



Notice is hereby given of

## A MEETING OF FLEET TOWN COUNCIL

Wednesday 3<sup>rd</sup> September 2025 at 7pm at The Harlington

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, R. Richmond, J. Stanton, D. Taylor, S. Tilley, P. Wildsmith, B. Willcocks, G. Woods.

*RCTong*

Rita Tong, Executive Officer  
27<sup>th</sup> August 2025

### AGENDA

1.	<b>APOLOGIES</b> 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.	<b>DECLARATIONS OF INTEREST</b> 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.	<b>QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	<b>CHAIRMAN'S ANNOUNCEMENTS</b> To receive any updates from the Chairman of Fleet Town Council.
5.	<b>HCC/HDC</b> (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.	<b>MINUTES OF PREVIOUS MEETINGS</b> To receive and approve as a correct record minutes of the Town Council held on 2 <sup>nd</sup> July 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: <ul style="list-style-type: none"><li>• Development Control                      7<sup>th</sup> and 21<sup>st</sup> July and 11<sup>th</sup> August 2025</li><li>• Establishment                                9<sup>th</sup> July 2025</li><li>• Policy and Finance                          23<sup>rd</sup> July 2025</li></ul>

## Part 1 – ITEMS FOR DECISION

### 7. COUNCILLOR CO-OPTION TO FILL A CASUAL VACANCY

To consider any applications received for co-option to fill a casual vacancy and to agree an appointment (copy attached).

#### RECOMMENDATION

To approve co-opting a Council Member to fill the vacancy, if all qualification requirements have been met.

### 8. FINANCIAL MONITORING REPORT

a) To receive the bank reconciliation and list of payments for June and July 2025 (*copies attached*).

b) To receive a statement from Councillor Stanton that the bank reconciliation and list of payments for June and July 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 June and July 2025.

b) To accept the statement from Councillor Stanton that the bank reconciliation and list of payments for June and July 2025 have been verified and signed.

### 9. PWLB LOAN FOR SKATEPARK PROJECT

The replacement of the skatepark is a long-held ambition of Fleet Town Council. With the recent ROSPA recommendation to close the facility, this project has taken on a sense of urgency. The tender for a replacement skatepark is currently underway and, as it is being procured on a fixed-price basis, the Council is now in a position to formally request a PWLB loan to cover the cost of delivery.

Members are reminded that the 2025/26 budget already includes provision for a six-month loan repayment based on a £600,000 borrowing envelope (to cover three capital projects, including the skatepark). Consequently, no increase in precept is required to service this loan.

Attached for Members consideration are the following documents:

- a) Business Case
- b) Annex A – Skatepark Presentation
- c) Annex B – Summary Budget and Forecast
- d) Annex C – Estimated Repayment Costs
- e) Annex D – Project Timeline

#### RECOMMENDATION

a) To NOTE the Business Case and supporting annexes demonstrating the need, financial sustainability, and community support for the project.

b) To CONFIRM that loan repayments for the skatepark project will be met from within the existing 2025/26 budget allocation for capital projects.

c) To RESOLVE to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £250,000 over the borrowing term of 15 years for the replacement of the Skatepark at The Views. The annual loan repayments will come to around £24,200. It is not intended to increase the council tax precept for the purpose of the loan repayments.

d) To DELEGATE authority to the Executive Officer, in consultation with the Chairman of the Council, to finalise and submit the PWLB loan application and to take all necessary actions to progress the project to construction stage once approval is secured.

### 10. ANCELLS FARM UNAUTHORISED ENCAMPMENT

Between 12 July and 18 July 2025, Ancells Farm playgrounds were subject to an unauthorised encampment. The Council incurred £1,150 in legal fees to commence eviction

proceedings, although the trespassers were ultimately moved on under Police powers rather than via the court process. In addition, £2,413 was spent on site clearance and reinstatement works, including the replacement of bollards damaged to gain entry.

### **Future Prevention Options**

Following the incident, Members requested that options be explored to help deter any future incursions. While several measures are possible, all carry a cost implication, and none can fully guarantee site security against determined trespassers. Options include:

- **Replacing wooden bollards with reinforced concrete bollards** (approximate cost £7,000).
- **Installing a perimeter fence** (cost dependent on specification and design).
- **Defensive planting of shrubs/trees** (low cost but requires time to establish sufficient deterrence).
- **Constructing a soil bund/berm** (cost dependent on design and available materials).

### **RECOMMENDATIONS**

- To note the unbudgeted costs in dealing with the unauthorised encampment at Ancells Farm playgrounds.
- To consider the options available to deter future incursions and determine what, if any, action should be taken.

## **11. APPOINTMENT OF INTERNAL AUDITOR FOR 2025/26**

Councils are required to evidence that they have formally considered and agreed the independence, competence, and programme of work of its Internal Auditor. This agenda item provides Members with the necessary information and documentation to meet these requirements for the financial year 2025/26.

### **Independence**

Mulberry Local Authority Services Ltd has no involvement in the management, decision-making, or financial processes of the Fleet Town Council. Their role is limited to providing an objective review of the Council's internal controls, governance, and risk management arrangements.

Further, Mulberry LAS Ltd has no known personal, financial, or other conflicts of interest that would compromise their independence in delivering the internal audit for the year 2025/26.

### **Competence**

Mulberry LAS Ltd have been conducting internal audits for local councils for over 15 years. Their team of four auditors all have extensive sector specific knowledge and experience, and include an FCCA and CTA qualified accountant, CiLCA qualified Clerks and experienced RFO's.

In 2023/24, Mulberry LAS Ltd completed over 240 internal audits ranging from small councils exempt from a limited assurance review to larger Town and Parish Councils, many of whom have multi-million-pound turnovers and complex financial arrangements. Their client base covers an area extending from Devon to Herefordshire, across to Suffolk, down to Kent and everywhere in between.

Attached is a copy of the Engagement Letter which covers the financial years 2024/25 to 2027/28 and the Audit Plan for 2025/26.

### **RECOMMENDATIONS**

- a) That the Council confirms it is satisfied with the independence of the appointed Internal Auditor.
- b) That the Council considers and approves the proposed Internal Audit Programme of Work for 2025–26.

	<p>c) That the Council confirms it is satisfied with the competence of the Internal Auditor.</p> <p>d) That the Council notes the previously approved the Letter of Engagement with the Internal Auditor.</p>
<b>12.</b>	<p><b>ACCOUNTS SOFTWARE</b> To consider a report from the Finance &amp; Administration Manager on accounts software.</p> <p><b>RECOMMENDATION</b> To determine whether to change accounts software providers, and if so, to which provider.</p>
<b>13.</b>	<p><b>CEMETERY UPDATE</b> To receive an update from the Chairman on the Cemetery extension project.</p> <p><b>RECOMMENDATION</b> To note the update from the Chairman.</p>
<b>14.</b>	<p><b>HARLINGTON UPDATE</b> To receive an update from the Chairman on the Harlington renovation project.</p> <p><b>RECOMMENDATION</b> To note the update from the Chairman.</p>
<b>Part 2 – ITEMS TO NOTE</b>	
<b>15.</b>	<p><b>ANNOUNCEMENTS</b> To receive and note announcements from the Executive Officer or any Member by permission of the Chair.</p>
<b>16.</b>	<p><b>SILENT STORMS</b> Silent Storms have relocated to Fleet Town Football Club with effect from September 2025. They have expressed their gratitude to the Council for its support (<i>copy attached</i>).</p>
<b>17.</b>	<p><b>COMPLAINT</b> Members are advised that the Chairman of the Council received a complaint relating to Fleet Cemetery. The matter has been resolved to the satisfaction of the complainant, and amendments to internal processes have been implemented to ensure that a similar issue does not occur again.</p>
<b>18.</b>	<p><b>DATE AND TIME OF NEXT MEETING</b> The next meeting of the Council is scheduled to be held on Wednesday 1<sup>st</sup> October 2025 at 7pm in the Harlington.</p>
<b>Part 3 – CONFIDENTIAL ITEMS</b>	
	<p>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.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> <li>a. Engagement, terms of service, conduct and dismissal of employees.</li> <li>b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts.</li> <li>c. Receipt of professional legal advice and preparation of cases in legal proceedings.</li> <li>d. The early stages of any dispute.</li> <li>e. Matters of a commercial nature.</li> </ul> <p><b>There are no confidential matters for consideration.</b></p>



## **FLEET TOWN COUNCIL**

### **MINUTES OF COUNCIL MEETING**

held on  
Wednesday 2<sup>nd</sup> July at 7pm

\* Councillor Schofield (Chairman)

\* Councillor Einchcomb (Vice Chairman)

\* Councillor Chenery

0 Councillor Fang

\* Councillor Holt

\* Councillor Hope

0 Councillor Kuntikanamata

\* Councillor May

0 Councillor Neves

\* Councillor Oliver

\* Councillor Richmond

\* Councillor Stanton

\* Councillor Taylor

0 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 Steve Forster – HCC

Councillor Stephen Parker – HCC

Councillor Stuart Bailey - HCC

Mike Bye – Chair of Friends of Oakley Park

#### **FC JULY 2025 ITEM 1**

#### **APOLOGIES FOR ABSENCE**

Members received and accepted the apologies as noted above.

#### **FC JULY 2025 ITEM 2**

#### **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **FC JULY 2025 ITEM 3**

#### **QUESTIONS FROM THE PUBLIC**

There were no questions from members of the public.

