



Notice is hereby given of
A MEETING OF FLEET TOWN COUNCIL

Wednesday 5th November 2025 at 7pm at Ancells Farm Community Centre

All members are summoned to attend

To Councillors:

R. Schofield (Chairman), G. Chenery, P. Einchcomb, R. Fang, L. Holt, A. Hope, K. Kuntikanamata, E. May, S. Neves, A. Oliver, P. Powell, R. Richmond, J. Stanton, D. Taylor, S. Tilley, P. Wildsmith, B. Willcocks, G. Woods.

RCTong

Rita Tong, Executive Officer
29th October 2025

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.
4.	CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council.
5.	HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
6.	MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record minutes of the Town Council held on 3rd October 2025 (<i>copies attached</i>). To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: • Development Control 13th and 27th October 2025 (if available) • Policy and Finance 15th October 2025

Part 1 – ITEMS FOR DECISION

7. FINANCIAL MONITORING REPORT

- a) To receive the bank reconciliation and list of payments for September 2025 (*copies attached*).
- b) To receive a statement from Councillor Stanton that the bank reconciliation and list of payments for September 2025 have been verified and signed off against the original bank statement.

RECOMMENDATIONS

- a) To receive and accept the bank reconciliation and list of payments for September 2025.
- b) To accept the statement from Councillor Stanton that the bank reconciliation and list of payments for September 2025 have been verified and signed.

8. REPORT FROM FIRE SAFETY INSPECTION

A fire safety inspection was conducted on 25 September 2025 (report attached for the information of Members).

Inspection Finding	Action Taken
Ensure you record any and all systems of planning, organising, controlling, monitoring and reviewing the performance of each of the fire safety measures you have in place. A number of compensatory fire safety policies and procedures had been put in place but had not been recorded.	Documented issue, risk and mitigation for Fire Doors and Fire Vent. Investigating whether C2's can be remedied – if not will prepare a further risk note.
Carry out and record fire drills; to practice the procedures you have in place for people to follow in case of fire. Increased frequency of fire drills had been identified as a mitigating factor. These had not been recorded with any significant detail.	Form developed to ensure all required information is captured regarding fire drills.

RECOMMENDATIONS

- a) Members to consider the findings and recommendations outlined in the Fire Safety Inspection report.
- b) Members to consider actions taken to date and determine whether any further actions are required in response to the report's findings.

9. REPORT FROM INTERNAL AUDITOR FOR FINANCIAL YEAR 2025/26

Members to consider the report from the Council's Internal Auditor, Mulberry Local Authority Services Ltd, on an interim internal audit conducted on 25 September 2025 for the 2025/26 financial year (report attached for the information of Members).

Audit Point	Audit Findings	Proposed Council Response
B. FINNICAL REGULATIONS, GOVERNANCE AND PAYMENTS	I recommend the form is updated to include formal acceptance to receive information by electronic means in the form "As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time"	Agreed. Form has been amended to include recommended wording.
B. FINNICAL REGULATIONS,	Based on the level of financial activity of the council, and through discussion with the Executive Officer, the authorisation	FR3.2.4 sets level at £2k. Other similar sized

GOVERNANCE AND PAYMENTS	threshold within FR 3.2.4 appears low and the council may wish to consider increasing this to ensure that appropriate action can be taken without delay if the need arises.	Councils have set the limit at: Godalming TC £4.5k Yateley TC £5k Church Crookham PC £2k Auditor recommendation reasonable given size of FTC. Suggest increasing to £5k.
B. FINNICAL REGULATIONS, GOVERNANCE AND PAYMENTS	The council holds a credit card and has adopted a Credit Card Policy which is published on the council website. The policy includes spending limits for each cardholder, assigned to the specific job roles. I note that the minutes of the meeting held in February 2025 show that the council approved an amendment to these thresholds, but the updated limits have yet to be reflected in the policy document and this should be updated as soon as possible to avoid any confusion	Agreed Updated policy taken to P&F 15 October 2025. Approved Policy now on website.
G. PAYROLL	All staff members have a signed contract of employment, although these are inconsistent and contain different terms and conditions for different staff members, or in some cases no reference to key employment terms at all. I recommend the council considers using the new NALC model employment contract which has been developed in consultation with ACAS and is available on the NALC website.	To be taken to the Establishment Committee meeting on 12 November for discussion.

RECOMMENDATIONS

- c) Members to consider the findings and recommendations outlined in the Internal Auditor's report.
- d) Members to determine any actions required in response to the audit's findings.

10. CRICKET CLUB LEASE AND FACILITIES

Members are asked to consider issues raised by the Cricket Club (now a CIC) following a recent meeting:

- **Lease Agreement** – review required to reflect CIC status. No Schedule of Condition was completed – Club requests Council arrange this.
- **Building Compliance** – Club seeks support with fire risk assessment and alarm installation.
- **Grounds Maintenance** – Club highlights high costs (c. £10k) of maintaining Council land and tree work; requests assistance and asks if Council's contractors could cut the outfield.
- **Future Development** – Suggestion of a junior artificial strip on former tennis courts to reduce pressure on the main pitch.

RECOMMENDATION

That Members consider the Club's requests and agree any actions regarding lease, building compliance, grounds maintenance, and development proposals.

11.	THE VIEWS PLAY EQUIPMENT At the September 2025 meeting of the Recreation, Leisure and Amenities (RLA) Committee, Members agreed to set the budget for The Views Play Park project at £150,000. At that time, it was hoped that Fleet Business Improvement District (BID) might contribute to the project; however, the level of any potential support was unknown. To enable planning to progress, the budget was set at £150,000, with any contribution from Fleet BID to reduce the Council's funding requirement accordingly. Following their Annual General Meeting, Fleet BID have now confirmed an offer of £50,000 towards the project. A condition of this offer is that Fleet Town Council's contribution remains at £150,000, resulting in a total project budget of £200,000. In the event (as experienced in the Skate Park tender) the final contract sum is less than £200,000 the reduced cost would be shared proportionately. The additional funding would enable the Council to invest in higher-quality, longer-lasting play equipment, reducing future maintenance costs and extending the overall lifespan of the facility. It may also allow for the inclusion of additional items of equipment, though consideration would be needed to maintain an appropriate sense of space within the site. Furthermore, partnership funding from another organisation strengthens the Council's position when applying for a Public Works Loan Board (PWLB) loan. RECOMMENDATION That Members accept the condition of the Fleet BID offer and agree to increase the total project budget for The Views Play Park from £150,000 to £200,000.
12.	FLEET MARKET Members to note that Fleet Town Council currently provides an outdoor storage area which is being used by Fleet Market. This arrangement was originally intended to be temporary but has become longstanding. The continued use of this space has caused pressure on Council storage, as space is at a premium, and no charge is currently made to the Market for use of the area. Members acknowledged that the Market relies on this storage to remain viable and that pitch space is also provided free of charge, which contributes to the Market's continued operation. At the same time, staff highlighted the importance of having sufficient storage available for Council activities, particularly with the upcoming <i>Harlington</i> refurbishment, which will increase storage requirements. The Market have requested that a shared rental arrangement, with costs apportioned between the Council and Fleet Market, be explored. Members were invited to consider this proposal. Officers could obtain costings and report back to a future meeting with options for a sustainable solution. RECOMMENDATIONS a) That Members indicate whether they support a shared storage arrangement in principle. b) If the answer to the above is yes, that Members authorise Officers to proceed in developing a costed proposal.
13.	PUBLIC CPR TRAINING SESSIONS Fleet Town Council has, since 2025, facilitated monthly public CPR training sessions at The Harlington, supported by the St John Ambulance (SJA). Sessions have been held from May to October 2025, with cancellations in May, August, and October due to insufficient participant numbers.

	SJA has confirmed their willingness to continue supporting these sessions provided a minimum number of participants justify deploying two volunteers and equipment from Farnborough. While there is some administrative work involved in informing participants when sessions are cancelled, the sessions provide a valuable life-saving skill to members of the public. RECOMMENDATION That Members consider the value of the public CPR training sessions and determine whether they wish to continue offering one session per month in 2026 (excluding August), with SJA support as outlined.
14.	MUSIC ON THE VIEWS 2026 To receive a report from Cllr Tilley regarding Music on the Views 2026. RECOMMENDATION To consider the report and agree how the Council wishes to proceed.
15.	HARLINGTON UPDATE Chairman to give an update on the project and the Public Consultation. RECOMMENDATION To note the Chairman's update.
Part 2 – ITEMS TO NOTE	
16.	ANNOUNCEMENTS To receive and note announcements from the Executive Officer or any Member by permission of the Chair.
17.	COMPLAINTS RECEIVED A complaint was received by a resident regarding the Calthorpe Play Area. The issues raised are over noise, anti-social behaviour and parking issues. The Executive Officer, in consultation with the Chairman, responded to the complaint on the Council's behalf. A complaint was received over information published on our website that was considered to be confidential by the complainant. The report in question has been removed from the website and the complainant is satisfied with the Council's actions.
18.	DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 3rd December 2025 at 7pm at the Harlington.
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 matters for consideration.



FLEET TOWN COUNCIL

MINUTES OF COUNCIL MEETING

held on

Wednesday 1st October 2025 at 7pm

* Councillor Schofield (Chairman)

L Councillor Einchcomb (Vice Chairman)

* Councillor Chenery

* Councillor Fang

0 Councillor Holt

* Councillor Hope

* Councillor Kuntikanamata

0 Councillor May

* Councillor Neves

0 Councillor Oliver

* Councillor Powell

* Councillor Richmond

* Councillor Stanton

* Councillor Taylor

* Councillor Tilley

Councillor Wildsmith

0 Councillor Willcocks

* Councillor Woods

* Present # Absent & No Apology Received 0 Apology for Absence L Late

Also in attendance:

Rita Tong – Executive Officer

Councillor Stuart Bailey – HCC

Councillor Steve Forster – HCC

Mike Bye – Chair of Friends of Oakley Park

FC OCTOBER 2025 ITEM 1

APOLOGIES FOR ABSENCE

Members received and accepted the apologies as recorded above.

Members further resolved that the previously granted special dispensation for Cllr Willcocks was revoked. In accordance with Section 85 of the Local Government Act 1972, should Cllr Willcocks fail to attend the November 2025 meeting of Full Council, he will cease to be a Member of the Council and a casual vacancy will arise.

FC OCTOBER 2025 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

FC OCTOBER 2025 ITEM 3

QUESTIONS FROM THE PUBLIC

There were no questions from members of the public.

FC OCTOBER 2025 ITEM 4

CHAIRMAN'S ANNOUNCEMENTS

As ever, the majority of the time has been absorbed by the Harlington, but we can now confirm that we have a meeting scheduled for 8 October to meet HCC's library representatives including their M&E Engineer.

15th September – met with Mark Bramah, Chairman of Fleet Town Cricket Club, for a tour of the pavilion on Calthorpe Park and hear representatives on the state of the building.

22nd September – The Executive Officer and I had a meeting with a representative of our solicitors to discuss the sub-lease for the library area at the front of the Harlington. It was concluded that the only matter that needed attention was a matter of insurance.

Our solicitor reported that there had been no progress on the transfer of land (part of the Harlington Way) and they had been waiting several weeks for a response to the last exchange.

22nd September – attended the evaluation of the Skate Park replacement contract along with Cllrs Tilley and Stanton, the Executive Officer, the Facilities and Open Spaces Manager, two representatives from Fleet Phoenix and two 'Jakes' (seasoned users of the skate park). It was an enlightening experience and a great pleasure to deal with two young and knowledgeable enthusiasts. The outcome of the meeting is reported later in the agenda.

