



FLEET TOWN COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING

held on

Wednesday 18th May 2022

PRESENT

Councillors: G. Chenery, P. Einchcomb, S. Engström, R. Fang, L. Holt, A. Hope, S. Johnson, S. Sharma Krishnmurthy, E. May, P. Wildsmith, G. Woods.

Also Present

Janet Stanton – Town Clerk
Susanna Walker – Committee Clerk
Councillor Steve Forster – HCC
Councillor Stephen Parker – HCC
Councillor Katie Davies – HDC
Councillor Mark Butcher – HDC
Member of the public

Councillor Holt (outgoing Vice-Chairman) welcomed members to the 13th Annual Meeting of Fleet Town Council in the local government year 2022/2023.

AC MAY 2022 ITEM 1 ELECTION OF CHAIRMAN

The outgoing Vice-Chairman Councillor Holt called for nominations for Chairman. Two nominations were received – Councillor Bob Schofield and Councillor Peter Wildsmith.

RESOLVED

That Councillor Schofield be re-elected to the office of Chairman of Council for the local government year 2022/2023.

AC MAY 2022 ITEM 2 ELECTION OF VICE-CHAIRMAN

The outgoing Vice-Chairman Councillor Holt called for nominations for the office of Vice-Chairman. Four nominations were received – Councillor Richmond, Councillor Hope, Councillor Johnson and Councillor Wildsmith.

RESOLVED

That Councillor Wildsmith be elected to the office of Vice-Chairman of Council for the local government year 2022/2023.

AC MAY 2022 ITEM 3 APOLOGIES FOR ABSENCE

Councillor Wildsmith as newly elected Vice-Chairman continued the meeting. Members reviewed and accepted apologies from Councillor Oliver, Councillor Richmond and Councillor Robinson who were all away on holiday and Councillor Schofield due to ill health.

AC MAY 2022 ITEM 4 DECLARATIONS OF INTEREST

There were no declarations of interest.

AC MAY 2022 ITEM 5 QUESTIONS FROM THE PUBLIC

Members received a question from Mrs June White, Academy of Dance, regarding the weekend cost to hire Ancells Farm Community Centre. She has asked FTC to consider having a lower rate for regulars at the weekend, due to the Centre being unmanned. It was agreed that this matter should be reviewed at the Policy & Finance Committee meeting to be held on Wednesday 25th May 2022.

AC MAY 2022 ITEM 6 ANNOUNCEMENTS

Councillor Woods took the opportunity to pay respect to Councillor Sharyn Wheale, who passed away on 14th April 2022. Thanks was given on behalf of FTC for all the work that Councillor Wheale had done for the community of Fleet and her dedication to her constituents throughout her time in the Council. Members discussed arranging a suitable commemoration for Councillor Wheale.

AC MAY 2022 ITEM 7 MINUTES OF PREVIOUS MEETINGS

The minutes and confidential minutes of Council held on Wednesday 6th April 2022 were approved and signed by the Vice-Chairman. Members noted that in the minutes on page 5, under the section titled Civic Quarter Regeneration, the public engagement is to be held for 6 weeks from Monday 23rd May 2022 and the face-to-face engagement is to be held between 16th-18th June 2022.

The Council also received and noted the minutes of the following Committees:
Development Control 28th March 2022
 11th & 25th April 2022

AC MAY 2022 ITEM 8 NOMINATIONS TO COMMITTEES and WORKING GROUPS 2022/2023

Nominations were received for Committees and Working Groups. It was **RESOLVED** that the following members would sit on the following committees and working groups during 2022/2023.