#### **FC JULY 2025 ITEM 4**

#### **CHAIRMAN'S ANNOUNCEMENTS**

Has been dealing with the ongoing situation with Thames Water and the sinkhole at Ancells Farm. Thames Water considers the works to be complete; however, the reinstatement is in poor condition. The Grounds Maintenance team has assessed the area and provided estimated costs to return it to a workable state.

Continues to attend meetings regarding the Harlington project, including meeting with HDC's Finance Officer regarding possible lease area adjustments and update on HCC library area

lease and one scheduled for 3 July 2025 with Burrell Foley Fischer to discuss the air source heat pump.

Stuart Shanks anticipates having the first draft of the business plan ready by 3 July 2025, with a meeting to discuss it scheduled for 4 July 2025.

## **FC JULY 2025 ITEM 5**

## **HCC/HDC ANNOUNCEMENTS**

The following reports were received from Hampshire County Council.

### Cllr Stuart Bailey (HCC)

- Ancells roundabout – work is scheduled to begin next week. The road will be closed but outside of peak hours.
- HCC have signed off their capital works programme which includes works on the Reading Road South crossing and the rephasing of the Reading Road South lights for pedestrians.
- HCC have appointed a new Chief Executive who was an internal appointment.

Cllr May asked whether the Ancells roundabout works would include evening work. Cllr Bailey said works were scheduled between 9.30am and 4.00pm.

Cllr Woods asked how long the works would take as there were differing lengths advertised. Cllr Bailey said works likely to take 3 days, but permits were for longer period to cover contingencies.

### Cllr Stephen Parker (HCC)

- Has the full list of capital works on him but it can also be found on the HCC website. There are 100 projects across the whole of Hampshire, with approximately 11 of them within the Fleet and Church Crookham area. There is no guarantee that the works will happen within the desired timeframe.
- Local Government Reorganisation (LGR) – there will be two proposals going forward to Government. It is expected that there will be a formal public consultation on the proposals based on what has happened in Surrey.

### Cllr Steve Forster (HCC)

- The new Chief Executive is Gary Westbrook. HCC received 120 applications for the role, which they found surprising given the role is likely to be temporary given the LGR.
- Road Works
  - Permit dates are always longer than the expected length of works. This is to ensure that if there is a delay to the start or the works take longer than expected, the works are still within the permit period. Unlike utility companies, HCC would have to halt work and apply for another permit if works not completed within permit period.
  - Ancells roundabout – the permit is for 9 – 14 July and will probably take 3 days to complete.
  - Minley Road – the permit for the works is to 11 July. They are repairing / replacing 826m of gas pipes.
  - There will be small bits of resurfacing works done over summer holidays such as Beech Road and Church Road. Most of Fleet has been resurfaced already.
  - Hitches Lane – gas works were due to be completed by 7 July, but it is expected that those works will be extended.
  - Fleet Road – a new bus shelter is to be installed possibly with a green roof.

- Upper Street Crossing – plans for this due in 3-6 weeks. Will be circulated once received.
- The Fleet Carnival is on this Saturday. There will be a low level flight by a chinook at around 12.30pm by the RAF Odiham.

Cllr Holt asked what dates the Church Road works were scheduled for. Cllr Forster replied 8-13 August.

Cllr Chenery asked whether road closures were planned for the Tavistock Road scheduled works. Cllr Foster was not aware of any works requiring road closures.

Cllr Chenery noted that there were a large number of vehicles parked along Tavistock Road with some parked on the grass verge by the bus stop. Cllr Forster said they were contractor vehicles, and the matter had been raised with the primary contractor. Residents are encouraged to report any illegal parking.

Cllr Alan Oliver (HDC)

- Food waste collection service in Fleet is due to commence on 6 October 2025. HDC have planned a consultation meeting with Town & Parish Councils to discuss how the scheme will work and when it will be rolled out. The majority of food collections will be on the same day as existing rubbish collection.

Cllrs Bailey, Parker and Forster left the meeting at the conclusion of this item.

**FC JULY 2025 ITEM 6**

**MINUTES OF PREVIOUS MEETINGS**

Councillor Oliver requested an amendment Agenda Item 5 in the minutes of the Full Council meeting held on 4 June 2025. Under local plan, the second sentence should read 'Unable to *complete* the Local Plan until this guidance is received.' The amendment was agreed and the minutes manually corrected.

The minutes of the Town Council meeting held on 4<sup>th</sup> June 2025 and the Extraordinary meeting held on 25<sup>th</sup> June 2025 were approved and signed by the Chairman.

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

- |                       |  |
|-----------------------|--|
| • Development Control | 9 <sup>th</sup> and 23 <sup>rd</sup> June 2025 |
| • RLA                 | 18 <sup>th</sup> June 2025                     |

**FC JULY 2025 ITEM 7**

**FINANCIAL MONITORING REPORT**

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

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

**RESOLVED**

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

## FC JULY 2025 ITEM 8

### PROPOSAL FOR DELEGATED AUTHORITY – GRANT AID IN KIND (ROOM HIRE)

Members received a report from the Executive Officer on a proposal for delegated authority – grant aid in kind (room hire).

Members discussed what the level of the annual cap for the Executive Officer should be set at and agreed to increase it from the proposed £250 per annum to £500 per annum.

#### RESOLVED

To approve the use of delegated authority by the Executive Officer to approve Grant Aid in Kind for use of community centre rooms under the following conditions:

- **Community Benefit:** The activity must be for demonstrable community benefit and delivered by a not-for-profit body, public service, registered charity, or constituted community group.
- **Room Hire Only:** The grant may only be used to offset the standard room hire fee. No other Harlington services (e.g., technical, staffing, equipment hire) are eligible.
- **Availability:** Grant Aid in Kind may only be applied where the room in question is not already booked by a paying customer and its allocation does not displace potential income.
- **Individual Request Cap:** No more than £75 may be granted per individual request.
- **Annual Cap:** Total value of Grant Aid in Kind awarded under this delegation must not exceed £500 per financial year.
- **Budget Allocation:** All grants made under this scheme are to be funded from the Council's existing Community Support Grants budget, currently set at £1,500 per annum.

## FC JULY 2025 ITEM 9

### COMMUNITY GOVERNANCE REVIEW

Members noted that Hart District Council has published its draft recommendations following the initial stage of the Community Governance Review.

Based on submissions received during the first round of consultation, Hart District Council is proposing a reduction in the number of Councillors for Fleet Town Council from 18 to 15. This would be achieved by reducing the number of councillors in each of the following wards by one:

- Fleet Central
- Fleet Courtmoor
- Fleet Pondtail

Hart District Council is now seeking feedback from Fleet Town Council and other stakeholders on the draft recommendations, particularly in relation to the proposed distribution of councillors across wards and the acceptability of the resulting electoral ratios.

Members discussed the proposals and expressed concern that the recommended reduction did not adequately consider the likely impact of a fully completed Hartland Village. Members also highlighted concerns about the widening disparity in the councillor-to-electoral ratios,



which would increase from a range of 1:922 to 1:1085 (a 163 difference) to a range of 1:1046 to 1:1430 (a 384 difference).

**RESOLVED**

To authorise the Executive Officer to submit a formal response stating that Fleet Town Council wishes to retain the current number of councillors and ward distribution.

**FC JULY 2025 ITEM 10**

**CEMETERY PRICE LIST AND RULES & REGULATIONS**

Members reviewed the proposed Cemetery Rules & Regulations and Price List and made a number of changes to improve clarity.

Members requested that the Cemetery Clerk circulate the amended Price List and Rules & Regulations to all funeral directors. They also asked that the accompanying communication include a reminder for funeral directors to check the Hart District Council parish boundaries to determine the customer's place of residence prior to advising them of the applicable charges.

**RESOLVED**

Members approved the amended Cemetery Price List and Rules & Regulations.

**FC JULY 2025 ITEM 11**

**HARLINGTON UPDATE**

Members received an update from the Chairman on the Harlington renovation project.

Members noted that a meeting with Burrell Foley Fischer's Mechanical and Engineering consultants to discuss the costings of the Air Source Heat Pump had been arranged for 3 July 2025, as the costings provided by them were significantly lower than those previously advised by other consultants.

Members discussed Option 3 and noted the reasons for not proceeding with that option, which include:

- The removal of Arts Council grant funding for developing new talent.
- Option 2 includes additional studio space that could serve the same purpose.
- Burrell Foley Fischer advised that building Option 3 first could jeopardise the viability of Option 2.
- Stuart Shanks advised there was no financial benefit to support Option 3.

The discussion highlighted the importance of a robust business plan. Mr Shanks has indicated that a first draft will be available on 3 July 2025, with a meeting scheduled for 4 July 2025 with the Chairman and Executive Officer to review the initial draft.

**RESOLVED**

To note the update from the Chairman.

**FC JULY 2025 ITEM 12****ANNOUNCEMENTS**

The following announcements were made:

- Councillor stall at the Fleet Carnival between 2.00pm – 3.00pm on 5 July 2025.
- Arts Council account has been created and approved. Expressions of Interest are due 25 July 2025 with outcomes notified by 22 August 2025.

**FC JULY 2025 ITEM 13****DATE AND TIME OF NEXT MEETING**

The next meeting of the Council is scheduled to be held on Wednesday 3<sup>rd</sup> September 2025 at 7pm in The Harlington.

The meeting closed at 9.01pm.