FC OCTOBER 2025 ITEM 5

HCC/HDC ANNOUNCEMENTS

The following reports were received from Hampshire County Council.

Cllr Steve Forster (HCC)

- Buses
 - There have been issues throughout the area including overcrowding on buses and issues with diversions (particularly the Galley Hill Road diversions). Most of these issues have been addressed.
 - A meeting has been scheduled with the Director of Stagecoach to discuss recent issues and to discuss the possibility of changing some bus routes to reflect housing changes.
- South Western Railway – met to discuss potential to make improvements to the Fleet Station but only minimal funds available. Please get in touch if any ideas for improvement.
- Road Works
 - Tavistock Road – should re-open tomorrow.
 - Church Road – will close soon for permanent road resurfacing works.
 - Elvetham Road – will be reduced to one lane while utility and maintenance works proceed.
 - Reading Road South – gas line replacement works delayed – probably to next summer holidays.
 - CCTV being used to catch those using footpaths to avoid road closures. This is illegal and drivers will be prosecuted. Was used for Tavistock Road closure and will be used for other areas where issues are identified.
- County Council Councillor grant scheme reopened with new rules:
 - Parishes cannot apply for funding for anything that could be covered by their precept.
 - £1k maximum limit per grant application.
 - Cannot apply for a grant if a similar grant has been received in the last two years.
- Local Government Reorganisation – proposals from HCC and HDC have been submitted to Government. Outcome not due until March 2026.
- Valmead School
 - New special needs unit has gone live.

- Some issues with parking. Looking to see if parking within school grounds can be increased.
- Looking to put in a traffic order to only allow parking on one side of the road.
- Intend to use mobile traffic enforcement to address inconsiderate / dangerous parking by parents. Also considering extending the parking restrictions (zig zag lines).

Cllr Stuart Bailey (HCC)

- Local Elections – only Central Government have the authority to postpone elections, and they may only do so for one year. Consequently, all elections are expected to be held as usual in May 2026 with the addition of the new Mayoral elections.
- Roadworks – criticisms received at lack of synchronisation of roadworks. The fact that different agencies are involved makes co-ordination very difficult.

Councillors Bailey and Forster left at the conclusion of this agenda item (approx. 7.18pm).

FC OCTOBER 2025 ITEM 6 MINUTES OF PREVIOUS MEETINGS

The minutes of the Town Council meeting held on 3rd September 2025 were approved and signed by the Chairman.

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

- | | |
|-----------------------|---|
| • Development Control | 26 th August 2025, 8 th and 22 nd September 2025 |
| • RLA | 17 th September 2025 |

FC OCTOBER 2025 ITEM 7 FINANCIAL MONITORING REPORT

Members noted receipt of the bank reconciliation and the list of payments for August 2025.

Councillor Stanton confirmed that the bank reconciliation for July and August 2025 and list of payments for August 2025 had been verified and signed off against the original bank statement.

Members received an update on the invoice received for the second instalment of the Ancells Bus Service.

RESOLVED

- a) That the bank reconciliation and list of payments for August 2025 be received and accepted.
- b) That the statement from Councillor Stanton confirming the verification and sign-off of the July and August 2025 bank reconciliation and list of payments be accepted.
- c) That the Executive Officer be authorised to write to Hampshire County Council clarifying that agreeing to act as banker does not create a legally liability for the Council.
- d) That Councillor Taylor to liaise with Councillor Wildsmith to determine the progress made on contacting parents for payment.

FC OCTOBER 2025 ITEM 8 FINANCE AND RISK REGISTER 2025/26

Members received an update from the Risk Management Working Group and considered the Council's Finance and Risk Register for 2025/26.

Members noted the increasing incidence of cyber-attacks and the need to address this area of risk. The Executive Officer reminded Members that Council had previously agreed to undertake the Cyber Essentials accreditation, which specifically addresses cyber risks. The Finance & Administration Manager is progressing this work, which will result in a number of procedural changes to be reported to Council in due course.

RESOLVED

- a) That the update from the Risk Management Working Group be noted.
- b) That the Finance and Risk Register for 2025/26 be approved.

FC OCTOBER 2025 ITEM 9

**REPORT FROM EXTERNAL AUDITOR FOR
FINANCIAL YEAR 2024/25**

Members received the Annual Governance and Accountability Return from the External Auditor BDO LLP for the year ended 31 March 2025 and noted that there were no qualifications.

Members wished to formally thank the Finance & Administration Manager and Executive Officer for their work in achieving this result.

RESOLVED

That the Annual Governance and Accountability Return of the external auditor for 2024/25 be received and accepted.

FC OCTOBER 2025 ITEM 10

**NOTICE OF CONCLUSION OF AUDIT FOR
FINANCIAL YEAR 2024/25**

Members noted that, in accordance with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015, Fleet Town Council is required to publish its Notice of Conclusion of Audit on its website by 30 September 2025 and to make the External Auditor's Report and the Annual Governance and Accountability Return (AGAR) available to residents both on the website and from the Council offices.

RESOLVED

That the inclusion of the External Auditor's Report and the AGAR within this agenda, together with the publication of the Notice of Conclusion of Audit, be confirmed as meeting the requirements of the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015.

FC OCTOBER 2025 ITEM 11

**THE VIEWS SKATEPARK – TENDER REPORT &
AWARD OF CONTRACT**

Members considered the tender report and made an award of contract for The Views Skatepark contract.

Members noted that Design 1 - a highly durable running surface over a marine-grade Birch plywood under-surface option, is significantly below the budgeted figure of £250,000 but will require higher maintenance than a concrete design but estimated around £3,000 every five years.

RESOLVED

- a) To award the contract to Bidder A (subsequently revealed to be Fearless Ramps Ltd) for Design 1 at a cost of £160,689.80, subject to satisfactory references and the granting of a PWLB loan.
- b) Members authorised that the annual difference between the budgeted PWLB repayment (£24,200) and the revised repayment (£15,700) be transferred to an Earmarked Reserve to fund future maintenance costs.

FC OCTOBER 2025 ITEM 12 ANNOUNCEMENTS

The following announcements were made:

- Cllr Tilley has been awarded with the highest honour from the Lions – the Melvin Jones Fellowship – for her services .
- 25 September 2025 – Interim Internal Audit conducted – report to come to next Full Council.
- 25 September 2025 – Fire Inspection 2025 by Hampshire & IOW Fire & Rescue Authority – report to come to next Full Council.

FC OCTOBER 2025 ITEM 13 LOCAL GOVERNMENT REORGANISATION

Members noted that both [Hampshire County Council](#) and [Hart District Council](#) have finalised their proposals to submit to Government by 26 September 2025.

The next stage will be public consultation in November 2025 before the Government decides its preferred way forward in March 2026.

FC OCTOBER 2025 ITEM 14 DATE AND TIME OF NEXT MEETING

The next meeting of the Council is scheduled to be held on Wednesday 5th November 2025 at 7pm at Ancells Farm Community Centre.

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 counterproposals 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.

FC OCTOBER 2025 ITEM 16 HARLINGTON UPDATE

Members considered the following documents in relation to the Harlington renovation project:

- Business Plan
- Design drawings for all options including a revised façade
- Costings for all options
- Communications Strategy update (including social media feedback and a draft FAQ document to support councillor responses)

Members also considered a request from the Centre Manager of the Hart Shopping Mall for a Letter of Intent regarding MSU4. MSU4 is a vacant unit in the shopping mall, large enough to be used as a temporary venue for The Harlington during the renovation period.

Members reviewed the five design options provided by BFF for the renovation of The Harlington and expressed strong support for Options 1C and 2 – both of which would require a precept increase to fund the necessary borrowing. Accordingly, Members determined that it was necessary to pause the project and consult with Fleet residents to ascertain their preferred option for the way forward.

RESOLVED

- Members approved the Frequently Asked Questions document.
- Members authorised the Executive Officer to write to the Centre Manager of the Hart Shopping Mall confirming the Council's intent to rent MSU4 during the renovation period.
- Members agreed to hold a public consultation to determine residents' preferred design option, including the associated precept implications.

The meeting closed at 9.25pm.

Signed.....
Chairman

Date:.....



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Wednesday 15th October 2025 at 7pm
at The Harlington**

* Councillor Holt (Chairman)
0 Samantha Neves (Vice Chairman)

0 Councillor Einchcomb	0 Councillor Taylor
# Councillor Fang	* Councillor Tilley
* Councillor Richmond	* Councillor Woods
* Councillor Schofield	
0 Councillor Stanton	

* Present # Absent & No Apology Received 0 Apology for Absence L Late

Also in attendance:

Rita Tong – Executive Officer

Sam Mabbott – CEO Citizens Advice Hart

PF OCTOBER 2025 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

PF OCTOBER 2025 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

PF OCTOBER 2025 ITEM 3 QUESTIONS FROM THE PUBLIC

There were no questions from the public.

PF OCTOBER 2025 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Wednesday 14th May 2025 were approved and signed by the Chairman.

PF OCTOBER 2025 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT

Members considered the quarterly reports for the period ending 30 September 2025.

Reports for 2024/25 as at 30 September 2025:

- a. Q4 Income & Expenditure Account
- b. Q4 Budget Monitoring Report 2
- c. Balance sheet as at 30 September 2025
- d. List of Purchase Ledger Payments

- e. List of Debtors
- f. Harlington Performance Totals

RESOLVED

- a. To receive and accept the Quarterly Report and accounts for the period ending 30 September 2025.
- b. To use £2,500 of the Projects Equipment budget to purchase office chairs for all staff.

PF OCTOBER 2025 ITEM 6

INVESTMENT REPORT

Members considered the quarterly investment report for the period ending 30 September 2025.

Account	Funds
HSBC Current Bank Account	£866,251.20
HSBC Savings Account	£817,361.33
Nationwide Business Instant Saver	£414,382.58
CCLA Public Sector Deposit Fund	£3,035,273.27
TOTAL	£5,133,268.38

RESOLVED

To note the balances held in the Fleet Town Council Accounts.

PF OCTOBER 2025 ITEM 7

GRANTS

Members considered an application from Citizens Advice Hart for a grant of £2,500 to support the provision of free, impartial, independent, and confidential advice.

Members also discussed whether the current approach to grant awards should be reviewed, particularly the number of organisations supported on a recurring basis. It was agreed that a full review should be undertaken by the new administration.

RESOLVED

- a) To award £2,500 to Citizens Advice Hart to support the provision of free, impartial, independent, and confidential advice.
- b) To note the record of grants awarded for 2025/26.
- c) To review the mechanism for awarding grants after May 2026.

Sam Mabbott left the meeting at the end of this item.

PF OCTOBER 2025 ITEM 8

ACCOUNTS SOFTWARE

Members noted that, as agreed at Full Council last month (see FC September 2025 Item 12), notice had been given to and accepted by Rialtas Business Solutions.

Members considered information on Xero price plans and reviewed which option would provide comparable functionality to the Council's existing financial software.

It was agreed that, given the size and complexity of Fleet Town Council, the **Xero Ultimate plan** was the most suitable. This plan has an annual cost of **£780**, compared with the current **£1,760** for the non-cloud-based system.

RESOLVED

That the Council should move to Xero's Ultimate plan.

PF OCTOBER 2025 ITEM 9

MOTV 2025 REPORT

Members considered the report from Cllr Tilley on the *Music on The Views* event held on 30 August 2025.