COMMITTEES 2022/2023

ESTABLISHMENT		
Cllr Einchcomb	Cllr Robinson	Cllr Wildsmith
Cllr Holt	Cllr Schofield	
Cllr Richmond	Cllr Woods	
PLANNING/DEVELOPMENT CONTROL		
Cllr May	Cllr Robinson	
Cllr Holt	Cllr Schofield	
Cllr Hope	Cllr Sharma Krishnmurthy	
POLICY & FINANCE		
Cllr Chenery	Cllr Fang	Cllr Robinson
Cllr Einchcomb	Cllr Holt	Cllr Schofield
Cllr Engström	Cllr Richmond	Cllr Woods
RECREATION, LEISURE & AMENITIES		
Cllr Chenery	Cllr Johnson	Cllr Schofield
Cllr Einchcomb	Cllr May	Cllr Sharma Krishnmurthy
Cllr Fang	Cllr Oliver	Cllr Woods
Cllr Holt	Cllr Richmond	Cllr Wildsmith

WORKING GROUPS MEMBERSHIP 2022/2023

CLIMATE CHANGE WORKING GROUP		
Cllr Engström	Cllr Oliver	Cllr Woods
Cllr Fang	Cllr Richmond	Cllr Wildsmith
Cllr Johnson	Cllr Schofield	<i>Projects & Committee Officer</i>
Cllr May	Cllr Sharma Krishnmurthy	<i>Town Clerk</i>
COMMUNITY EMERGENCY PLAN WORKING GROUP		
Cllr Engström	Cllr May	Cllr Wildsmith
Cllr Hope	Cllr Richmond	<i>FTC Officer</i>
Cllr Johnson	Cllr Schofield	
LEASE WORKING GROUP		
Cllr Holt	Cllr Robinson	<i>Town Clerk</i>
Cllr Oliver	Cllr Schofield	
Cllr Richmond	Cllr Woods	
PARKS & OPEN SPACES WORKING GROUP		
<i>Includes Calthorpe Park/ The Views / Cemetery Working Groups</i>		
Cllr Einchcomb	Cllr Oliver	Cllr Woods
Cllr Fang	Cllr Richmond	<i>Facilities & Open Spaces</i>
Cllr Johnson	Cllr Schofield	<i>Manager</i>
Cllr May	Cllr Sharma Krishnmurthy	<i>Town Clerk</i>
RISK MANAGEMENT WORKING GROUP		
Cllr Holt	Cllr Robinson	<i>General Manager</i>
Cllr Johnson	Cllr Schofield	<i>Office Manager</i>
Cllr Richmond	<i>Town Clerk</i>	<i>Projects & Committee Officer</i>
THE HARLINGTON / CIVIC QUARTER WORKING GROUP		
Cllr Chenery	Cllr Oliver	Cllr Woods
Cllr Einchcomb	Cllr Richmond	Cllr Wildsmith
Cllr Fang	Cllr Schofield	<i>Town Clerk</i>
Cllr Holt	Cllr Sharma Krishnmurthy	<i>General Manager</i>
PLATINUM JUBILEE WORKING GROUP		
<i>Cllr Fang</i>	<i>Sue Tilley</i>	<i>Projects & Committee Officer</i>
<i>Kathy Jasper</i>	<i>Cllr Woods</i>	<i>Town Clerk</i>
<i>Cllr Schofield</i>		

AC May 2022 ITEM 9

APPOINTMENTS TO EXTERNAL BODIES 2021/2022

Members received the allocation of members to represent Fleet Town Council on External Bodies. It was **RESOLVED** that the following members would represent FTC on external bodies during 2022/2023.

The Aging Well Network	Cllr Holt Cllr Woods
Basingstoke Canal JMC	Cllr May (<i>Lead</i>) Cllr Wildsmith (<i>Deputy</i>)
Business Improvement District (BID)	Cllr Fang (<i>FTC Representative Director</i>) Cllr Schofield (<i>Levy Payer's Representative</i>)
Fleet Cricket Club	Cllr Oliver (<i>Lead</i>) Cllr Woods (<i>Deputy</i>)
Fleet Football Club	Cllr Woods (<i>Lead</i>) Cllr Richmond (<i>Deputy</i>)
Fleet Link and Community Transport	Cllr May Cllr Schofield Cllr Wildsmith Cllr Woods
Fleet Phoenix (Observer)	Cllr Fang (<i>Lead</i>) Cllr Chenery (<i>Deputy</i>)

