



Notice is hereby given of

**THE ANNUAL MEETING OF THE FLEET TOWN COUNCIL**

**Wednesday 8<sup>th</sup> May 2024 at 7pm at The Harlington**

All members are summoned to attend

**To Councillors:**

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

Rochelle Halliday, Executive Officer  
1<sup>st</sup> May 2024

**AGENDA**

|           |   |
|-----------|---|
| <b>1.</b> | <b>ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE</b><br>To receive nominations for and to elect a Chairman of the Fleet Town Council for the local government year 2024/25. The new Chairman will sign the Declaration of Acceptance for the office of Chairman of Fleet Town Council for 2024/25.   |
| <b>2.</b> | <b>ELECTION OF VICE CHAIRMAN</b><br>To receive nominations for and to elect a vice-chairman of the Fleet Town Council for the local government year 2024/25.  |
| <b>3.</b> | <b>APOLOGIES</b><br>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.   |
| <b>4.</b> | <b>DECLARATIONS OF INTEREST</b><br>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.<br><br>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. |
| <b>5.</b> | <b>QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)</b><br>To receive questions and statements from members of the public.   |
| <b>6.</b> | <b>CHAIRMAN'S ANNOUNCEMENTS</b><br>To receive any updates from the Chairman of Fleet Town Council.  |
| <b>7.</b> | <b>MINUTES OF PREVIOUS MEETINGS</b><br>To receive and approve as a correct record the main and confidential minutes of the Council Meeting held on 3 <sup>rd</sup> April 2024 ( <i>copies attached</i> ).<br><br>To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration:<br><br>Development Control - 8 <sup>th</sup> April 2024 & 29 <sup>th</sup> April 2024 (if available)   |

## Part 1 – ITEMS FOR DECISION

|            |   |
|------------|---|
| <b>8.</b>  | <b>NOMINATIONS TO COMMITTEES AND WORKING GROUPS 2024/25</b><br>To consider and agree the allocation of members to Committees and Working Groups ( <i>copy attached</i> ):<br>a) Membership of Committees 2024/25.<br>b) Membership of Working Groups 2024/25.<br><br>The attached paper shows the preferences of members for service on Committees and Working Groups in 2024/25.<br><br><b>RECOMMENDATIONS</b><br>a) To approve the proposed Membership of Committees 2024/25.<br>b) To approve the proposed Membership of Working Groups 2024/25.   |
| <b>9.</b>  | <b>APPOINTMENTS TO EXTERNAL BODIES</b><br>To consider the allocation of members to represent Fleet Town Council on External Bodies. A paper is attached which shows the preference of members to represent FTC on External Bodies in 2024/25 ( <i>copy attached</i> ).<br><br><b>RECOMMENDATION</b><br>To approve the proposed representation of FTC on External Bodies for 2024/2025.  |
| <b>10.</b> | <b>REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS</b><br>To consider and agree the Council's Standing Orders and Financial Regulations for the 2024/25 Council year ( <i>copies attached &amp; see Executive Officer's report</i> ).<br><br><b>RECOMMENDATIONS</b><br>To approve the proposed amendments to the:<br>a) Standing Orders<br>b) Financial Regulations   |
| <b>11.</b> | <b>MEETING SCHEDULE FOR THE COUNCIL 2024/25</b><br>To consider and agree the Council's meeting schedule for 2024/25 with a proposed change of date for the RLA meeting in December 2024 ( <i>copy attached</i> ).<br><br><b>RECOMMENDATION</b><br>a) To approve the proposed change to the RLA meeting date in December 2024.<br>b) To approve the proposed schedule of meetings for the Council 2024/25.   |
| <b>12.</b> | <b>MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES</b><br>To consider and agree the Council's annual subscription to other bodies:<br>a) Hampshire Association of Local Councils (HALC) and National Association of Local Councils (NALC) membership and affiliation fees - HALC £1,100 and NALC £1,451.<br>b) Institute of Cemeteries and Crematoria Management (ICCM) Corporate Membership fee - £100.<br>c) Society of Local Council Clerks membership of the Executive Officer - £470.<br><br><b>RECOMMENDATIONS</b><br>To approve / note the payment of the following fees for 2024/2025.<br>a) HALC - £1,100<br>b) NALC - £1,451<br>c) ICCM - £100<br>d) SLCC - £470 |

|                               |   |
|-------------------------------|---|
| 13.                           | <p><b>COUNCIL LEASES</b></p> <p>To consider and agree whether the criteria has been met for a rent waiver to be applied to the Council leases listed below.</p> <p>At the meeting of the Council on 6<sup>th</sup> July 2016, the following resolution was passed in relation to FTC leases:</p> <p><i>‘To waive the rent set out in the Particulars to the lease so long as the Tenant shall act in the spirit of the lease and occupy the premises fully in accordance with the terms of the lease. The Tenant’s performance against this waiver shall be reviewed by the Council annually. Failure to comply with the said terms shall result in the reinstatement of the full rent as set out in the Particulars’.</i></p> <p>The leases concerned are:</p> <ul style="list-style-type: none"> <li>• Fleet Cricket Club in Calthorpe Park – annual rent £4,140</li> <li>• 1<sup>st</sup> Crookham Scouts in Basingbourne Park – annual rent £500</li> <li>• 22<sup>nd</sup> and 26<sup>th</sup> Odiham Scouts in Calthorpe Park – annual rent £500</li> <li>• Lions Community Store in Basingbourne Park – annual rent £500</li> </ul> <p><b>RECOMMENDATION</b></p> <p>To approve the rent waivers for the listed leases.</p> |
| <b>Part 2 – ITEMS TO NOTE</b> |   |
| 14.                           | <p><b>STATEMENT OF COUNCILLOR ATTENDANCE 2023/24</b></p> <p>To receive and note a statement of the attendance of Councillors at ordinary meetings of Full Council during 2023/24 (<i>copy attached</i>).</p>  |
| 15.                           | <p><b>CLIMATE CHANGE UPDATE</b></p> <p>To receive and update report regarding activities the Council has been involved with to limit climate change (<i>copy attached</i>).</p>   |
| 16.                           | <p><b>COMPLAINTS</b></p> <p>To receive notification of any complaints.</p>  |
| 17.                           | <p><b>EXECUTIVE OFFICER’S REPORT</b></p> <p>To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>  |
| 18.                           | <p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>The next meeting of the Council is scheduled to be held on Wednesday 5<sup>th</sup> June 2024 at 7pm in The Harlington.</p>  |

Please see next page for confidential items

### 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

#### 19. **APPOINTMENT OF THE EXECUTIVE OFFICER**

To consider the recommendation from the recruitment panel and to agree the appointment of the Executive Officer for the Council.

##### **RECOMMENDATION**

To approve the recommendation of the recruitment panel for the appointment of the Executive Officer.

#### 20. **FLEET MARKET**

- a) To receive an update report regarding Fleet Market (*copy attached*).
- b) To consider and agree the recommendation from the Lease Working Group for Fleet Market.

##### **RECOMMENDATIONS**

- a) To note the Fleet Market update report.
- b) To determine the request.

#### 21. **HARLINGTON DEVELOPMENT**

- a) To receive an update on the Harlington Development project (*copy attached*).
- b) To consider and agree the actions required for the Harlington Development tender evaluation process (*included in the report for the above item*).

##### **RECOMMENDATIONS**

- a) To note the Harlington Development update report.
- b) To determine the request.

## **FLEET TOWN COUNCIL**

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

held on

Wednesday 3<sup>rd</sup> April 2024 at 7.00pm

#### **PRESENT**

**Councillors:** R. Schofield (Chairman), G. Chenery, P. Einchcomb, L. Holt, A. Hope, E. May, A. Oliver, D. Taylor, P. Wildsmith and G. Woods.

**In Attendance:** Rochelle Halliday – Executive Officer  
Councillor Steve Forster – HCC  
Friends of Oakley Park Representative

#### **FC APRIL 2024 ITEM 1**

#### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Cottrell (family commitments), Cllr Fang (away), Cllr Richmond (away), Cllr Robinson (unwell), Cllr Tilley and Cllr Willcocks.

Cllr Krishnamurthy was absent.

#### **FC APRIL 2024 ITEM 2**

#### **DECLARATIONS OF INTEREST**

Cllr Oliver declared an interest for item, 9 Permitted Development Rights - Article 4 Direction, due to his Portfolio Holder role at Hart District Council.

#### **FC APRIL 2024 ITEM 3**

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

There were no questions from the public.

#### **FC APRIL 2024 ITEM 4**

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

Cllr Schofield reported his attendance during the period as follows:

9<sup>th</sup> March - Attended the Greening Campaign launch event. Represented the Warming Homes Pillar, attracted good level of interest. Overall good turn out and many thanks to Cllr Taylor and his helpers for providing the gazebos, Cllr Cottrell, the Executive Officer and the Projects and Committee Officer for organising the event.

13<sup>th</sup> March - Attended HDC Planning Meeting to present the Council's position on FNP Policy 11 protecting the loss of bungalow stock.

15<sup>th</sup> March - Attended the Fleet Pond Society AGM along with Cllr Ellie May. A well-attended evening with a very detailed report by Jim Storey, Society Chairman and a presentation on an Arctic voyage.