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

**Date:**.....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 7<sup>th</sup> July 2025  
at 7pm in the Function Room, The Harlington

**Present:**

Cllr Schofield  
Cllr Chenery  
Cllr Holt

**Officers:** Louise Rogers

1	<b>Apologies</b>  Apologies received from Cllr Hope
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3	<b>Public Session</b>  None present
4	<b>Approval of the Minutes</b>  The minutes of the development and control advisory group meeting held on Monday 23 <sup>rd</sup> June were accepted as a correct record of the meeting.
5	<p>25/00730/HOU 6 Knoll Close, Fleet, Hampshire, GU51 4PP <a href="#"><u>Demolition of garage and erection of a two storey side extension (to include replacement garage) and juliette balcony to rear elevation. Single storey rear extension and installation of solar panels and roof lights</u></a> Comments required by 8 July</p> <ul style="list-style-type: none"><li>• There is an extensive objection from a near neighbour primarily in defence of the impacts on the adjoining neighbour at No.7</li><li>• The primary issues are bulk and mass and the impact on street scene and neighbours</li><li>• Garage does not count as parking space so 4 parking spaces required to the front of the property – would result in a loss of soft landscaping which would breach Fleet Neighbourhood Plan Policy 19</li></ul>

- Finishes including the loss of hung tiles to composite boarding, is not in keeping with local character

## OBJECTION

25/01093/HOU

Magnolia House ,Hitches Lane,Fleet, Hampshire, GU51 5HX

[Demolition of existing single storey garage/side extension and erection of single/two storey front/side extensions](#)

Comments required by 8 July

- This property falls in Character Area 1 of the NFCA
- This comprises two significant extensions that diminish the host building
- Para 7.2 of the NFCA Character Appraisal and Management Proposals – Maintaining the existing buildings and their plots states the need to prevent unsympathetic changes to the existing houses such as oversize extensions or changes to the elevations and details
- The current garage block is not an attractive feature, but the proposed extensions do not enhance the host building

## OBJECTION

25/01100/HOU

28 Frere Avenue,Fleet,Hampshire, GU51 5AP

[Erection of a part single, part two storey rear extension](#)

Comments required by 10 July

Poor design but as all to the rear there is no impact on the street scene and no impact on immediate neighbours so NO OBJECTION

25/01130/HOU

10 Richard Close,Fleet,Hampshire, GU51 5YZ

[Erection of a single storey front extension](#)

Comments required by 10 July

Staggered front elevations so no impact on neighbours and materials match those of existing building so NO OBJECTION

25/01129/HOU

24A Avondale Road,Fleet,Hampshire, GU51 3BS

[Erection of a single storey side extension and front entrance porch](#)

Comments required by 10 July

No issues with proposed extensions, but parking plan will require significant area of front garden to be converted to hardstanding for parking – 8m width. This would breach Fleet Neighbourhood Plan Policy 19.

NO OBJECTION in principle but concern about parking

	<p>25/01067/FUL The Grove,60 Church Road,Fleet, GU51 4LY <a href="#">Change of use of garage to micro brewery (retrospective)</a> Comments required by 21 July</p> <ul style="list-style-type: none"> <li>• Use of an existing garage so no impact on the character of the property</li> <li>• Concern about traffic generation – can be managed by a condition of no on-site sales</li> <li>• No deliveries outside normal working hours i.e. 8:30 to 5:00pm to prevent disturbances to neighbours</li> <li>• Query impact on neighbours through smell?</li> </ul> <p>NO OBJECTION in principle subject to two conditions on preventing disturbance to neighbours via traffic or smell</p> <p>25/01177/HOU Bramble Cottage ,33 Basingbourne Road,Fleet, Hampshire, GU52 6TG <a href="#">Erection of a single storey extension to rear, extension of first floor accommodation within the roof space to rear including dormer windows to both sides, alterations to front porch, insertion of roof light to front roof slope and alterations to fenestration</a> Comments required by 21 July</p> <ul style="list-style-type: none"> <li>• Expansion of a chalet bungalow</li> <li>• Proposed plans and elevations are not compatible</li> <li>• Appears to be no change in the number of beds but potential to become a 5 bed house with downstairs shower room</li> <li>• Parking layout if adjusted to current standard 2.5 x 5 with additional 0.5 m adjacent to a wall, means the parking will intrude into the access road</li> </ul> <p>NO OBJECTION in principle but note breach in Fleet Neighbourhood Plan Policy 19 - front gardens being converted for parking</p> <p>25/01216/HOU 43 Velmead Road,Fleet,Hampshire, GU52 7LP <a href="#">Erection of a single storey side extension and replacement boundary wall</a> Comments required by 21 July</p> <p>NO OBJECTION</p>
6	<p><b>Noted:</b></p> <p>Weekly List</p>
7	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>16<sup>th</sup> July</p>

8	<b>Date of Next Development Control Committee Meeting</b> 21 <sup>st</sup> July
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**Meeting closed: 8pm**

**Signed:.....**

**Date: .....**



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 21<sup>st</sup> July 2025  
at 7pm in the Function Room, The Harlington

**Present:**

Cllr Schofield

Cllr Chenery

Cllr Holt

**Officers:** Charlotte Benham

1	<b>Apologies</b>  Apologies received from Cllr Hope
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3	<b>Public Session</b>  7 members of the public present regarding 25/01090/FUL <ul style="list-style-type: none"><li>• TPO trees – 52 being removed so loss of biodiversity to Ancient woodland</li><li>• No details for root protection for works</li><li>• Net loss of habitat being replaced elsewhere but no details given</li><li>• Natural England hasn't consulted</li><li>• No bat survey</li><li>• No 15m buffer zone for woodland</li><li>• Rye Logistics had conditions but they were later overturned</li><li>• Concerns about traffic – lorries backing up on road and increase in vans</li><li>• 200 jobs currently – go down to 140 which will impact local businesses</li><li>• Community engagement was poor</li><li>• Concern about traffic impact being a 24/7 site</li><li>• Flats nearby may be impacted by noise</li><li>• Other industrial units empty and converted to flats</li></ul>
4	<b>Approval of the Minutes</b>  The minutes of the development and control advisory group meeting held on Monday 7 <sup>th</sup> July were accepted as a correct record of the meeting.

25/00896/OUT

68 Albany Road, Fleet, Hampshire, GU51 3PT

[Outline application for the erection of 9 dwellings, new access road and associated landscaping works with principle, access and layout to be considered following demolition of existing dwelling and outbuildings](#)

Comments required by 24 July

- Environmental Report: impacts of the planned development upon biodiversity will be negligible and non-significant. Development should achieve a 10% gain but separate report identifies shortfall and commends off site trading - offsetting by use of third party site. This potentially does not address the local issue of improving local biodiversity.
- 9 properties, 26 bedrooms, 20 allocated parking and 6.5 unallocated parking spaces
- Building areas all above minimum for occupancy levels.
- This is a low density development with smaller family homes which are not being generally offered in the open market.
- Need a comment from HCC Highways on safety of 9 properties entering and leaving the site through a single entrance in reasonably close proximity to a junction.
- Waste have raised an issue of bin collection - having 9 houses bring their waste to kerbside without a dedicated area would appear unacceptable so on-site collection would appear appropriate. Accessibility of waste vehicle needs to be demonstrated and ability for proposed permeable paving to accommodate heavy vehicles.
- No floor plans or elevations provided yet

Holding OBJECTION until above issues are addressed/more details provided but overall a good development

25/01048/HOU

20 Kenilworth Crescent, Fleet, Hampshire, GU51 3BA

[Demolition of conservatory and erection of a two storey lift shaft at the rear and replacement conservatory](#)

Comments required by 24 July

- Two story lift shaft is right on the boundary, extending 2.5 metres from the rear of the house. Adjoining neighbour is to the NW so will lose some light off the back of the house. Picture indicates two windows will be impacted.
- Sympathetic to need for this but does impact neighbour. There is a no objection from a resident but does not declare their address - if it's the adjoining neighbour then not an issue.

Concern about impact on neighbouring property.

25/01031/HOU

5 Westminster Close, Fleet, Hampshire, GU51 4NR

[Erection of a single storey rear extension following demolition of existing conservatory and alteration to roof of utility and gym](#)

Comments required by 25 July

- Significant rear extension (4m) – may marginally breach the 45° rule
- Also to NW of neighbour so no shadowing effect.



- Materials matching existing.

## NO OBJECTION

25/01090/FUL

Centaur House, Ancells, Hampshire, GU51 2UJ

Demolition of two office buildings and erection of six units  
(E(g)/B2/B8) with access, landscaping and associated works

Comments required by 29 July

- This is an employment site, one of the few remaining in Hart – current number of jobs at site vs proposed potentially results in a net loss.
- Proposed new development is contained within existing site boundary. The only extension work is to the access off the main road to improve access from either direction.
- Noise has been measured and influenced by use of Ancells Road and M3. Additional sound barrier to be provided to front boundary, but does create an issue with maintenance of the trees screening the site and the foundations/support to the noise barrier.
- 52 trees removed from TPO'd area. No details for root protection during works provided.
- Nearest houses are generally shielded by trees.
- Traffic assessment not overly convincing as no HGV movements identified. A proper transport assessment is required to assess impact on residents.
- TRICS data not wholly relevant because of type of industry and local, not much data on similar activity in the SE of England.
- No detailed traffic model projected.
  - Recognise possible range of occupants not determined at this time, but a worst case scenario should be modelled
- If serious public concern about increased commercial traffic and the impact on the adjacent park, request s106 contribution to fencing the park boundary so safety of park users is secured.
- 6 small units indicated but there is the possibility that units could be combined and traffic movements are a function of floor area. Recommend a condition put in place that development will remain as 6 units and not be merged into larger units.
  - As small units, number of HGV movements to 2 loading bays would be limited.
- Conditions, especially related to night time activity, noise levels and limiting any light pollution, should be applied to reduce the impacts of operation on nearby residents.
- Travel Plan of no real value as does not practically address local issues. Cycling and walking to the site unlikely to be significant and there is no regular bus service, especially from early evening until next morning if shift work is involved. The remoteness of the site from a source of labour and the poor provision of public transport to the site, especially to support shift work makes anything but vehicular access impractical.

