



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE VIRTUAL MEETING OF THE FLEET TOWN COUNCIL

On

Wednesday 3rd June 2020 at 7pm

All members are summoned to attend

Any members of the public wishing to attend the virtual meeting will need to contact Charlotte on charlotte.benham@fleet-tc.gov.uk by midday on Tuesday 2nd June 2020.

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

SIGNED:

Janet Stanton,
Town Clerk

Date: 27th May 2020

AGENDA

1. APOLOGIES

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

2. DECLARATIONS OF INTEREST

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

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

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

To receive questions and statements from members of the public.

Any member of the public wishing to ask a question at the virtual meeting, should contact and provide a written copy of the question to Charlotte on charlotte.benham@fleet-tc.gov.uk by midday on Tuesday 2nd June 2020.

4. MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes and confidential minutes of the Council Meeting held on Wednesday 13th May 2020 (*copies attached*).

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

Development Control	11 th May 2020
Policy & Finance	18 th May 2020

5. HCC/HDC

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

Any HDC/HCC Councillors wishing to provide an update at the virtual meeting, please contact Charlotte on charlotte.benham@fleet-tc.gov.uk by midday on Tuesday 2nd June 2020.

Part 1 – ITEMS FOR DECISION

6. APPROVAL OF 2019-2020 INTERNAL AUDIT

To receive Internal Auditor's Report for the 13 May 2020 visit and to approve the actions. (*copy attached*).

RECOMMENDATION

To receive the Internal Auditor's Report and approve the action plan.

7. ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW (AGAR)

a) Members to review the detailed questions contained in the Annual Governance Statement (Section 1 of the AGAR) related to the Effectiveness of the system of internal financial controls and if so satisfied authorise the Chairman and the Clerk to sign the Annual Governance Statement for 2019/20. The Policy & Finance Committee on 18th May 2020 (*copy attached*) carried out its own independent review and were satisfied that the Council's internal financial controls were robust and in accordance with the Governance Statement.

b) Members to consider and review the accounting statements in Section 2 of the AGAR.

RECOMMENDATION

a) To approve the Review of Effectiveness of the system of internal control (Section 1 of the AGAR).

b) To approve the Accounting Statement (Section 2 of the AGAR).

8. APPOINTMENT OF INTERNAL AUDITOR FOR 2020/2021

To approve the appointment of the Council's internal auditor for 2020/2021.

RECOMMENDATION

To confirm the re-appointment of Eleanor Green, Do The Numbers, as the internal auditor for Fleet Town Council for 2020/2021.

9. FLEET PHOENIX

Further to the meeting of the 18 May 2020 Policy & Finance Committee, Members are asked to ratify the decision to waive the rent for the Fleet Phoenix office in the Point for 2020/2021 and this expense to be allocated to the COVID19 support and not from the Grant allocation.

RECOMMENDATION

That the rent be waived for Fleet Phoenix for 2020-2021 and is included in the COVID19 support expenses and not taken from the Grant Allocation.

10. COMMITTEE MEMBERSHIP

To consider Councillor Wheale's membership of the Recreation, Leisure & Amenities and Policy & Finance Committees for the government year 2020/2021.

RECOMMENDATION

To acknowledge Councillor Wheale's membership of the Recreation, Leisure & Amenities and Policy & Finance Committees for the government year 2020/2021. *(Revised committee membership lists will be issued for inclusion in Member's Handbooks)*

11. FLEET TOWN COUNCIL COVID19 RECOVERY

With the gradual easing of the COVID19 lock-down, recovery plans for the Council now need to be put in place. It is proposed that this recovery plan be managed through a working group consisting of the Chairs and Vice Chairs of the Council, Policy & Finance and Recreation, Leisure & Amenities Committees, the Clerk and the General Manager of The Harlington.

The Working Group will monitor the Council's return to normal operation, the financial implications and report to Full Council with any recommendations to ensure the sustainability of the Town Council.

RECOMMENDATION

To approve the formation of COVID 19 Recovery Working Group consisting of the Chairs and Vice Chairs of the Council, Policy & Finance and Recreation, Leisure & Amenities Committees, The Clerk and General Manager of The Harlington

12. FLEET PHOENIX – COVID19

During the Pandemic and whilst the Point has been empty, Fleet Phoenix has been operating a food bank and giving support to local families from The Point. However, in line with the Government Guidance, the Pre-school is planning for the return of children currently scheduled for the beginning of June. This will result in operational challenges for Fleet Phoenix working around the Pre-school's activities. To resolve this problem, FTC will give free use of the RVS building to enable Fleet Phoenix to continue their work of supporting the local community and distributing food during this difficult time.

RECOMMENDATION

To approve the provision of free use of the RVS by Fleet Phoenix to continue their work of the supporting the local community with a food bank during this COVID 19 pandemic.

13. FLEET LIONS COMMUNITY STORE

A request has been received from the Fleet Lions to install an additional container into the leased area of the Community Store to house equipment for their IT Refurbishment Project. This is an ongoing project but during the lock down with the introduction of home schooling, this equipment has been vital to families without access to computers.

RECOMMENDATION

To approve the siting of an additional container within the Lions Community Store compound.

Part 2 – ITEMS TO NOTE

14. The HARLINGTON UPDATE

To receive and note a verbal update on The Harlington and the draft lease.

15. CALTHORPE PARK PLAYGROUND UPDATE

To receive and note a verbal update on the progress of the Calthorpe Park Playground.

16. HART DISTRICT COUNCIL BEGINNING OF “RECOVERY”

HDC is in the process of starting to look at its “recovery” to include

- the impact on the local community and what can be done to ameliorate those impacts
- the impact on their organisation - what has been learnt and what may be done differently in the future.

HDC is looking for one representative from the Hart Parish and Town Councils to be part of a “Sounding Board” to assist with this project. Fleet Town Council has written to all the local Parish and Town Councils offering to be the representative on this “Sounding Board”. At the time of writing responses from some parishes are still awaited.

17. TOWN CLERK’S REPORT

To receive and note any update report of the Town Clerk.

18. DATE AND TIME OF NEXT MEETING

The next virtual meeting of the Council is scheduled to be held on Wednesday 1st July 2020 at 7pm.