18<sup>th</sup> March - Attended the Annual Residents' Meeting. A disappointing attendance, especially as the Hampshire Police and Crime Commissioner presented along with representatives of Fleet Phoenix, HVA and the Greening Campaign.

19<sup>th</sup> March - Along with other members of this Council participated in an on-line meeting with representatives of broadband provider, TOOB, who explained the latest position regarding the installation of their fibre optic cable and new telegraph poles to aid network distribution.

## **FC APRIL 2024 ITEM 5**

## **HCC/HDC ANNOUNCEMENTS**

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

### Cllr Forster (HCC)

- The Annual Residents' Meeting was excellent, especially the opening performance.
- Roadworks on Fleet Road/Knoll Road to Kings Road have been postponed until the end of May at the earliest but no date has been fixed yet.
- Resurfacing works on Ively Road will commence soon.
- The Fleet Half Marathon was successful, but it may not be a possibility next year as there is a lack of volunteer marshals.
- Hampshire County Council received around 10,000 responses to the Future Services Consultation. The outcome will be published in June/July.
- The Elvetham Heath underground sewer system issues are spreading, with potential issues over a 20km stretch of piping. A public meeting about this is being held at Elvetham Heath on the 24<sup>th</sup> April 2024 at 6pm.
- Cllr Forster advised to let him know of any police issues, as a meeting is taking place with the local beat Police Officer this week.
- A new real time bus information display is being installed at Fleet Railway Station.
- A new zebra crossing at Calthorpe Park School is being progressed, with a view of installation in the summer holidays. There are some delays with scheme approval at District level.

### Cllr Alan Oliver (HDC)

Cllr Oliver will raise the issues regarding the zebra crossing approval via the Hart District Council Executive Director.

## **FC APRIL 2024 ITEM 6**

## **MINUTES OF PREVIOUS MEETINGS**

The minutes of the Council meeting held on 6<sup>th</sup> March 2024 were approved and signed by the Chairman.

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

- |                       |  |
|-----------------------|--|
| • Development Control | 11 <sup>th</sup> and 25 <sup>th</sup> March 2024 |
| • RLA                 | 20 <sup>th</sup> March 2024                      |
| • Establishment       | 28 <sup>th</sup> February 2024                   |

## **FC APRIL 2024 ITEM 7**

## **FINANCIAL MONITORING REPORT**

Members noted receipt of:

- a) The bank reconciliation and a list of payments for February 2024.
- b) A statement via email from Councillor Robinson confirming that the bank reconciliation and list of payments for January and February 2024 have been verified and signed off against the original bank statements.

## **RESOLVED**

- 1) To receive and accept the bank reconciliation and list of payments for February 2024.
- 2) To accept the written statement from Councillor Robinson that the bank reconciliation and list of payments for January and February 2024 have been verified and signed off.

## **FC APRIL 2024 ITEM 8**

### **YEAR END RESERVES MOVEMENTS**

Members received the year end reserves movement report and agreed the transfers as proposed.

A year end surplus is projected. This is mainly due to significantly higher bank interest from the investments of the Harlington Development fund.

The Council also received a VAT refund on sports lettings of £9,517.

## **RESOLVED**

To approve the reserves movements as follows:

- To transfer £30,000 from the General Fund to the Harlington Development Fund (code 360).
- To transfer £9,517 from the General Fund to the Play Equipment Ear Marked Reserve (code 345) specifically to put towards the skate park refurbishment.
- To transfer £3,000 from the Badger Grounds Works Ear Marked Reserve (code 340) to cover the unbudgeted expenditure for remedial work at the Cemetery due to badger activity.

## **FC APRIL 2024 ITEM 9**

### **PERMITTED DEVELOPMENT RIGHTS - ARTICLE 4 DIRECTION**

Cllr Schofield provided the background information on the matter; the item is to ask for an Article 4 Direction to disallow permitted development rights to be used for the adding of an additional floor to bungalows.

A suggestion was made to take advice from the Hart District Council Executive Director prior to drafting any letter.

Cllr Oliver abstained from the vote.

## **RESOLVED**

To approve the writing to Hart District Council to request an Article 4 Direction to disallow permitted development rights to be used for the adding of an additional floor to bungalows.

## **FC APRIL 2024 ITEM 10**

### **HARLINGTON UPDATE**

Members received verbal update.

The lease for The Harlington is in the process of being finalised.

The Harlington Working Group will hold a meeting to review the architectural brief and to prepare the documents for proceeding to tender the work.

## **FC APRIL 2024 ITEM 11**

### **COMPLAINTS**

No new complaints have been received since the last meeting.

**FC APRIL 2024 ITEM 12**

**EXECUTIVE OFFICER’S REPORT**

Members noted the Executive Officer’s report.

**FC APRIL 2024 ITEM 13**

**DATE AND TIME OF NEXT MEETING**

Members noted the time and date of the next Council Meeting to be held on Wednesday 8<sup>th</sup> May 2024 (Annual Town Council Meeting) at 7pm in The Harlington.

Members of the public left the meeting at 7:45pm.

**CONFIDENTIAL ITEMS – CLOSED SESSION**

The Chairman stated that the following items for discussion relate to the engagement and terms of service in relation to employees.

**RESOLVED**

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

**FC APRIL 2024 ITEM 14**

**STAFFING MATTERS**

Members received an update on the process for recruiting the Executive Officer vacancy.

The following matters were discussed:

- The interview process and panel.
- The salary and superannuation range for the post.
- That a Locum Clerk will be put in place to cover any gaps.
- That an Extraordinary Council meeting will be held on 1<sup>st</sup> May 2024 to ratify the appointment of the Executive Officer.

**RESOLVED**

To note the update.

The meeting closed at 8:00pm.

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

**Date:**.....





## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 8<sup>th</sup> April 2024  
at 7pm in The Function Room, The Harlington

**Present:**

Cllr Schofield  
Cllr Holt  
Cllr Hope  
Cllr Robinson

**Officers:** Charlotte Benham

|   |  |
|---|--|
| 1 | <b>Apologies</b><br><br>Apologies received from Cllr May   |
| 2 | <b>Declarations of interest to any item on the agenda</b><br><br>None declared   |
| 3 | <b>Public Session</b><br><br>None present  |
| 4 | <b>Approval of the Notes</b><br><br>The minutes of the development and control advisory group meeting held on Monday 25 <sup>th</sup> March were accepted as a correct record of the meeting.  |
| 5 | 24/00335/FUL<br>176 Fleet Road, Fleet, Hampshire GU51 4DE<br><a href="#"><u>Erection of first floor front, side and rear extensions, change of use of part of ground floor and whole of first floor to residential and creation of a second floor to provide 9 flats (3 x 1 bed and 6 x 2 bed) and alterations to shopfront and fenestration</u></a><br>Comments required by 8 April |

- This a bank conversion to one flat to rear of ground floor and 4 flats per floor for level 1 and 2. The majority of the flats only just meet the minimum space standards.
- It is likely the two bedroom flats would have at least 2 cars and the one bedroom flat 1 car as a minimum so 15 parking spaces in total. Hart's standards require 21 parking spaces but argued that visitor parking can be accommodated in nearby public car parks. Only 1 space per flat is being suggested so a total of 9 spaces which is inadequate.
- No parking provision is made for the commercial space – parking is required to make unit viable, especially for staff parking.
- Argument is again that this is a sustainable site with ready access to buses and rail station but buses are not frequent.
- Plenty of bicycle storage but no discussion regarding lack of dedicated cycle routes and the condition of non-statutory cycle lanes.
- Some concern over the amount of natural lighting, especially for rooms on the right elevation facing north.
- Assume the flats will be serviced by a commercial waste collection otherwise bins would need to be taken kerbside on Victoria Road.
- Bin storage looks inadequate for the number and types of bins required.

#### OBJECTION

24/00519/HOU

181 Tavistock Road, Fleet GU51 4HG

[Removal of hedge and erection of a wooden fence with concrete posts to front and side. Fence height of 1.5m at front on to highway, top 0.3m to be trellis and final panel at 1.8m \(retrospective\)](#)

Comments required by 8 April

- Can accept a fence alongside the alley way to protect rear garden as this is extensively used for access to the school, but a bare wooden fence in lieu of a substantial hedge is out of character with the Tavistock estate which is generally green.
- Privacy and public access could be maintained with appropriate maintenance of the hedge.
- Taking the Carthona Drive decision as an example that a change in local character becomes local character and 1.8m high front fencing will become an established character and flourish with a detrimental impact on the area.

OBJECTION – hedged frontage would be more in keeping with area and suggest it is returned to managed hedge.

24/00546/HOU

84 Clarence Road, Fleet, GU51 3RS

[Demolish part of the side extension and erection of a single storey ground and side extension and first floor rear infill extension. Insertion of one window first floor side and one door ground floor side](#)

Comments required by 8 April

- No change to the front elevation and proposed rear elevation is tidier than existing.
- Stated to have on-site parking but shows 1 vehicle only.
- Proposed changes can be considered to increase number of bedrooms to 4 with downstairs room with access to shower room counted as a bedroom in accordance with Hart's Design Document.