HOLDING OBJECTION until issues above are addressed.

If approved suggest s106 contribution secured to improve safety to local park users with increased commercial traffic flows.

25/01252/HOU

12 Elvetham Road, Fleet, Hampshire, GU51 4QB,

[Extension of dropped kerb by two dropped kerb stones](#)

Comments required by 29 July

- Looks to make whole front garden accessible for parking.
- Recognise that on-road parking has become a safety issue on Elvetham Road
- Loss of front garden which breaches Fleet Neighbourhood Plan Policy 15 Residential Front Gardens, retaining 50% as soft landscaping.

NO OBJECTION in principle but concern about parking as does breach Neighbourhood Plan.

25/01256/HOU

12 Fern Drive, Church Crookham, Fleet, Hampshire, GU51 5NW

[Erection of a single storey side extension and replacement of the existing ground floor flat roofs on side and rear with a pitched roof](#)

Comments required by 29 July

- Major expansion of the ground floor to side and rear of the property with no obvious impact on neighbours.
- Large area of roof - how is additional run off to be dealt with in area adjacent to the canal?

NO OBJECTION

25/01255/HOU

2 Coombe Drive, Fleet, Hampshire, GU51 3DY

[Erection of a single storey rear extension following demolition of conservatory and alterations to fenestration to ground floor rear and side](#)

Comments required by 29 July

Typical replacement of traditional glass conservatory with solidly built flat roof extension with bi-fold doors to rear. No impact on neighbours.

NO OBJECTION

25/01276/HOU

26 Fir Tree Way, Fleet, Hampshire, GU52 7NB

[Demolition of conservatory and erection of a single storey rear extension, insertion of one window and replace one door with obscure glazed window ground floor side](#)

Comments required by 31 July

- Extending a further 2m beyond the line of the old conservatory (total 5m).
- All to the rear - possible infringement of the 45° rule.

NO OBJECTION

25/01158/HOU

26A Kings Road, Fleet, Hampshire, GU51 3AQ

Erection of a hip to gable extension, conversion of loft into habitable accommodation, juliette balcony to rear elevation and insertion of roof windows

Comments required by 31 July

- Significant change to the roof by converting hip to gable.
- Significantly increases the volume of the roof space and makes the building top heavy.
- Goes from 4 to 5 bedrooms, so no additional parking required.
- The proposed Juliet balcony at the second-floor level will give a view over the first property in Connaught Road and therefore result in a loss of privacy.

OBJECTION – removing Juliet balcony to prevent overlooking may be more acceptable

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**Licencing App**

Bunker, Upper Street, Fleet, Hampshire, GU51 3PE

The proposed variation is to seek approval of the plan submitted with the application to make the following alterations:

- The bar in the games room has been rotated 90 degrees clockwise onto the side wall to allow more space for the arcade machines.
- Removal of the through corridor located at the top of the seating booths in Botanic to create a glass wash area to allow better support to the bars.
- Removal of the glass wash room located in the lower part of The Vault room to create more seating.
- Widened area in front of the cloakroom to help to avoid congestion at busy points and help the general flow.
- The door and step have switched position in the top entrance to the back Disco room. This will help for security purposes when the room isn't trading.

To extend the permitted hours for the provision of regulated entertainment (to include films, indoor sporting events, live music and recorded music) and the sale of alcohol on and off the premises from the current hours of Monday, Tuesday and Wednesday 19:00 to 01:00 the following morning and Thursday, Friday and Saturday 19:00 to 03:00 the following morning to the proposed hours of Monday, Tuesday and Wednesday 12:00 to 01:00 the following morning and Thursday, Friday and Saturday 12:00 to 03:00 the following morning.

The opening hours of the premises will be Monday, Tuesday and Wednesday 12:00 to 01:30 the following morning and Thursday, Friday and Saturday 12:00 to 03:30 the following morning.

Any comments by 4<sup>th</sup> August

- This is a club in very close proximity to residential dwellings and so turn out at 3:30am in the morning is totally unacceptable.
- Opening until 01:30am on weekdays is also totally unacceptable – historically club only open on Thur/Fri/Sat nights.
- Arcade machines encourages gambling – already have betting shops.

	OBJECTION
6	<b>Noted:</b>  Weekly List
7	<b>Noted:</b>  <b>Hart Planning Meeting Dates</b>  20 <sup>th</sup> August
8	<b>Date of Next Development Control Committee Meeting</b>  11 <sup>th</sup> August

**Meeting closed: 8.45 pm**

**Signed:.....**

**Date: .....**



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 11<sup>th</sup> August 2025  
at 7pm in the Function Room, The Harlington

**Present:**

Cllr Schofield  
Cllr Chenery  
Cllr Holt  
Cllr Hope

**Officers:** Charlotte Benham

1	<b>Apologies</b>  No apologies received
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3	<b>Public Session</b>  None present
4	<b>Approval of the Minutes</b>  The minutes of the development and control advisory group meeting held on Monday 21st July were accepted as a correct record of the meeting.
5	<p>25/01295/HOU 73 Avondale Road, Fleet, Hampshire, GU51 3LQ <a href="#"><u>Erection of a two storey side extension, single storey side and rear extension and extended porch roof across front elevation</u></a> Comments required by 4 August</p> <ul style="list-style-type: none"><li>• Increase from 2 to 3 bedrooms - parking is not an issue but as much green space as possible should be retained.</li><li>• Designs of extensions are sympathetic to the host building.</li><li>• Only concern is impact on No.71 and the proximity of the full height development close to the shared boundary - orientation will take light off the side elevation of No.71</li></ul>