Members acknowledged that maintaining visibility of *The Harlington* brand during the renovation project would be important, and that this festival provided a valuable opportunity to achieve that.

It was noted that while 2026 would be a "business as usual" year, the event would play a key role in 2027 and therefore required some financial security to ensure its continuation. Members agreed to financially support the early stages of the project when costs could be incurred without sufficient ticket income.

RESOLVED

To note the report and to approve that the Council financially support the *Music on The Views* 2026 event in the early stages of the project.

PF OCTOBER 2025 ITEM 10

CREDIT CARD POLICY

Members reviewed the amended Credit Card policy that reflects the changes agreed at Full Council in February 2025 (see item 8).

RESOLVED

To approve the amended Credit Card Policy.

PF OCTOBER 2025 ITEM 11

2026/27 DRAFT BUDGET

Members considered the draft 2026/27 budget, which had been updated from the baseline budget presented to the Budget Working Group on 27 August 2025. The alternative budget included estimated costs for operating from a different site during *The Harlington* renovation, together with estimated project costs based on Option 2.

Members noted that the public consultation on the preferred design option was due to conclude by 15 November 2025, and that the outcome of that consultation will decide the final budget.

RESOLVED

To recommend the above approach to the 2026/27 budget to Full Council.

PF OCTOBER 2025 ITEM 12

ANNOUNCEMENTS

The following announcement was made:

- The draft leaflet for the public consultation on the design options for *The Harlington* renovation project will be circulated to all Members on Thursday 16 October 2025. The leaflet is intended to inform residents about the proposed options and gather their feedback to guide the Council's final decision.

PF OCTOBER 2025 ITEM 13

DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 18th February 2026 at 7pm in the Harlington.

There being no further business the meeting closed at 9.03pm.

Signed: **Date:**
Chairman



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 13th October
at 7pm in the Function Room, The Harlington

Present:

Cllr Schofield
Cllr Chenery
Cllr Holt
Cllr Hope

Officers: Charlotte Benham

1	Apologies No apologies received
2	Declarations of interest to any item on the agenda Cllr Holt – RE Arden Close
3	Public Session None present
4	Approval of the Minutes The minutes of the development and control advisory group meeting held on Monday 22 nd September were accepted as a correct record of the meeting.
5	25/01159/HOU 6 Cypress Drive, Fleet, Hampshire, GU51 3HE Extension of dormer window to front Comments required by 6 October No real issue - advances the face of the dormer 700mm so the face of the dormer is deeper but matches the immediate neighbour in terms of depth. NO OBJECTION 25/01694/FUL Istona, Stockton Avenue, Fleet, Hampshire, GU51 4NP Extend and convert the garage into a separate dwelling Comments required by 6 October

- Planning Statement says:
 - The proposed development is a one-bedroom dwelling, for single occupancy.
 - The planning application does not seek to provide any parking on site.
 - Visitors would be able to make use of the ample public transport to access the site in addition to nearby car parks, such as Church Road long stay car park which has 250 parking spaces and parking is available 24 hours a day.
- Public transport is limited and unreliable.
- Capacity of car park is stated, but not the distance to the car park – about a 10minute walk. No parking may work for the proposed occupant, but planning must future proof for future residents.
- At 39m² it just meets minimum standards.
- The property immediately abuts a shared driveway to several properties. The window to the living space is on the drive verge.
- In conservation area so out of keeping, effectively sub-division of a plot

OBJECTION

25/01594/FUL

160 Fleet Road, Fleet, GU51 4BE

Erection of first and second floor extensions to form 5 flats (2 x one bedroom and 3 x two bedroom) including the formation of a first floor roof terrace, the installation of 2 roof lights and 5 dormer windows to roof, with associated bin and bicycle storage area and car parking to the rear

Comments required by 10 October

- Original Planning Permission has already been breached and three flats built when only two were permitted, so this application is part retrospective and adding a further two new units.
- The existing flats do not place waste bins on Fleet Road – is collection to the rear or by private operator?
- 5 flats totals 7 bedrooms and only 4 parking spaces which is totally inadequate.

OBJECTION

25/01780/AMCON

Bunker, Upper Street

Application to vary condition 1 (opening hours) of planning permission 15/00737/AMCON dated 20/05/2015

Comments required by 10 October

This is a day time extension to open at 12:00 mid-day. Assume opening will be for events and not just as a bar.

NO OBJECTION

25/01797/HOU

132 Kings Road, Fleet, Hampshire, GU51 3DU

Erection of a single storey rear extension following demolition of existing lean to, shower room, wc and garage, conversion of loft to habitable accommodation to include alterations to the height and pitch of the roof and insertion of roof lights to both sides, blocking up of one window and insertion of

[one window to ground floor side and insertion of a door and window to ground floor other side](#)

Comments required by 10 October

- The only thing retained is the lower half of the front elevation.
- The proposed development bears no relationship to the original bungalow. It goes from a two-bedroom bungalow with no stairs to a four bedroom chalet bungalow.
- Technically breaches Fleet Neighbourhood Plan Policy 11; Safeguarding building stock for people of limited mobility including people with disabilities and older residents, however it does provide downstairs bedrooms, bathrooms and space for a future lift.
- Future sale would be for a 4 bedroom chalet bungalow, so loss of a property to meet Policy 11 criteria.
- Policy 10 General Design Management: reference to 10.2: the proposed architecture does not reflect high quality local design references in both the natural and built environment or reinforce local distinctiveness.
- The resulting building is a box of no architectural value.
- In accordance with Policy 10.8 *"Parking shall adhere to HDC's adopted parking standards or guidelines which state that a four-bedroom house should provide 3 allocated and 0.5 unallocated spaces."* The parking plan as given would require the complete loss of the original front garden which breaches Fleet Neighbourhood Plan Policy 15.
- Kings Road is a busy main feeder road serving Velmead School and there is inadequate turning space on site to permit turning on site to exit in a forward direction.
- The impermeable roof area of the property is doubled - there should be appropriate treatment of the additional run-off through an on-site SUDS installation but no details are provided.

OBJECTION

25/01666/HOU

Courtenay ,Avenue Road,Fleet, Hampshire, GU51 4NG

[Erection of a 1.5m high front boundary softwood timber close board fence with concrete fence posts and gravel boards behind an existing conifer hedge and erection of 1.8m high softwood timber driveway gates](#)

Comments required by 10 October

- Falls within NFCA Character Area 8.
- *The NFCA Character Appraisal and Management Proposal, para 4.4, Boundaries – the most attractive boundaries are made up from planting, either created by clipped hedges or by shrubbery such as rhododendrons left in a fairly untrained and natural form.*
- *There is some use of timber fencing, where this is kept simple using vertical unstained boards with a straight top (such as along Avenue Road) - this is acceptable and merges in well with the leafy gardens and planted boundaries.*
- *Front gates within the Conservation Area, despite planning controls already exercised by the District Council can sometimes be far too ornate and dominant - curved entrance walling along with high metal gates is far less appropriate than simple timber gates with timber supports.*

	- The NFCA Character Appraisal and Management Proposal, para 7.2 and 9.2 covers: <i>the need to preserve and protect existing front boundaries and ensure that new works do not detract from the sylvan character of the conservation area.</i> <i>The use of timber fencing and brick walls</i> - Although the gates are simple and have timber posts, the 1.8m high gates are dominant and detract from the sylvan character of the Conservation Area. 5 bar timber gates are far more in keeping. Gate should be set back to allow a vehicle to stop off the highway. - If the timber fence were completely screened from view by growing the front hedge to at least 2.0m, this would be more acceptable in maintaining the sylvan character. OBJECTION – suggest a 5 bar wooden gate and growing the hedging to better screen the fence would be more acceptable and in keeping. 25/01813/HOU Arden ,Pheasant Copse,Fleet, Hampshire, GU51 4LP Replacement of hanging tiles with cladding Comments required by 21 October - This replaces extensive areas of hanging tiles. - No indication that a bat survey has been conducted and hanging tiles are common resting place for bats because of the easy access to voids beneath the tiles. A bat survey needs to be provided. - Para 9.2 NFCA Management Plan - Maintaining existing buildings states: the need to prevent unsympathetic changes to the existing houses such as oversized extensions or changes to the elevations and details. - The only mitigation is the hosue cannot be seen from the road as it is located down a private road. HOLDING OBJECTION – require a bat survey to be completed before a decision can be made. 25/01633/HOU 22 Shire Avenue,Fleet,Hampshire, GU51 2TB Erection of a first floor extension and infill porch Comments required by 21 October - House extension does not create any issues and the extension blends in well with the host building. - The issue is parking - increase from 3 to 4 bedrooms requires 3 allocated spaces, but there is barely room for 2 cars on the site. - On road parking is stated to be available, but not supported - NO OBJECTION
6	Noted: Weekly List

7	Noted: Hart Planning Meeting Dates 22 nd October
8	Date of Next Development Control Committee Meeting 27 th October

Meeting closed: 8.25 pm

Signed:.....

Date:

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/09/2025	Global Payments - Direct Debit	dd986	49.68	49.68		500			Purchase Ledger DDR Payment
01/09/2025	Hart District Council - DD	dd987	210.00	210.00		500			Business Rates 25/26
01/09/2025	Hart District Council - DD	dd988	1,634.00	1,634.00		500			Business Rates 25/26
01/09/2025	Hart District Council - DD	dd989	119.00	119.00		500			Business rates 25/26
02/09/2025	BACS P/L Pymnt Page 2746	BACS Pymnt	9,910.49	9,910.49		500			BACS P/L Pymnt Page 2746
02/09/2025	CCLA Pub Sector Deposit Fund	Interest	10,538.27			213		10,538.27	Interest Aug 25
08/09/2025	Fleet Town Council	BACS	60.00			1500	201	60.00	CPR Events June and July 25
08/09/2025	BACS P/L Pymnt Page 2749	BACS Pymnt	151,530.66	151,530.66		500			BACS P/L Pymnt Page 2749
09/09/2025	BACS P/L Pymnt Page 2750	BACS Pymnt	53,148.45	53,148.45		500			BACS P/L Pymnt Page 2750
09/09/2025	Booker Limited	dd990	583.21	583.21		500			Purchase Ledger DDR Payment
09/09/2025	Total Energies	dd991	36.58	36.58		500			gas 30/6-31/7/25
09/09/2025	Total Energies	dd992	110.82	110.82		500			gas 30/6-31/7/25
11/09/2025	Fleet Town Council	DD	4,128.30			516		4,128.30	L&G Pension Sept 25
11/09/2025	Sage UK Ltd	dd994	52.20	52.20		500			payroll 6/9-5/10/25
12/09/2025	Payment Sense Ltd	dd1006	80.05	80.05		500			card charges 1/8- 31/8/25
12/09/2025	Payment Sense Ltd	dd1007	24.95	24.95		500			card charges 1/8- 31/8/25
15/09/2025	HSBC	dd1000	115.84	115.84		500			bank charges 1/7- 31/7/25
15/09/2025	HSBC	dd1008	2,052.41	2,052.41		500			CREDIT CARD AUG 25
15/09/2025	NPower - Direct Debits	dd995	37.71	37.71		500			elec 1/7-31/7/25
15/09/2025	NPower - Direct Debits	dd996	43.73	43.73		500			elec 1/7-31/7/25
15/09/2025	NPower - Direct Debits	dd997	122.44	122.44		500			elec 1/7-31/7/25
15/09/2025	NPower - Direct Debits	dd998	124.66	124.66		500			elec 1/7-31/7/25
15/09/2025	NPower - Direct Debits	dd999	35.22	35.22		500			elec 1/7-31/7/25
16/09/2025	BACS P/L Pymnt Page 2756	BACS Pymnt	22,325.93	22,325.93		500			BACS P/L Pymnt Page 2756
16/09/2025	Castle Water Limited	dd1001	54.76	54.76		500			water 1/8-31/8/25
16/09/2025	Global Payments - Direct Debit	dd1002	590.18	590.18		500			card charges 1/8- 29/8/25
16/09/2025	Castle Water Limited	dd1003	160.07	160.07		500			water 1/8-31/8/25
17/09/2025	Castle Water Limited	dd1004	33.67	33.67		500			water 1/8-31/8/25
17/09/2025	Xero (UK) Ltd	dd1005	19.20	19.20		500			accounts 13/9- 12/10/25
Subtotal Carried Forward:			257,932.48	243,205.91	0.00			14,726.57	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
18/09/2025	Castle Water Limited	dd1006	32.49	32.49		500			water 1/8-31/8/25
19/09/2025	Fleet Town Council	BACS	30,555.24			520		30,555.24	Payroll Sept 25
19/09/2025	Payment Sense Ltd	dd1007	113.94	113.94		500			card charges 14/8-13/9/25
19/09/2025	Payment Sense Ltd	dd1008	17.88	17.88		500			card charges 1/9-30/9/25
23/09/2025	BACS P/L Pymnt Page 2762	BACS Pymnt	19,883.05	19,883.05		500			BACS P/L Pymnt Page 2762
23/09/2025	Croner Group Ltd	dd1009	408.98	408.98		500			H&S and HR Sept 25
24/09/2025	All Service 4 U Ltd	dd1010	9.00	9.00		500			Purchase Ledger DDR Payment
25/09/2025	Fleet Town Council	DD	12,005.95			515		12,005.95	HMRC Inland Rev Sept 25
25/09/2025	BOC Ltd	dd1011	290.78	290.78		500			gas
29/09/2025	HSBC	dd1012	12.06	12.06		500			bank charges 8/8-7/9/25
29/09/2025	Focus 4 U Ltd	dd1013	56.40	56.40		500			broadband sept 25
30/09/2025	BACS P/L Pymnt Page 2768	BACS Pymnt	134,344.74	134,344.74		500			BACS P/L Pymnt Page 2768
30/09/2025	FDMS/Paymentsense	DD	100.00			230		100.00	claire davis af0078 depo refun
30/09/2025	Global Payments - Direct Debit	dd1012	49.14	49.14		500			bank charges 1/8-31/8/25
30/09/2025	Vodafone Limited	dd1013	10.52	10.52		500			Purchase Ledger DDR Payment
Total Payments:			455,822.65	398,434.89	0.00			57,387.76	

**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 1 - Bank Current/Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC	30/09/2025	893	866,251.20
			<u>866,251.20</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			866,251.20
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			866,251.20
		Balance per Cash Book is :-	866,251.20
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
25/09/2025	SCOUTS		1STSCOUTS	1STSCOUTS	300.30	0.00	300.30	4290	155	300.30	motv litterpick
01/09/2025	7871		ABSOLUTE SIGNS LTD	ABSOLUTE SG	207.50	41.50	249.00	4944	350	207.50	gravestone signs
02/09/2025	L4L-1001		ALL SERVICE 4 U	ALLSERVICE	15.00	3.00	18.00	4460	205	15.00	june/july smark lock subscript
25/09/2025	L4L-20001		ALL SERVICE 4 U	ALLSERVICE	7.50	1.50	9.00	4460	205	7.50	smart lock subscription aug 25
30/09/2025	28039		AMETHYST	AMETHYST	6,771.90	1,354.38	8,126.28	4210	150	6,771.90	final invoice plants/flowers
16/09/2025	INV-00734218		BDO	BDO	2,520.00	504.00	3,024.00	4580	101	2,520.00	ltd assurance review 31/3/25
01/09/2025	BFF1668/004(7835 5008		BFF	BFF	126,275.55	25,255.11	151,530.66	4559	160	126,275.55	architectural services riba 2
30/09/2025	308474026		BOC	BOC	68.88	13.78	82.66	4700	201	68.88	bar gas
28/08/2025	0113468		BOOKER	BOOKER	174.91	34.98	209.89	4700	201	174.91	bar supplies
28/09/2025	1317		BRANDPEST	BRAND	60.00	12.00	72.00	4187	204	60.00	pest control contract
08/09/2025	1561		CAMBERLEY PLUMBING	CAMBPLUMB	210.00	42.00	252.00	4172	204	115.00	toilet repairs
								4172	315	95.00	toilet repairs
02/09/2025	10007476251		CASTLE WATER DD	CASTLEWADD	80.61	6.31	86.92	4115	310	80.61	water 1/8-31/8/25
02/09/2025	10007497958		CASTLE WATER DD	CASTLEWADD	585.75	59.92	645.67	4115	204	585.75	water 1/8-31/8/25
02/09/2025	10007498660		CASTLE WATER DD	CASTLEWADD	144.27	15.80	160.07	4115	205	144.27	water 1/8-31/8/25
03/09/2025	10007543448		CASTLE WATER DD	CASTLEWADD	33.67	0.00	33.67	4115	350	33.67	water 1/8-31/8/25
04/09/2025	10007603128		CASTLE WATER DD	CASTLEWADD	29.85	2.64	32.49	4115	208	29.85	water 1/8-31/8/25
15/09/2025	10007713624		CASTLE WATER DD	CASTLEWADD	-671.59	-78.81	-750.40	4115	320	-671.59	water 1/8-31/8/25
01/09/2025	Z002387		CBS	CBS	742.67	148.53	891.20	4170	204	742.67	maint contract sept 25
16/09/2025	Z002449		CBS	CBS	411.19	82.24	493.43	4172	205	411.19	repair boiler
16/09/2025	Z002450		CBS	CBS	525.91	105.18	631.09	4172	205	525.91	replace pipework
16/09/2025	Z002451		CBS	CBS	995.70	199.14	1,194.84	4172	205	995.70	repair toilet and boiler
30/09/2025	Z002498		CBS	CBS	410.19	82.04	492.23	4172	205	410.19	repair toilet/taps
30/09/2025	P806988		CHAMBERS	CHAMBERS	253.57	50.71	304.28	4155	204	191.75	waste and glass sept 25
								4156	204	61.82	waste and glass sept 25
30/09/2025	P806989		CHAMBERS	CHAMBERS	136.85	27.37	164.22	4155	350	136.85	waste sept 25
30/09/2025	P806990		CHAMBERS	CHAMBERS	36.30	7.26	43.56	4155	205	36.30	waste sept 25
24/09/2025	SUM25		CHANELLE ARISTIDE	CHANELLE	300.00	0.00	300.00	4720	155	300.00	motv singing and djing

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
27/09/2025	466		CHRIS TRIMBY AUDIO	CHRISTRIMB	150.00	0.00	150.00	612	0	150.00	audio eng city funk
27/09/2025	467		CHRIS TRIMBY AUDIO	CHRISTRIMB	150.00	0.00	150.00	628	0	150.00	audio eng johnny cash
26/09/2025	11145677		CHUBB FIRE	CHUBB	140.33	28.07	168.40	4187	204	140.33	fire alarm service
22/09/2025	INV-0011		CLIVE JOHN PRODUCTIO	CLIVEJOHN	3,000.00	600.00	3,600.00	628	0	3,000.00	johnny cash
01/09/2025	INV-D-08752		CLOUDY IT	CLOUDYIT	564.20	112.84	677.04	4484	101	378.20	teams/it support sept 25
								4440	101	186.00	teams/it support sept 25
17/09/2025	INV0104905		THE COLUMBARIA	COLUMBARIA	126.00	25.20	151.20	4935	350	126.00	sanctum plaque
10/09/2025	20SEP25		COMEDY COMPANY	COMEDYCOMP	1,000.00	200.00	1,200.00	620	0	1,000.00	comedy 20/9
02/09/2025	908352458		MOLSON COORS	COORS	538.21	107.64	645.85	4700	201	538.21	bar supplies
09/09/2025	908362675		MOLSON COORS	COORS	1,142.23	228.45	1,370.68	4700	201	1,142.23	bar supplies
16/09/2025	908372246		MOLSON COORS	COORS	586.37	117.27	703.64	4700	201	586.37	bar supplies
23/09/2025	908381681		MOLSON COORS	COORS	624.82	124.96	749.78	4700	201	624.82	bar supplies
30/09/2025	908391094		MOLSON COORS	COORS	774.03	154.81	928.84	4700	201	774.03	bar supplies
02/09/2025	940503911		MOLSON COORS	COORS	-8.32	-1.66	-9.98	4700	201	-8.32	bar supplies
19/09/2025	C001095208		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	H&S and HR Sept 25
								4187	101	154.80	H&S and HR Sept 25
23/09/2025	38911		EDGE IT SYSTEMS LTD	EDGE	606.35	121.27	727.62	4481	350	606.35	epitaph 1/11-31/10/26
12/08/2025	6423	5002	FARNBOROCOMM	FARNCOMM	2,808.00	561.60	3,369.60	4185	101	2,808.00	radios
01/09/2025	INV-2025-06-		FESTIVE LIGHTING	FESTIVELIG	7,242.67	1,448.54	8,691.21	4655	150	7,242.67	xmas lights hire 2025
06/09/2025	25/12		FLEETJAZZ	FLTJAZ	720.00	0.00	720.00	624	0	720.00	advance band fee sept
15/09/2025	25/13		FLEETJAZZ	FLTJAZ	667.92	0.00	667.92	582	0	667.92	profit and refreshments
15/09/2025	10895131		FOCUS	FOCUS	47.00	9.40	56.40	4487	205	47.00	broadband sept 25
13/09/2025	51		GC LIGHTING	GC LIGHTNG	165.00	0.00	165.00	650	0	165.00	lighting queen tribute
29/08/2025	29AUG2025		GLOBAL PAYMENTS DD	GLOBALDD	590.18	0.00	590.18	4422	201	590.18	card charges 1/8-29/8/25
31/07/2025	50410897		GLOBAL PAYMENTS DD	GLOBALDD	41.40	8.28	49.68	4422	201	41.40	card charges 1/7-31/7/25
30/09/2025	50413550		GLOBAL PAYMENTS DD	GLOBALDD	46.05	9.21	55.26	4422	201	46.05	card chargesw 1/9-30/9/25
30/09/2025	INV-7755		HALC	HALC	107.00	21.40	128.40	4530	105	107.00	kumar cllr training
15/09/2025	58329085		HCC	HCC	176.32	35.26	211.58	4152	204	176.32	hand towel and toilet roll
22/09/2025	58330085		HCC	HCC	82.85	16.57	99.42	4400	101	82.85	stationery