No Objection in principle but parking issues need resolving

24/00588/GPDCOM

Flagship House, Reading Road North, Fleet

[Change of use of the two vacant units at ground and first floor from commercial, business and service to residential to provide 16 apartments with associated parking, cycle parking and refuse storage](#)

Comments required by 10 April

- The conclusion of the report on the development meeting permitted development standards states *"Conclusions - the proposals have been designed to provide high quality residential units, that comply with the required guidelines and legislation under Class MA of the GDPO as confirmed in the accompanying reports and above.."*
- Fleet does not need more flats let alone studio apartments of 37m<sup>2</sup> – this is student accommodation.
- This is a developer exploiting the government's drive to demonstrate housing development at any cost. This is a future slum development.
- It meets an appalling standard that should not be permitted.
- There is one area of low-lying land adjacent to the building, shown as an area of flooding, that is a designated disabled parking bay – this is a clear demonstration of the developer's consideration of the future residents.
- Potential for sealed windows to meet noise requirements but then have no fresh air only ventilation systems.

If meets permitted development then cannot object.

24/00466/HOU

75C Aldershot Road, Fleet GU51 3NW

[Erection of a two storey side extension and new detached garage](#)

Comments required by 10 April

- Does the property have planning permission for shipping container that is apparently relatively permanent as it has some block foundations? Will it be removed after development? Assume site will also be tidied.
- Is there sole ownership of the access road or shared with the adjoining houses?
- Double garage only counts as one space. Total of 4 spaces are required which can be accommodated on site.

NO OBJECTION subject to clarifications to questions above.

24/00590/HOU

16 Beechwood Close, Church Fleet Hampshire, GU51 5PT

[Erection of a single storey rear extension with internal alterations and alterations to fenestration](#)

Comments required by 16 April

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|---|--|
|   | <p>NO OBJECTION</p> <p>24/00612/HOU<br/>122C Reading Road South Hampshire GU52 7TP<br/><a href="#">Erection of a detached garden room</a><br/>Comments required by 23 April</p> <ul style="list-style-type: none"> <li>• This appears as an excessively large development at the bottom of the garden taking up 10 x 10 x 4.5m high. It is the size of a modern 3-bedroom bungalow at the bottom of the garden.</li> <li>• From the photographs there has been extensive tree clearance at the bottom of the garden.</li> <li>• Electricity only now but services could be supplied.</li> <li>• Over development impacting the amenity of adjoining neighbours.</li> </ul> <p>No Objection in principle to a garden room but serious concern that the proposed development is exceptionally large and out of character..</p> |
| 6 | <p><b>To Note:</b></p> <p>Review of weekly lists</p> <p>To note: licence for Chimera - no objection as timings seem reasonable. Esco licence – objected but has been approved.</p>   |
| 7 | <p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>10<sup>th</sup> April</p>  |
| 8 | <p><b>Date of Next Development Control Committee Meeting</b></p> <p>Meeting rescheduled to 29<sup>th</sup> April at 7pm in the RVS.</p>  |

**Meeting closed: 7.50pm**

**Signed:**.....

**Date:** .....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 29<sup>th</sup> April 2024  
at 7pm in The Function Room, The Harlington

**Present:**

Cllr Schofield  
Cllr Holt  
Cllr Robinson  
Cllr May

**Officers:** Charlotte Benham

|   |   |
|---|---|
| 1 | <b>Apologies</b><br><br>Apologies received from Cllr Hope.  |
| 2 | <b>Declarations of interest to any item on the agenda</b><br><br>None declared  |
| 3 | <b>Public Session</b><br><br>None present   |
| 4 | <b>Approval of the Notes</b><br><br>The minutes of the development and control advisory group meeting held on Monday 8 <sup>th</sup> April were accepted as a correct record of the meeting.  |
| 5 | 24/00648/HOU<br>2 Sycamore Crescent Church Crookham Fleet Hampshire GU51 5NN<br><a href="#">Erection of a single storey rear extension enlarging existing garage, and replacement roof to rear utility area.</a><br>Comments required by 24 April<br><ul style="list-style-type: none"><li>• No issue with the proposed development except the proposed garage does not meet Hart's standards and an internal garage is not considered as a parking space.</li><li>• No change in the number of bedrooms so need a parking plan for 3 cars.</li></ul> <b>NO OBJECTION</b> subject to submission of adequate parking plan. |

24/00632/HOU

17 Starling Way Fleet Hampshire GU51 5DQ

[Conversion of garage into habitable accommodation \(office and play room\)](#)

Comments required by 29 April

- No issue with structural proposals but parking is an issue as the two parking spaces shown are 2.4 x 4.8m which is Hart's old standards – the current standards are 2.5 x 5.0m which does not appear to fit on the site.
- A 3 bedroom home requires two allocated spaces and one unallocated (as noted on the drawings). Is there adequate unallocated space in the immediate vicinity?

NO OBJECTION in principle subject to parking issues being resolved

24/00550/FUL

Woodside ,Cove Road, GU51 2RR

[Erection of a detached three bedroom dwelling](#)

Comments required by 2 May

- This is a rear garden development immediately adjacent to the proposed new care home on Cove Road.
- It is argued that the new Care Home changes the building line and therefore a rear development is not out of keeping.
- There has been an objection from one near household, but the separation distance and the window arrangement, Velux roof lights, would not create a significant overlooking problem.
- Having parking to the rear of the existing building will take car lights and associated parking and movement noise adjacent to the rear garden of the adjacent neighbour.
- The arrangement will increase the number of vehicles accessing and departing the site (potentially 6 cars from 2 properties) so sufficient space needs to be provided to allow cars to turn off Cove Road and not be obstructed by a car exiting the site.
- There will be no impact on the road capacity.
- Style of property is not wholly out of keeping.
- Biggest issues are not conforming to local street pattern Hart Policy NBE9c) and impact on adjacent neighbour.
- Proposed drainage using large soakaways appears outdated and use of SUDS needs to be explored for more effective surface water control.

Back garden development but large plot so NO OBJECTION subject to sufficient space being provided to allow cars to turn off Cove Road and not be obstructed by a car exiting the site.

24/00735/HOU

7 Westbury Avenue, Fleet GU51 3HP

[Erection of a single storey rear extension and side entrance porch, conversion of loft space to create a bedroom and bathroom to include rear dormer, insertion of roof lights and alterations to windows and doors](#)

Comments required by 2 May

- This is the conversion of a bungalow ( a property with no stairs) into a chalet bungalow.

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|---|--|
|   | <ul style="list-style-type: none"> <li>• This is breaches Fleet Neighbourhood Plan Policy 11, Safeguarding Building Stock.</li> <li>• The proposal looks to emulate the adjoining semi-detached neighbour who achieved Planning Permission for the upstairs extension in July 2010 (before the introduction of the FNP and Policy 11)</li> <li>• No.3 Westbury Ave raised an issue of overlooking but the impact would be far less than currently experienced from the dormer windows in No.5.</li> <li>• The three parking spaces to the side and front of the property look very tight (too close to the boundary fence). The three spaces could only practically be achieved through a loss of front garden to hard standing which would breach FNP Policy 15.</li> </ul> <p>OBJECTION as breaches Fleet Neighbourhood Plan Policies 11 and 15.</p>   |
|   | <p><u>Hartland Phase 3 Road Names</u></p> <p>Proposed names are generally acceptable; however it was suggested by Fleet and Church Crookham Society to name one road 'Fearn Avenue' after the late Dr David Fearn. FTC support this suggestion as a replacement for Acorn Way.</p> <p>"David Fearn was a scientist and internationally recognised as the father of ion propulsion in spacecraft. As a key specialist working at the former Royal Aircraft Establishment in Farnborough, he had led teams from various British government and industrial organisations and worked in collaboration with the European Space Agency, US Air Force and NASA. He was a fellow and Vice President of the British Interplanetary Society and an active member of the International Academy of Astronautics and the International Astronautical Federation."</p> |
| 6 | <p><b>To Note:</b></p> <p>Review of weekly lists</p>   |
| 7 | <p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>22<sup>nd</sup> May</p>  |
| 8 | <p><b>Date of Next Development Control Committee Meeting</b></p> <p>13<sup>th</sup> May</p>  |