Part 3 CONFIDENTIAL ITEMS

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

The following types of business will be treated as confidential:

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

There are no confidential items.



FLEET TOWN COUNCIL

MINUTES OF THE VIRTUAL ANNUAL COUNCIL MEETING

held on

Wednesday 13th May 2020

PRESENT

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

Also Present

Janet Stanton - Town Clerk

Susanna Walker - Committee Clerk

Wendy Allen - Finance and Administration Officer

Charlotte Benham - Project and Committee Officer

Councillor John Bennison - HCC

Councillor Adrian Collett - HCC

A representative from the Fleet, Crookham & District Branch of The Royal British Legion

Councillor Schofield welcomed members to the first meeting of the local government year 2020-2021. He gave thanks on behalf of the Council to everyone who has helped the local community get through this unprecedented period during the coronavirus. Special thanks were given to everyone on the frontline NHS staff, care staff, all those supporting local residents and all the community groups who are working to make sure as many of Fleet's residents are supplied and serviced during this difficult period.

AC May 2020 ITEM 1 ELECTION OF CHAIRMAN

The outgoing Chairman, Councillor Schofield, called for nominations for Chairman. One nomination was received for Councillor Bob Schofield.

RESOLVED

That Councillor Schofield be re-elected to the office of Chairman of Council for the local government year 2020/2021.

AC May 2020 ITEM 2 ELECTION OF VICE-CHAIRMAN

The Chairman called for nominations for the office of Vice-Chairman. One nomination was received for Councillor Holt.

RESOLVED

That Councillor Holt be re-elected to the office of Vice-Chairman of Council for the local government year 2020/2021.

AC May 2020 ITEM 3 APOLOGIES FOR ABSENCE

There were apologies from Councillors Pierce and Wheale.

AC May 2020 ITEM 4

DECLARATIONS OF INTEREST

Councillor Oliver declared that he had an interest in Item 25 – Contractual Matter, as part of his HDC Portfolio.

AC May 2020 ITEM 5

QUESTIONS FROM MEMBERS OF THE PUBLIC

Councillor Schofield read out two submitted statements from the public.

The first was from Mr Bill Tyack, Chairman of the Fleet, Crookham & District Branch of The Royal British Legion, who wanted to record his thanks to FTC for the generous donation of £2500.00 towards the cost of the RBL's VE 75 Commemoration celebrations. Mr Tyack expressed his sadness at not being able to hold the celebrations and noted that they did not use the donation but expressed his gratitude to FTC for their continued support for the RBL. Councillor Schofield sent his thanks to the RBL for taking their duty on VE Day and placing commemorative wreaths on the War Memorials.

The second was a letter submitted from Miss June White, the principle of the June White Academy of Dance and Drama, established nearly 40 years ago in Fleet. Miss White explained that she has been hiring Ancells Farm Community Centre for 28 years and her Saturday charge has raised to £23.80 an hour, as opposed to the £12.30 weekday rate. She requested that the Saturday rate be kept in line with the weekday rate, as at the weekend there is no caretaker on site and she is the only block booking at the weekend.

Councillor Schofield explained that they would be using Standing Order 1H, that FTC has taken the written statement tonight and will be submitting a formal response to Miss White. Councillor Schofield also outlined that the variable rate has been in place since FTC took over the Ancells Farm Community Centre in 2010 and weekend rates in 2011 were double those of the weekday rate. In order to keep the rates low, when VAT was introduced, FTC reduced the base rate, therefore incurring only a nominal increase. Over the past 9 years, there have been no significant increases on the base rate of the hire. FTC has a long term hirers and occasional rate. Miss White has been benefitting from the long term hirer's rate.

AC May 2020 ITEM 6

MINUTES OF PREVIOUS MEETINGS

The minutes and confidential minutes of Council held on Wednesday 4th March 2020 and the Extraordinary Council Meeting held on Friday 20th March 2020 were approved and signed by the Chairman, subject to Councillor Hope being added to those Councillors attending the meeting of Wednesday 4th March 2020.

The Council also received the minutes of the following Committees and Working Groups:

Development Control	9 th March 2020 23 rd March 2020 14 th April 2020 27 th April 2020
RLA	18 th March 2020

AC May 2020 ITEM 7

HCC / HDC UPDATE

HCC

Councillor Collett reported on the following:

- Coronavirus Hampshire Helpline - Hantshelp4vulnerable.
- During this period, over 20,000 Hampshire residents have been contacted to say they are vulnerable.
- In Hampshire, over 400,000 people are registered as over 70 or at high risk.

- A big concern is the crisis in care homes, where a lack of PPE is an issue.
- Highways have painted Thank You NHS on the roads as support.
- Highways surfacing programme has begun.
- Household Waste and Recycling Centres (HWRC) have reopened, accepting waste for health and safety purposes only. Opening hours are 1000-1600 and entry is restricted to 1 person per car and staff are not permitted to help unload, due to social distancing.
- The owners of Blackbush Airport had it deregistered as common land, which HCC challenged, due to the potential for development, and were successful in the High Court. The owners are now challenging this in the Supreme Court.
- The local community supporting residents during this time, including Hart Volunteers, Fleet Aid Relief Group and Elvetham Hotel providing hot meals.
- Online library use is up 700% during the pandemic.
- A temporary mortuary has been set up at Southampton Airport.
- The estimated cost of the pandemic to HCC is approximately £96 million. A government grant of £58 million and savings of £17 million, still leaves an approximate £21.6 million gap.

HDC

Members were updated on the following:

- The Hart Resilience Hub has been working very hard to help people that are shielded or referred to them. Parking teams have been delivering food and essential services.
- Services across Hart are still continuing during the pandemic, including Planning.
- The estimated cost of the pandemic to HDC is approximately £1.6 million.
- At some HWRCs, green waste is now being accepted.
- Black and blue bin collections are continuing.
- Charity bins are still closed.
- HDC are hoping to reintroduce green and bulky waste collections soon.
- All car parks and parks are open.
- Bonfires are not illegal but anti-social, so HDC hope that people are respectful of other when having bonfires.