	<p>NO OBJECTION in principle but concern about close proximity to No.71 if they have windows that will be affected</p> <p>25/01185/HOU 20 Tavistock Road, Fleet, Hampshire, GU51 4EH <a href="#"><u>Demolition of garage and erection of a two storey side extension (to include replacement garage), juliette balcony to rear elevation, open front porch and alterations to fenestration</u></a> Comments required by 4 August</p> <ul style="list-style-type: none"> <li>• Impractical parking plan – parking inadequate</li> <li>• Breaches Fleet Neighbourhood Plan Policy 15, Front Gardens, due to inability to retain 50% of front garden to soft landscaping.</li> <li>• Increase to 5 bedrooms from 3, requires 4 parking spaces and cycle storage – garage does not count as parking space as undersized</li> <li>• Drop in ridge height to make the extension subordinate to the host building, understood but not aligning facia with host building looks anomalous.</li> <li>• Addition of the Juliet balcony raises concern over loss of privacy of adjoining neighbours.</li> </ul> <p>OBJECTION - concern about parking and loss of privacy to neighbour</p> <p>25/01309/GPDBUH 56 Basingbourne Road, Fleet, GU52 6TH <a href="#"><u>Erection of single storey side and rear extensions following demolition of existing open porch, garage and utility and creation of a first floor</u></a> Comments required by 4 August</p> <ul style="list-style-type: none"> <li>• Several neighbours have objected on the grounds of the failure of a previous application that was rejected and none of the issues have been addressed.</li> <li>• Breaches Fleet Neighbourhood Plan Policy 11, loss of a bungalow, by applying under Permitted Development Rights. Need to safeguard building stock for people of limited mobility including people with disabilities and older residents.</li> <li>• Quote from Appeal Decision Ref APP/N1730/D/21/3267602  <i>“The proposal would introduce an additional storey onto the property. Although the materials and roof pitch would match the existing dwelling, the increased height of the dwelling would be entirely at odds with the prevailing character of the area. It would become a three-storey property in an area which is fundamentally dominated by two storey houses. Accordingly, when assessed against a well-established and consistent context the external appearance of the dwelling would be in complete contrast with the typical surroundings. Moreover, increasing the height in the manner proposed would also distort the proportions of the principal elevation. In doing so the proposal would be significantly harmful to the appearance of the existing dwelling as well as to the overwhelming character and appearance of the area”</i> </li> <li>• If two storey in a prevailing area of one storey bungalows is inserted into the text it has the same significant impact.</li> <li>• There is also the basic premise that to meet Permitted development Rights the additional storey should sit over the existing footprint and literally lift the roof by one floor. The proposed extension does not meet these basic criteria. The various</li> </ul>
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	<p>elevations demonstrate where the two-storey extension has gone beyond the original footprint.</p> <p>OBJECTION</p> <p>25/01319/HOU 12 Gorseway, Fleet, Hampshire, GU52 7NA <a href="#">Erection of a single storey rear infill extension, first floor extension and raising of the ridge line to include rear dormer, insertion of roof lights to front roof slope and conversion of one garage into habitable space</a> Comments required by 5 August</p> <ul style="list-style-type: none"> <li>• Development claims no change in the number of bedrooms but office has ready access to a bathroom so could be a bedroom so this is effectively an expansion to 6 bedrooms.</li> <li>• 5 bedrooms and above require 4 parking spaces.</li> <li>• One garage is being lost to residential accommodation - no details of the proposal (stated to be office, but one bedroom in the main house also stated to be converted to an office)</li> <li>• One garage does not count as a parking space so minimum of 4 cars have to be accommodated on site - looks impractical because of close proximity of shared drive to adjacent properties.</li> <li>• Comment about ease of on-street parking is also questionable as referred to by neighbours.</li> <li>• Raising the ridge height and adding two rear dormers plus a rear window makes the development top heavy – it is readily visible from Velmead Road and out of character with local design.</li> <li>• Although dormers are incorporated in several local extensions - not at the second storey (third floor level).</li> </ul> <p>OBJECTION – would have negative impact on the street scene and is out of character</p> <p>25/01120/FUL Hart Leisure Centre, Emerald Avenue, Fleet, GU51 5EE <a href="#">Installation of 3 indoor padel courts and erection of canopy</a> Comments required by 5 August</p> <ul style="list-style-type: none"> <li>• Stated to be a standalone facility not immediately connected to the Sports Centre, so are there no changing or toilet facilities?</li> <li>• Sound study highlights the high levels of sound generated by the sport but sets out to demonstrate that it will not have an impact on the nearest residential dwelling, otherwise on the edge of the country park.</li> </ul> <p>NO OBJECTION in principle as long as the predicted noise levels are correct and won't disturb residents nearby</p> <p>25/01333/HOU 83 Avondale Road, Fleet, Hampshire, GU51 3LQ <a href="#">Erection of a single storey side extension and changes to fenestration (retrospective)</a></p>
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	<p>Comments required by 7 August</p> <p>Retrospective application - does crowd the neighbouring property and appears to serve little purpose. Not part of the previously approved planning application</p> <p>OBJECTION Concern about loss of light to neighbour</p> <p>25/01252/HOU 12 Elvetham Road, Fleet, Hampshire, GU51 4QB <a href="#">Widening of the existing access by extension of dropped kerb</a> Comments required by 12 August</p> <p>Already commented.</p> <p>25/00458/FUL 11 Fairmile, Fleet, Hampshire, GU52 7UT <a href="#">Joint application for 11 and 13 Fairmile - Erection of a two storey rear extension, conversion of loft into habitable accommodation with rear dormer and single storey side extension to garage</a> Amended Plans : rear dormer removed Comments required by 5 August</p> <p>We have previously commented, but the rear elevation has been significantly modified to take away the upper floor windows and use only roof lights which removes the issue of overlooking</p> <p>NO OBJECTION to Revision 2 plans – but parking plan needs dimensions adding to check parking is adequate as current layout shows 3 in a row which isn't accepted under HDC standards</p> <p>25/01320/FUL 101 Reading Road South, Fleet, Hampshire, GU52 7TE <a href="#">Erection of 1 two bedroom self build / custom build dwelling following demolition of existing garage/carport and removal of greenhouse with associated hard and soft landscaping</a> Comments required by 15 August</p> <ul style="list-style-type: none"> <li>• This is a back garden development that has previously been refused for a chalet bungalow in keeping with local character.</li> <li>• The new proposal which follows the same site plan is for a two-bedroom bungalow of very modern design, totally out of keeping with local character.</li> <li>• Materials include zinc cladding, vertical timber cladding and white render not in keeping with the local character.</li> <li>• The appearance is more of a garden room or mobile home than a permanent dwelling</li> <li>• Accepted that there are very limited views of the development outside of the site</li> </ul> <p>OBJECTION, completely out of character.</p>
6	<p><b>Noted:</b></p> <p>Weekly List</p>



7	<b>Noted:</b>  <b>Hart Planning Meeting Dates</b>  20 <sup>th</sup> August
8	<b>Date of Next Development Control Committee Meeting</b>  <u>Wednesday 27<sup>th</sup> August at 6pm</u>

**Meeting closed: 8.30pm**

**Signed:.....**

**Date: .....**



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING**

held on

**Wednesday 9<sup>th</sup> July 2025 at 7pm**

\* Councillor Woods (Chairman)

0 Councillor Tilley (Vice Chairman)

\* Councillor Einchcomb

\* Councillor Holt

\* Councillor May

\* Councillor Schofield

# Councillor Wildsmith

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

#### **Also in attendance:**

Rita Tong – Executive Officer

#### **EST JULY 2025 ITEM 1**

#### **ELECTION OF CHAIRMAN**

Cllr Woods was nominated and seconded for the position of Chairman of the Committee. There were no other nominations received.

#### **RESOLVED**

That Cllr Woods be elected as Chairman of the Establishment Committee for the local government year 2025/2026.

#### **EST JULY 2025 ITEM 2**

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

Cllr Tilley was nominated and seconded for the position of Vice Chairman of the Committee. There were no other nominations received.

#### **RESOLVED**

That Cllr Tilley be elected as Vice Chairman of the Establishment Committee for the local government year 2025/2026.

#### **EST JULY 2025 ITEM 3**

#### **APOLOGIES**

Members received and accepted the apologies as noted above.

#### **EST JULY 2025 ITEM 4**

#### **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **EST JULY 2025 ITEM 5**

#### **QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no members of the public present.

**EST JULY 2025 ITEM 6****MINUTES OF PREVIOUS MEETING**

The minutes of the Establishment Committee meeting held on 12<sup>th</sup> March 2025 were approved and signed by the Chairman.

**EST JULY 2025 ITEM 7****ANCELLS FARM COMMUNITY CENTRE**

Members noted that the Administration Support Officer had taken over the management of bookings at Ancells Farm Community Centre following the retirement of the Ancells Supervisor. This has involved transitioning regular hirers to the new booking system, managing casual bookings, and supporting all hirers in using the new remote locking system. A number of residual issues also required investigation and resolution, all of which the Administration Support Officer has successfully addressed.

To recognise the additional responsibilities undertaken, Members agreed to award the Administration Support Officer a one-off bonus.

It is intended that responsibility for bookings at Ancells Farm Community Centre will return to the General Manager's team once the Marketing & Box Office Manager resumes full-time hours and workloads covering her absence reduce. The Marketing & Box Office Manager is due to return to full-time hours on 24 July 2025.

**RESOLVED**

- a) Members noted the temporary and longer-term arrangements for managing bookings at Ancells Farm Community Centre.
- b) Members approved a one-off bonus for the Administration Support Officer.

**EST JULY 2025 ITEM 8****NEONATAL CARE LEAVE PROCEDURE**

Members considered the revised Neonatal Care Leave procedure.

**RESOLVED**

To approve the revised Neonatal Care Leave procedure

**EST JULY 2025 ITEM 9****TRAINING UPDATE**

Members noted the training received by Officers since the last Establishment Committee meeting.

Members expressed concern that some mandatory training has remained outstanding for several months, which is considered unacceptable. All outstanding training must be completed by 31 August 2025, and any staff who fail to meet this deadline may be subject to formal warnings. All affected staff are to be notified of this requirement without delay.

**EST JULY 2025 ITEM 10****STAFF APPRAISALS**

Members noted that a new appraisal form has been developed and is being used for the 2024/25 review period. Cllr Holt observed that there was no specific section for recording career aspirations. The Executive Officer explained that while this is partly addressed within the training section, it can also be captured in the summary comments if needed.

The appraisal process for 2024/25 is now underway. Members requested that all appraisals be completed by 31 August 2025.

**EST JULY 2025 ITEM 11**

**STAFFING UPDATES**

Members noted staffing updates since the previous Establishment Committee meeting

**EST JULY 2025 ITEM 12**

**DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 12<sup>th</sup> November 2025 at 7pm in The Harlington (Music Room).

**Part 3 CONFIDENTIAL ITEMS**

The Chairman stated the reasons that the remainder of the meeting should be held in confidential session is due to matters relating to individual staff and terms of service being discussed.

**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.

**EST JULY 2025 ITEM 13**

**REVIEW OF DISCIPLINARY PROCESS**

Members received a report in response to a request to review the Council's disciplinary process, following concerns raised by a member of staff.

**RESOLVED**

The following actions were agreed to improve the clarity, fairness, and transparency of the disciplinary process:

- The complaints procedure will be used where appropriate.
- Neutral language will be used in investigation reports and other staff-related documentation.
- Mitigating factors will be documented wherever possible.
- A standard statement will be included in investigation notifications, clarifying that HR records may be accessed where relevant, but only to the extent necessary to address the matter.
- Staff will be permitted to bring a support person to investigation meetings.
- The Executive Officer is authorised to respond to the staff member, once the Chairman has approved the draft response.

**Signed:** ..... **Date**.....  
**Chairman**

The meeting closed at 8.16pm.



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE POLICY AND FINANCE COMMITTEE**

**Wednesday 23<sup>rd</sup> July 2025 at 7pm  
at The Harlington**

\* Councillor Holt (Chairman)

\* Samantha Neves (Vice Chairman)

L Councillor Einchcomb

# Councillor Fang

\* Councillor Richmond

\* Councillor Schofield

\* Councillor Stanton

\* Councillor Taylor

\* Councillor Tilley

\* Councillor Woods

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

Also in attendance:

Rita Tong – Executive Officer

#### **PF JULY 2025 ITEM 1      APOLOGIES FOR ABSENCE**

Members received and accepted the apologies as noted above.

#### **PF JULY 2025 ITEM 2      DECLARATIONS OF INTEREST**

Cllr Stanton declared an other registerable Interest in Agenda Item 7 on the grounds she is a volunteer for the organisation.

#### **PF JULY 2025 ITEM 3      QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

#### **PF JULY 2025 ITEM 4      MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on Wednesday 19<sup>th</sup> February 2025 were approved and signed by the Chairman.