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/09/2025	3650007577		HCC	HCC	18,309.00	0.00	18,309.00	4810	110	18,309.00	basing canal cont 2025/26
05/09/2025	3620015159		HCC PENSION	HCC PEN	7,350.00	0.00	7,350.00	4012	105	7,350.00	Deficit Contributions - Pensio
								321		-7,350.00	Deficit Contributions - Pensio
								6001	105	7,350.00	Deficit Contributions - Pensio
05/09/2025	3620015160		HCC PENSION	HCC PEN	750.00	150.00	900.00	4012	105	750.00	Exit Valuation
								321		-750.00	Exit Valuation
								6001	105	750.00	Exit Valuation
03/09/2025	41000308		HDC	HDC	125.00	25.00	150.00	4290	155	125.00	car park motv
10/09/2025	INV-53837		HOGS BACK	HOGSBACK	216.62	43.32	259.94	4700	201	216.62	bar supplies
07/09/2025	7SEP25		HSBC	HSBC	12.06	0.00	12.06	4420	101	12.06	bank charges 8/8-7/9/25
26/09/2025	12832075		HSBC	HSBC	113.52	0.00	113.52	4420	101	113.52	bank charges 1/8-31/8/25
08/09/2025	CCARDAUG25		HSBC	HSBC	1,869.52	182.89	2,052.41	4290	155	6.26	CC/BC/AUG25/CABLE TIES
								4290	155	10.56	CC/BC/AUG25/HAMMER
								4290	155	35.15	CC/BC/AUG25/CABLE TIES
								4290	155	40.23	CC/CB/AUG25/MOTV SPRAY PAINT
								4290	155	72.80	CC/CB/AUG25/MOTV PRIVACY
								4290	155	16.64	CC/CB/AUG25/MOTV BIN BAGS
								4290	155	59.98	CC/CB/AUG25/MOTV PRIVACY
								4942	350	27.08	CC/BC/AUG25/WOODEN STAKES
								4185	160	60.00	CC/BC/AUG25/SCAFFOLD SURVEY
								4185	301	15.43	CC/BC/AUG25/TAPE MEASURES
								4185	204	11.99	CC/BC/AUG25/MASKING TAPE
								4185	301	17.02	CC/BC/AUG25/HEAD TORCH
								4185	325	27.59	CC/BC/AUG25/BUNGEE CORD
								4185	101	366.20	CC/RT/AUG25/ACOUSTIC DIVIDERS
								4185	101	234.25	CC/CB/AUG25/ST SCANNER
								4486	101	3.30	CC/BC/AUG25/MICROSOFT
								4486	101	98.00	CC/BC/AUG25/MICROSOFT
								4486	101	343.90	CC/BC/AUG25/MICROSOFT

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4420	101	32.00	CC/BC/AUG25/ANNUAL FEE
								4030	101	170.00	CC/RT/AUG25/ACAS RT/SM
								4041	204	1.70	CC/RT/AUG25/MILK
								4041	204	6.90	CC/RT/AUG25/MILK
								4041	204	1.70	CC/RT/AUG25/MILK
								4752	155	30.00	CC/RM/AUG25/MOTV FOOD HOSP
								4700	201	23.97	CC/RM/AUG25/MOTV GENERATOR
								4700	201	-169.47	CC/RM/AUG25/MOTV GENERATOR
								4455	101	6.00	CC/CB/AUG25/SIM CARD RT
								4455	301	6.00	CC/CB/AUG25/SIM CARD BC
								4455	204	6.00	CC/CB/AUG25/SIM CARD BO
								4455	204	6.00	CC/CB/AUG25/SIM CARD BO
								4455	204	6.00	CC/CB/AUG25/SIM CARD DM
								4400	101	1.70	CC/CB/AUG25/MILK
								4400	101	21.23	CC/CB/AUG25/FILING SUPPLIES
								4400	101	1.70	CC/CB/AUG25/MILK
								4400	101	29.66	CC/CB/AUG25/CS LEAVING
								4152	204	27.36	CC/CB/AUG25/TOILET BINS
								4432	155	4.00	CC/AR/AUG25/MOTV FACEBOOK AD
								4432	155	5.00	CC/AR/AUG25/MOTV FACEBOOK AD
								4432	155	6.00	CC/AR/AUG25/MOTV FACEBOOK AD
								4432	155	7.00	CC/AR/AUG25/MOTV FACEBOOK AD
								4432	155	8.00	CC/AR/AUG25/MOTV FACEBOOK AD
								4432	155	9.00	CC/AR/AUG25/MOTV FACEBOOK AD
								4432	155	10.00	CC/AR/AUG25/MOTV FACEBOOK AD
								4432	155	11.00	CC/AR/AUG25/MOTV FACEBOOK AD
								4432	155	12.00	CC/AR/AUG25/MOTV FACEBOOK AD
								4432	155	14.00	CC/AR/AUG25/MOTV FACEBOOK AD
								4432	155	9.00	CC/AR/AUG25/MOTV FACEBOOK AD

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/08/2025	CCARDJUL25		HSBC	HSBC	2,441.93	339.46	2,781.39	4172	204	25.00	CC/AR/AUG25/KEY CUTTING
								4011	204	60.90	CC/AR/AUG25/LINKED IN JOB AD
								4481	204	9.99	CC/AR/AUG25/SPOTIFY
								4481	204	23.11	CC/AR/AUG25/SOFTWARE ISSUU
								4481	204	0.69	CC/AR/AUG25/TRANSACTION FEE
								4481	204	9.99	CC/AR/JUL25/SPOTIFY
								4481	204	22.92	CC/AR/JUL25/SOFTWARE ISSUU
								4481	204	0.69	CC/AR/JUL25/TRANSACTION FEE
								4432	155	110.24	CC/AR/JUL25/MOTV HIGH VIS
								4432	155	2.00	CC/AR/JUL25/MOTV FACEBOOK AD
								4432	155	3.00	CC/AR/JUL25/MOTV FACEBOOK AD
								4432	155	48.11	CC/RM/JUL25/MOTV FACEBOOK AD
								4432	201	350.19	CC/BC/JUL25/POSTER PRINTING
								4432	201	39.22	CC/CB/JUL25/BRADED FLAGS
								4432	101	39.22	CC/CB/JUL25/BRADED FLAGS
								4432	155	78.45	CC/CB/JUL25/BRADED FLAGS
								4172	204	12.01	CC/AR/JUL25/SOLDER
								4400	155	28.89	CC/AR/JUL25/MOTV LANYARDS
								4400	155	72.50	CC/AR/JUL25/MOTV WRISTBANDS
								4400	101	10.48	CC/CB/JUL25/KEYTAGS
								4400	155	34.98	CC/CB/JUL25/MOTV STORAGE
								4400	155	15.83	CC/CB/JUL25/MOTV LANYARDS
								4400	101	9.10	CC/CB/JUL25/STICKERS ASSET REG
								4400	101	5.99	CC/CB/JUL25/FILING SUPPLIES
								4700	201	1.99	CC/AR/JUL25/MILK
								4700	201	416.67	CC/RM/JUL25/MOTV GEN DEPOSIT
								4182	201	123.83	CC/AR/JUL25/MICROPHONE ACC
								4420	101	32.00	CC/AR/JUL25/ANNUAL FEE
								4486	101	3.30	CC/BC/JUL25/MICROSOFT

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4486	101	98.00	CC/BC/JUL25/MICROSOFT
								4486	101	343.90	CC/BC/JUL25/MICROSOFT
								4185	101	432.38	CC/CB/JUL25/AIRCON UNIT
								4041	101	1.70	CC/CB/JUL25/MILK
								4041	101	-2.83	CC/CB/JUL25/AMAZON REFUND
								4152	155	9.12	CC/CB/JUL25/MOTV BIN BAGS
								4152	204	14.24	CC/CB/JUL25/FOODWASTE BAGS
								4152	155	13.82	CC/CB/JUL25/MOTV BIN BAGS
								4030	101	30.00	CC/CB/JUL25/SAFEGUARDING
								4455	101	6.00	CC/CB/JUL25/SIM CARD RT
								4455	204	6.00	CC/CB/JUL25/SIM CARD BO
								4455	310	6.00	CC/CB/JUL25/SIM CARD BC
								4455	204	6.00	CC/CB/JUL25/SIM CARD BO
								4455	101	6.00	CC/CB/JUL25/SIM CARD DM
10/09/2025	INV-0400		LIONS CLUB OF FLEET	LIONSCLUB	50.00	0.00	50.00	4290	155	50.00	support motv
09/09/2025	144566		LONDON CATERING	LONDONCAT	142.01	28.40	170.41	4152	204	142.01	cleaning supplies
01/09/2025	INV-0133		MAINLYMAD	MAIMAN	1,500.00	0.00	1,500.00	4720	155	1,500.00	mainly madness motv
30/09/2025	MWI0114		MILES WHEWAY	MILESWHEWA	150.00	0.00	150.00	650	0	150.00	sound eng queen
26/09/2025	INV-1555		MULBERRY LOCAL AUTHO	MULBERRY	45.00	9.00	54.00	4530	105	45.00	Cllr PP essentials training
26/09/2025	INV-1559		MULBERRY LOCAL AUTHO	MULBERRY	488.35	97.67	586.02	4580	101	488.35	internal audit 25/26
31/08/2025	19778		NIGEL JEFFRIES	NIGELJEFFR	70.00	14.00	84.00	4202	350	70.00	extend planting bed
31/08/2025	19779		NIGEL JEFFRIES	NIGELJEFFR	250.00	50.00	300.00	4202	320	250.00	replace tree posts
23/09/2025	19786	5011	NIGEL JEFFRIES	NIGELJEFFR	590.00	118.00	708.00	4155	325	590.00	remove skate park remains
25/09/2025	19794		NIGEL JEFFRIES	NIGELJEFFR	100.00	20.00	120.00	4155	325	100.00	remove insulation skate park
30/09/2025	19801		NIGEL JEFFRIES	NIGELJEFFR	840.00	168.00	1,008.00	4155	208	840.00	remove green waste
30/09/2025	19866		NIGEL JEFFRIES	NIGELJEFFR	14,629.08	2,925.82	17,554.90	4200	208	2,459.28	maint contract sept 25
								4200	301	1,557.82	maint contract sept 25
								4200	310	4,185.92	maint contract sept 25
								4200	315	2,231.34	maint contract sept 25