AC May 2020 ITEM 8

NOMINATIONS TO COMMITTEES and WORKING GROUPS 2020/2021

Nominations were received for committees and working groups:

It was **RESOLVED** that

Members would sit on the following committees and working groups during 2020/2021.

COMMITTEES 2020/2021

POLICY & FINANCE		
Cllr Carpenter	Cllr Robinson	Cllr Wildsmith
Cllr Einchcomb	Cllr Schofield	Cllr Woods
Cllr Holt	Cllr Tilley	
PLANNING/DEVELOPMENT CONTROL		
Cllr Carpenter	Cllr Jasper	Cllr Schofield
Cllr Holt	Cllr Pierce	Cllr Wildsmith
Cllr Hope	Cllr Robinson	
RECREATION, LEISURE & AMENITIES		

Cllr Ashworth Cllr Carpenter Cllr Chenery Cllr Einchcomb	Cllr Holt Cllr Jasper Cllr Oliver Cllr Schofield	Cllr Tilley Cllr Wildsmith Cllr Woods Cllr Wright
ESTABLISHMENT		
Cllr Einchcomb Cllr Holt Cllr Jasper	Cllr Robinson Cllr Schofield Cllr Tilley	Cllr Wheale Cllr Woods

WORKING GROUPS MEMBERSHIP 2020/2021

THE HARLINGTON / CIVIC QUARTER WORKING GROUP		
Cllr Carpenter Cllr Chenery Cllr Einchcomb Cllr Holt	Cllr Jasper Cllr Kirkpatrick Cllr Oliver Cllr Schofield	Cllr Tilley Cllr Woods Cllr Wildsmith
RISK MANAGEMENT WORKING GROUP		
Cllr Carpenter Cllr Holt Cllr Robinson	Cllr Schofield Cllr Wildsmith	
LEASE WORKING GROUP		
Cllr Carpenter Cllr Holt Cllr Robinson	Cllr Schofield Cllr Tilley Cllr Woods	
CLIMATE CHANGE WORKING GROUP		
Cllr Chenery Cllr Holt Cllr Jasper	Cllr Oliver Cllr Schofield Cllr Tilley	Cllr Woods
PARKS & OPEN SPACES WORKING GROUP <i>Includes Calthorpe Park/ The Views / Cemetery Working Groups</i>		
Cllr Carpenter Cllr Einchcomb Cllr Holt Cllr Jasper	Cllr Oliver Cllr Schofield Cllr Tilley Cllr Woods	Cllr Wright
COMMUNITY EMERGENCY PLAN WORKING GROUP		
Cllr Carpenter Cllr Hope Cllr Schofield	Cllr Wildsmith	

AC May 2019 ITEM 9

APPOINTMENTS TO EXTERNAL BODIES 2019/2020

It was **RESOLVED** that the following members would represent FTC on external bodies during 2020/2021.

Hart District Association of Parish and Town	Cllr Robinson
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Councils (HDAPTC)	Cllr Wildsmith
Fleet Football Club	Cllr Oliver Cllr Woods
Fleet Link and Community Transport	Cllr Hope Cllr Schofield Cllr Wheale Cllr Woods
Business Improvement District (BID)	Cllr Schofield
Fleet Pond Society	Cllr Carpenter Cllr Chenery
Flood Forum	Cllr Schofield Cllr Wildsmith
Rushmoor Transport Forum	Cllr Holt
Fleet Phoenix (Observer)	Cllr Chenery Cllr Jasper
Fleet Cricket Club	Cllr Oliver Cllr Woods
Older Persons Network	Cllr Holt Cllr Woods
Hart Voluntary Action (HVA)	Cllr Harrison Cllr Wildsmith
Basingstoke Canal JMC	Cllr Wildsmith
Fleet Crondall and Crookham Welfare Trust	Cllr Wright
North Hampshire Safety Council	Cllr Wheale

AC May 2020 ITEM 10 MEETING SCHEDULE

Members received the schedule of meetings for 2020/2021, as approved by Council on Wednesday 5th February 2020. The dates will be circulated to all members and displayed on the FTC website.

RESOLVED

To confirm and adopt the schedule of meetings for 2020/2021.

POST MEETING

Please note that the Annual Council Meeting in May 2021 is now confirmed to be held on Wednesday 12th May 2021, as opposed to Wednesday 5th May 2021. This is due to the Council elections being held on Thursday 6th May 2021. An updated schedule will be circulated.

AC May 2020 ITEM 11 MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

The members considered the membership of bodies and the annual fees.

RESOLVED

To approve the payment of the following fees for 2020/2021:

- | | | |
|--|------|-----------|
| a. Hampshire Association of Local Councils (HALC and NALC) | | |
| | HALC | £1,050.00 |
| | NALC | £1,324.01 |
| b. Institute of Cemeteries and Crematoria Management (ICCM) | | |
| | ICCM | £100.00 |
| c. Society of Local Council Clerks | | |
| | SLCC | £326.00 |

AC May 2020 ITEM 12 FLEET TOWN COUNCIL ASSET REGISTER AND LAND OWNERSHIP

Members received and considered the FTC Asset Register and Land Ownership as at 31st March 2020.

RESOLVED

To approve Fleet Town Council's Asset Register and Land Ownership as at 31st March 2020.

AC May 2020 ITEM 13 INSURANCE COVER

Members noted that arrangements have been made with Zurich for insurance cover for 2020/2021.

AC May 2020 ITEM 14 STATEMENT OF COUNCILLOR ATTENDANCE 2019/2020

The Council noted the statement of Councillors attendance at Ordinary Council meetings during 2019/2020.

AC May 2020 ITEM 15 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Members were informed that in line with the usual practice for the Annual Meeting of the Council, a review of Standing Orders and Financial Regulations has been carried out. This year the Standing Orders and Financial Regulations include an emergency temporary clause relating to the COVID 19 outbreak.

RESOLVED

To approve the continuation of Standing Orders and Financial Regulations.

AC May 2020 ITEM 16 LEASES

1. Leases

Members were reminded that the annual rental levels for the Lion's Community Store in Basingborne Park, the Scouts buildings in Basingbourne & Calthorpe Parks are £500.00 and £3,750.00 for the Cricket Club, payable in four equal instalments were noted. However, the decision of the Council on 6th July 2016 was re-affirmed 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 rent shall be waived.