**Meeting closed: 7.45pm**

**Signed:**.....

**Date:** .....

| <b>FTC COMMITTEE MEMBERSHIP 2024/2025</b>  |  |  |
|--|--|--|
| <b>RECREATION, LEISURE &amp; AMENITIES</b>   | <b>ESTABLISHMENT</b>   | <b>PLANNING / DEVELOPMENT CONTROL</b>  |
| Cllr Chenery<br>Cllr Cottrell<br>Cllr Einchcomb<br>Cllr Fang<br>Cllr Holt<br>Cllr May<br>Cllr Oliver<br>Cllr Schofield<br>Cllr Taylor<br>Cllr Tilley<br>Cllr Wildsmith<br>Cllr Willcocks<br>Cllr Woods | Cllr Einchcomb<br>Cllr Holt<br>Cllr May<br>Cllr Robinson<br>Cllr Schofield<br>Cllr Wildsmith<br>Cllr Woods<br><b>Cllr Tilley</b>   | Cllr Holt<br>Cllr Hope<br><del>Cllr May</del><br>Cllr Robinson<br>Cllr Schofield<br><b>To appoint 1<br/>or 2 members</b>           |
|  | <b>POLICY &amp; FINANCE</b>  |  |
|  | Cllr Einchcomb<br>Cllr Fang<br>Cllr Holt<br>Cllr Richmond<br>Cllr Robinson<br>Cllr Schofield   | Cllr Taylor<br>Cllr Tilley<br>Cllr Woods   |
| <b>FTC WORKING GROUP MEMBERSHIP 2024/2025</b>  |  |  |
| <b>CLIMATE CHANGE</b>  | <b>LEASES</b>  | <b>COMMUNITY EMERGENCY PLAN</b>  |
| Cllr Cottrell<br>Cllr Fang<br>Cllr Oliver<br>Cllr Schofield<br>Cllr Tilley<br>Cllr Willcocks<br>Cllr Woods   | Cllr Holt<br>Cllr Oliver<br>Cllr Richmond<br>Cllr Robinson<br>Cllr Schofield<br>Cllr Tilley<br>Cllr Woods  | Cllr Hope<br>Cllr May<br>Cllr Schofield<br>Cllr Wildsmith<br>Cllr Willcocks  |
| <b>RISK MANAGEMENT</b>   | <b>THE HARLINGTON / CIVIC QUARTER</b>  | <b>PARKS &amp; OPEN SPACES</b>   |
| Cllr Holt<br>Cllr Richmond<br>Cllr Robinson<br>Cllr Schofield  | Cllr Chenery<br>Cllr Einchcomb<br>Cllr Fang<br>Cllr Holt<br>Cllr Oliver<br>Cllr Richmond<br>Cllr Schofield<br>Cllr Taylor<br>Cllr Tilley<br>Cllr Wildsmith<br>Cllr Willcocks<br>Cllr Woods | Cllr Einchcomb<br>Cllr Fang<br>Cllr May<br><del>Cllr Oliver</del><br>Cllr Schofield<br>Cllr Tilley<br>Cllr Willcocks<br>Cllr Woods |
| <b>HDC COUNTRYSIDE ENGAGEMENT</b>  |  |  |
| Cllr Cottrell<br>Cllr May<br>Cllr Taylor<br>Cllr Tilley<br>Cllr Willcocks  |  |  |

Strikethrough= Cllrs that wish to leave the group/committee

RED= Cllrs that wish to be added to the group/committee

YELLOW = 1 or 2 members are required to be appointed for the Planning and Development Control Committee.

Approved on 8<sup>th</sup> May 2024



| FTC External Bodies Membership 2024/2025                              |   |
|---|---|
| <b>The Aging Well Network<br/>Here for Hart</b>                       | Cllr Sharma Krishnmurthy<br>Cllr Woods<br>Cllr Holt ( <i>Reserve</i> )  |
| <b>Basingstoke Canal JMC</b>  | Cllr May ( <i>Lead</i> )<br>Cllr Wildsmith ( <i>Deputy</i> )<br>Cllr Chenery ( <i>Reserve</i> )   |
| <b>Business Improvement District (BID)</b>                            | Cllr Schofield ( <i>Levy Payer's Board Director</i> )<br>Cllr Fang ( <i>FTC Representative</i> )  |
| <b>Fleet Cricket Club</b>   | Cllr Oliver ( <i>Lead</i> )<br>Cllr Woods ( <i>Deputy</i> )   |
| <b>Fleet Football Club</b>  | Cllr Woods ( <i>Lead</i> )<br>Cllr Richmond ( <i>Deputy</i> )   |
| <b>Fleet Link and Community Transport</b>                             | Cllr May<br>Cllr Schofield<br>Cllr Wildsmith<br>Cllr Woods  |
| <b>Fleet Phoenix (observer)</b>                                       | Cllr Fang ( <i>Lead</i> )<br>Cllr Chenery ( <i>Deputy</i> )   |
| <b>Fleet Pond Society</b>   | Cllr Willcocks ( <i>Lead</i> )<br>Cllr May ( <i>Deputy</i> )<br>vacancy ( <i>Reserve</i> )  |
| <b>Flood Forum</b>  | Cllr May<br>Cllr Schofield  |
| <b>Hart Community Safety (QPM)</b>                                    | Cllr Sharma Krishnmurthy ( <i>Lead</i> )<br><del>Cllr Alan Oliver (<i>Deputy</i>)</del><br><del>Cllr George Woods</del>                           |
| <b>Hart District Association of Parish and Town Councils (HDAPTC)</b> | Cllr Einchcomb ( <i>Lead</i> )<br>Cllr Schofield ( <i>Ex Officio</i> )<br>Cllr Sharma Krishnmurthy ( <i>Deputy</i> )<br><del>Cllr Ellie May</del> |
| <b>Hart Voluntary Action (HVA)</b>                                    | Vacancy ( <i>lead</i> )   |

RED = Cllrs that are available for that body

Strikethrough = Cllrs that wish to leave the body and name change of body

Agreed at the Council meeting on 8<sup>th</sup> May 2024

# Fleet Town Council Standing Orders May 2024

## Table of Contents

|  |    |
|--|----|
| 1. Meetings of Full Council and Committees .....   | 2  |
| 2. Annual Council Meetings .....   | 4  |
| 3. Extraordinary Meetings .....  | 5  |
| 4. Preparation for Council Meetings .....  | 5  |
| 5. Motions Requiring Written Notice.....   | 5  |
| 6. Motions not Requiring Written Notice.....   | 6  |
| 7. Proper Officer .....  | 7  |
| 8. Rules of Debate .....   | 7  |
| 9. Code of Conduct (England).....  | 9  |
| 10. Questions .....  | 9  |
| 11. Minutes.....   | 9  |
| 12. Disorderly Conduct .....   | 10 |
| 13. Rescission of Previous Resolutions .....   | 10 |
| 14. Voting on Appointments.....  | 10 |
| 15. Expenditure .....  | 10 |
| 16. Execution of Legal Deeds .....   | 10 |
| 17. Committees .....   | 11 |
| 18. Sub Committees .....   | 11 |
| 19. Working Groups.....  | 11 |
| 20. Accounts and Financial Statements .....  | 11 |
| 21. Estimates / Precepts .....   | 12 |
| 22. Canvassing of and Recommendations by Councillors .....                               | 12 |
| 23. Inspection of Documents .....  | 12 |
| 24. Unauthorised Activities .....  | 12 |
| 25. Confidential Business .....  | 12 |
| 26. General Power of Competence.....   | 12 |
| 27. Matters Affecting Council Employees.....   | 13 |
| 28. Responsibilities to Provide Information .....  | 13 |
| 29. Management of Information .....  | 14 |
| 30. Responsibilities Under Data Protection Legislation .....                             | 14 |
| 31. Freedom of Information Act 2000.....   | 14 |
| 32. Relations with the Press / Media.....  | 15 |
| 33. Liaison with District and County Councillors.....                                    | 15 |
| 34. Financial Matters .....  | 15 |
| 35. Allegations of Breaches of the Code of Conduct.....                                  | 16 |
| 36. Variation, Revocation and Suspension of Standing Orders.....                         | 16 |
| 37. Standing Orders to be Given to Councillors .....                                     | 16 |
| 38. Delegation and Terms of Reference to the Planning Committee.....                     | 17 |
| 39. Delegation and Terms of Reference to Policy and Finance Committee.....               | 17 |
| 40. Delegation and Terms of Reference to Recreation Leisure and Amenities Committee..... | 18 |
| 41. Delegation to the Establishment Committee .....                                      | 18 |
| 42. Delegation to the Executive Officer .....  | 18 |
| 43. Delegation to The Harlington and Ancells Farm Community Centre General Manager ..... | 19 |
| 44. Councillor Training.....   | 19 |

# 1. Meetings of Full Council and Committees

- a **Meetings do take place in the Harlington which is licensed for the supply of alcohol as this is the most practical venue to hold Council meetings. Alcohol however is not served in the part of the building when the meeting is taking place.**
- b **When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. This will be subject to the paragraphs below and will ordinarily occur during the time set aside for public participation at the beginning of the meeting.
- e The period of time [which is at the Chair's discretion] OR [which is designated for public participation in accordance with standing order 1(d) above] shall not exceed 15 minutes unless the Chair wishes to use their discretion.
- f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and must hand a written copy of the question to the Executive Officer immediately before the meeting at the latest. The length of the question must not exceed 65 words. The total time for public participation shall not exceed 15 minutes.
- g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The question will be included in the minutes.
- h In accordance with standing order 1(g) above. Questions will be answered in one of the following ways:
  - When an answer can be given immediately, the answer will be included in the first draft of the minutes.
  - When an answer requires research to be taken over a period of up to 4 weeks, the answer, as soon it is available, will be added to the draft minutes displayed on the Council website and will be included in the minutes adopted by the next following Council meeting.
  - When an answer still cannot be answered by this Council meeting then an update will be included at item 3 on the next and every subsequent agenda, until an answer can be provided and will then be included in the next available set of minutes.
- i A summary record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j Any person speaking at a meeting shall address their comments to the Chair.
- k Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
- l A copy of the above Public Participation rules shall be placed in the public seating area at the Council meeting.