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4200	320	1,897.52	maint contract sept 25
								4200	325	786.22	maint contract sept 25
								4200	350	1,178.60	maint contract sept 25
								4200	330	332.38	maint contract sept 25
16/09/2025	IN13821373		NPOWER	NPOWER	24.80	4.96	29.76	4122	310	24.80	cctv elec 1/7-31/7/25
16/09/2025	IN13930414		NPOWER	NPOWER	2,372.06	474.41	2,846.47	4122	204	2,372.06	elec 1/8-31/8/25
16/09/2025	IN13995645		NPOWER	NPOWER	24.80	4.96	29.76	4122	310	24.80	cctv elec 1/8-31/8/25
16/09/2025	IN13977055		NPOWER DD	NPOWERDD	151.64	7.58	159.22	4122	310	151.64	elec 1/8-31/8/25
16/09/2025	IN13977056		NPOWER DD	NPOWERDD	26.81	1.34	28.15	4122	315	26.81	elec 1/8-31/8/25
16/09/2025	IN13977058		NPOWER DD	NPOWERDD	37.72	1.89	39.61	4122	320	37.72	elec 1/8-31/8/25
16/09/2025	IN13977085		NPOWER DD	NPOWERDD	34.15	1.71	35.86	4122	208	34.15	elec 1/8-31/8/25
16/09/2025	IN13977086		NPOWER DD	NPOWERDD	84.97	4.25	89.22	4122	205	84.97	elec 1/8-31/8/25
29/09/2025	25-067FTC		OVATION CONSULTING	OVATION	9,116.25	0.00	9,116.25	4559	160	9,116.25	final instalment biz plan
31/08/2025	31AUG2025		PAYMENTSSENSE	PAYMENTSSEN	105.00	0.00	105.00	4422	201	105.00	card charges 1/8-31/8/25
05/09/2025	6246004		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	card charges 1/9-30/9/25
05/09/2025	6246005		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	card charges 14/8-13/9/25
17/09/2025	INV0900191		POLAR KRUSH	POLAR	511.77	102.35	614.12	4700	201	511.77	starslush order
30/09/2025	002200		CHCLEANING	PRIMA	2,523.15	504.63	3,027.78	4150	204	2,523.15	cleaning 1/9-30/9/25
30/09/2025	002201		CHCLEANING	PRIMA	694.05	138.81	832.86	4150	205	694.05	cleaning 1/9-30/9/25
30/09/2025	002202		CHCLEANING	PRIMA	424.05	84.81	508.86	4150	204	424.05	cleaning 1/9-30/9/25
30/09/2025	002203		CHCLEANING	PRIMA	127.05	25.41	152.46	4150	315	127.05	cleaning 1/9-30/9/25
30/09/2025	002204		CHCLEANING	PRIMA	64.05	12.81	76.86	4150	310	64.05	cleaning 1/9-30/9/25
30/09/2025	002205		CHCLEANING	PRIMA	127.05	25.41	152.46	4150	320	127.05	cleaning 1/9-30/9/25
30/09/2025	002206		CHCLEANING	PRIMA	141.75	28.35	170.10	4150	208	141.75	cleaning 1/9-30/9/25
03/09/2025	03/09/25		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	ashes interment
22/09/2025	22.09.25		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	ashes interment
12/09/2025	521		PROD GG	PROD	400.00	80.00	480.00	563	0	400.00	engineer gold torio and beerfe
12/09/2025	INV-16462		ROUPCYCLE	ROUPCYCLE	2,856.00	571.20	3,427.20	4155	325	2,856.00	gnrl waste collection skate
12/09/2025	MOTV1		RUSHMOOR ROTARY CLUBRUSHMOORRO		105.00	0.00	105.00	4290	155	105.00	motv vol refreshments

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/09/2025	GB-01059836		SAGE	SAGE	43.50	8.70	52.20	4550	101	43.50	payroll 6/9-5/10/25
02/09/2025	LSG/057		SD CONSULTANCY	SD CONSULT	2,310.00	0.00	2,310.00	4187	155	2,310.00	safety officer and security mo
01/09/2025	INV-18505		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	web services sept 25
16/09/2025	160925		SHORTS GROUP LTD	SHORTS	435.00	87.00	522.00	4656	150	435.00	Xmas Fest. Bins
30/09/2025	SEPEXPST		SIAN TAYLOR	SIAN	40.50	0.00	40.50	4041	350	40.50	expense sept 25
24/09/2025	BK223183-1		SLCC	SLCC	30.00	6.00	36.00	4030	101	30.00	training - strategic vision
24/09/2025	BK223184-1		SLCC	SLCC	35.00	7.00	42.00	4030	101	35.00	KMC psychology of community
24/09/2025	BK223192-1		SLCC	SLCC	105.00	21.00	126.00	4030	101	105.00	SM vat
17/09/2025	4052		SOUTHEASTBLOOM	SSEAST	92.00	0.00	92.00	4225	101	92.00	4 tickets 2025 awards
08/09/2025	67		STED MANAGEMENT	STEDMANAGE	300.00	0.00	300.00	4720	155	300.00	motv
12/09/2025	SP25005919		ST JOHN AMBULAN CE	STJOHN	300.30	60.06	360.36	4290	155	300.30	motv medical cover
30/09/2025	12269		SURREYHILLS	SURREYHILL	1,503.90	240.00	1,743.90	4555	101	1,503.90	cemetery extension
30/09/2025	25090081		TICKETSOLVE	TICKETSOLV	1,452.02	0.00	1,452.02	4490	201	1,452.02	gross sales tickets
10/09/2025	381305149/25CR		TOTAL ENERGIES DD	TOTENGDD	-548.53	-27.43	-575.96	4120	204	-548.53	gas credit inv 381305149/25
12/09/2025	383237981/25CR		TOTAL ENERGIES DD	TOTENGDD	-2,969.61	-593.92	-3,563.53	4120	204	-2,969.61	gas credit inv 383237981/25
12/09/2025	386019067/25CR		TOTAL ENERGIES DD	TOTENGDD	-600.51	-30.02	-630.53	4120	204	-600.51	gas credit inv 386019067/25
10/09/2025	388985987/25		TOTAL ENERGIES DD	TOTENGDD	36.94	1.85	38.79	4120	208	36.94	gas 31/7-31/8/25
10/09/2025	388986010/25		TOTAL ENERGIES DD	TOTENGDD	93.24	4.66	97.90	4120	205	93.24	gas 31/7-31/8/25
12/09/2025	389640872/25		TOTAL ENERGIES DD	TOTENGDD	836.02	167.20	1,003.22	4120	204	836.02	gas 31/3-30/4/25
12/09/2025	389640883/25		TOTAL ENERGIES DD	TOTENGDD	689.07	137.81	826.88	4120	204	689.07	gas 30/4-31/5/25
12/09/2025	389640894/25		TOTAL ENERGIES DD	TOTENGDD	579.07	28.95	608.02	4120	204	579.07	gas 31/5-30/6/25
12/09/2025	389640905/25		TOTAL ENERGIES DD	TOTENGDD	532.54	26.63	559.17	4120	204	532.54	gas 30/6-31/7/25
12/09/2025	389640916/25		TOTAL ENERGIES DD	TOTENGDD	506.71	25.34	532.05	4120	204	506.71	gas 31/7-31/8/25
18/09/2025	6353250		VIKING	VIKING	32.76	6.55	39.31	4400	101	32.76	stationery
19/09/2025	446188-020		VIRGIN MEDIA	VIRGIN	181.83	36.37	218.20	4487	204	181.83	broadband 16/9-15/10
18/09/2025	B5-708940134		VODAFONE	VODAFONE	8.77	1.75	10.52	4445	301	-3.05	mobiles 18/9-17/10/25
								4445	204	11.82	mobiles 18/9-17/10/25
13/09/2025	INV-25563810		XERO	XERO	16.00	3.20	19.20	4481	101	16.00	accounts 13/9-12/10/25

Purchase Ledger for Month No 6				Order by Supplier A/c							
				Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
				TOTAL INVOICES	239,464.68	38,465.77	277,930.45			239,464.68	

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as of 30 September 2025

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£866,251.20		
HSBC Savings Account, Account No: 91620886	£817,361.33	1.60% Per annum	Interest paid into HSBC Savings account each month.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£414,382.58	2.55%	Interest paid into Nationwide current account. Business 35 Day Saver, interest paid monthly
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£3,035,273.27	4.03% Per annum	Interest paid into CCLA current account, monthly.
TOTAL	£ 5,133,268.38		

Please note:

Interest received on 30 September 25 into Nationwide account:
Nationwide

£905.12

Interest received on 2 September 25 into CCLA account:
CCLA

£10,538.27

Interest received on 21 September into HSBC Savings account:
HSBC Savings

£1,102.29

Recommendation

1. To note the balances held in the Fleet Town Council Accounts



For the attention of Rita Tong

The Harlington Centre
Fleet Road
Fleet
GU51 4BY

Date: 30 September 2025

Enquiries To: Martin Phoenix

My Reference: F6/MP/12570/00109000

Mobile Tel: 07918 887 580

Dear Rita Tong

Letter of Fire Safety Matters

Premises: The Harlington Centre, Fleet Road, Fleet, GU51 4BY

I visited your premises on **25 September 2025** and evaluated the fire safety provided. I am of the opinion that some people are at risk in case of fire. You have reassured me that you will make necessary improvements. You have an ongoing duty to ensure the safety of people. The attached schedule sets out what you need to do.

Timescale for Completion

You should complete the work outlined in the schedule as soon as possible, balancing the need for safety against the demands on your business or undertaking. Based on the reassurance you have given me, I do not intend to return in connection with this visit.

Consequence for Non-compliance

If you do not address the matters in the schedule (or I find that safety provisions have worsened), the authority may serve an enforcement notice on you. An enforcement notice would legally bind you to do the work.

Route to Appeal

If you are unsure of the contents of this schedule, you can clarify or challenge what you need to do by contacting us on the above details.

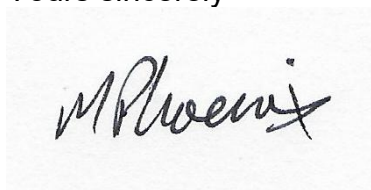
Have Your Say

We would also appreciate feedback on our visit, please feel free to complete our post engagement form, it should take a couple of minutes and all responses are anonymous (unless you provide us with your details). [HIWFRS Fire Safety Post Engagement Feedback Form](#).

Alternative Solutions

You might want to use a different solution to meet the outcome(s) stated in the schedule. An alternative approach might enable you to make improvements that better meet your needs. I will be happy to discuss your ideas and suggestions.

Yours sincerely



Martin Phoenix

Authorised Fire Safety Inspecting Officer

On behalf of, and duly appointed by the Hampshire & IOW Fire & Rescue Authority

Schedule of Fire Safety Improvements

Notes to this schedule:

The government guidance most suitable to your premises is **Fire safety risk assessment: small and medium places of assembly** which can be found at: [Fire Safety: Guidance for those with legal duties](#)

Before you make certain changes to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. If you have doubt about the need for approval, you should ask the relevant body. For example, you may have to apply for approval from a Building Control Body to make material alterations, website:

<http://www.legislation.gov.uk/ukxi/2010/2214/regulation/3/made> tells you how.

You might also need to apply for the property owners' permission or for listed building consent, website: <https://www.historicengland.org.uk/advice/planning/consents/lbc/> among others tells you how.

Item Number 1	
Outcome	This work is necessary to stop your fire safety falling below an acceptable standard.
Suggested Action	Ensure you record any and all systems of planning, organising, controlling, monitoring and reviewing the performance of each of the fire safety measures you have in place.
Reason	A number of compensatory fire safety policies and procedures had been put in place but had not been recorded.

Item Number 2	
Outcome	This work is necessary to help people understand what to do if fire breaks out.
Suggested Action	Carry out and record fire drills; to practice the procedures you have in place for people to follow in case of fire.
Reason	Increased frequency of fire drills had been identified as a mitigating factor. These had not been recorded with any significant detail.

Fire Doors

A professional survey of the fire doors at The Harlington was carried out in [month/year], which identified that many of the existing doors are old and failing, particularly around the seals. To replace or upgrade every fire door to current standards would represent a significant and short-term cost, estimated at approximately £[insert figure]. Given that the building is scheduled to close towards the end of 2026 for full refurbishment—during which all fire doors will be replaced as part of the works—it is not considered a proportionate use of funds at this stage.

Risk Assessment and Mitigation

While the current condition of the fire doors presents a moderate risk, this has been assessed and mitigated through enhanced management measures to minimise potential impact:

- **Quarterly fire drills** to ensure regular practice and awareness among staff and hirers.
- **One fire drill will be conducted during a show night** to ensure procedures are effective under higher occupancy conditions and to confirm that casual and event staff are familiar with evacuation processes.
- **Ongoing emphasis on rapid evacuation** and clear communication should the alarm be activated.
- **Regular checks to ensure all fire doors remain closed when not in use and are shut when evacuating the building.**
- **Staff refresher training** incorporated into the fire drill schedule to maintain awareness of responsibilities and safe evacuation procedures.

