Binary>), which should also be consulted. Other useful sources of information and advice are listed in the References and links section at the end of this document.

#### **3.1 How the Fleet Lions Temporary Traffic Management Team can help**

The Team can provide advice on producing a traffic management plan, including a template plan, set of minimum requirements, etc.

In some cases the Team may be able to provide a volunteer who could put such a traffic management plan together. In this latter instance, it would be expected that this volunteer would be co-opted onto the event organising committee in order to facilitate communication.

### **4 What does the event organiser need to provide in order for the Team to help?**

#### **4.1 Insurance**

The event organiser remains responsible for public liability insurance. Hart District Council requires this to be at least £10 million.

#### **4.2 Vehicle for use in operating the road closure**

The event organiser is responsible for providing/hiring a suitable vehicle that can be driven by a volunteer from the Team for operating the road closure. If requested the Team can organise a vehicle at additional cost.

#### **4.3 Walkie-talkies**

The event organiser is responsible for providing a walkie-talkie for each volunteer from the Fleet Lions Temporary Traffic Management Team operating the road closure. These need to be part of the walkie-talkie system used by marshals, stewards and the event organiser. The Team will advise how many walkie-talkies are needed based on the traffic management plan.

#### **4.4 Marshals/stewards**

A marshal is someone responsible for the safety and care of competitors/participants and a steward is responsible for the safety and care of spectators. **The event organiser is responsible for providing sufficient marshals/stewards for the event**, for briefing them (the volunteer road closure operative from the Team should attend/receive this briefing), and for providing high visibility tabards for their use.

#### **4.5 Wash-up meeting**

A wash-up meeting between the Team and the event organisers must take place, ideally within a fortnight of the event, so that any problems arising can be addressed for future events.

### **5 What does the Fleet Lions Temporary Traffic Management Team provide?**

The Team owns sufficient signs to operate the closure of Fleet Road and be able to cover other roads dependant on what size area the event covers. Any signs in addition to those owned by the Team would need to be hired in at cost to the event organiser. Any signs not recovered at the end of the event need to be paid for by the event organisers, in addition to the donation already referred to.

The Team also owns the high visibility clothing that must be worn by its volunteers to operate the road closure.

## 6 Contact with Fleet Lions Temporary Traffic Management Team

To discuss using the Team to operate a road closure for your event, please contact the Team Administrator: **Lion John Geering** on **01252 614778** or **07944 370537**.

The Administrator will discuss your requirements and approach qualified members of the Team to seek a volunteer(s) road closure operative. Once a volunteer has been found they will then liaise directly with you. A deposit of £50 will be required once a qualified volunteer has been found.

After the event, the Team Administrator will ask for a donation to cover depreciation/wear & tear. A checklist will be made of equipment loaned out and equipment returned and any missing articles will need to be paid for in addition at replacement cost.

## 7 References & links

Hampshire County Council. *Traffic Management Guidance for Event Promoters*:  
[http://www.hart.gov.uk/traffic\\_management\\_guidance\\_for\\_event\\_promoters\\_draft\\_v1.4.pdf](http://www.hart.gov.uk/traffic_management_guidance_for_event_promoters_draft_v1.4.pdf)

Home Office. *Good Practice Safety Guide: for small and sporting events taking place on the highway, roads and public places*:  
<http://www.homeoffice.gov.uk/publications/police/operational-policing/event-safety-guide?view=Binary>)

Hart District Council. Road Closures for Events:  
[http://www.hart.gov.uk/index/community\\_living/highways/road-closures/public-procession.htm](http://www.hart.gov.uk/index/community_living/highways/road-closures/public-procession.htm)

**COUNCIL MEETING**  
**Wednesday 7 September, 2022**

Councillor Report: Cllr Kate Cottrell  
 Date: 30 August, 2022  
 Subject: Schools' climate change awareness competition

**YOUR future in Fleet!**

Imagine Fleet in 2030 and let us know how life could be in a greener and more sustainable town. Young writers and artists are invited to create a vision of how the town could change during the next eight years to become more sustainable and reduce its carbon emissions.

Write a letter, paint a picture or create a piece of artwork to represent how the town could change and what YOU would like to see for YOUR future Fleet. If you choose to write a letter, it should be no longer than 400 words.

This competition, launched by Fleet Town Council to mark Net Zero Week 2022, aims to get you thinking about how Fleet could become a net zero carbon town by 2030. It is hoped that all schools in the Fleet Town Council area will support you in working on your entries.