- m** Subject to standing order 1(n), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- n** A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- o** In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- p** Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair may in their absence be done by, to or before the Vice-Chair (if any).
- q** The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- r** Subject to model standing order 1 (t) below and the meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- s** The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (*See also standing orders 2 (h) and (i) below.*)
- t** Voting on any question, with the exception of Councillor co-option, shall be by a show of hands.  
  
Voting by Secret Ballot is permitted for the co-option of a Councillor.  
  
At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- u** The minutes of a meeting shall record the names of councillors present and absent also the names of officers and visiting Councillors as well as the number of members of the public.
- v** The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.
- w** An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (*See also standing order 9 below.*)
- x** No business may be transacted at a meeting unless at least one third of the whole number of members of the Council / Committee are present and in no case shall the quorum of a meeting be less than 3.
- y** If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- z** Meetings shall not exceed a period of 3 hours.
- aa** The Chair’s decision as to the application of Standing Orders at meetings shall be final.
- bb** A Councillor’s failure to observe Standing Orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with Standing Order 12b.

- cc **A Councillor or non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

## **2. Annual Council Meetings**

*See also standing order 1 above*

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e **The election of the Chair and Vice-Chair of the Council shall be the first business completed at the annual meeting of the Council.**
- f **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair of the Council at the Annual Meeting of the Council, the order of business shall be as follows.
  - i. In an election year, delivery by Councillors of their declarations of acceptance of office.
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
  - iii. Receipt of nominations to existing committees.
  - iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
  - v. Review and adoption of appropriate standing orders (including Review of delegation arrangements and terms of reference to committees, sub-committees, employees and other local authorities) and financial regulations in line with the requirement at SO 33b.
  - vi. Review of representation on or work with external bodies and arrangements for reporting back.
  - vii. Review of inventory of land and assets including buildings and office equipment.
  - viii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

- ix. Review of the Council's and/or employees' memberships of other bodies.
- x. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

### **3. Extraordinary Meetings**

*See also standing order 1 above*

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.**
- c The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the Chair of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

### **4. Preparation for Council Meetings**

- a Agenda items are not to be debated if there is no supporting report or it is circulated less than three days prior to the meeting.
- b Chairs should ensure that only items for which briefing papers have been circulated prior to the meeting are on the agenda.
- c No financial approvals shall be given unless all relevant financial information is circulated at least three days prior to the meeting.
- d Chairs are to assume that all briefing papers have been read.
- e Members are responsible for reading all background papers prior to the meeting.

### **5. Motions Requiring Written Notice**

- a In accordance with standing order 7(b)(iii), below no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 5(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c If the Proper Officer considers the wording of a motion received in accordance with standing order 5(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e Having consulted the Chair or councillors pursuant to standing order 5(d) above, the decision of

- the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- i All Submitted Motions must have a supporting report as per Standing Order 5a.

## 6. Motions not Requiring Written Notice

- a Motions in respect of the following matters may be moved without written notice.
  - i. To appoint a person to preside at a meeting.
  - ii. To approve the absences of Councillors.
  - iii. To approve the accuracy of the minutes of the previous meeting.
  - iv. To correct an inaccuracy in the minutes of the previous meeting.
  - v. To dispose of business, if any, remaining from the last meeting.
  - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
  - vii. To proceed to the next business on the agenda.
  - viii. To close or adjourn debate.
  - ix. To refer by formal delegation a matter to a committee or an employee.
  - x. To appoint a committee, sub-committee or working group or any councillors (including substitutes) thereto.
  - xi. To receive nominations to a committee sub-committee or working group.
  - xii. To dissolve a committee, sub-committee or working group.
  - xiii. To note the minutes of a meeting of a committee sub-committee or working group.
  - xiv. To consider a report and/or recommendations made by a committee or a sub-committee or a Working Group or an employee.
  - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
  - xvi. To authorise legal deeds signed by two councillors and witnessed.  
(*See standing orders 16 (a) and (b) below.*)
  - xvii. To authorise the payment of monies up to £250.
  - xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
  - xix. To extend the time limit for speeches.
  - xx. To exclude the press and public for all or part of a meeting.
  - xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
  - xxii. To give the consent of the Council if such consent is required by standing orders.
  - xxiii. To suspend any standing order except those which are mandatory by law.**
  - xxiv. To adjourn the meeting.
  - xxv. To appoint representatives to outside bodies and to make arrangements for those

- representatives to report back the activities of outside bodies.
- xxvi. To answer questions from councillors.
- xxvii. To give dispensations to Councillors where appropriate (see 9)

## 7. Proper Officer

- a The Executive Officer shall be the Council's Proper Officer. The Executive Officer or other person duly authorised to so act during the Proper Officer's absence is appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer or other duly authorised person appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
  - i. **Give notice to councillors confirming the time, date, venue and the agenda for a meeting by electronic delivery at least 3 clear days before a meeting provided any such email contains the electronic signature and title of the Proper Officer.**
  - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - iii. Subject to standing orders 5a)–(e) above, include in the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it.
  - iv. **Convene a meeting of full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office, in accordance with standing order 7(b)i] and 7(b)ii] above.**
  - v. **Make available for inspection the minutes of meetings.**
  - vi. **Receive and retain copies of byelaws made by other local authorities.**
  - vii. **Receive and retain declarations of acceptance of office from councillors.**
  - viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
  - ix. Keep proper records required before and after meetings.
  - x. Process all requests made under the Freedom of Information Act 2000 and Data Protection legislation, in accordance with and subject to the Council's procedures relating to the same.
  - xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
  - xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form subject to the requirement of data protection, freedom of information legislation and other legitimate requirements (e.g. The Statute of Limitations Act 1980).
  - xiii. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
  - xiv. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

## 8. Rules of Debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair's direction for reasons of expedience.



- b Subject to standing orders 5(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to standing order 7(b)(iii) above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chair, be reduced to writing and handed to the Chair who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
  - i. to leave out words;
  - ii. to add words;
  - iii. to leave out words and add other words.
- g A proposed and not carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to Standing Order 5(h) above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
- j Pursuant to standing order 5(h) above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.
- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o Subject to standing orders 8 (m) and (n) above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.
- p During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the Chair and his decision shall be final.
- r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- s Subject to standing order 8(o) above, when a Councillor's motion is under debate no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;

- iv. to put the motion to a vote;
  - v. to ask a person to be silent or for him to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting;
  - ix. To suspend any standing order, except those which are mandatory.
- t In respect of standing order 8 (s)(iv) above, the Chair shall first be satisfied that the motion has been sufficiently debated before being put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

## 9. Code of Conduct (England)

*See also standing orders 1(v)–(w) above*

All Councillors shall observe the code of conduct adopted by the Council.

- a All Councillors shall undertake training in the code of conduct within 6 months of the delivery of their Declaration of Acceptance of Office.
- b It is a criminal offence for a member to participate and vote at a meeting on a matter which he / she is deemed to have a disclosable pecuniary interest. If a member is unsure as to whether they hold a disclosable pecuniary interest in a matter they should first seek advice from the Executive Officer well in advance of the meeting. If they feel they have a disclosable pecuniary interest then the Council will have to approve a dispensation prior to participating in the item at the meeting. Details of the dispensation will be recorded in the minutes.
- c Where a member has a disclosable pecuniary interest in a matter he / she will leave the room whilst the matter is being discussed unless they have been given a dispensation as per 9(b).

## 10. Questions

- a A Councillor may seek an answer to a question concerning any business of the Council provided 5 clear days' notice of the question has been given to the Proper Officer.
- b Every question shall be put and answered without discussion.

## 11. Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 6(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the [ Full Council OR [ ] Committee] held on [date] in respect of [item] were a correct record but his view was not upheld by the majority of the [Full Council OR [ ] Committee] and the minutes are confirmed as an accurate record of the proceedings.”

- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

## 12. Disorderly Conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chair, there has been a breach of standing order 12(a) above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 12(b) above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

## 13. Rescission of Previous Resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least two-thirds of the members of the Council, or committee or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 13(a) above has been disposed of, no similar motion may be moved within a further 6 months.

## 14. Voting on Appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

## 15. Expenditure

- a **Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.**
- b **The Council's financial regulations shall be reviewed once a year.**
- c **The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

## 16. Execution of Legal Deeds

*See also standing order 6(a)(xvi) above*

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b **In accordance with a resolution made under standing order 16(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

## 17. Committees

*See also standing order 1 above*

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. may permit committees to determine the dates of their meetings;
  - iii. shall appoint and determine the term of office of Councillor or non-Councillor members of such a committee (unless it is a committee which regulates and controls the finances of the Council);
  - iv. may in accordance with standing orders, dissolve a committee at any time.

## 18. Sub Committees

*See also standing order 1 above*

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

## 19. Working Groups

*See also standing order 1 above*

- a The Council or committees may appoint Working Groups comprised of a number of Councillors and non-councillors.
- b Working Groups and any sub-Working Group may consist wholly of persons who are non-councillors.
- c Officers will not generally be required to attend Working Groups unless deemed necessary.
- d Working Groups only have power to investigate and report, unless otherwise delegated.