These measures will remain in place until the planned refurbishment, when full replacement of all fire doors will be undertaken to meet current fire safety standards.

Fire Vents

The Harlington has **four louvred vents above the stage**, which were cleaned, repaired, and serviced in **January 2025** and passed inspection at that time. In **March 2025**, one of the brackets maintaining tension on the vents failed, causing two vents to open. These vents are currently wedged closed.

Repairing the vents would require **three days of hall closure** and the erection of an additional scaffolding tower. An alternative rope access team has been quoted, but this is very costly (Over £3,000). Considering the vents were recently repaired in January and subsequently failed in March, it has been decided that further repairs are not a proportionate use of funds, particularly as the building is scheduled to close towards the end of **2026 for refurbishment**, during which all fire safety systems will be upgraded.

Risk Assessment and Mitigation

While the vent system is technically in place, the following factors reduce reliance on it as an active safety measure:

- **Fire spread will likely be rapid**, and by the time the metal filaments in the vents are hot enough to activate, the fire will be well established.
- The vents are housed in a **wooden structure**, meaning the entire assembly could fail in a fully developed fire and may not operate as intended.
- The louvres were installed in the **1970s**, and fire safety standards have evolved significantly since then. The system is not expected to be used after refurbishment.

Given these factors, the **primary mitigation is ensuring rapid evacuation**, supported by:

- **Quarterly fire drills** to maintain staff awareness and practice.
- **One fire drill during a show night**, to ensure procedures are effective under high occupancy and that casual/event staff understand evacuation requirements.
- **Emphasis on rapid and safe evacuation** should the alarm be triggered.

These measures will remain in place until the planned refurbishment, when the vent system and overall fire safety arrangements will be fully modernised.

Fire and Emergency Evacuation Record

Date of drill:		Time of Drill:	
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Evacuation time:	
Number of staff evacuated:	
Number of public evacuated:	
Number of contractors evacuated:	
Employee role call completed:	Y/N
Did all staff understand the routine and act effectively?	Y/N
Is there a need for further staff training?	Y/N
Was a random activation point chosen?	Y/N
Was this evacuation the result of a false alarm?	Y/N
Were there any other particular problems in the evacuation?	Y/N
Actions necessary:	

Person compiling record:	
Signature:	
Date:	



Mrs R Tong
Fleet Town Council
The Harlington
236 Fleet Road
Fleet
Hampshire
GU51 4BY

25 September 2025

Dear Rita

Re: Fleet Town Council
Internal Audit for Financial Year Ended 31 March 2026 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 25 September 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Fleet Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority’s approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 35 years’ experience in the financial sector with the last 15 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

The audit was conducted on site with the Executive Officer, who also acts as the council's Responsible Financial Officer (RFO). The information advised in advance of the visit had been prepared and was available for review, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Executive Officer and other staff members and a review of the council website www.fleet-tc.gov.uk

The council uses the Rialtas Business Solutions (RBS) accounting package for recording the council's finances. This is an industry specific accounting package. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

I note the council are planning to move to the Xero accounting package. This system is increasingly being used within the local government sector and provides the same range of management information and transactional data required to support the council's financial function.

I reviewed the nominal ledger entries for the period 1 April to date. This shows expenditure items appearing to be posted to the most appropriate budget code, and there were no instances of netting off evident from the review. This has confirmed that the accounting package is being properly used.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The External Auditor's Report for 2024/25 was not qualified and has been published on the council website along with the Notice of Conclusion of Audit and will be reported to the council meeting scheduled for 1 October 2025.

There is evidence within the minutes of council meetings of the receipt and review of previous internal audit reports, with agreed actions noted where recommendations have been made. This provides reassurance that the council recognises the importance of the audit process and reacts accordingly to reports.

I note the September 2025 council minutes confirm the council considering the independence and competence of the internal auditor and confirming the reappointment.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms.

I recommend the form is updated to include formal acceptance to receive information by electronic means in the form "As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time"

The council website includes a councillor page where the individual Register of Members' Interests forms are published.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains updated guidance on the matter as below, including details of the new Governance Assertion to be included in the 2025/26 AGAR:

Assertion 10 - Digital and data compliance

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the [Web Content Accessibility Guidelines 2.2 AA](#) and the [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#) (where applicable).

1.50 All websites must include published documentation as specified in the [Freedom of Information Act 2000](#) and the [Transparency Code for Smaller Authorities](#) (where applicable).

1.51 All smaller authorities, including parish meetings, must follow both the [General Data Protection Regulation \(GDPR\) 2016](#) and the [Data Protection Act \(DPA\) 2018](#).

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The [DPA 2018](#) supplements the [GDPR](#) and classifies an authority as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

The council has a Privacy Notice and Accessibility Statement on the home page of its website and has published policies relating to Freedom of Information Requests and an FOI Publication Scheme. An IT Policy is in development to capture existing procedures contained in other policies and will be in place before 31 March 2026, and the council will be able to confirm its compliance with the new Governance Assertion.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure in place. Terms of reference and delegation arrangement for each committee are included within the council's adopted Standing Orders which are published on the council website.

A diary of future meeting dates is published on the council website, along with historic agendas and minutes for council and committee meetings.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note that the non-confidential supporting information for meetings is published with the agendas, either as hyperlinks to information already available on the council website or as additional papers, which meets the requirements of the Information Commissioner's Office.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly annotated as draft.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model, with additional sections included relevant to the size and structure of the council. The Standing Orders were most recently reviewed and adopted by council in May 2025 (minute ref 12).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

The Financial Regulations, while not numbered as per the current NALC model version, include all the relevant statutory requirements and were last reviewed and adopted by council in May 2025 (minute ref 12). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

- | | |
|-----------------|---|
| <i>FR 3.2.1</i> | <i>The Executive Officer is authorised to spend all budgeted items to deliver the smooth running of the Council.</i> |
| <i>FR 3.2.2</i> | <i>The Harlington General Manager may spend, without further authorisation, any amount within budget that falls within the Harlington cost centres 200-205.</i> |
| <i>FR 3.2.3</i> | <i>The Executive Officer and The Harlington General Manager are authorised to manage the items within a cost centre provided it does not exceed the net cost centre total.</i> |
| <i>FR 3.2.4</i> | <i>The Executive Officer may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision subject to a limit of £2,000. The</i> |

Executive Officer shall report the action to the Chair as soon as possible and the Council as soon as practicable thereafter.

FR 3.2.5 *The Executive Officer may arrange in consultation with the Chairman of the Council, to effect an emergency repair to an unlimited amount on any matter which carries a high risk to staff or members of the public, or a high risk in relation to loss of assets.*

Based on the level of financial activity of the council, and through discussion with the Executive Officer, the authorisation threshold within FR 3.2.4 appears low and the council may wish to consider increasing this to ensure that appropriate action can be taken without delay if the need arises.

The council has in place a system to segregate duties in terms of the setting up and subsequent release of payments made via online banking, with FR 6.4 stating ‘Two bank signatories will check the invoices against the purchase ledger report and BACS payment schedule; using the security device provided by the bank they will authorise the payment electronically or sign a raised cheque. An email should then be sent confirming the authorisation.’

I tested a sample of invoices and was able to confirm that amounts have been properly authorised in accordance with the adopted Financial Regulations, and that the confirmation of the two councillors by email takes place.

The council holds a credit card and has adopted a Credit Card Policy which is published on the council website. The policy includes spending limits for each cardholder, assigned to the specific job roles. I note that the minutes of the meeting held in February 2025 show that the council approved an amendment to these thresholds, but the updated limits have yet to be reflected in the policy document and this should be updated as soon as possible to avoid any confusion.

I tested a sample of credit card transactions and was able to confirm these have been completed in accordance with the adopted Credit Card Policy and Financial regulations, and amounts spent by individuals were within their authorised spending threshold.

Confirm the council has adopted the General Power of Competence (GPC) and met the eligibility criteria at the time of adoption, or if GPC not adopted, confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £11.10 per elector

The council confirmed its eligibility and readopted the General Power of Competence (GPC) at the annual council meeting in May 2025 and the section 137 threshold does not apply.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2025 which showed a refund amount due of £17,817.40 and was fully supported by the required details. I was able to confirm receipt of this amount to the council’s bank account on 25 July 2025. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council's adopted Financial Regulations include a section covering Risk Management and state:

- FR 17.1** *The Council is responsible for putting in place arrangements for the management of risk. The Executive Officer shall prepare, for approval by the Policy and Finance Committee, a risk management register / policy in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Policy and Finance Committee at least annually.*
- FR 17.2** *The considering any new activity, on the recommendation of the Risk Working Group to the Policy and Finance Committee for onward recommendation to Full Council, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption.*

The council has a Risk Management Policy in place which is published on the council's website and was last reviewed and approved by the Policy and Finance Committee in February 2024, with the next scheduled review due in February 2027, although I note the council did approve the Risk Management Strategy at the annual council meeting in May 2025.

The council also has a Risk Register in place, maintained in an Excel format. This identifies areas of risk within each part of the council's operations, defines the specific risk, notes the risk manager with responsibilities, which committee the risk falls under, the mitigation controls in place, an assessment of the likelihood and impact of each risk occurring which then leads to an overall risk rating, and details of the review process in place.

The register also includes details of the supporting policies in place for controlling risk elements and a detailed explanation of the risk matrix used to assess the likelihood and impact of each risk.

This is a comprehensive approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities. The risk register is published on the council website, and was last reviewed in October 2024, with a further review due in October 2025.

I confirmed that the council has a valid insurance policy in place with Zurich Insurance which covers the year under review. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million and a Fidelity Guarantee level of £2 million.

The council's total balances exceed the £2 million Fidelity Guarantee limit, and this has been raised in previous internal audit reports. The council has acknowledged this risk and determined that it is satisfied it has sufficient internal controls in place to negate the necessity of increased insurance coverage. I also note the council's planned works on The Harlington will likely significantly reduce the balances held once work gets underway.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £1,435,992 for 2025/26. With a tax base of 10,939.27, this equates to a band D equivalent of £131.27 (compared to the average in England of £92.92).

The Executive Officer confirmed that the 2026/27 budget process is underway, with the base budget already proposed and the council now considering the impact of its proposed projects for next year. The final budget and precept are planned to be approved by the council at the meeting in January 2026.

There is evidence within the minutes of meetings of the Policy and Finance Committee that detailed reviews of financial performance take place, and council minutes show that councillors are presented with lists of payments and confirmation that bank reconciliations have been accurately completed and independently verified.

This provides councillors with assurances as to the council's internal controls and enables councillors to make informed financial decisions.

The council currently holds circa £3,727,000 in earmarked reserves, spread across a range of clearly identifiable projects, with the majority held for the Harlington Development Fund. I checked the purpose of these earmarked reserves with the Executive Officer and am satisfied they are all for legitimate future planned projects of the council.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37 Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

The general reserve balance at the date of the interim audit is recorded as £432,504. A further check of the general reserve balance will be conducted at the final internal audit, and the council is advised to follow the recommended guidance in determining an appropriate level.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council generates income from hire of facilities at The Harlington and Ancell's Farm Community Centre, sports facility hire and cemetery income.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

FR 9.2 states *'The appropriate Committee will review all fees and charges annually, following a report of the Executive Officer.'*

I note that the Recreation, Leisure and Amenities Committee received a report on proposed fees and charges in December 2024 and agreed the 2025/26 schedule. The Executive Officer confirmed that this process will be repeated in December 2025 for the 2026/27 fees to be approved.