RESOLVED

To waive the rent set out in the Particulars to the leases for the year April 2020 - March 2021 for:

Lion's Community Store in Basingborne Park	£500.00
Scout buildings in Basingbourne & Calthorpe Park	£500.00
Cricket Club	£3,750.00

The Tenant's performance against this waiver shall be reviewed by the Council annually. Failure to comply with the said terms shall result in reinstatement of the full rent as set out in the Particulars'.

2. Fleet Town Football Club (FTFC) Lease

Members discussed the following:

- a. FTFC requested that due to the current restrictions placed on the club, further negotiations to the lease renewal be suspended. Members were reminded that FTFC already has a lease in place.
- b. Due to the lack of income during this current pandemic, FTFC requested that all future rental payments be deferred until the club is financially stable. Councillor Oliver reported that FTFC had been successful in obtaining a grant for £10,000. Members were informed that FTFC have paid and are up to date with all their payments up to 31st March 2020. Members discussed that the term 'financially stable' is subjective and that the rent be waived for 6 months, with a review at the beginning of the next football season.
- c. FTFC wished to seek confirmation that business rates do not need to be paid this financial year.

RESOLVED

To approve the following:

- a. No further negotiations on FTFC lease will take place during the current pandemic.
- b. That FTFC rental payments be deferred for 6 months, with a review to be held at Council after that period.
- c. That FTFC need to seek clarification about business rates with HDC.

AC May 2020 ITEM 17 DEFERRAL OF Fleet Town Council 2020/2021 FEE / PRICE INCREASE

The Chairman expressed frustration FTC has not been able to do a lot and support the local vulnerable groups and residents as much as it would have wished during this time.

Members discussed that the Council does however have the ability to help local organisations and residents to start up again when life returns to "normal", and as a gesture, defer the introduction of the 2020/2021 price / fee increases for all council services for one year until 1st April 2021. Members noted that once Government restrictions are lifted, all the users would be in a better a position to resume their activities with no worry about any future price increases.

RESOLVED

To approve all Fleet Town Council price / fee increases be deferred for one year until 1st April 2021.

AC May 2020 ITEM 18 FLORAL DISPLAYS

Members noted that the agreement of floral displays in Fleet Town Centre had previously been agreed by the Council via email in March 2020.

RESOLUTION APPROVED

To continue to allow the Town Centre floral displays to be installed, watered and maintained during this unprecedented time.

Members discussed and were assured that the supplier continues to operate social distancing and follow all government guidance not only in their nurseries but also when out installing, watering and maintaining the displays. FTC will check the locations of the bigger flower troughs so as not to cause congestion.

RESOLVED

To record this item into the minutes of the meeting.

AC May 2020 ITEM 19 CHAIRMAN'S COFFEE MORNINGS

Members noted that new dates for the Chairman’s coffee mornings with randomly selected residents will be set as soon as the current Coronavirus restrictions have been lifted.

AC May 2020 ITEM 20 COVID 19 UPDATE REPORT

Members were made aware that most staff are using their own equipment at home in order to work and special thanks were given to all FTC staff for their flexibility in their working patterns and environment during this unprecedented time.

Members noted the following:

- FTC has applied for a grant from the government to help with the financial fallout from having to close the Harlington.
- Some staff have currently been furloughed for a month.
- Thankfully, the Fleet Cemetery has not been busy.

AC May 2020 ITEM 21 CALTHORPE PARK PLAY AREA

Members noted that due to the Coronavirus, work was delayed to the start of the project. However, the contractor will be recommencing work on 18th May 2020 following the correct social distancing and latest government guidelines.

AC May 2020 ITEM 22 HARLINGTON DEVELOPMENT UPDATE

Members noted that in the Condition Report for The Harlington, an additional inspection of the Auditorium was required. This has now had approval from and will be paid by HDC. Scaffolding will be erected throughout the main auditorium and the inspection will take place during the COVID19 closedown period.

AC May 2020 ITEM 23 TOWN CLERK’S REPORT

Members received the Town Clerk’s report and noted the following:

- Following the latest government guidelines, the tennis courts have now been re-opened. Due to social distancing, every other court is open but this will be reviewed on an ongoing basis.
- The most recent internal audit happened on 13th May 2020 and was deemed good.
- Ruth Ashworth resigned as an FTC Councillor at the beginning of May 2020. FTC will advertise for the vacancy, and if 10 or more residents request an election, it will be held in line with government regulations in May 2021. Otherwise, co-option can take place.

AC May 2020 ITEM 24 DATE AND TIME OF NEXT MEETING

The provisional date of the next virtual meeting of the Council is scheduled for Wednesday 3rd June 2020 at 7pm.

There being no further business the meeting closed at 8.35pm.

Signed.....

Date:.....

Chairman

Part 3 CONFIDENTIAL ITEMS

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

The following types of business will be treated as confidential:

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- 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**

AC May 2020 ITEM 25 CONTRACTUAL MATTER

Separate confidential minute.

DRAFT



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting due to be held on Monday 11th May 2020

Present:

Cllr Holt (acting chair)
Cllr Schofield
Cllr Pierce – *comments sent*
Cllr Jasper
Cllr Hope
Cllr Robinson
Cllr Carpenter

Officers: Charlotte Benham – Projects and Committee Officer
Janet Stanton - Clerk

1	Apologies Cllrs: Wildsmith
2	Declarations of interest to any item on the agenda None declared
3.	Public Session None 'present'
4	Approval of the Minutes The minutes of the development and control meeting that would have been held on Monday 27 th April were accepted as a correct record of the meeting.
5	20/00513/HOU The Grove , 60 Church Road, Fleet, GU51 4LY Erection of a wooden Amended Plans: Tree protection plan submitted. Comments required by 4 May OBJECTION Tree protection and preserving the character of the Conservation are key <ul style="list-style-type: none">The HDC Tree Officer appears to accept the tree protection plan but the proposal is the construction of a slab directly onto the ground apart from a membrane – usually you need to provide an air space between the slab and the ground in the root zone.

The tree protection needs to submit more details to show how the foundations will protect the tree roots and allow water and air to permeate into the soil.

