



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL**

held on

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

#### **PRESENT**

**Councillors:** R. Schofield (Chairman), G. Chenery, P. Einchcomb, L. Holt, E. May, A. Oliver, R. Robinson, D. Taylor, S. Tilley, B. Willcocks and G. Woods

**In Attendance:** Rochelle Halliday – Executive Officer  
Louise Rogers – Administration Support Officer  
Councillor Steve Forster – HCC  
Councillor Stephen Parker – HCC  
1<sup>st</sup> Crookham Scouts representative  
Fleet Cricket Club representative

#### **AC MAY 2024 ITEM 1**

#### **ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Schofield was nominated and seconded for the position of Chairman. There were no other nominations.

#### **RESOLVED**

That Councillor Bob Schofield be re-elected to the office of Chairman of Council for the local government year 2024/2025.

The Declaration of Acceptance of Office was signed by Cllr Schofield.

#### **AC MAY 2024 ITEM 2**

#### **ELECTION OF VICE CHAIRMAN**

Councillor Einchcomb was nominated and seconded for the position of Vice Chairman. There were no other nominations.

#### **RESOLVED**

That Councillor Paul Einchcomb be elected to the office of Vice Chairman of Council for the local government year 2024/2025.

#### **AC MAY 2024 ITEM 3**

#### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Richmond (prior engagement) and Wildsmith.

Councillors Cottrell (apologies received post-meeting), Fang, Hope and Krishnmurthy were absent.

## **AC MAY 2024 ITEM 4**

## **DECLARATIONS OF INTEREST**

There were no declarations of interest made for any item on the agenda.

## **AC MAY 2024 ITEM 5**

## **QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

Since an item for County and District Councillor updates is not included at the Annual Meeting, a brief update from the representative Councillors was taken instead:

### Cllr Forster (HCC)

- Congratulations to those who stood for election and were elected.
- The Hampshire County Council consultation results have now been published and will be analysed by Hampshire County Council.
- There is ongoing roadworks at Hartland Village.
- Various roadworks have been postponed, such as works on Elvetham Road, due to the number of other roadworks taking place in the area at the same time. This scheme will be postponed until July; the works are expected to take 6-7 weeks.

### Cllr Stephen Parker (HCC)

Gave an update on the roadworks in Crookham.

Members agreed to take the item 13 presentations from 1<sup>st</sup> Crookham Scouts and Cricket Club representatives next. The decision will be made at item 13.

### 1<sup>st</sup> Crookham Scouts, Basingbourne representative

- This year is the 130-year anniversary of 1<sup>st</sup> Crookham Scouts.
- 220 children attend the scout groups each week.
- There were challenges for the Scouting Association over the pandemic, resulting in financially difficult times as a national organisation.
- Some costs are now being passed on to local Scout groups. With utility costs rising the Scout group are very grateful and appreciate the Council's rent waiver for the use of the Scout compound.
- The longer-term plan is to rebuild the Scout hut complex to modernise the site. This will cost approximately £500k, therefore, the Scout group are doing local fund raising.
- Finding volunteers is a challenge, so the Scout group are constantly recruiting for volunteers.

The 1<sup>st</sup> Crookham Scouts, Basingbourne representative left the meeting at 7:30pm.

### Fleet Cricket Club

- The Cricket Club have played at Calthorpe Park since 1907.
- The club have benefitted from rent waivers in the past when the ground was operated before being transferred to Fleet Town Council.
- There are 120 Juniors aged 9-17 years (boys and girls) that play at the club.
- The club are currently developing a girls and women's section.
- The club maintain the whole playing area and the pavilion. They are looking to refurbish the pavilion and will be seeking funding and sponsorship to enable this.

- It is a very tight budget to run the club and they welcome the Fleet Town Council rent waivers that have been given in the past as this enables them to provide a community function in the town.

The Fleet Cricket Club representative left the meeting at 7:40pm.

Cllrs Forster and Parker left the meeting at 7.40pm.

**AC MAY 2024 ITEM 6 CHAIRMAN’S ANNOUNCEMENTS**

Cllr Schofield reported his attendance since the last meeting as follows:

**30<sup>th</sup> April** - Attended the contractor open day for the Harlington development. It was a successful open day with lots of useful feedback.

**AC MAY 2024 ITEM 7 MINUTES OF PREVIOUS MEETINGS**

The main and confidential minutes of the Council held on 3<sup>rd</sup> April 2024 were approved and signed by the Chairman.

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

- Development Control 8<sup>th</sup> April 2024 and 29<sup>th</sup> April 2024

**AC MAY 2024 ITEM 8 NOMINATIONS TO COMMITTEES AND WORKING GROUPS 2024/2025**

Nominations were received for the Council’s Committees and Working Groups for the coming year.

**RESOLVED**

That the Members listed in the table below would serve on the following Committees and Working Groups during 2024/2025.