The agreed schedule of fees is published on the council website. I reviewed a sample of invoices issues for different fees levied by the council and was able to confirm that the amounts charged are consistent with the published schedule for cemetery fees, sports facilities and hall hires.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.

Audit findings

The council maintains a petty cash float and has information within its adopted Financial Regulations as to the management of the petty cash.

FR 6.5 states *'The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.'*

- a) A cash float of up to £100 for the administrative office and up to £2,500 for the Harlington for the purpose of defraying operational and other expenses and floats. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council.

I note that the administrative office cash float is no longer used and recommend that at the next review of the Financial Regulations this reference is removed.

Through discussion with the Executive Officer and Finance & Administration Manager, I was able to confirm that the council has in place robust cash handling procedures to minimise the risk of any loss, with thorough checks completed on all till balances and cash securely stored and banked as frequently as possible to minimise cash holdings on the premises.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The council has around thirty employees on the payroll with some staff on casual hours relating to events held at the Harlington. **All staff members have a signed contract of employment, although these are inconsistent and contain different terms and conditions for different staff members, or in some cases no reference to key employment terms at all. I recommend the council considers using the new NALC model employment contract which has been developed in consultation with ACAS and is available on the NALC website.**

Payroll is processed by the Finance & Administration Manager using Sage payroll software. I reviewed the payroll summary for a sample month, and the payroll deductions appear correct. I was able to confirm that HMRC and pensions payments are up to date and that the council is correctly not claiming the employment allowance for national insurance contributions.

There are no councillor allowances, although the Executive Officer is aware if paid to eligible (elected) members, these must be processed through payroll and assessed for tax and national insurance.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on assets and asset registers as below:

5.58 The asset register should contain in its most simple form the date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments; however, it is desirable for the register to contain other such supplementary information to enable the user to better understand the nature and scope of the use of the fixed asset. It is therefore recommended to show insurance value, replacement value, custodian, date last physically vouched.

5.59 Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. The limit chosen will relate to expected useful life, whether the item would be included on an insurance claim and whether it is included in the risk assessment of the authority in any way. This minimum level is to be minuted and reviewed at least annually. The rationale and methodology should be recorded in the minutes.

5.60 One item or group of similar items shall be regarded for inclusion in the fixed asset register.

5.61 Assets should be first recorded in the asset register at their actual purchase cost.

5.62 Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.

5.63 Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.

5.64 Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.

5.65 Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets.

5.66 The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.

5.67 For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.

5.68 Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.

5.69 The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.

The council has a fixed asset register in place, maintained within the Rialtas accounting software package. The register shows the description of each asset, and records values for the original cost, current value and insurance values. The system also records disposals during the year, and I note the council has reviewed and updated the register removing items no longer in place.

Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on investments, and defines a long-term investment as below:

2.23 Short-term investments, which mainly include deposit and savings accounts typically provided by banks, are those that display the following characteristics:

- a. are denominated in pounds Sterling;
- b. be realisable at full value on demand or have a maturity end date of not more than 12 months;

- c. the whole of the original sum invested can, from the time that the investment is made, be accessed for use by the authority without any reduction; and*
- d. the authority has assessed the counterparty and is satisfied that the original sum invested is not subject to unreasonable risk.*

2.26 A long-term investment arises where the authority invests money in anything other than a short-term investment.

1.11 Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to the government's [Statutory Guidance on Local Government Investments](#). If total investments are to exceed the threshold specified in the statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the guidance.

The council has no long-term investments, although I note it has adopted a Treasury and Investment Policy to support its future decision making on placement of funds in accordance with the statutory guide.

The council currently has no borrowing through the PWLB, although an application is in process. If the loan is drawn down before the end of the financial year, I will need to confirm the balance against the year-end statement as part of the final internal audit testing.

I. BANK AND CASH

Internal audit requirement

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Financial Regulation 5.3 states 'Every month a member who is not a signatory to the bank account shall verify the bank reconciliations for all accounts. The member shall sign and date the reconciliations and the bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by Full Council.'

Bank reconciliations are completed monthly. I reviewed the March 2025 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors.

I was able to confirm that the bank reconciliations have been verified in accordance with Financial Regulations, and evidence of this activity taking place is recorded within the minutes of meetings.

As the council's annual budget exceeds the €500,000 (£430,950 as of 3 July comparative date) threshold, it is not protected by the Financial Services Compensation Scheme (FSCS). The council holds accounts with different providers to mitigate the risk

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Audit findings

To be tested at the final internal audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.

Audit findings

The council did not certify itself exempt in 2024/25 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation

Audit findings

The council is reminded that the following requirements apply.

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

- 13(1)** An authority must publish (which must include publication on that authority's website)
- (c) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
 - (d) the Annual Governance Statement approved in accordance with regulation 6(3)

- 13(2)** Where documents are published under paragraph (1), the authority must
- (c) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
 - (d) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

Testing for publication to meet this requirement will be completed at the final internal audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority, during the previous year, correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2024/25 Actual
Date AGAR signed by council	4 June 2025
Date inspection notice issued	6 June 2025
Inspection period begins	9 June 2025
Inspection period ends	18 July 2025
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority complied with the publication requirements for the prior year AGAR.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2025 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 2024/25, approved and signed, page 4*
- *Section 2 - Accounting Statements 2024/25, approved and signed, page 5*

Not later than 30 September 2025 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.*

Audit findings

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2025.

I was able to confirm that the Notice of Conclusion of Audit and External Auditor Report and Certificate were published on the council's website before 30 September 2025.

The council has therefore met the publication requirements for 2024/25 have been met.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts, and testing for this internal control objective is not applicable.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses 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 the 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 bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	To be tested at final internal audit		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	To be tested at final internal audit		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
N	The authority complied with the publication requirements for prior year AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on andy@mulberrylas.co.uk or 07428 647069

Yours sincerely



Andy Beams

Director, Mulberry Local Authority Services Ltd

Interim Internal Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I recommend the form is updated to include formal acceptance to receive information by electronic means in the form “<i>As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time</i>” Based on the level of financial activity of the council, and through discussion with the Executive Officer, the authorisation threshold within FR 3.2.4 appears low and the council may wish to consider increasing this to ensure that appropriate action can be taken without delay if the need arises. The council holds a credit card and has adopted a Credit Card Policy which is published on the council website. The policy includes spending limits for each cardholder, assigned to the specific job roles. I note that the minutes of the meeting held in February 2025 show that the council approved an amendment to these thresholds, but the updated limits have yet to be reflected in the policy document and this should be updated as soon as possible to avoid any confusion.	
G. PAYROLL	All staff members have a signed contract of employment, although these are inconsistent and contain different terms and conditions for different staff members, or in some cases no reference to key employment terms at all. I recommend the council considers using the new NALC model employment contract which has been developed in consultation with ACAS and is available on the NALC website.	

Request for Fleet Town Council's Support for *Music On The Views* During Harlington Refurbishment

When a much-loved community venue like **The Harlington** closes for refurbishment, the key challenge is maintaining visibility, relevance, and connection with its public. The objective must be to keep The Harlington name attached to every event organised during the closure.

Music On The Views (MOTV) is just such a major event and, as planning is due to start on the 2026 festival, the Committee wish to request the Council's support in ensuring its future.

In the same way that the Council funds specific elements of the Fleet Christmas Festival, the MOTV Committee, would therefore like to request that the Council allocates funds to meet the following costs:

- Safety Officer - £350*
- First Aid - £300.30*
- SIA Security - £1,960*
- Event Cancellation Insurance - £1,039.40*

This would provide a degree of stability for the event and help ensure that *Music on The Views* continues to grow as a flagship community event promoting *The Harlington* brand, especially in the run-up to, and during, the renovation project.

Benefits to the Council/Harlington

- Maintains community engagement during the close down
- Provides an opportunity to support some of our regular performers and engage with new ones
- Sustains the visibility of the Harlington brand
- Preserves the spirit of live entertainment in Fleet
- Reinforces public awareness and goodwill towards The Harlington ahead of its reopening.
- Recognises this successful event as an integral part of The Harlington brand and programme
- Demonstrates the Council's focus by communicating the commitment to The Harlington during the refurbishment

RECOMMENDATION: To approve that the Council financially support the Music on The Views 2026

*2025 prices



To: Fleet Town Council, Hart District Council, and Ward Councillors

Open Letter Complaint Regarding Calthorpe Park Play Area

Subject: The Calthorpe Park Play Area Has Made My Home Life Miserable

Dear Councillors,

I am writing this because I have reached breaking point. Since the new play park opened at Calthorpe Park Playing Field, my home on Merivale has gone from being a quiet, comfortable place to live into a daily source of noise, stress, and disruption. What was once a peaceful residential street has become a constant stream of cars, shouting, and chaos.

Life Before and After the Park

Before the park opened, we already lived with enough background activity — the two nearby schools, church services at All Saints, and the usual comings and goings of a local community. It was busy, but manageable. Now, every single day, from early morning until well into the evening, we are surrounded by the sounds of screaming and shouting children, slamming car doors, and parents calling across the field.

The park has turned Merivale into what looks like a car dealership forecourt, full of SUVs parked up by people who are clearly not local residents. The traffic is constant. Visitors show no awareness that they are on a residential street — they arrive, park, pile out, and once they step into the park, it's as if the houses no longer exist.

The Noise Problem

Modern children are loud — far louder than when many of us were young — and their parents seem to have no limits on the level of noise they tolerate. The screaming isn't the normal background sound of play; it's relentless, high-pitched, and carries straight across the open field into our homes and gardens. It's impossible to open a window or sit outside in peace.

I now have to run a pedestal fan every day just to mask the noise inside my own house. That's not a small inconvenience — that's a daily coping mechanism for a situation that should never have been allowed to develop this way.

Anti-Social Behaviour and Ongoing Issues

From the very start of construction, there were problems with anti-social behaviour — groups of teens gathering late at night, shouting, drinking, and leaving litter. The police have been called multiple times, yet nothing changes. Fleet Town Council said they would add the park to safety patrols, but that made no difference. Residents were told to keep calling the police, which is a ridiculous waste of their time and resources.

Poor Planning and Lack of Accountability

This play park was badly located — far too close to people's homes. It feels like zero thought was

given to the impact on those who live here. The upper field, further away from residential properties, would have been a much better place for this. Instead, trees were removed, open space increased, and the noise now travels freely with nothing to stop it.

It's clear there was no proper noise assessment or consultation with residents before the park was built. When asked about it, Fleet Town Council hides behind "guidance" from a charity — the National Playing Fields Association — which isn't even legally binding. Hart District Council's Environmental Health team refuses to take responsibility because the park is classed as a "community asset." That's not good enough. Our lives and peace of mind should matter, too.

What Needs to Happen

- 1 Acknowledge that this development has made life worse for nearby residents.
- 2 Conduct a proper noise and traffic impact assessment immediately.
- 3 Install sound-dampening measures such as acoustic fencing or tree barriers.
- 4 Revisit the park's layout or hours of operation to reduce its impact on homes nearby.
- 5 Enforce parking controls on Merivale to prevent visitor overflow.

We are not asking for the park to be closed — only for the council to accept responsibility for a decision that has made local people's daily lives harder, louder, and more stressful.

Right now, it feels like residents have been ignored and dismissed. The park may be a community "asset" for some, but for those of us living on Merivale, it has become a constant burden.

I urge you to take this seriously and take action — because no one should have to live like this in their own home.

Yours sincerely,