20/00741/HOU

Eyres Crown Gardens Fleet Hampshire GU51 3LT

[Erection of a single storey side extension and replacement of ground floor rear window](#)

Comments required by 20 May

NO OBJECTION

To proposed extension in principle however there are issues with the trees that need to be dealt with before approval is given:

- This extension will be a few feet from a large mature TPO'd tree. The tree is up to the fence and will be in the centre of the extension. All the trees on the neighbouring development, Moorland Close, had the trees on its boundaries protected. A study must be done to determine how the work can be done without damaging the tree and what measures must be taken
- Also, the tree mentioned above is not marked on the drawing

20/00895/HOU

14 Grantley Drive Fleet Hampshire GU52 7SA

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

Comments required by 19 May

NO OBJECTION

Hampshire Highways to approve drop kerb

Potential for garages to become annex?

20/00923/HOU

Timbers Avenue Road Fleet GU51 4NG

[Erection of a single storey rear extension, conversion of garage into habitable accommodation, and alterations to fenestration](#)

Comments required by 22 May

NO OBJECTION

- Generally a sympathetic modification to the property that blends well with the host building and conserves the character of the North Fleet Conservation Area.
- Adequate tree protection measures have been planned.

20/00913/FUL

Imac Systems Ltd Upper Street Fleet GU51 3PE

[Demolition of the existing building and erection of 8 x 2-bed apartments with new access to the public highway](#)

Comments required by 25 May

OBJECTION

- There has been a previous application for flats on this site - this is a further attempt to change the character of this part of Fleet on the basis that two blocks of uncharacteristic flats have been allowed on adjacent or nearby sites.
- This development breaches Fleet Neighbourhood Plan Policy 10 General Design Management:
 - 10.1 The proposed design does not complement or integrate with the neighbouring properties, even with the adjacent new development. In relation to the older properties in the street it is out of scale, increases local density and the material and access are generally not in keeping
 - 10.2 The design does not reflect the high quality local design references and does not reinforce local distinctiveness
 - 10.3 The block shows balconies on the front elevation up to the second floor which do not respect neighbouring buildings - these balconies are at or above the first floor windows of houses opposite so loss of privacy
 - 10.8 Calls for parking to be well integrated, not dominate the site and to adhere to Hart District Council's adopted parking standards. The hard standing and parking area dominate the site and significantly reduce the amenity area on the site
 - 10.11 Requires development to be integrated with the existing pathways and should not restrict transit of cyclists or pedestrians. The bin store fronts directly onto the pavement and it appears that residents will need to access the store from the pavement. The store doors opening directly onto the pavement will restrict pedestrians.
- Breaches Fleet Neighbourhood Plan Policy 19 regarding on-site parking and the provision which for two bedroom flats which should be 20 spaces with visitor parking. Only one per flat is provided.
- Harts newly adopted Local Plan Policy H1 Housing Mix states "new homes will be supported where they provide an APPROPRIATE MIX of dwelling types and sizes having regard to the most up to date evidence of housing need
 - The Policy further states "development proposals for new homes must be supported by an explanation of the proposed mix of new homes in the context of the above criteria and proposals that do not meet one or more of the criteria may be supported provided they are justified in relation to evidence of housing need, viability, or site specific physical or environmental constraints
 - Paragraph 169 of the plan states "Applicants should explain their proposed housing mix using evidence and in the context of the policy criteria
- In relation to good design, the proposal breaches Policy NBE10 a) as does not incorporate the distinctive qualities of its surroundings and is not sensitive to its surroundings
- In this post Covid-era design should accommodate and minimise some of the features that have been shown to increase risks to the spread of a virus as high death rates have occurred in the more densely developed areas. Residents have been demonstrated to experience greater levels of stress where they do not have ready access to personal open space. The amenity area of the site is significantly compromised by having to provide only 8 parking spaces on the site let alone 20. There has been an excessive number of flats developed in the Fleet area in recent time and the need for further flats with the increased risk they pose with a serious viral problem should be reviewed.

- Table 1 Sources of Housing supply clearly show that the majority of the housing requirement is met by sites with Planning permission or already identified leaving a requirement of only 276 windfall sites across the whole District over the entire Plan period. There is therefore no great pressure to accept inappropriate development at higher than necessary densities with limited amenity space.
- Internally the flats meet minimum space standards, but only just, Flats 7 and 8 are only 71.5 and 72.9 square metres respectively (the plans misleadingly quote square feet), but the main living space for the kitchen, dining area and main living area is only 29 sq metres per flat, even in the largest flat of 92.9 square metres. This is a very cramped living space and cannot be deemed good design.

20/00931/HOU

36 Greenways Fleet Hampshire GU52 7XG

[Erection of a front porch, single storey rear extension and internal alterations](#)

Comments required by 26 May

NO OBJECTION

Generally looks OK , but question if it is intended that the roof of the new extensions spans across and includes the garage?

20/00937/HOU

11 The Lea Fleet Hampshire GU51 5AX

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

Comments required by 26 May

OBJECTION

- This is a 4m extension to the east of the neighbouring semi detached house and will therefore take away early morning light from the neighbours downstairs rear windows
- The rear two storey extension will dominate the neighbour, No.13, and shade the rear in the morning.
- Possible breach in 45 degree rule – should be checked

20/00896/HOU

2 Streamside Fleet Hampshire GU51 3LX

[Erection of a single storey infill side extension with changes to the rear fenestration](#)

Comments required by 26 May

NO OBJECTION

20/00951/FUL

Baptist Church Basingbourne Road Fleet GU52 6TH

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

Comments required by 26 May

NO OBJECTION

20/00917/HOU

2 Cheswell Gardens Church Crookham Fleet GU51 5NJ

[Erection of a detached garage](#)

Comments required by 28 May

OBJECTION

The owner has installed attractive greenery already to help to make it blend in however the following are issues:

- Support the tree officers comments that a detailed tree plan and what protection measures will be taken needs to be submitted. Also, the drawings do not show the 3 large mature oak trees on the grass verge next to the pavement - these are up against the fence. A tree specialist needs to determine how the structure can be built, without damaging these 3 trees and the owners 2 trees at the back of the site.
- The structure has a large footprint at 56 sq.m.
- At 4.5 m high it will have a significant visual impact close to the main road
- It is not clear how the garage is accessed from within the plot
- The site is steep and drawings should submitted to show how the levelling can be done without damaging the roots
- The garage appears to be quite large/bulky
- Materials need to be in keeping