<b>FTC Committee Membership</b>		
<b>RECREATION, LEISURE &amp; AMENITIES</b>	<b>ESTABLISHMENT</b>	<b>PLANNING / DEVELOPMENT CONTROL</b>
Cllr Chenery Cllr Einchcomb Cllr Fang Cllr Holt Cllr May Cllr Oliver Cllr Schofield Cllr Taylor Cllr Tilley Cllr Wildsmith	Cllr Einchcomb Cllr Holt Cllr May Cllr Robinson Cllr Schofield Cllr Tilley Cllr Wildsmith Cllr Woods	Cllr Chenery Cllr Holt Cllr Hope Cllr May (reserve) Cllr Robinson Cllr Schofield
Cllr Willcocks Cllr Woods	<b>POLICY &amp; FINANCE</b>	
	Cllr Einchcomb Cllr Fang Cllr Holt Cllr Richmond Cllr Robinson	Cllr Schofield Cllr Taylor Cllr Tilley Cllr Woods

FTC Working Group Membership		
<b>CLIMATE CHANGE</b>	<b>LEASES</b>	<b>COMMUNITY EMERGENCY PLAN</b>
Cllr Cottrell Cllr Fang Cllr Oliver Cllr Schofield Cllr Tilley Cllr Willcocks Cllr Woods	Cllr Holt Cllr Oliver Cllr Richmond Cllr Robinson Cllr Schofield Cllr Tilley Cllr Woods	Cllr Hope Cllr May Cllr Schofield Cllr Wildsmith Cllr Willcocks
<b>RISK MANAGEMENT</b>	<b>THE HARLINGTON / CIVIC QUARTER</b>	<b>PARKS &amp; OPEN SPACES</b>
Cllr Holt Cllr Richmond Cllr Robinson Cllr Schofield	Cllr Chenery Cllr Einchcomb Cllr Fang Cllr Holt Cllr Oliver Cllr Richmond	Cllr Einchcomb Cllr Fang Cllr May Cllr Schofield Cllr Tilley Cllr Willcocks Cllr Woods

## AC MAY 2024 ITEM 9

## APPOINTMENTS TO EXTERNAL BODIES

Members considered the Council's representatives for serving on external bodies for the coming year.

### RESOLVED

1. That the Members listed in the table below would serve on the following external bodies.
2. That Basingstoke Canal is to be removed from the list as it is now under new management and JMC have dissolved.

FTC External Bodies Membership 2024/2025	
<b>Here for Hart</b>	Cllr Woods Cllr Holt ( <i>Reserve</i> )
<b>Business Improvement District (BID)</b>	Cllr Schofield ( <i>Levy Payer's Board Director</i> ) Cllr Fang ( <i>FTC Representative</i> ) Cllr May ( <i>FTC representative reserve</i> )
<b>Fleet Cricket Club</b>	Cllr Oliver ( <i>Lead</i> ) Cllr Woods ( <i>Deputy</i> )
<b>Fleet Football Club</b>	Cllr Woods ( <i>Lead</i> ) Cllr Richmond ( <i>Deputy</i> )
<b>Fleet Connect and Community Transport</b>	Cllr Schofield Cllr Wildsmith Cllr Woods
<b>Fleet Phoenix (observer)</b>	Cllr Fang ( <i>Lead</i> ) Cllr Chenery ( <i>Deputy</i> ) Cllr May ( <i>reserve</i> )
<b>Fleet Pond Society</b>	Cllr May ( <i>Lead</i> ) Cllr Willcocks ( <i>Deputy</i> ) Cllr Taylor ( <i>reserve</i> )
<b>Flood Forum</b>	Cllr May Cllr Schofield
<b>Hart Community Safety (QPM)</b>	Cllr George Woods Cllr May ( <i>reserve</i> )

<b>Hart District Association of Parish and Town Councils (HDAPTC)</b>	Cllr Einchcomb ( <i>Lead</i> ) Cllr Schofield ( <i>Ex Officio</i> ) Cllr Tilley
<b>Hart Voluntary Action (HVA)</b>	Cllr Oliver ( <i>Lead</i> ) Cllr Schofield ( <i>reserve</i> )

## AC MAY 2024 ITEM 10

## REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Minor changes were proposed to the Council's Standing Orders and Financial Regulations, which were reviewed by Members:

### Standing Orders

- SO 34.a.v., pg 15, - 'Excluding VAT' to be added in after £25,000.
- SO 34.f., pg 16 – Procurement thresholds changed to £214,904 and £5,327,609.
- SO 34.f., pg 16, - To remove 'and in OJEU' on the last line of the paragraph.

### Financial Regulations

- FR 11.b., pg 7– To add 'and / or Find A Tender' on the last line after the website link.
- FR 11.f., pg 7– To add 'excluding VAT' after £25,000 in value.
- FR 11.i., pg 7 – figure of where the value of contract is likely to exceed to £214,904.
- FR 11.i., pg 7 – Figure for construction works above to be £5,372,609.

### RESOLVED

1. To approve the revised Standing Orders, subject to the proposed amendments listed above.
2. To approve the revised Financial Regulations, subject to the proposed amendments listed above.

