



## **FLEET TOWN COUNCIL**

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

held on

Wednesday 5<sup>th</sup> May 2021

#### **PRESENT**

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

#### **Also Present**

Janet Stanton - Town Clerk  
Susanna Walker - Committee Clerk  
Wendy Allen - Office Manager  
Charlotte Benham - Project and Committee Officer

Number of YouTube viewers - 4

Councillor Schofield welcomed members to the 12<sup>th</sup> Annual Meeting of Fleet Town Council in the local government year 2021-2022.

#### **AC MAY 2021 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 2021/2022.

#### **AC MAY 2021 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 2021/2022.

#### **AC MAY 2021 ITEM 3          DECLARATIONS OF ACCEPTANCE OF OFFICE**

Councillor Schofield, as newly elected Chairman, signed the Declaration of Acceptance for the office of Chairman of Fleet Town Council for 2021/2022.

#### **AC MAY 2021 ITEM 4          APOLOGIES FOR ABSENCE**

There were no apologies.

**AC MAY 2021 ITEM 5          DECLARATIONS OF INTEREST**

There were no declarations of interest.

**AC MAY 2021 ITEM 6          MINUTES OF PREVIOUS MEETINGS**

The minutes of Council held on Wednesday 7<sup>th</sup> April 2021 were approved and signed by the Chairman. The Council also received the minutes of the following Committees and Working Groups:

Development Control          12<sup>th</sup> April 2021

**AC MAY 2021 ITEM 7          NOMINATIONS TO COMMITTEES and WORKING GROUPS  
2021/2022**

Nominations were received for Committees and Working Groups:

It was **RESOLVED** that members would sit on the following committees and working groups during 2021/2022.

**COMMITTEES 2021/2022**

<b>POLICY &amp; FINANCE</b>		
Cllr Carpenter	Cllr Robinson	Cllr Wheale
Cllr Einchcomb	Cllr Schofield	Cllr Wildsmith
Cllr Holt	Cllr Tilley	Cllr Woods
<b>PLANNING/DEVELOPMENT CONTROL</b>		
Cllr Carpenter	Cllr Jasper	Cllr Schofield
Cllr Holt	Cllr Pierce	
Cllr Hope	Cllr Robinson	
<b>RECREATION, LEISURE &amp; AMENITIES</b>		
Cllr Carpenter	Cllr Jasper	Cllr Wheale
Cllr Chenery	Cllr Oliver	Cllr Wildsmith
Cllr Einchcomb	Cllr Richmond	Cllr Woods
Cllr Hill	Cllr Schofield	Cllr Wright
Cllr Holt	Cllr Tilley	
<b>ESTABLISHMENT</b>		
Cllr Einchcomb	Cllr Robinson	Cllr Wheale
Cllr Holt	Cllr Schofield	Cllr Wildsmith
Cllr Jasper	Cllr Tilley	Cllr Woods

**WORKING GROUPS MEMBERSHIP 2021/2022**

<b>THE HARLINGTON / CIVIC QUARTER WORKING GROUP</b>		
Cllr Carpenter	Cllr Jasper	Cllr Woods
Cllr Chenery	Cllr Oliver	Cllr Wildsmith
Cllr Einchcomb	Cllr Richmond	Town Clerk
Cllr Hill	Cllr Schofield	General Manager
Cllr Holt	Cllr Tilley	
<b>RISK MANAGEMENT WORKING GROUP</b>		
Cllr Carpenter	Cllr Wildsmith	Office Manager
Cllr Holt	Town Clerk	Projects & Committee Officer
Cllr Robinson	General Manager	
Cllr Schofield		
<b>LEASE WORKING GROUP</b>		
Cllr Carpenter	Cllr Holt	Cllr Tilley
Cllr Chenery	Cllr Robinson	Cllr Woods
Cllr Hill	Cllr Schofield	Town Clerk
<b>CLIMATE CHANGE WORKING GROUP</b>		
Cllr Chenery	Cllr Jasper	Cllr Tilley
Cllr Hill	Cllr Oliver	Cllr Woods
Cllr Holt	Cllr Schofield	FTC Officer
<b>PARKS &amp; OPEN SPACES WORKING GROUP</b>		
<i>Includes Calthorpe Park/ The Views / Cemetery Working Groups</i>		
Cllr Carpenter	Cllr Oliver	Cllr Wright
Cllr Einchcomb	Cllr Richmond	Town Clerk
Cllr Hill	Cllr Schofield	Facilities & Open Spaces
Cllr Holt	Cllr Tilley	Manager
Cllr Jasper	Cllr Woods	Cemetery Clerk
<b>COMMUNITY EMERGENCY PLAN WORKING GROUP</b>		
Cllr Carpenter	Cllr Wildsmith	
Cllr Hope	FTC Officer	
Cllr Schofield		