The competition is open to two age groups: primary (11 and under) and secondary (11 to 16). All you, young people, who live or go to school in the Fleet Town Council area are encouraged to enter. The judging will be led by the Chairman of the Town Council, Cllr. Bob Schofield and a prize will be awarded to the winning entrants.

Entry is free and all letters, paintings/art work should be submitted by .....

You can enter by submitting your own letters, paintings/art work to [competition@fleet-tc.gov.uk](mailto:competition@fleet-tc.gov.uk)

**Competition Rules/Terms & Conditions**

- The "Your Future in Fleet" competition is free to enter and open to pupils of primary and secondary school age. Entries should be sent electronically to [competition@fleet-tc.gov.uk](mailto:competition@fleet-tc.gov.uk) along with a signed consent form. Entries submitted by other methods or email addresses may not be counted.
- Entrants must be 16 or under by the closing date .....
- One entry per person
- The competition is open to pupils who live/lived in the Fleet Town Council area between the launch date of the competition..... and its closing date.....
- Letters must be 400 words or less
- Letters, paintings or art work must be focussed on at least one of the following themes: climate change, sustainability, nature or the natural environment

- An entry is accepted on the basis that it has not previously been published or broadcast anywhere else in the world. This includes social media platforms such as Twitter, Instagram or Facebook
- Entries cannot have won any other competition
- Entries cannot be published, broadcast anywhere else in the world until after the competition period which ends on the .....
- Entries must be the author's original work
- Letter should be in English
- All entries will be held by Fleet Town Council for the duration of the competition period and cannot be returned. Entrants should therefore only submit a copy and keep their original work
- By entering the competition, entrants agree that their work can be published online or in print, including on the news and social media. If an entrant wins, their name and picture may be published by the competition team, if they have permission to do so
- Entrants aged 16 or under must have the written permission of their parent/guardian using the attached form (.....). Without this, we cannot keep information about these entrants, such as their contact details and, therefore, cannot enter them into the competition
- The consent forms have spaces for the parent/guardian to sign. The forms must be either printed, physically signed and scanned, or signed with a digital signature. A form with printed signature only will be considered invalid and the work it relates to will not be entered into the competition.
- Personal data for all entrants will be kept by the Council only for the duration of the competition period (..... to.....). Personal data for entrants who do not win, together with personal data concerning their parents/guardians will be destroyed after that point.
- By entering the competition, entrants agree that their work and personal data should be shared with the Chairman of Fleet Town Council and the appointed author/artist as judges of the competition
- The judges' decision is final and no correspondence will be entered into concerning their decision
- All entries must be received by .....
- Only winning entries will be notified

### **Presentation Ceremony**

The Chairman and a local author/artist, as the judges for the competition, will choose four winners from each category. The winners, as well as their school or college, will each receive.....

The winners will be announced following [Green Week](#) (Saturday 24 September to Sunday 2 October, 2022) and invited to a presentation ceremony hosted by the Chairman in November.



### **Additional rules, terms and conditions for winners**

- All winners (four from each of the two categories) will be notified in ..... and invited to an awards ceremony. Proof of age will be required at this point
- Winners who are aged 16 or below when they enter the competition will have their names as well as the names and email addresses of their parent/guardian kept in perpetuity to allow the Council to contact their parent/guardian in relation to this competition and their child's entry
- Photos will be taken during the winners' ceremony and will be used for printed, broadcast and social media communications. The winners' parent or guardian will be asked for consent at this point
- Winners will receive an award/prize..... based on climate change, sustainability, nature or the natural world
- Copyright of the entries remains with the entrant. However, by entering the competition, the entrants grant the right to publish and/or broadcast their entries and to do this before anyone else
- Entrants of the winning works will grant Fleet Town Council irrevocable, non-exclusive right to hold and republish their work in perpetuity. Fleet Town Council will notify the relevant winner if a third-party requests permission to use all or particular pieces of their work in any way

### **Things to think about when entering**

The judges will be looking for original, creative work that exemplifies how young people feel about climate change and how Fleet and the people who live and work here could be more sustainable

When either writing your letter, painting your picture or preparing your artwork, it would be good to think about how we could all live more sustainably in our town.

For example:

- How the natural environment could be different in 2030 – what trees and plants might we see?
- The weather, including how much rainfall we will see and how the temperature might change by 2030?
- How people will move around – what sort of vehicles will we see and will people be walking and cycling more?
- What will our homes and buildings look like?
- Where will our energy come from – could there be more wind turbines and solar panels around?
- What sort of food will we be eating and where will we get it from?