#### **PF JULY 2025 ITEM 5      QUARTERLY FINANCIAL MONITORING REPORT**

Members considered the quarterly financial monitoring report for the period ending 30 June 2025.

In addition to the commentary from the financial monitoring report, Members noted that the recent unauthorised encampment was expected to result in approximately £2,000–£3,000 of unplanned expenditure.

Members further noted that, as part of the Cemetery extension project, solicitors had been engaged to provide advice on a number of matters, which would lead to unbudgeted legal fees.

**RESOLVED**

- a. To receive and accept the Quarterly Report and accounts for the period ending 30 June 2025.
- b. That the Executive Officer be authorised to write to Hart District Council to request a contribution towards legal fees incurred in registering the cemetery land, as this process is necessary due to Hart District Council's inability to provide legal deeds.

**PF JULY 2025 ITEM 6 INVESTMENT REPORT**

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

Account	Funds
HSBC Current Bank Account	£495,126.53
HSBC Savings Account	£813,992.78
Nationwide Business Instant Saver	£411,552.76
CCLA Public Sector Deposit Fund	£3,024,735.00
<b>TOTAL</b>	<b>£4,745,407.07</b>

**RESOLVED**

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

**PF JULY 2025 ITEM 7 GRANTS**

Members considered an application from Fleet Repair Café for grant funding of £346 to cover the cost of twelve car parking spaces in Victoria Road Car Park for four hours on Saturday mornings, 12 times per year.

Members received the record of grants awarded for 2025/26 and noted that Silent Storms had not yet been included. It was agreed that their Grant Aid in Kind should be allocated from the Community Support budget.

**RESOLVED**

- a. That, while Members were highly supportive of the work carried out by the Fleet Repair Café, the grant application be declined on the grounds that awarding funding for car parking could set a precedent that would be financially unsustainable.
- b. To note the record of grants awarded for 2025/26.

**PF JULY 2025 ITEM 8 HALLMASTER**

Members considered the report by the Executive Officer on Hallmaster reports and how the information the system provides can be used for monitoring performance and setting targets.

**RESOLVED**

To note the report and introduce occupancy targets and KPI's to drive improvements in utilisation.

**PF JULY 2025 ITEM 9 ANNOUNCEMENTS**

It was noted that work must commence on the 2026/27 budget, which will involve consideration of a number of issues arising from the planned Harlington renovation and its impact on various budget areas.

It was agreed that the Budget Working Group will meet at 7.00pm on Wednesday 27 August 2025.

**PF JULY 2025 ITEM 10      BOX OFFICE / RECEPTION VISITS**

At the request of management, the Box Office team had recorded visitor numbers and the purpose of visits over a two-month period. The data collection exercise was designed to provide insight into patterns of use and support future service planning.

Members considered the data and its potential to inform decisions on how front-of-house functions could be delivered following the Harlington renovation. The information was welcomed as a useful evidence base to guide operational decisions and resource allocation.

**PF JULY 2025 ITEM 11      DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 15<sup>th</sup> October 2025 at 7pm in the Harlington.

There being no further business the meeting closed at 8:35pm.

**Signed:** .....      **Date:** .....  
**Chairman**



**Application for Co-option  
Part 1**

Thank you for your interest in becoming a Town Councillor. Please provide below information to assist the council in making their decision.

<b>Full Name &amp; Title</b>	Mrs Patricia Anne Powell
<b>Home Address</b>	[Redacted]
<b>Home Telephone</b>	[Redacted]
<b>Mobile Telephone</b>	[Redacted]
<b>Email Address</b>	[Redacted]
<b>Which Ward are you applying for?</b>	Pondtail

**About You**

Please provide the Council with some background information about yourself.

I was born in Hampshire. I am married with two sons, both of whom are in Government employ. One is a Police Officer in London and the other is a Senior Civil Servant and also an officer in the Army Reserve. I lived and worked abroad for 26 years before returning to the UK and becoming resident in Fleet in 1998.

My whole career was spent in Education as a teacher, Head Teacher, Primary Phase Inspector in Hampshire and finally as Senior Advisory Officer for Early Years Education in HCC leading a team of 60 Early Years teacher consultants and advisors.

I have had a happy and successful career and retirement and have always felt it my duty to pay back into society and give my time voluntarily for various organisations, community groups and charities. I am fully committed to finding ways to improve the life chances and opportunities for those around me.

I retired in 2010 and became the full-time carer for my husband. He is now in a nursing home so I have more time to take on this exciting new role.

I am a trustee for three charities: The Thomas Cranston Hughes Trust which supports a home for orphans in Nepal; Fleet and District U3A where I am president, a committee member and have taught Bridge to beginners for the last 12 years; and the South East U3A Forum which organises a national summer school for U3As.

I am a practising Christian, lay reader and Eucharistic Minister in my church.



Locally, I am the Neighbourhood Watch representative for my street; I run a book circle and a ladies' social group; I facilitate an online support group for carers with Phylis Tuckwell Hospice; I set up a WhatsApp group in my street at the beginning of the pandemic which quickly developed into twice weekly coffee mornings outside. We still meet for coffee twice a week, to this day, and we also organise a summer barbecue and carols on Christmas Eve.

### **Reasons for applying**

Please provide the council with your reasons for wanting to become a Town Councillor.

I am deeply invested in the future prosperity of our community. I believe my experience, skills and abilities make me a highly suitable candidate to represent the interests of our town and contribute effectively to Fleet Town Council. I have lived in Pondtail in Fleet for 27 years this August.

I have become involved in several local organisations and have supported many local initiatives. I always try to attend local events and meetings so that I am fully informed about local issues and challenges. I am committed to providing local strategies and plans to ensure Fleet continues to be a vibrant and thriving place to live. I believe that being a Fleet Town Councillor will give me the chance to work with the council towards a better future for Fleet.

Throughout my career and retirement, I have honed the skills that are directly transferrable and essential for a successful Town Councillor.

I am an effective communicator. I have made many presentations over the years and am confident in speaking to groups of all sizes and backgrounds. I am also a good listener and have been trained as an educational councillor. I am good at facilitating constructive dialogue which I know will be crucial in representing constituents and collaborating with fellow councillors and officers.

I am a good team player and thrive on the energy created in a lively discussion. I am good at summing up the issues and helping the team to arrive at decisions that can be supported by everyone.

I am a well-respected member of our community with many friends and connections. I know that I am good at networking and building relationships. I am also very good at maintaining good relationships with everyone around me. This ability has underpinned my successful career and my success in building a busy, interesting and fulfilled retirement.

As an educator I understand the need to collaborate with other similar institutions, outside agencies, local and central government, volunteers and charities. I would bring the knowledge gained from these experiences and the skills involved to the Town Councillor role.

I am effective at problem solving and decision making. My successful experience in leading small and large teams has equipped me with the ability to resolve complex issues in a timely manner. I approach challenges analytically so I will be able to contribute meaningfully to sound, well-considered decisions for our town.

I am aware of the responsibilities of a town councillor, including attending meetings, scrutinising policies, advocating for residents and contributing to the strategic direction of the council. I believe that my life experiences so far have equipped me to fulfill these duties successfully.

I am prepared to dedicate the necessary time and effort to the role including engaging in all training that might be offered and to act with integrity and transparency in all matters. If co-opted to Fleet Town Council I would look forward to working collaboratively with other councillors to deliver effective services, promote initiatives and to improve the well-being of my fellow residents.

Thank you for considering my application.

**Signature**



Please return your completed application to the Clerk to the Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide whether the Council agrees to co-opt you to Fleet Town Council.

Data Protection Act: The information provided on this application will remain private and Confidential.

## Co-option Eligibility Form Part 2

1. In order to be eligible for co-option as a Fleet Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

a) I am registered as a local government elector for the parish; or

☒

b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

☐

c) My principal or only place of work during those twelve months has been in the parish; or

☐

d) I have during the whole of twelve months resided within 4.8 km of The Parish of Fleet

☐

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

**This disqualification for bankruptcy ceases in the following circumstances:**


- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

### DECLARATION

I, Patricia Anne Power hereby confirm that I am eligible for the vacancy of Fleet Town Councillor and the information given on this form is a true and accurate record.