20/00557/HOU

Oaklands , 21 Albany Road, Fleet, GU51 3NB

Erection of single storey front, side and rear extensions, remove and raise roof height to create a first floor, installation of photovoltaic panels to side roof slope, alterations to fenestration, erection of a summer house following demolition of existing outbuildings, extend driveway and increase width of dropped kerb

Amended Plans:

Garage pulled back and increased rear extension

Comments required by 14 May

OBJECT

Previous comments stand:

Proposed amendment does not address the key issues raised previously i.e. that this development is in breach of Fleet Neighbourhood Plan Policy 11 – loss of a bungalow

20/00947/HOU

7 The Lea Fleet Hampshire GU51 5AX

Erection of a part single storey side and part two storey side and rear extension. Erection of front porch with canopy

Comments required by 29 May

NO OBJECTION however:

- This is progressive creep - having secured a 6m ground floor extension, an application has now been submitted for a two storey side extension
- The proposed two storey extension to the front above the extended porch is of a poor design - a random collection of roof pitches, could be improved!
- Whole front garden area will be converted to parking which breaches Fleet Neighbourhood Plan Policy 15, that 30% of front gardens should be retained as soft landscaping

	<ul style="list-style-type: none"> Possible breach in 45% rule as the extension will dominate the neighbours
6	<p>Noted:</p> <p>Weekly List</p>
7	<p>Noted:</p> <p>Planning Enforcement notices</p>
8	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>N/A</p>
	<p>Date of Next Meeting</p> <p>25th May, 18:30 for 19:00 virtually</p>

Planning

- It was agreed that Clarke/Wigston/Kinglake could be included on the list of future street name suggestions for Hartland Village

Meeting closed: 7.50pm

Signed:.....

Date:



FLEET TOWN COUNCIL

MINUTES OF THE VIRTUAL POLICY AND FINANCE COMMITTEE

Monday 18th May 2020 at 7pm

The Harlington

PRESENT

Councillors: Glyn Carpenter, Paul Einchcomb, Leslie Holt (Chairman), Richard Robinson, Bob Schofield, Sue Tilley, George Woods.

Also Present: Janet Stanton - Town Clerk
Susanna Walker - Committee Clerk
Wendy Allen - Officer Manager
Charlotte Benham - Project and Committee Officer
Alex Robins - Harlington General Manager

PF May 2020 ITEM 1 ELECTION OF CHAIRMAN

The outgoing Chairman, Councillor Holt, called for nominations for Chairman. One nomination was received for Councillor Leslie Holt.

RESOLVED

That Councillor Holt be re-elected to the office of Chairman of Policy and Finance for the local government year 2020/2021.

PF May 2020 ITEM 2 ELECTION OF VICE CHAIRMAN

The Chairman called for nominations for the office of Vice-Chairman. One nomination was received for Councillor Woods.

RESOLVED

That Councillor Woods be re-elected to the office of Vice-Chairman of Policy and Finance for the local government year 2020/2021.

PF May 2020 ITEM 3 APOLOGIES

There was an apology of absence from Councillor Wildsmith.

PF May 2020 ITEM 4 DECLARATIONS OF INTEREST

There were no declarations on interest.

PF May 2020 ITEM 5 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

PF May 2020 ITEM 6

MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Monday 17th February 2020 were approved and signed by the Chairman.

Members discussed the following:

- Fleet is a burial authority.
- The paperwork for closing the Co-operative Bank account was submitted, but requires a second signature to close it, which Councillor Robinson will do.
- The Climate Change Policy will be available at the next Policy and Finance Meeting.

PF May 2020 ITEM 7

QUARTERLY FINANCIAL MONITORING REPORT

The members considered the commentary of the Town Clerk with an overview of the financial performance for year end 2019-2020 and April 2020, together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring.

The members considered:

YEAR END 2019-2020

- a. Year End 2019-2020 Report
- aa. Harlington Monthly Performance totals
- b. 2019-20 Actual & 2020-21 projections
- c. Balance sheet as at 31st March 2020
- d. Budget detail as at 31st March 2020
- e. Income and expenditure detail – 31st March 2020
- f. Bank Reconciliation – February & March 2020
- g. Cash Book – 31st March 2020
- h. List of Payments – February & March 2020
- i. Q4 VAT return on FTC

2020-2021

- j. Balance sheet as at 30th April 2020
- k. Budget detail as at 30th April 2020
- l. Income and expenditure detail – 30th April 2020
- m. Bank Reconciliation – 30th April 2020
- n. Cash Book – 30th April 2020
- o. List of Payments – April 2020

The following matters were raised:

- There is a slight surplus at the year-end for 2019/2020.
- Any costs incurred by the COVID 19 pandemic will be shown in the 2020/2021 finances.
- The Harlington would have achieved its projected income target, had it not been affected by the COVID 19 pandemic.
- 2019/2020 was the best year financially.
- The Year End 2019-2020 report was found to be very clear and extremely useful.
- The insurance company Zurich has been contacted, with regards to potential business interruption insurance.
- Ancells Farm Community Centre.
- Can the general fund figure be controlled at £150,000 to keep it consistent across all reports?
- The staff furlough scheme will be included in next month's reports.
- The Harlington Monthly totals report was deemed an excellent report.

RESOLVED

1. To receive and accept into the minutes:
YEAR END 2019-2020
 - a. Year End 2019-2020 Report
 - aa. Harlington Monthly Performance totals
 - b. 2019-20 Actual & 2020-21 projections
 - c. Balance sheet as at 31st March 2020
 - d. Budget detail as at 31st March 2020
 - e. Income and expenditure detail – 31st March 2020
 - f. Bank Reconciliation – February & March 2020
 - g. Cash Book – 31st March 2020
 - h. List of Payments – February & March 2020
 - i. Q4 VAT return on FTC
2. Councillor Robinson confirmed that the bank reconciliation for February and March 2020 equals zero, and the bank statements match the reconciliation and has signed the bank statements and payment schedules.
3. To receive and accept into the minutes:
2020-2021
 - j. Balance sheet as at 30th April 2020
 - k. Budget detail as at 30th April 2020
 - l. Income and expenditure detail – 30th April 2020
 - m. Bank Reconciliation – 30th April 2020
 - n. Cash Book – 30th April 2020
 - o. List of Payments – April 2020
4. Councillor Robinson confirmed that the bank reconciliation for April 2020 equals zero, and the bank statements match the reconciliation and has signed the bank statements and payment schedules.