Fleet Pond Society	Cllr Engström (<i>Lead</i>) Cllr May (<i>Deputy</i>)
Flood Forum	Cllr May Cllr Schofield
Hart Community Safety (QPM)	Cllr Sharma Krishnmurthy (<i>Lead</i>) Cllr Engström (<i>Deputy</i>)
Hart District Association of Parish and Town Councils (HDAPTC)	Cllr Einchcomb (<i>Lead</i>) Cllr Schofield (<i>Ex Officio</i>) Cllr Sharma Krishnmurthy (<i>Deputy</i>)
Hart Voluntary Action (HVA)	Cllr Engström (<i>Lead</i>) Cllr Johnson (<i>Deputy</i>)
Rushmoor Transport Forum	Cllr Wildsmith

AC MAY 2022 ITEM 10 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, both the Standing Orders and Financial Regulations had minor amendments, but nothing which changed the Orders or Regulations.

Members noted that the amendment to point 26 – General Power of Competence now included That the Clerk must hold the CiLCA including the GPC qualification, or be prepared to acquire the qualification in one year. Members were made aware that FTC would sponsor the Clerk in acquiring the qualification, but it would be carried out outside of work.

RESOLVED

To approve the amendments to the Standing Orders and Financial Regulations.

AC MAY 2022 ITEM 11 MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

The members considered the membership of bodies and the annual fees. Members noted that there had been a slight increase in fees for NALC and SLCC.

RESOLVED

To approve the payment of the following fees for 2022/2023:

- | | | |
|--|------|-----------|
| a. Hampshire Association of Local Councils (HALC and NALC) | | |
| | HALC | £1,050.00 |
| | NALC | £1,346.30 |
| b. Institute of Cemeteries and Crematoria Management (ICCM) | | |
| | ICCM | £95.00 |
| c. Society of Local Council Clerks | | |
| | SLCC | £363.00 |

AC MAY 2022 ITEM 12 FLEET TOWN COUNCIL ASSET REGISTER AND LAND OWNERSHIP

Members received and considered the FTC Asset Register and Land Ownership as of 31st March 2022.

Members noted that slide at Ancells Farm Park had been replaced in 2019/2020.

RESOLVED

To approve Fleet Town Council's Asset Register and Land Ownership as of 31st March 2022, subject to the amendments noted above.

AC MAY 2022 ITEM 13 CO-OPTION

Members were made aware that at the recent elections, Councillors were elected unopposed in Calthorpe, Courtmoor, Ancells and Fleet Central Wards. A full Election took place in Pondtail where there were 5 nominations for 4 positions. It was noted that vacancies still exist: 2 in Courtmoor Ward and 1 in Calthorpe Ward.

Members noted that current legislation states that following an ordinary election where insufficient candidates come forward for election, the Council may co-opt councillors onto the Council as it is within 35 days of the election (Section 21 of the Representation of People’s Act 1985).

One nomination had been received for co-option for Mr Ben Willcocks, who had previously stood as Councillor at FTC in 2021/2022.

RESOLVED

Members agreed that Mr Ben Willcocks be appointed to the role of Councillor at Fleet Town Councillor.

Members noted that Mr Ben Willcocks could join the Council’s meetings from June 2022, once all the relevant documents had been signed.

AC MAY 2022 ITEM 14 CREDIT CARD POLICY

Members received and considered a recommendation from the Policy and Finance Committee that the credit card limit is increased to £10,000.00 with a limit of 5 card holders. Members noted that all credit card payments are approved by 2 Councillors.

RESOLVED

To approve the recommendation from the Policy and Finance Committee that the credit card limit is increased to £10,000.00 with a limit of 5 card holders.

