



FLEET TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL VIRTUAL MEETING

held on
Thursday 6th May 2021

PRESENT

Councillors: R. Schofield (Chairman), G. Chenery, P. Einchcomb, R. Hill, L. Holt, A. Hope, K. Jasper, D. Pierce, R. Robinson, S. Tilley, G. Woods.

Also Present:

Janet Stanton - Town Clerk
Susanna Walker - Committee Clerk
Charlotte Benham - Project and Committee Officer

Number of YouTube viewers – 1

EC May 2021 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted apologies for absence from Councillor Richmond, who was unable to attend the meeting. Members also received and accepted apologies from Councillor Carpenter, Councillor Oliver, Councillor Wheale, Councillor Wildsmith and Councillor Wright who were all partaking in Local Council elections.

EC May 2021 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

EC May 2021 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

EC May 2021 ITEM 4 TEMPORARY SCHEME OF DELEGATION

Members received and considered a temporary scheme of delegation, allowing FTC to operate as a Council without having to hold Council committee meetings.

Members noted that due to the COVID19 pandemic, emergency legislation was enacted in March 2020, which confirmed the legality of Council and Committee meetings being held virtually, instead of requiring attendance in person.

Members were made aware that the emergency legislation expires on 7th May 2021 and the Government have stated that any extension would require primary legislation, which cannot be accommodated within the planned parliamentary timetable. Therefore, Councils have been advised to plan for returning to physical meetings after 7th May and guidance has been issued on how to manage those meetings.

Members noted that government guidance suggests to Councils that they make "Use of your existing powers to delegate decision making to key individuals such as the Head of Paid Service to minimise the number of meetings you need to hold".

Members discussed the following:

- Physical meetings cannot take place in the Harlington, due to its current use as a vaccination centre.

- The function room does not allow for appropriate social distancing for the Council and members of the public to attend a meeting.
- The temporary scheme of delegation delegates operational responsibility of the Council to the Clerk within budgetary limits.
- Advisory group meetings can be called, to advise the Clerk and to give opinions.
- A topic can be debated in the meeting, but no resolutions can be made to direct a decision to be taken.
- When current rules have been relaxed and FTC can hold physical meetings, the delegation to the Clerk stops.
- Notes would be taken during the advisory groups to pass to the Clerk.
- Ancells Farm Community Centre as a proposed location for physical meetings.
- Hybrid meetings, allowing members to either attend in person or virtually.
- Appropriate equipment and potential cost to be investigated.

RESOLVED

To delegate function responsibility of the Council to the Proper and Responsible Financial Officer (the Clerk) within approved budgetary limits.

EC May 2021 ITEM 5 ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW (AGAR)

- a. Members noted the recommendation of the Policy and Finance Working Group (4th May 2021) on the effectiveness of the system of internal financial control and preparation of the Annual Governance Statement (Section 1).

Members considered, discussed and reviewed each of the detailed questions contained in the Annual Governance Statement (Section 1) 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 as read out by Councillor Schofield.

- b. Members considered, discussed and reviewed the accounting statements in Section 2 of the AGAR. Members noted that the Policy and Finance Working Group (4th May 2021) verified each of the numbers shown on the statement against the balance sheet, income and expenditure, and ledgers for checking the amount of money that was transferred out of the reserves this year to support the Council.

RESOLVED

- a. To approve the Review of Effectiveness of the system of internal control - Section 1 and authorise that the Chairman and Town Clerk sign the Annual Governance Statement for 2020/2021 on behalf of the Council.
- b. To approve the Accounting Statement - Section 2 and authorise the Chairman to sign the Annual Governance Statement for 2020/2021 and dates for The Public Rights period shall be 14th June to 23rd July 2021.

EC May 2021 ITEM 6 DATE AND TIME OF NEXT MEETING

Further to the Resolution at Item 4, all Members are asked to attend a virtual Council Advisory Meeting to be held on Wednesday 2nd June 2021 at 7pm.

There being no further business the meeting closed at 19:19.

Signed.....

Date.....

Chairman