PF May 2020 ITEM 8 BUDGET IMPLICATIONS OF THE COVID19 PANDEMIC

Members were advised that the COVID 19 Pandemic started to take effect on the Council's operations in March 2020 but that the true effect would only be felt during the current financial year 2020/2021 and beyond.

Members were made aware that in order to be kept aware of a worst case scenario and to allow for forward planning, the finances of the Council have now been reviewed and projected based on only receiving the precept, with no income from The Harlington and Council's activities during the current financial year. In addition to this, the Council's expenditure has also been reviewed and initial savings have been achieved. The revised projections also accounted for not receiving money back to cover the cost of any furloughed staff but that the furlough scheme would be reviewed on a regular basis.

Members also discussed the concern that people may default on Council Tax, due to redundancy and lack of income, which would potentially reduce FTC's income.

However, members were advised that there had been a small income already in May 2020, due to the number of tennis memberships activated.

Members were also advised that the Council had applied to HDC for the Retail, Hospitality and Leisure grant funding for the loss of business to The Harlington and to HMRC for funds to cover the cost of furloughed staff. At this current time, the HDC grant had been rejected, to which the Town Clerk would be appealing against.

Members discussed the use of the Council's monetary reserves to fund any shortfall in budget due to the impact of COVID 19. Members agreed that the Council needed to be able to access cash to run its business and that the Town Clerk would have access to the reserves, using the bank accounts in a particular order:

1. Co-operative Bank
2. The Cambridge Building Society
3. Nationwide Building Society

RESOLVED

To approve that any short fall in budget due to the impact of the COVID 19 pandemic shall be made up from reserves, with the bank accounts being accessed in the following order:

1. Co-operative Bank
2. The Cambridge Building Society
3. Nationwide Building Society

PF May 2020 ITEM 9 EAR MARKED RESERVES

Further to the February Policy and Finance Meeting, members reviewed the 2020/2021 Ear Marked Reserves for recommendation to Council in June 2020.

Members discussed the following:

- Pension obligations.
- Website development money will be used to update the website.
- Signage for the Cemetery has been stopped, as it has been deemed unnecessary spending during the COVID 19 pandemic.
- Ancells Farm flooring repairs.
- Sustainable Ops Projects budget – some of the money has been committed to glass recycling at the Harlington.
- S106 money should be removed from Ear Marked Reserves and placed in a separate list, along with the Harlington Redevelopment Fund money.
- Sensory Garden.

Members agreed that the Ear Marked Reserves would be reviewed again at the Policy and Finance meeting in October 2020.

RESOLVED

- a. To approve the balance of the Ear Marked Reserves for recommendation to Council in June 2020.
- b. To review the 2020/2021 Ear Marked Reserves at the October 2020 Policy and Finance Meeting.

PF May 2020 ITEM 10 ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW (AGAR)

Members conducted a Review of Effectiveness of the system of internal control and prepared, through discussion and agreement, the Annual Governance Statement (Section 1 of the AGAR).

Members discussed and agreed that there was a sound system of control for the preparation of the Council's Accounting Statements and agreed that all points on the Annual Governance Statement had been adhered to.

Members agreed that although the Annual Governance Statement had been approved, it should be put forward at the next Full Council meeting in June 2020, for final consideration prior to approval by Members.

RESOLVED

That the Annual Governance Statement is agreed and approved, but will need to be put forward to the next Full Council meeting in June 2020 for final approval.

PF May 2020 ITEM 11 INVESTMENT REPORT

Members considered the quarterly investment report and noted that the Co-operative Bank Account was still present on the report, due to a delay in closing it down.

Members confirmed that as discussed in Item 8, Budget Implications of the COVID 19 pandemic, the Town Clerk would be allowed to access money from these accounts, in the following order, with the associated maximum amount:

- | | |
|-----------------------------------|---|
| 1. Co-operative Bank | <i>This is due to be closed and therefore money held in here would be in the Current Account.</i> |
| 2. The Cambridge Building Society | <i>Up to £100,000.</i> |
| 3. Nationwide Building Society | <i>Up to £200,000.</i> |

It was also agreed that if there was a delay in accessing the first account and the matter was urgent, the Town Clerk would be able to access the next bank account.

RESOLVED

1. To note the balances held in Fleet Town Council accounts.
2. Due to budget implications of the COVID 19 pandemic, the Town Clerk would be allowed to access money from these accounts, in the following order, with the associated maximum amount:

1. Co-operative Bank	<i>This is due to be closed and therefore money held in here would be in the Current Account.</i>
2. The Cambridge Building Society	<i>Up to £100,000.</i>
3. Nationwide Building Society	<i>Up to £200,000.</i>

PF May 2020 ITEM 12 FLEET PHOENIX – RENT WAIVER FOR 2020/2021

Members considered a request from Fleet Phoenix to waive the rent on their office in The Point for 2020-2021.

Members discussed the following:

- Further supporting Fleet Phoenix with their work with families affected by COVID19
- Should this waiver of rent be given to Fleet Phoenix from the grant allocation or as part of the COVID 19 support

RESOLVED

That the rent be waived for Fleet Phoenix for 2020-2021 and is included in Covid19 Support expenses and not taken from the Grant allocation.

PF May 2020 ITEM 13 POLICIES

a. DRAFT DATA PROTECTION AND PRIVACY POLICY

Members reviewed the Data Protection and Privacy Policy. Members were advised that there were no major changes to the current legislation, no changes had been made to this policy. Members were also advised that the Record of Retention Policy, as noted in the Data Protection and Privacy Policy, is currently being finalised and will be presented at the next Finance and Policy meeting.

b. DRAFT SMOKING AND VAPING POLICY

Members reviewed the Draft Smoking and Vaping Policy. Members were advised that vaping has already been prohibited to all public and events in the building, and that this policy was aimed at staff as well.