## COMMITTEE MEMBERSHIP

2022/2023

<b>ESTABLISHMENT</b>		
Cllr Einchcomb Cllr Holt Cllr Cottrell*	<del>Cllr Richmond**</del> Cllr Robinson Cllr Schofield	Cllr Woods Cllr Wildsmith
<b>PLANNING/DEVELOPMENT CONTROL</b>		
Cllr May Cllr Holt Cllr Hope	Cllr Robinson Cllr Schofield Cllr Sharma Krishnmurthy	
<b>POLICY &amp; FINANCE</b>		
Cllr Chenery Cllr Einchcomb Cllr Engström	Cllr Fang Cllr Holt Cllr Richmond	Cllr Robinson Cllr Schofield Cllr Tilley* Cllr Woods
<b>RECREATION, LEISURE &amp; AMENITIES</b>		
Cllr Chenery Cllr Einchcomb Cllr Fang Cllr Holt Cllr Johnson	Cllr Cottrell* Cllr May Cllr Oliver <del>Cllr Richmond**</del>	Cllr Schofield Cllr Sharma Krishnmurthy Cllr Tilley Cllr Willcocks* Cllr Woods Cllr Wildsmith

Approved at Annual Council 18<sup>th</sup> May 2022

\*Approved at Council 13<sup>th</sup> July 2022

\*\*To be Approved at Council 7<sup>th</sup> September 2022

**WORKING GROUPS MEMBERSHIP  
2022/2023**

<b>CLIMATE CHANGE WORKING GROUP</b>		
Cllr Engström	Cllr May	Cllr Sharma Krishnmurthy
Cllr Fang	Cllr Oliver	Cllr Woods
Cllr Johnson	<del>Cllr Richmond</del> **	Cllr Wildsmith
Cllr Cottrell*	Cllr Schofield*	Cllr Willcocks*
<b>COMMUNITY EMERGENCY PLAN WORKING GROUP</b>		
Cllr Engström	Cllr May	Cllr Wildsmith
Cllr Hope	<del>Cllr Richmond</del> **	Cllr Willcocks*
Cllr Johnson	Cllr Schofield*	
<b>LEASE WORKING GROUP</b>		
Cllr Holt	Cllr Robinson	
Cllr Oliver	Cllr Schofield	
Cllr Richmond	Cllr Woods	
<b>PARKS &amp; OPEN SPACES WORKING GROUP</b>		
<i>Includes Calthorpe Park / The Views / Cemetery Working Groups</i>		
Cllr Einchcomb	Cllr May	Cllr Sharma Krishnmurthy
Cllr Fang	Cllr Oliver	Cllr Tilley*
Cllr Johnson	<del>Cllr Richmond</del> **	Cllr Woods
	Cllr Schofield*	Cllr Willcocks*
<b>RISK MANAGEMENT WORKING GROUP</b>		
Cllr Holt	Cllr Robinson	
Cllr Johnson	Cllr Schofield	
Cllr Richmond		
<b>THE HARLINGTON / CIVIC QUARTER WORKING GROUP</b>		
Cllr Chenery	Cllr Oliver	Cllr Tilley
Cllr Einchcomb	Cllr Richmond	Cllr Woods
Cllr Fang	Cllr Schofield	Cllr Wildsmith
Cllr Holt	Cllr Sharma Krishnmurthy	Cllr Willcocks

Approved by Annual Council 18<sup>th</sup> May.2022

\*Approved by Council 13<sup>th</sup> July 2022

\*\*To be approved at Council 9<sup>th</sup> September 2022

**COUNCIL MEETING**  
**Wednesday 7 September 2022**

**OFFICER:** Janet Stanton  
**DATE:** 30 August, 2022  
**SUBJECT:** Clerk's Report

**1. Executive Officer**

The new Executive officer Rochelle Halliday will be starting with FTC on 1 October 2022, with her first working day being Monday 3 October 2022. Yateley Town Council has very kindly agreed to release Rochelle for two days per week from 12 September to allow there to be a handover.

**2. Chairman's Coffee Morning**

The Chairman's coffee morning for the Courtmoor Ward will take place on Saturday 24 September.

The next Coffee Morning will be held on 15 October for the Central Ward.

**3. Girl Guide Hall**

Back in April, 2022 there was a sewerage leak on the grounds of the 1<sup>st</sup> Crookham Scout Hut in Basingbourne Park. All areas affected were "cleaned", the problem was investigated manually and also using CCTV cameras. One of the pipes was not connected properly. Repairs have now taken place and the problem has been rectified. This was an unbudgeted item of £4,110 and it is hoped that savings can be achieved to cover this amount from the Parks and Open spaces budget.

**4. Vaccinations**

No vaccinations took place in The Harlington during August but they are due to start back up again in September.