## 20. Accounts and Financial Statements

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's Financial Regulations, which shall be reviewed at least annually.
- b The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 31 March, 30 June, 30 September and 31 January in each year a statement summarising the Council's receipts and payments for each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal

approval before 30 June.

## 21. Estimates / Precepts

- a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than the 30<sup>th</sup> September.

## 22. Canvassing of and Recommendations by Councillors

- a Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## 23. Inspection of Documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

## 24. Unauthorised Activities

- a Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## 25. Confidential Business

- a Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A Councillor in breach of the provisions of standing order 25(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

## 26. General Power of Competence

- a The General Power of Competence (GPC) allows eligible local Councils "the power to do anything that individuals generally may do" as long as they don't break other laws. This is the power of "first resort".

Eligibility criteria

Two thirds of the Council must be elected (even if the election was not contested). For Fleet Town Council this is 12 members.

The Executive Officer must hold the CiLCA qualification, including the GPC qualification, or be prepared to acquire the qualification within one year.

- b The Council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the Council to confirm that it still meets the criteria (if it does). (i.e. a 'relevant' annual meeting is the annual meeting of the Council after the ordinary election that normally take place every four years).

## 27. Matters Affecting Council Employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR the establishment committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chair, in their absence, the Vice-Chair of any absence occasioned by illness or urgency and that person shall report such absence to the Council at its next meeting if the absence is for more than 5 days.
- c The Chair of the Council and the Chair of Establishment Committee shall in accordance with the Councils Appraisals system conduct a review of the performance and/or appraisal of the Executive Officer and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by Policy and Finance Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chair or in their absence, the Vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Establishment Committee
- e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by the Executive Officer relates to the Chair or Vice-Chair of the Finance and Policy committee, this shall be communicated to another member of the Finance and Policy committee, which shall be reported back and progressed by resolution of the council.
- f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 27(g) and (h) above if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 27(g) and (h) above shall be provided only to the Executive Officer and/or the Chair of the Council OR the Chair of the Policy and Finance committee.

## 28. Responsibilities to Provide Information

*See also standing order 29*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

*[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **29. Management of Information**

*See also standing order 30*

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **30. Responsibilities Under Data Protection Legislation**

*(Below is not an exclusive list).*

*See also standing order 29.*

- a The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- b The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e The Council shall maintain a written record of its processing activities.**

## **31. Freedom of Information Act 2000**

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.**
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chair of the Finance and Policy committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information**

requests set out under Standing Order 7(b)(x) above.

## 32. Relations with the Press / Media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

## 33. Liaison with District and County Councillors

- a An invitation to attend a meeting of the Council shall be sent electronically, together with the agenda, to the Councillors of the District or County Council representing its electoral wards.
- b Unless the Council otherwise orders, a copy of each letter sent to the District or County Council shall be sent electronically to the District or County Councillor representing its electoral ward.
- c District and County Councillors may participate in Council meetings at the discretion of the Chair.

## 34. Financial Matters

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the accounting records and systems of internal control;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
  - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
  - v. whether contracts with an estimated value below £25,000 **excluding VAT** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 including VAT but less than the relevant thresholds in standing order 34(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;



- iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer or other duly appointed person in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £214,904 for a public service or supply contract or in excess of £5,372,609 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder and Find A Tender websites and in OJEU.**
- g. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by legal professionals acting in disputes;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Executive Officer / RFO shall act after consultation with the Chairman and Vice Chairman of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

## 35. Allegations of Breaches of the Code of Conduct

- a. All allegations of breaches of the Code of Conduct will be forwarded to the Monitoring Officer to investigate and deal with the complaint.

## 36. Variation, Revocation and Suspension of Standing Orders

- a. Any or every part of the standing orders, except those which are **mandatory by law**, which are highlighted in bold, may be suspended by resolution of at least two-thirds of the councillors at a meeting in relation to any specific item of business.
- b. A motion to permanently add to or to vary or to revoke one or more of the Council's Standing Orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

## 37. Standing Orders to be Given to Councillors

- a. The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of his declaration of acceptance of office.

## **38. Delegation and Terms of Reference to the Planning Committee**

- a To consider and respond to all applications for planning permission and planning appeals referred to Town Council by Local Planning Authorities;
- b To consider all matters relating to Listed Building Consents, Buildings of Special Architectural Interest, Historic Buildings and the Conservation Areas;
- c To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission;
- d To consider and comment on all planning matters relating to the Town of Fleet and advise the District and Town Council as necessary;
- e To comment upon and monitor Tree Applications, Tree Preservation Orders and to seek approval for further TPOs if deemed necessary;
- f To commit to engage with residents and developers for pre-application consultation;
- g To actively promote the needs of the Town for s106 contributions;
- h To consider and comment on all planning policy matters relating to the town of Fleet and provide recommendations for report to the Town Council;
- i To respond to all relevant consultation documents relating to planning policy and associated matters;
- j Facilitate the development of a Neighbourhood Plan for approval by the whole council and review at least every five years.

## **39. Delegation and Terms of Reference to Policy and Finance Committee**

- a To regulate, manage and control the finance and resources of the Town Council, including the recommendation to Town Council of the annual budgets and precept within the Council's Financial Regulations;
- b To review the expenditure on capital schemes and all budgets set by the Council;
- c To review the asset register and make recommendations to Council for amending the register;
- d To provide guidance to Committees and Council on overall levels of income and expenditure, and the financial implication of its policies;
- e To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and any other information;
- f To ensure the preservation of probity and good financial and other practices within the Council;
- g To consider and take appropriate action on all reports arising from both internal and external auditors;
- h On the recommendation of the Risk Working Group, to take steps to identify and update key risks facing the Council, and to recommend to council appropriate measures to avoid, reduce or control those risks or their consequences including the provision of insurance cover;
- i To review quarterly performance against budget and take any necessary action;
- j To consider and where appropriate, authorise any requests for supplementary expenditure from spending committees, providing it falls within the overall approved Council budget and excluding General Reserves which must be authorised by Council;
- k To manage the central administration budget;
- l To agree grants to organisations making a contribution to the local community in accordance with Grants Policy;

- m To keep the Council's policies and procedures under review in accordance with the Councils Policy timetable and adopt all new policies as and when required.

## **40. Delegation and Terms of Reference to Recreation Leisure and Amenities Committee**

- a Oversee the management and improvement of the Council's recreational facilities;
- b To oversee the management of Fleet Cemetery;
- c Agree and monitor contracts for the maintenance of the Council's facilities;
- d Recommend fees for the use of the Council's facilities;
- e Oversee the maintenance of recreation grounds (Including children's play areas), recreational and amenity areas;
- f Review regular inspection of recreation ground equipment by an outside agency;
- g To consult with interest groups and Fleet residents about matters within the committee's remit;
- h To approve first time event applications.

## **41. Delegation to the Establishment Committee**

- a To set the level of staff resources together with matters relating to terms and conditions of employment, and level of salary within budgetary limits and guidelines;
- b To ensure the Council complies with all legislative requirements relating to the employment of staff:
  - i To advertise, interview and negotiate acceptable terms and conditions and
  - ii make recommendations to employ the Senior Officer positions including Executive Officer and Senior Line Managers. For the sake of clarity all other positions shall be appointed by the Executive Officer or the Harlington General Manager as appropriate in accordance with the staffing resources, terms and conditions and salary levels determined by the Policy and Finance Committee and within budgetary provision;
- c All members of the Establishment Committee must be members of the Town Council;
  - i The maximum number of this committee shall be 8, including ex-officio members, so that there remains a pool of other councillors from whom 3 can be selected for any employment appeal hearing;
- d To hear and resolve Grievance and Disciplinary hearing appeals;
- e To agree annual bonuses in line with Council policy and contracts of employment;
- f To recommend annual pay reviews to be incorporated into annual budgets;
- g To develop policies related to the employment of staff.

## **42. Delegation to the Executive Officer**

- a To act as the Councils Proper Officer wherever referred to;
- b Power to spend all Council Budgets, and to delegate these to appropriate staff, within the limitations of the Council's Financial Regulations;
- c Responsibility to manage all those employees who undertake Town Council functions and to oversee the management of The Harlington;
- d Responsibility for the day to day management of The Councils facilities, finances and assets;

- e Overall responsibility for Health and Safety of the Council's facilities including The Harlington and Ancells Farm Community Centre;
- f To make appropriate Grant Applications to support the Councils Capital programme and service delivery;
- g To appoint all employees who carry out the Town Council function save for Senior Line Managers;
- h To deal with all Freedom of information Act requests in accordance with Legislation and Council Policy;
- i Grant permission for event applications in line with Council Policy where it is a repeat application or a minor event;
- j Power to grant block dispensations as per item 9 Code of Conduct.

### **43. Delegation to The Harlington and Ancells Farm Community Centre General Manager**

- a Responsibility to appoint and manage employees who carry out The Harlington and Ancells Farm Community Centre (as opposed to the Town Council) function;
- b Day to day responsibility for the management and implementation for the Health and Safety of The Harlington and Ancells Farm Community Centre Facilities.