Members discussed the wording regarding unpaid breaks in Section 4, paragraph 2 and Section 5, paragraph 2 and agreed that the two separate sentences needed to be brought together, to make the wording about unpaid breaks clearer.

Members also discussed Section 5 – Designated Smoking/Vaping Areas, and agreed that whilst it was clear where the Vaping Area was, the designated Smoking Area needed rewording, as currently the area seemed public.

RESOLVED

Subject to the changes outlined to the Smoking and Vaping Policy, to approve the adoption of:

- a. The Data Protection and Privacy Policy
- b. The Smoking and Vaping Policy

PF May 2020 ITEM 14 CLERKS REPORT

Members noted that there were no further updates from the Clerk.

PF May 2020 ITEM 15 DATE AND TIME OF NEXT MEETING

The next virtual meeting of the Policy and Finance Committee will be held Monday 20th July 2020 at 7pm.

There being no further business the meeting closed at 8.02pm.

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

Chairman

Do the Numbers Limited

14th May 2020

Janet Stanton, Clerk
Fleet Town Council
The Harlington Centre
Fleet,
GU51 4BY

Dear Janet,

Subject: Review of matters arising from Internal Audit 2019/20

Further to my visits to the office yesterday and earlier in the financial year, please find below a summary list of matters arising. The review was completed during COVID lockdown and appropriate allowance has been made for such.

Overall I found the systems and records of the council to be in excellent order.

Control area	Issue	Recommended Action
Staff changes	The role of minute clerk is now filled by a new member of staff, but no advance minute of this was clear	Where contracted (as against casual) staff are replaced, there should always be a clear minute of the new employees terms
AGAR approval	It was not absolutely clear from the minutes that the Governance statement was approved in advance of the Accounting Statements	The 2020 Practitioners Guide has returned to a more prescriptive approach and thus a clear full council minute of approving section 1 and then section 2 should be made.
Contracts and procurement	It does not appear that the name of a winning contractor was publicly minuted when the tender was approved.	Under the Transparency code, the names of all contract winners must be clearly stated (Para 32)
Earmarked reserves	Some of the balances set up as EMR do not met the current guidance for capital projects, particularly those relating to wages.	Revenue costs such as wages increments should always be covered from general reserves. Paragraph 5.33 in the link above provides further guidance.
Policy review dates	The council by necessity has a large number of policies and the dates on which each was last reviewed are hard for the public to track.	Each time a policy or standard document is uploaded to the website, it may be useful to add the date to the link title.
Website updates	There are various pages on the website that need reviewing in advance of the accessibility regulations this autumn.	While members are still in lockdown, they could review the requirements of the Transparency code (Page 28 here) and notify officers of any updates needed.

eleanorgreene@thedunnefamily.co.uk

37 Upper Brownhill Road, Southampton, SO16 5NG, 023 8077 2341


Registered in England No. 7871759

Director: Eleanor S Greene

Precept value	The precept of a Town council is a fixed amount and not subject to Band D capping or other tax base variations made by the larger authorities.	When the next precept is set a focus on monetary rather than percentage changes may be beneficial.
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Please find enclosed my invoice for the balance of the agreed fee.
If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

eleanorgreene@thedunnefamily.co.uk

37 Upper Brownhill Road, Southampton, SO16 5NG, 023 8077 2341

Registered in England No. 7871759

Director: Eleanor S Greene

Actions from Internal Auditor's report from visit of 14th May 2020

Control area	Issue	Recommended Action	Action Taken
Staff changes	The role of minute clerk is now filled by a by a new member of staff, but no advance minute of this was clear.	Where contracted (as against casual) staff are replaced, there should always be a clear minute of the new employees terms.	Included within the staff changes in the January 2020 Establishment Agenda
AGAR approval	It was not absolutely clear from the minutes that the Governance statement was approved in advance of the Accounting Statements.	The 2020 Practitioners Guide has returned to a more prescriptive approach and thus a clear full council minute of approving section 1 and then section 2 should be made.	The Clerk believes that this is clear from the minutes of both the May P & F and June Council Meetings. To ensure that it is very clear that a review took place, the wording in future minutes will be strengthened.
Contracts and procurement	It does not appear that the name of a winning contractor was publicly minuted when the tender was approved.	Under the Transparency code, the names of all contract winners must be clearly stated (Para 32).	Noted
Earmarked reserves	Some of the balances set up as EMR do not met the current guidance for capital projects, particularly those relating to wages.	Revenue costs such as wages increments should always be covered from general reserves. Paragraph 5.33 in the link above provides further guidance.	Noted
Policy review dates	The council by necessity has a large number of policies and the dates on which each was last reviewed are hard for the public to track.	Each time a policy or standard document is uploaded to the website, it may be useful to add the date to the link title.	The date of approval is already included on the policy itself but can add the date to the actual web page when next amended.
Website updates	There are various pages on the website that need reviewing in advance of the accessibility regulations this autumn.	While members are still in lockdown, they could review the requirements of the Transparency code (Page 28 here) and notify officers of any updates needed.	A review of the web site is already planned during the Covid19 lockdown

Precept value	The precept of a Town council is a fixed amount and not subject to Band D capping or other tax base variations made by the larger authorities.	When the next precept is set a focus on monetary rather than percentage changes may be beneficial.	Noted.
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Annual Governance and Accountability Return 2019/20 Part 3

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

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

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

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

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

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2019/20

FLEET TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

25/10/19 6/11/19 11/12/19 5/2/20 13/5/20

ELEANOR S GREEN

Signature of person who carried out the internal audit



Date 13/5/20

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

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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

FLEET TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.fleet-tc.gov.uk

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

FLEET TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	1,079,418	1,353,914	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,031,584	1,043,836	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	706,958	620,636	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	383,193	424,022	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,080,853	911,529	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,353,914	1,682,835	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,334,309	1,697,635	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	394,884	445,390	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

FLEET TOWN COUNCIL

1 Respective responsibilities of the body and the auditor

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

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

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

2 External auditor report 2019/20

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

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