**AC May 2021 ITEM 8****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 2021/2022.

<b>Basingstoke Canal JMC</b>	Cllr Wildsmith
<b>Business Improvement District (BID)</b>	Cllr Schofield
<b>Fleet Cricket Club</b>	Cllr Oliver
<b>Fleet Crondall and Crookham Welfare Trust</b>	Cllr Wright
<b>Fleet Town Football Club</b>	Cllr Oliver Cllr Woods Cllr Chenery (reserve) Cllr Hill (reserve)
<b>Fleet Link and Community Transport</b>	Cllr Hope Cllr Schofield Cllr Wheale Cllr Woods
<b>Fleet Phoenix (Observer)</b>	Cllr Chenery Cllr Jasper (reserve)
<b>Fleet Pond Society</b>	Cllr Chenery Cllr Hill
<b>Flood Forum</b>	Cllr Schofield
<b>Hart Community Safety (QPM)</b>	Cllr Woods Cllr Hill (reserve)
<b>Hart District Association of Parish and Town Councils (HDAPTC)</b>	Cllr Robinson Cllr Schofield
<b>Hart Voluntary Action (HVA)</b>	Cllr Tilley Cllr Wildsmith
<b>Rushmoor Transport Forum</b>	Cllr Holt
<b>The Ageing Well Network</b>	Cllr Holt Cllr Woods

**AC MAY 2021 ITEM 9****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.

**RESOLVED**

To approve the continuation of Standing Orders and Financial Regulations.

**AC MAY 2021 ITEM 10****MEETING SCHEDULE**

Members received the schedule of meetings for 2021/2022 and were asked to approve a revision to the schedule of meetings 2021/2022. The revision proposed that the Policy and Finance Committee meetings be moved from the third Monday to the third Wednesday of May 2021, July 2021, October 2021 and February 2022, to assist Officers with the month end financial administration.

Members noted that all current HDC and HCC planning meetings do not clash with the new proposed dates. It was suggested that the change of day to the meetings be reviewed at the next Annual Council meeting in 2022.

**RESOLVED**

To approve the revised schedule of meetings for 2021/2022.

**AC MAY 2021 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 2021/2022:

**a. Hampshire Association of Local Councils (HALC and NALC)**

HALC	£1,050.00
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NALC	£1,345.25
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**b. Institute of Cemeteries and Crematoria Management (ICCM)**

ICCM	£95.00
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**c. Society of Local Council Clerks**

SLCC	£358.00
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**AC MAY 2021 ITEM 12****FLEET TOWN COUNCIL ASSET REGISTER AND LAND OWNERSHIP**

Members received and considered the FTC Asset Register and Land Ownership as of 31<sup>st</sup> March 2021.

Members noted that the land that is Ancell's Community Centre, Ancell's Park and Ancell's Woodland had been transferred to FTC by Blackwater and Hawley. Members also noted that two new benches, one on Branksomewood Road and one on Upper Street, funded by the Lions, had been omitted from the Asset Register.

**RESOLVED**

To approve Fleet Town Council's Asset Register and Land Ownership as of 31<sup>st</sup> March 2021, subject to the amendments noted above.

**AC MAY 2021 ITEM 13      INSURANCE COVER**

Members noted that arrangements have been made with Zurich for insurance cover for 2021/2022.

**AC MAY 2021 ITEM 14      STATEMENT OF COUNCILLOR ATTENDANCE 2020/2021**

The Council noted the statement of Councillors attendance at Ordinary Council meetings during 2020/2021. The Chairman thanked Councillors for their excellent attendance over the past year.

**AC MAY 2021 ITEM 15      NEW COUNCILLOR VACANCY**

Members noted the resignation of Ruth Harrison and the Councillor vacancy for the Courtmoor Ward which had been advertised for 14 days has now closed. The Elections Officer at HDC has confirmed that 10 registered electors from the Courtmoor Ward did not come forward and request a by-election. As a by-election was not requested, Fleet Town Council has the power to co-opt a Councillor. Members noted that this advertisement will be publicised following the local elections on Thursday 6<sup>th</sup> May 2021 and will be open for approximately 2 weeks. Members also noted that the co-option would only be for the remainder of the Council year 2021/2022.

**AC MAY 2021 ITEM 16      TOWN CLERK'S REPORT**

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

- FTC has been successful in applying and receiving a COVID restart grant of £12,000.00.
- Vaccinations at the Harlington resume from Friday 7<sup>th</sup> May 2021.
- Proposal for RVS to be used from September 2021 for third vaccinations.
- The Centenary of the War Memorial video is now available to watch online.
- Internal audit.

Councillor Schofield reminded members of the Extra Ordinary Council Meeting to be held on Thursday 6<sup>th</sup> May 2021 at 7pm, and apologised that due to the May Bank Holiday, the items to be discussed could not be added to the Annual Council Meeting. Members noted that the meeting has been called to discuss how Fleet Town Council can operate in the short term until 21<sup>st</sup> June 2021, due to the government's decision to remove Council virtual meetings from Friday 7<sup>th</sup> May and propose Council's return to physical meetings.

**AC MAY 2021 ITEM 17      DATE AND TIME OF NEXT MEETING**

The provisional date of the next meeting of the Council is scheduled for Wednesday 2<sup>nd</sup> June 2021 at 7pm and is to be held at the Harlington. Members were made aware that this meeting may not take place, and confirmation would be given, following the Extra Ordinary Council meeting on Thursday 6<sup>th</sup> May 2021.

There being no further business the meeting closed at 7.36pm.

**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:**

- 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 were no confidential minutes.