### **44. Councillor Training**

- a All new Town Councillors shall undertake training provided by the Hampshire Association of Local Councils, or a similar body, appropriate to their role as a new Councillor within 6 months of signing the Declaration of Acceptance of Office.



# Fleet Town Council Financial Regulations May 2024

## Table of Contents

|     |  |   |
|-----|--|---|
| 1.  | General .....  | 2 |
| 2.  | Annual Estimates (Budget).....   | 2 |
| 3.  | Budgetary Control .....  | 3 |
| 4.  | Accounting and Audit .....   | 4 |
| 5.  | Banking Arrangements .....   | 4 |
| 6.  | Payment of Accounts .....  | 4 |
| 7.  | Payment of Salaries .....  | 5 |
| 8.  | Loans and Investments .....  | 5 |
| 9.  | Income .....   | 6 |
| 10. | Orders for Work, Goods and Services.....                                 | 6 |
| 11. | Contracts.....   | 6 |
| 12. | Payments Under Contracts for Buildings or Other Construction Works ..... | 7 |
| 13. | Stores and Equipment.....  | 8 |
| 14. | Assets, Properties and Estates .....                                     | 8 |
| 15. | Insurance.....   | 8 |
| 16. | Charities .....  | 8 |
| 17. | Risk Management .....  | 9 |
| 18. | Revision of Financial Regulations .....                                  | 9 |

These Financial Regulations were approved by the Council at its meeting held on 8<sup>th</sup> May 2024.

## **1. General**

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.2 The Executive Officer is the Proper Officer of the Town Council for the purpose of Section 112 of the Local Government Act 1972 and is also the Responsible Financial Officer (RFO) for the purpose of Section 151 of the same Act. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practice.
- 1.3 In the event that the Executive Officer is unable to fulfil these responsibilities owing to illness or other cause another duly authorised person shall be the appointed Proper Officer and RFO.
- 1.4 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practice.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 or other regulations then in force.
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

## **2. Annual Estimates (Budget)**

- 2.1 Officers shall formulate and submit proposals to the Policy and Finance Committee in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of October each year.
- 2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council.
- 2.3 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.5 The Council shall consider the need for and shall have regard to a three-year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual budget.

### 3. Budgetary Control

#### 3.1 Budget and Responsibilities

| Policy and Finance                   |                     | Recreation Leisure and Amenities          |             |   |                | Full Council                                 |                     |
|--------------------------------------|---------------------|---|-------------|---|----------------|--|---------------------|
| The Executive Officer Administration |                     | The Harlington General Manager Harlington |             | The Executive Officer Open Spaces and Parks |                | The Executive Officer Harlington Development |                     |
| Cost Centres                         |                     | Cost Centres                              |             | Cost Centres                                |                | Cost Centres                                 |                     |
| 101                                  | Central Admin       | 200                                       | General     | 301   | Open Spaces    | 160  | New Harlington Dev. |
| 105                                  | Civic & Democratic  | 201                                       | Events      | 208   | AF Park        |  |                     |
| 110                                  | Grants              | 202                                       | Coffee Shop | 310   | Calthorpe Park |  |                     |
| 115                                  | Precept             | 203                                       | The Point   | 315   | Oakley Park    |  |                     |
| 150                                  | Events              | 204                                       | Building    | 320   | B/bourne Pk    |  |                     |
| 475                                  | Lengthsman          | 205                                       | AFCC        | 325   | The Views      |  |                     |
| 900                                  | Ear Marked Reserves |   |             | 330   | Edenbrook      |  |                     |
|                                      |                     |   |             | 350   | Cemetery       |  |                     |
|                                      |                     |   |             |   |                |  |                     |

3.1.1 No expenditure may be incurred that will exceed the amount provided in the budget for that Committee’s expenditure.

3.1.2 The RFO shall regularly provide the Policy and Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget and year end projections. These statements are to be prepared at least at the end of each financial quarter.

#### 3.2 Financial Authorities

3.2.1 The Executive Officer is authorised to spend all budgeted items to deliver the smooth running of the Council.

3.2.2 The Harlington General Manager may spend, without further authorisation, any amount within budget that falls within the Harlington cost centres 200-205.

3.2.3 The Executive Officer and The Harlington General Manager are authorised to manage the items within a cost centre provided it does not exceed the net cost centre total.

3.2.4 The Executive Officer may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision subject to a limit of £1000. The Executive Officer shall report the action to the Council as soon as practicable thereafter.

3.2.5 The Executive Officer may arrange in consultation with the Chairman of the Council, to effect an emergency repair to an unlimited amount on any matter which carries a high risk to staff or members of the public, or a high risk in relation to loss of assets.

## **4. Accounting and Audit**

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the Council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Governance and Accountability Return (AGAR) (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the AGAR for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practice. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.
- 4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

## **5. Banking Arrangements**

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Policy and Finance Committee. They shall be regularly reviewed for efficiency.

## **6. Payment of Accounts**

- 6.1 Payments shall be effected electronically or cheque drawn on the Council's bankers. Electronic payments will be made by BACS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made.
- 6.2 All invoices for payment shall be examined, verified and certified by the RFO. The RFO shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall allocate them to the appropriate expenditure heading. The RFO shall take all steps to settle all invoices submitted, and which are in order, within 14 days of receipt.



- 6.4 Invoices will be scanned and sent via email to signatories of the bank together with the purchase ledger show the list of payments to be made and the BACS payment schedule.
- 6.5 Two bank signatories will check the invoices against the purchase ledger report and BACS payment schedule; using the security device provided by the bank they will authorise the payment electronically or sign a raised cheque. An email should then be sent confirming the authorisation.
- 6.6 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) A cash float of up to £100 for the administrative office and up to £2,500 for the Harlington for the purpose of defraying operational and other expenses and floats. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.
- 6.7 If thought appropriate by the Policy and Finance Committee, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made.

## **7. Payment of Salaries**

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by the Establishment Committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.

## **8. Loans and Investments**

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period.
- 8.2 The Council should diversify its risk away from all funds being held in one institution.
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 The Council's investment strategy is to secure maximum interest from interest bearing accounts taking into account 8.2 above.
- 8.5 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.
- 8.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

## 9. Income

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 The appropriate Committee will review all fees and charges annually, following a report of the Executive Officer.
- 9.3 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.4 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.5 The origin of each receipt shall be entered on the paying-in slip.
- 9.6 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.7 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least quarterly.
- 9.8 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## 10. Orders for Work, Goods and Services

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining two or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (I) below.

## 11. Contracts

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage and telephone services;
  - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - (v) for additional audit work of the external Auditor up to an estimated value of £500;

- (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding £30,000 including VAT in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer shall use [www.contractsfinder.service.gov.uk](http://www.contractsfinder.service.gov.uk) and / or Find A Tender to advertise the tender.
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Such invitation to tender shall state the general nature of the intended contract and the Executive Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Executive Officer. Each tendering firm shall be supplied with a tender for that contract.
- (e) All returned tenders shall be opened at the same time on the prescribed date by the Executive Officer in the presence of at least one member of Council.
- (f) If less than three tenders are received for contracts above £25,000 **excluding VAT** the Council may accept the lowest tender or seek further tenders.
- (g) When it is to enter into a contract less than £25,000 in value **excluding VAT** for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Executive Officer shall obtain more than one quote if it is deemed necessary.
- (h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (i) Where the value of a contract is likely to exceed **£214,904** (or other threshold specified by the Office of Government Commerce from time to time the Council must consider whether the Public Contracts Regulations 2015 (“the Regulations”) and Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules. For construction works above **£5,372,609** the council shall comply with the relevant requirements of the Regulations and advertise the opportunity on Find A Tender and Contracts Finder.

## **12. Payments Under Contracts for Buildings or Other Construction Works**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Subject to de minimus levels, any variation to a contract or addition to or omission from a contract must be approved by the Executive Officer (in Consultation with the Chairman of Policy and Finance) to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **13. Stores and Equipment**

- 13.1 The officer shall be accountable for the care and custody of stores and equipment within their designated section.
- 13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **14. Assets, Properties and Estates**

- 14.1 The Executive Officer shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. Insurance**

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The RFO shall give prompt notification to the Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

## **16. Charities**

- 16.1 Where the Council is sole trustee of a Charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## **17. Risk Management**

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Executive Officer shall prepare, for approval by the Policy and Finance Committee, a risk management register / policy in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Policy and Finance Committee at least annually.
- 17.2 When considering any new activity, on the recommendation of the Risk Working Group to the Policy and Finance Committee for onward recommendation to Full Council, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption.

## **18. Revision of Financial Regulations**

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Policy and Finance Committee of any requirement for a consequential amendment to these financial regulations.