AC MAY 2022 ITEM 15 LEASES

Members were reminded that the annual rental levels stated in the respective lease agreements are £500.00 for the Lion’s Community Store in Basingbourne Park, the Scouts buildings in Basingbourne & Calthorpe Parks and £3,750.00 for the Cricket Club, payable in four equal instalments.

However, the decision of the Council of 6th July 2016 was re-affirmed that the rent be waived for: those tenants who complied fully with the terms of the lease and had demonstrated good community relations.

RESOLVED

Members approved and waived the rent set out in the Particulars to the leases for the year April 2022-March 2023 for:

Lion’s Community Store in Basingbourne Park	£500.00
Scout building in Basingbourne Park	£500.00
Scout building in Calthorpe Park	£500.00
Cricket Club	£3,750.00

At this point in the meeting, Councillor Wildsmith invited representatives from HCC and HDC to share any updates to the Council that are relevant before Wednesday 1st June 2022. Councillor Forster noted the following:

- Flags at HCC and HDC will be flying at half-mast on Friday 20th May 2022, in memory of Councillor Wheale.
- Over 200 refugee families from Ukraine are being supported by HDC and residents.

AC MAY 2022 ITEM 16 MEETING SCHEDULE

Members noted the meeting schedule for 2022/2023.

AC MAY 2022 ITEM 17 INSURANCE COVER

Members noted that arrangements have been made with Zurich for insurance cover for 2022/2023.

AC MAY 2022 ITEM 18 STATEMENT OF COUNCILLOR ATTENDANCE 2021/2022

The Council noted the statement of Councillors attendance at Ordinary Council meetings during 2021/2022.

AC MAY 2022 ITEM 19 REFRESHMENT KIOSK- CALTHORPE PARK

Members noted that the Licence to operate a Refreshments Kiosk out of the “hut” at Calthorpe Park has now been agreed and signed by Caleb Coffee and Fleet Town Council. Members noted that the Kiosk hopes to be open in June and will initially trial various opening times between 0700 – 2130 to set opening hours.

AC MAY 2022 ITEM 20 JUBILEE CELEBRATIONS

Members noted that the organisation of the 4-day Jubilee celebration event is progressing very well and noted the schedule of events taking place.

Members noted that a Jubilee Parade will take place on Saturday 4th June 2022, with a request for Civic contingent to join in the parade. Councillors Woods, Holt, Engström, May and Fang all volunteered to be part of this contingent.

Members also noted that there was still a shortage of volunteer marshalls at many of the events taking place.

AC MAY 2022 ITEM 21 COMPLAINTS

Members noted that there had been 1 complaint.

AC MAY 2022 ITEM 22 TOWN CLERK’S REPORT

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

- Fleet Action Day on Saturday 28th May 2022 0930-1230.
- New Finance and Administration Officer start on Monday 6th June 2022.
- The job advert for the Town Clerk position is being advertised.

- Saturday 11th June 2022 at 0930 – Councillor tour of Parks and Open Spaces.
- Tuesday 14th June at 1830 – Councillor training in the Function Room.
- HDC Planning Training dates – 29th June 2022 at 1900 / 24th August 2022 at 1900.

AC MAY 2022 ITEM 23 DATE AND TIME OF NEXT MEETING

The date of the next meeting of the Council is on Wednesday 1st June 2022 at 7pm in The Function Room of The Harlington.

There being no further business the meeting closed at 8.48pm.

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:

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

AC MAY 2022 ITEM 24 CHRISTMAS LIGHTS TENDER

Members noted that two tenders for the Christmas Light Contract had been received and the evaluation process had taken place on Monday 9th May 2022. Members are received and considered the outcome of the moderation of the tenders.

RESOLVED

To approve the award of the contract for Christmas lights to Festive Lighting Ltd, value of the contract £57,000.06 over 3 years, with the option to extend for a further 2 years after.