## AC MAY 2024 ITEM 11

## MEETING SCHEDULE FOR THE COUNCIL 2024/25

Members received the meeting schedule for the forthcoming year.

### RESOLVED

1. To approve the proposed change to the RLA meeting from the 18<sup>th</sup> December to the 11<sup>th</sup> December 2024.
2. To approve the proposed schedule of meetings for the Council.

## AC MAY 2024 ITEM 12

## MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

The members considered the Council's affiliation membership and the associated annual fees.

### RESOLVED

To approve the payment of the following annual membership fees for 2024/2025:

1. Hampshire Association of Local Councils (HALC and NALC)
  - i. HALC £1,100
  - ii. NALC £1,451

2. Institute of Cemeteries and Crematoria Management (ICCM)
  - i. ICCM £100
3. Society of Local Council Clerks
  - i. SLCC £470

#### **AC MAY 2024 ITEM 13**

#### **COUNCIL LEASES**

The presentations that were completed in item 5 were considered. Some organisations were unable to attend or did not provide the requested update presentation to inform the decision.

Members discussed that an update report is needed from Lions Community Store regarding their current purpose and their achievements for the town.

#### **RESOLVED**

1. To waive the annual rent for the 2024/2025 financial year for the following leases:
  - Fleet Cricket Club (Calthorpe Park) – annual rent £4,140.
  - 1<sup>st</sup> Crookham Scouts (Basingbourne Park) – annual rent £500.
  - 22<sup>nd</sup> and 26<sup>th</sup> Odiham Scouts (Calthorpe Park) – annual rent £500.
2. To defer the decision regarding the rent waiver for the Lions Community Store pending further information from the organisation.

#### **AC MAY 2024 ITEM 14**

#### **STATEMENT OF COUNCILLOR ATTENDANCE 2023/2024**

Members noted the 2023/2024 Statement of Councillor Attendance at Full Council Meetings. *Addendum:* Cllr Sharma Krishnmurthy has resigned from the Council due to health reasons.

Cllr May disputed the figure for her attendance, stating that she attended all ordinary Council meetings. *Addendum:* it has since been confirmed that Cllr May attended 12 meetings last year.

#### **AC MAY 2024 ITEM 15**

#### **CLIMATE CHANGE UPDATE**

Members received and noted the update regarding activities that the Council has been involved with to limit climate change.

Members discussed the method of distributing the counting of the Greening Campaign Cards and the overall effectiveness of the campaign, given that people in Fleet are keen to support environmentalism.

#### **AC MAY 2024 ITEM 16**

#### **COMPLAINTS**

No new complaints have been received since the last meeting.

#### **AC MAY 2024 ITEM 17**

#### **EXECUTIVE OFFICER'S REPORT**

Members noted the Executive Officer's report.

Cllrs May and Tilley offered to man the stall for the Pop up Hub session on 18<sup>th</sup> May 2024 at Fleet Market.

**AC MAY 2024 ITEM 18**

**DATE AND TIME OF NEXT MEETING**

The next Ordinary meeting of the Council is scheduled to be held on Wednesday 5<sup>th</sup> June 2024 at 7pm in The Harlington.

The Administration Support Officer left the meeting at 8:25pm.

**CONFIDENTIAL ITEMS – CLOSED SESSION**

The Chairman stated that the following items for discussion relate to the engagement and terms of service in relation to employees and terms of tenders, and proposals and counter-proposals in negotiations for contracts.

**RESOLVED**

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

**AC MAY 2024 ITEM 19**

**APPOINTMENT OF THE EXECUTIVE OFFICER**

This item was considered last.

The Council received an update regarding the recruitment of the new Executive Officer.

**RESOLVED**

To appoint Rita Tong as the new Executive Officer, starting on 10<sup>th</sup> June 2024.

**AC MAY 2024 ITEM 20**

**FLEET MARKET**

Cllr Taylor prepared a report for the Council outlining the options for the Fleet Market.

Members discuss in depth the options available and issues surrounding Fleet Market, including the low footfall and the low number of stalls.

**RESOLVED**

1. To give Fleet Market CIC three months' notice to wind up.
2. Within the three month period, to investigate whether there are any alternative arrangements that can be put in place for the market.

**AC MAY 2024 ITEM 21**

**HARLINGTON DEVELOPMENT**

Members considered The Harlington development update report.

The tender for architectural services for The Harlington Development is currently live and closes on 17<sup>th</sup> May 2024.

The tender assessment panel was agreed as follows:

- Cllr Schofield
- Cllr Taylor
- Cllr Tilley
- Executive Officer
- Harlington General Manager

The date for the assessment will be set once it is know how many tenders have been submitted.

**RESOLVED**

1. To appoint the tender evaluation panel as detailed above.
2. To note The Harlington development update report.

The Executive Officer and Cllr Willcocks left the meeting at 9.10pm, before item 19 was considered.

The meeting closed at 9:15pm.

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

**Date:**.....