## Fleet Town Council Meetings Timetable 2024/2025

| 2024/2025 Meetings   | Jan 2024 | Feb | Mar | Apr | May   | Jun | Jul | Aug | Sept | Oct | Nov | Dec      | Jan 2025 | Feb | Mar | Apr | May   |
|--|----------|-----|-----|-----|-------|-----|-----|-----|------|-----|-----|----------|----------|-----|-----|-----|-------|
| <b>Annual Residents' Meeting</b><br>7pm, annually in March   |          |     | 18  |     |       |     |     |     |      |     |     |          |          |     | 11  |     |       |
| <b>Town Council</b><br>7pm monthly, first Wednesday (except the Annual meeting held in May and in an election year)            | 3        | 7   | 6   | 3   | 8 (A) | 5   | 3   |     | 4    | 2   | 6   | 4        | 8        | 5   | 5   | 2   | 7 (A) |
| <b>Establishment Committee</b><br>7pm, 3 times per year  |          | 28  |     |     |       |     | 10  |     |      |     | 13  |          |          |     |     |     |       |
| <b>Recreation, Leisure and Amenity Committee</b><br>7 pm, quarterly, third Wednesday of the month                              |          |     | 20  |     |       | 19  |     |     | 18   |     |     | 18<br>11 |          |     | 19  |     |       |
| <b>Policy and Finance Committee</b><br>7pm, quarterly, third Wednesday of the month  |          | 21  |     |     | 15    |     | 17  |     |      | 16  |     |          |          | 19  |     |     |       |
| <b>Planning and Development Control Committee</b><br>7pm, second and fourth Monday except where there is a Monday Bank Holiday | 8        | 12  | 11  | 8   | 13    | 10  | 8   | 12  | 9    | 14  | 11  | 16       | 13       | 10  | 10  | 14  | 12    |
|  | 22       | 26  | 25  | 22  | 28    | 24  | 22  | 27  | 23   | 28  | 25  |          | 27       | 24  | 24  | 28  | 27    |
| <b>Risk Management Working Group</b><br>2pm, 2 times per year, Wednesday   | 30       |     |     |     |       |     | 3   |     |      |     |     |          |          |     |     |     |       |



## STATEMENT OF COUNCILLOR ATTENDANCE

AT

### ORDINARY FULL COUNCIL MEETINGS MAY 2023 – APRIL 2024

12 meetings held (11 Council + extraordinary meeting in August)

| Councillor Name          | No. of attendances | Apologies presented | Absences |
|--------------------------|--------------------|---------------------|----------|
| Cllr Chenery             | 9                  | 3                   |          |
| Cllr Cottrell            | 9                  | 3                   |          |
| Cllr Einchcomb           | 10                 | 2                   |          |
| Cllr Fang                | 5                  | 5                   | 2        |
| Cllr Holt                | 10                 | 2                   |          |
| Cllr Hope                | 8                  | 4                   |          |
| Cllr May                 | 9                  | 3                   |          |
| Cllr Oliver              | 11                 | 1                   |          |
| Cllr Schofield           | 12                 | 0                   |          |
| Cllr Sharma Krishnmurthy | 1                  | 9                   | 2        |
| Cllr Richmond            | 9                  | 3                   |          |
| Cllr Robinson            | 8                  | 4                   |          |
| Cllr Taylor              | 10                 | 2                   |          |
| Cllr Tilley              | 9                  | 3                   |          |
| Cllr Wildsmith           | 7                  | 1                   | 4        |
| Cllr Willcocks           | 6                  | 5                   | 1        |
| Cllr Woods               | 12                 | 0                   |          |

**MEMBER:** Kate Cottrell  
**DATE:** 30<sup>th</sup> April 2024  
**MEETING:** Annual Meeting of the Town Council – 8<sup>th</sup> May 2024  
**SUBJECT:** Item 15 – Climate Change Update Report

### 1. Greening Fleet Events

In collaboration with Greening Fleet a few events have taken place in the last few weeks:

- 23<sup>rd</sup> March the RSPB held a swifts talk
- 28<sup>th</sup> April a Nature Walk was held at Fleet Pond with the Fleet Pond Society and a ringer for the RSPB. It was fully subscribed and well attended - although the rain kept some people at bay. Our thanks to Jim from Fleet Pond who explained the workings of helping the area to maintain its various habitats and Colin, who identified birds and bird song. I discussed plant and tree ID, folklore and foraging uses. We hope to hold another.

Specific events held by Greening Fleet involved a meeting with households who had thermal imaging completed on their house, in order to help them to understand the photographs. 4 out of 30 households attended.

I attended the Hampshire Pollinator network meeting on the 27<sup>th</sup> April during which lots of other areas shared their work on increasing wildlife spaces- some of which we would like to discuss further to see if we can include them within our scheme.

### 2. The Greening Campaign Card Count

The card counting was less successful than hoped but - from anecdotal evidence - many people claimed not to have any idea what Greening Fleet was but did say they thought it (and the cards - were a good idea), others said they had not seen or received a card through the door and others told us they had forgotten to put the cards up in windows.

A follow up discussion also took part about whether the time was too long between the cards being delivered and the counting and that a flyer with QR code to an online vote may have been an easier and faster way of recording participation without the added struggle of trying to source enough people to help with counting. However, seeing as we took our lead from the Greening Campaign we will feed this suggestion back to them.

Final total card count total is 234 cards which equates to 2.12% participation based on approx. 10,600 homes (approx. as do not have latest electoral roll from HDC yet).

### 3. Fleet Repair Café

The first Repair Café was a successful event. We had 18 volunteers and 26 people turned up to have fixes completed.

It went incredibly well as we weren't inundated but were constantly engaged - perfect for the first session while everyone was learning their roles. We fixed 4 powered items and 11 unpowered items. Only one item was sent to electrical recycling with Hart as it was unable to be fixed. The other items were having parts ordered - to be installed at a future Café - or advise was given as to how the visitor could fix it themselves.

21kg of waste prevented as a result of the repairs that session, which equates to 146 kg of CO2 saved = 254 days of watching TV.

The next Repair Café is on May 4<sup>th</sup>.



**OFFICER:** Rochelle Halliday, Executive Officer  
**DATE:** 30<sup>th</sup> April 2024  
**MEETING:** Annual Meeting of the Town Council – 8<sup>th</sup> May 2024  
**SUBJECT:** Item 17 - Executive Officer's Report

## 1. Standing Orders and Financial Regulations (Item 10).

### Standing Orders

The document has remained the same, except for a few updates in section 34 – Financial Matters, shown in red, to update the procurement thresholds for 2024. The reference to OJEU has also been deleted.

### Financial Regulations

The only amendments are in section 11 – Contracts, as per the changes to the Financial Regulations.

The fully updated model NALC Financial Regulations are expected to be available soon. It is recommended that the Council adopts these revised model Financial Regulations, adding in the bespoke clauses.

## 2. Councillor Co-option

Following the resignation of Cllr Silke Engström, a casual vacancy notice was published towards the end of March 2024 for the Pondtail ward. No nominations for a by-election were received, and the Elections team informed the Council that it would be free to co-opt a new Councillor.

The co-option notice will be published on 3<sup>rd</sup> May 2024, with an application deadline of 5pm on 24<sup>th</sup> May 2024. Applications for co-option will be considered at the June Council meeting.

## 3. Financial Year Ending 31<sup>st</sup> March 2024 Closure

The 2023/24 financial year was officially closed on 29<sup>th</sup> April 2024.

The year end closed with a surplus, and an improvement in the projected general fund balance. This was broadly due to income being significantly over budget, thus eradicating the £73k budget deficit.

The Council may wish to make further movements from the general fund balance to either the Playground or Harlington Development earmarked reserve in due course.

A more detailed financial update will be produced for the next Policy and Finance Committee and the June Council meeting.

## 4. Procurement Regulations

The following information has been received from HALC regarding changes to public procurement legislation:

*Public contracts must comply with the full requirements of the Public Contracts Regulations 2015. These include specific tendering methods and timescales, as well as a requirement to advertise on both the Contracts Finder website and Find-a-Tender (the UK e-notification service). The current regulations will be replaced by the Procurement Act, when it takes effect later in 2024 and we will update you on this as it happens.*

## 5. Communications Officer

The Council's new Communications Officer, Katie McCaffrey was welcomed to the team on 15<sup>th</sup> April 2024.

Hopefully you will all meet Katie at some point soon, as she will be attending some Council meetings when she is available to do so.

## 6. Pop Up Hub

The next Pop Up Hub session at Fleet Market is on 18<sup>th</sup> May.

Please could Members suggest some topic areas that could be shared at this session, so that feedback can be obtained from residents.

Two or more Members are also required to man the stall between 11am and 12pm and 12pm and 1pm.

The next scheduled Pop Up session at the Market is on 8<sup>th</sup> June.

## 7. Action Day

The Council's Action Day, to spruce up Fleet Road, is on 18<sup>th</sup> May 2024, 9.30am to 12.30pm.

It would be great to see Members come along to this day, to help with bench painting, railing painting, weeding and litter picking. Please let the Council Office know if you can come.

## 8. Councillor Training

Just a reminder that HALC offer a range of training sessions for Members, which can be viewed on the following page <https://www.hampshirealc.org.uk/development-all/>

Let the Council Office know if you'd like to make a booking.

## 9. Upcoming Council Meeting Dates

- 13<sup>th</sup> May 2024, 7.00pm – Development Control Committee
- 15<sup>th</sup> May 2024, 7.00pm – Policy & Finance Committee
- 28<sup>th</sup> May 2024, 7.00pm – Development Control Committee
- 5<sup>th</sup> June 2024, 7.00pm – Council