Signature



Date July 14<sup>th</sup> 2025

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## Fleet Town Council Current Year

### Bank - Cash and Investment Reconciliation as at 30 June 2025

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#### **Confirmed Bank & Investment Balances**

##### Bank Statement Balances

30/06/2025	HSBC	495,126.53
30/06/2025	Petty Cash	0.16
30/06/2025	HSBC Savings	813,992.78
30/06/2025	Public Sector Deposit Fund	3,024,735.00
30/06/2025	Nationwide Deposit Account	411,552.76

**4,745,407.23**

##### Other Cash & Bank Balances

**1,720.00**

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**4,747,127.23**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

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**4,747,127.23**

##### All Cash & Bank Accounts

1	Bank Current/Deposit Account	495,126.53
2	Petty Cash - FTC	0.16
3	HSBC Savings Account	813,992.78
4	CCLA Pub Sector Deposit Fund	3,024,735.00
5	Nationwide deposit account	411,552.76
	Other Cash & Bank Balances	1,720.00
	<b>Total Cash &amp; Bank Balances</b>	<b>4,747,127.23</b>

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## Fleet Town Council Current Year

### Bank - Cash and Investment Reconciliation as at 31 July 2025

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/07/2025	HSBC	463,149.81
31/07/2025	Petty Cash	0.16
31/07/2025	HSBC Savings	815,136.83
31/07/2025	Public Sector Deposit Fund	3,024,735.00
31/07/2025	Nationwide Deposit Account	412,513.99

**4,715,535.79**

##### Other Cash & Bank Balances

**1,620.00**

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**4,717,155.79**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

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**4,717,155.79**

##### All Cash & Bank Accounts

1	Bank Current/Deposit Account	398,391.38
2	Petty Cash - FTC	0.16
3	HSBC Savings Account	815,136.83
4	CCLA Pub Sector Deposit Fund	3,024,735.00
5	Nationwide deposit account	412,513.99
	Other Cash & Bank Balances	1,620.00
	<b>Total Cash &amp; Bank Balances</b>	<b>4,652,397.36</b>

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Date: 21/07/2025

## Fleet Town Council Current Year

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Time: 15:31

## Cashbook 1

User: SM

## Bank Current/Deposit Account

Payments made between 01/06/2025 and 30/06/2025

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
02/06/2025	Hart District Council - DD	dd892	210.00	210.00		500		Business Rates 25/26
02/06/2025	Hart District Council - DD	dd893	1,634.00	1,634.00		500		Business Rates 25/26
02/06/2025	Hart District Council - DD	dd894	119.00	119.00		500		Business rates 25/26
03/06/2025	Booker Limited	dd895	30.64	30.64		500		Purchase Ledger DDR Payment
04/06/2025	BACS P/L Pymnt Page 2687	BACS Pymnt	52,625.55	52,625.55		500		BACS P/L Pymnt Page 2687
11/06/2025	Fleet Town Council	BACS	250.00			4995 101	250.00	HART VE80 REFUND
						385	-250.00	HART VE80 REFUND
						6001 101	250.00	HART VE80 REFUND
11/06/2025	Fleet Town Council	BACS	150.00			4995 101	150.00	ELVETHAM VE80 GRANT
						385	-150.00	ELVETHAM VE80 GRANT
						6001 101	150.00	ELVETHAM VE80 GRANT
11/06/2025	BACS P/L Pymnt Page 2690	BACS Pymnt	18,353.76	18,353.76		500		BACS P/L Pymnt Page 2690
11/06/2025	Sage UK Ltd	dd896	53.40	53.40		500		Purchase Ledger DDR Payment
12/06/2025	Total Energies	dd903	71.43	71.43		500		gas 31/3-30/4/25
12/06/2025	Total Energies	dd904	1,621.98	1,621.98		500		gas har 31/3-30/4/25
12/06/2025	Total Energies	dd905	145.77	145.77		500		gas afcc 31/3-30/4/25
13/06/2025	Payment Sense Ltd	dd915	150.02	150.02		500		card charges 1/5-31/5/25
13/06/2025	Payment Sense Ltd	dd916	28.16	28.16		500		card charges 1/5-31/5/25
16/06/2025	NPower - Direct Debits	dd897	47.29	47.29		500		elec 1/4-30/4/25
16/06/2025	NPower - Direct Debits	dd898	38.15	38.15		500		elec 1/4-30/4/25
16/06/2025	NPower - Direct Debits	dd899	128.99	128.99		500		elec 1/4-30/4/25
16/06/2025	NPower - Direct Debits	dd899	439.16	439.16		500		elec 1/4-30/4/25
16/06/2025	HSBC	dd901	2,606.47	2,606.47		500		Purchase Ledger DDR Payment
16/06/2025	NPower - Direct Debits	dd902	37.12	37.12		500		elec 1/4-30/4/25
17/06/2025	Fleet Town Council	BACS	33.74			516	33.74	LGPS Pension Jun 25
17/06/2025	Fleet Town Council	DD	4,091.47			516	4,091.47	L&G Pension Jun 25
17/06/2025	Castle Water Limited	dd903	23.20	23.20		500		water 1/2-28/2/25
17/06/2025	Castle Water Limited	dd904	87.38	87.38		500		water 1/5-31/5/25

Subtotal Carried Forward:

82,976.68

78,451.47

0.00

4,525.21

Date: 21/07/2025

## Fleet Town Council Current Year

Page 2

Time: 15:31

## Cashbook 1

User: SM

## Bank Current/Deposit Account

Payments made between 01/06/2025 and 30/06/2025

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
17/06/2025	Castle Water Limited	dd905	32.49	32.49		500		water 1/5-31/5/25
17/06/2025	Xero (UK) Ltd	dd906	0.96	0.96		500		accounting software 13/6-12/7/
17/06/2025	Booker Limited	dd907	239.27	239.27		500		Purchase Ledger DDR Payment
17/06/2025	Global Payments - Direct Debit	dd908	464.02	464.02		500		card charges 1/5-30/5/25
17/06/2025	Castle Water Limited	dd910	75.01	75.01		500		water 1/5-31/5/25
17/06/2025	Castle Water Limited	dd911	1,083.22	1,083.22		500		water 1/5-31/5/25
18/06/2025	Fleet Town Council	BACS	250.00			4995 101	250.00	Hart ve80 refund
						385	-250.00	Hart ve80 refund
						6001 101	250.00	Hart ve80 refund
18/06/2025	Fleet Town Council	BACS	627.86			4995 101	627.86	rbl ve80 donation
						385	-627.86	rbl ve80 donation
						6001 101	627.86	rbl ve80 donation
18/06/2025	BACS P/L Pymnt Page 2693	BACS Pymnt	11,262.35	11,262.35		500		BACS P/L Pymnt Page 2693
20/06/2025	Fleet Town Council	BACS	32,498.16			520	32,498.16	Payroll June 2025
20/06/2025	Payment Sense Ltd	dd912	113.94	113.94		500		card charges 1/5-31/5/25
20/06/2025	Payment Sense Ltd	dd913	17.88	17.88		500		card charges 1/6-30/6/25
20/06/2025	Central Computer Management Lt	dd914	49.20	49.20		500		Purchase Ledger DDR Payment
23/06/2025	Croner Group Ltd	dd917	408.98	408.98		500		H&S and HR Support June 2025
24/06/2025	BACS P/L Pymnt Page 2699	BACS Pymnt	18,507.55	18,507.55		500		BACS P/L Pymnt Page 2699
25/06/2025	Fleet Town Council	DD	10,359.24			515	10,359.24	HMRC Inland Rev Jun 25
25/06/2025	BOC Ltd	dd918	238.39	238.39		500		gas delivery
25/06/2025	Central Computer Management Lt	ref	-49.20	-49.20		500		Purchase Ledger DDR Payment
26/06/2025	Focus 4 U Ltd	dd919	56.40	56.40		500		broadband 1/7-31/7/25
29/06/2025	HSBC	dd920	54.29	54.29		500		bank charges 8/5-7/6/25
30/06/2025	BACS P/L Pymnt Page 2705	BACS Pymnt	16,068.43	16,068.43		500		BACS P/L Pymnt Page 2705
30/06/2025	Global Payments - Direct Debit	dd921	49.00	49.00		500		card charges 1/5-31/5/25
30/06/2025	Vodafone Limited	dd922	43.83	43.83		500		Purchase Ledger DDR Payment
Total Payments:			175,427.95	127,167.48	0.00		48,260.47	

Date: 11/08/2025

Fleet Town Council Current Year

Page 1

Time: 15:57

Cashbook 1

User: SM

Bank Current/Deposit Account

Payments made between 01/07/2025 and 31/07/2025

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/07/2025	Booker Limited	dd923	105.28	105.28		500			Purchase Ledger DDR Payment
01/07/2025	Hart District Council - DD	dd924	210.00	210.00		500			Business Rates 25/26
01/07/2025	Hart District Council - DD	dd925	1,634.00	1,634.00		500			Business Rates 25/26
01/07/2025	Hart District Council - DD	dd926	119.00	119.00		500			Business rates 25/26
07/07/2025	BACS P/L Pymnt Page 2709	BACS Pymnt	10,319.18	10,319.18		500			BACS P/L Pymnt Page 2709
07/07/2025	Fleet Town Council	DD	4,211.19			516		4,211.19	L&G Pension Jul 25
09/07/2025	Total Energies	dd928	61.00	61.00		500			gas 30/4-31/5/25
09/07/2025	Total Energies	dd929	127.23	127.23		500			gas 30/4-31/5/25
10/07/2025	Sage UK Ltd	dd930	52.20	52.20		500			payroll 6/7-5/8/25
14/07/2025	BACS P/L Pymnt Page 2711	BACS Pymnt	15,865.79	15,865.79		500			BACS P/L Pymnt Page 2711
14/07/2025	Payment Sense Ltd	dd931	299.75	299.75		500			card charges june 25
14/07/2025	Payment Sense Ltd	dd932	27.52	27.52		500			card charges june 25
14/07/2025	HSBC	dd933	120.32	120.32		500			Purchase Ledger DDR Payment
15/07/2025	HSBC	dd934	2,233.56	2,233.56		500			Purchase Ledger DDR Payment
16/07/2025	NPower - Direct Debits	dd935	39.70	39.70		500			elec 1/5-31/5/25
16/07/2025	NPower - Direct Debits	dd936	39.31	39.31		500			elec 1/5-31/5/25
16/07/2025	Castle Water Limited	dd937	208.82	208.82		500			water 1/6-30/6/25
16/07/2025	Castle Water Limited	dd938	4,152.04	4,152.04		500			water 1/6-30/6/25
16/07/2025	Xero (UK) Ltd	dd939	19.20	19.20		500			Xero Subscription 13/7-12/8/25
16/07/2025	NPower - Direct Debits	dd940	137.42	137.42		500			elec 1/5-31/5/25
16/07/2025	Global Payments - Direct Debit	dd941	761.00	761.00		500			card charges jun25
16/07/2025	NPower - Direct Debits	dd942	119.09	119.09		500			elec 1/5-31/5/25
16/07/2025	Castle Water Limited	dd943	1,049.85	1,049.85		500			water 1/6-30/6/25
16/07/2025	NPower - Direct Debits	dd944	44.82	44.82		500			elec 1/5-31/5/25
17/07/2025	Castle Water Limited	dd945	31.84	31.84		500			water 1/6-30/6/25
17/07/2025	Castle Water Limited	dd946	74.36	74.36		500			water 1/6-30/6/25
18/07/2025	Fleet Town Council	BACS	33,625.56			520		33,625.56	Payroll July 25
22/07/2025	BACS P/L Pymnt Page 2713	BACS Pymnt	34,226.52	34,226.52		500			BACS P/L Pymnt Page 2713
23/07/2025	Croner Group Ltd	dd947	408.98	408.98		500			EAP July 2025
24/07/2025	Fleet Town Council	DD	10,009.49			515		10,009.49	Inland Rev Jun 25
25/07/2025	Payment Sense Ltd	dd948	113.94	113.94		500			card charges 1/6- 30/6
25/07/2025	Payment Sense Ltd	dd949	17.88	17.88		500			card charges 1/6-
Subtotal Carried Forward:			120,465.84	72,619.60	0.00			47,846.24	



Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									30/6
25/07/2025	BOC Ltd	dd950	82.66	82.66		500			Bar Supplies
25/07/2025	Unipaas	dd955	9.00	9.00		500			Purchase Ledger DDR Payment
29/07/2025	Focus 4 U Ltd	dd951	56.40	56.40		500			wifi charges july 25
29/07/2025	HSBC	dd952	65.62	65.62		500			Bank Fees 8/6 - 7/7/25
30/07/2025	Global Payments - Direct Debit	dd953	54.65	54.65		500			Transaction Charges June 2025
30/07/2025	Vodafone Limited	dd954	43.83	43.83		500			mobiles 18/7- 17/8/25
Total Payments:			120,778.00	72,931.76	0.00			47,846.24	

## Purchase Ledger for Month No 3

## 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
17/06/2025	SI-1629	4988	3SFIRE LTD	3SFIRE	125.00	25.00	150.00	4187	204	125.00	consultancy - eap
27/06/2025	7097		AMA	ARTSMARKET	70.00	14.00	84.00	4030	204	70.00	AMA Conference 2025
05/06/2025	2498		AWORKSHOP	AWORKSHOP	1,355.00	271.00	1,626.00	4995	320	1,355.00	nature rubbing post
19/06/2025	JUNE 19		BACKBONE BLUES BAND	BACKBONE	150.00	0.00	150.00	611	0	150.00	brave rival
04/06/2025	84021965		BASINGDEAN	BASINGDEAN	70.00	0.00	70.00	4740	301	70.00	calthorpe premises licence 4/6
01/06/2025	BFF1668/0003(775 04943		BFF	BFF	22,406.00	4,481.20	26,887.20	4559	160	22,406.00	Architectural services
12/06/2025	0102483		BOOKER	BOOKER	199.39	39.88	239.27	4700	201	188.92	bar supplies
								4710	201	10.47	bar supplies
28/05/2025	571841		BOOKER	BOOKER	25.53	5.11	30.64	4700	201	18.54	bar supplies
								4152	204	6.99	bar supplies
06/06/2025	INV-18		BORKERTAS EVENTS	BORKERTAS	1,925.00	385.00	2,310.00	547	0	1,925.00	ultra 90s v 2000
29/06/2025	1124		BRANDPEST	BRAND	40.00	8.00	48.00	4187	204	40.00	Annual Pest Control Contract
03/06/2025	10006610566		CASTLE WATER DD	CASTLEWADD	88.24	7.19	95.43	4115	310	88.24	water 1/5-31/5/25
03/06/2025	10006626725		CASTLE WATER DD	CASTLEWADD	67.99	7.02	75.01	4115	205	67.99	water 1/5-31/5/25
03/06/2025	10006633597		CASTLE WATER DD	CASTLEWADD	29.85	2.64	32.49	4115	208	29.85	water 1/5-31/5/25
03/06/2025	10006633616		CASTLE WATER DD	CASTLEWADD	79.76	7.62	87.38	4115	320	79.76	water 1/5-31/5/25
03/06/2025	10006639297		CASTLE WATER DD	CASTLEWADD	978.47	104.75	1,083.22	4115	204	978.47	water 1/5-31/5/25
03/06/2025	10006663067		CASTLE WATER DD	CASTLEWADD	26.04	0.00	26.04	4115	350	26.04	water 1/5-31/5/25
01/06/2025	Z002072		CBS	CBS	742.67	148.53	891.20	4170	204	742.67	maint contract jun 25
10/06/2025	Z002097		CBS	CBS	1,150.00	230.00	1,380.00	4187	310	172.50	asbestos surveys - pavilions
								4187	315	172.50	asbestos surveys - pavilions
								4187	320	172.50	asbestos surveys - pavilions
								4185	205	460.00	asbestos surveys - pavilions
								4185	350	172.50	asbestos surveys - pavilions
31/05/2025	P779142		CHAMBERS	CHAMBERS	255.03	51.01	306.04	4155	204	188.15	waste may 25
								4156	204	66.88	waste may 25
31/05/2025	P779143		CHAMBERS	CHAMBERS	29.50	5.90	35.40	4155	205	29.50	waste may 25
30/06/2025	P785444		CHAMBERS	CHAMBERS	139.85	27.97	167.82	4155	204	139.85	Waste removal June 2025

## Purchase Ledger for Month No 3

## 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
30/06/2025	P785445		CHAMBERS	CHAMBERS	46.65	9.33	55.98	4155	205	46.65	Waste Removal June 2025
30/06/2025	P785446		CHAMBERS	CHAMBERS	259.10	51.82	310.92	4155	204	194.75	Waste removal June 2025
								4156	204	64.35	Waste removal June 2025
02/06/2025	463		CHRIS TRIMBY AUDIO	CHRISTRIMB	150.00	0.00	150.00	617	0	150.00	audio eng king king
23/06/2025	464		CHRIS TRIMBY AUDIO	CHRISTRIMB	150.00	0.00	150.00	847	0	150.00	audio eng martin fry
23/06/2025	465		CHRIS TRIMBY AUDIO	CHRISTRIMB	150.00	0.00	150.00	607	0	150.00	audio eng jamd
09/06/2025	10997091		CHUBB FIRE	CHUBB	668.14	133.63	801.77	4172	204	668.14	fire alarm contract
30/06/2025	1075		CITY FUNK	CITYFUNK	3,000.00	0.00	3,000.00	612	0	3,000.00	city funk orchestra
01/06/2025	INV-D-07754		CLOUDY IT	CLOUDYIT	564.20	112.84	677.04	4484	101	378.20	IT and Phone Jun 25
								4440	101	186.00	IT and Phone Jun 25
04/06/2025	INV0102954		THE COLUMBARIA	COLUMBARIA	181.00	36.20	217.20	4935	350	181.00	add. to sanctum
13/06/2025	INV0103122		THE COLUMBARIA	COLUMBARIA	90.00	18.00	108.00	4935	350	90.00	6x4 spiral
23/06/2025	INV0103303		THE COLUMBARIA	COLUMBARIA	120.00	24.00	144.00	4935	350	120.00	sanctum plaque
27/06/2025	INV0103368		THE COLUMBARIA	COLUMBARIA	128.00	25.60	153.60	4935	350	128.00	santcum plaque
21/06/2025	21JUN25		COMEDY COMPANY	COMEDYCOMP	1,000.00	200.00	1,200.00	571	0	1,000.00	comedy 21/6/25
15/04/2025	908152180		MOLSON COORS	COORS	647.34	129.47	776.81	4700	201	647.34	bar supplies
03/06/2025	908222819		MOLSON COORS	COORS	2,207.71	441.54	2,649.25	4700	201	2,207.71	bar supplies
10/06/2025	908232593		MOLSON COORS	COORS	1,298.08	259.62	1,557.70	4700	201	1,298.08	bar supplies
17/06/2025	908242330		MOLSON COORS	COORS	513.80	102.76	616.56	4700	201	513.80	bar supplies
24/06/2025	908252316		MOLSON COORS	COORS	591.75	118.35	710.10	4700	201	591.75	Beer / Rum / Cider / Gin
19/06/2025	C001035954		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	H&S and HR Support June 2025
								4187	101	154.80	H&S and HR Support June 2025
21/05/2025	COREECTION2		DAVID MILLEN	DAVID MILL	50.92	0.00	50.92	4995	101	50.92	cable tie correction
								385		-50.92	cable tie correction
								6001	101	50.92	cable tie correction
21/05/2025	CORRECTION		DAVID MILLEN	DAVID MILL	-42.43	-8.49	-50.92	4995	101	-42.43	correction cable ties
								385		42.43	correction cable ties
								6001	101	-42.43	correction cable ties
11/06/2025	VE80DM		DAVID MILLEN	DAVID MILL	189.00	0.00	189.00	4995	101	189.00	ve80 banners

## Purchase Ledger for Month No 3

## 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
								385		-189.00	ve80 banners
								6001	101	189.00	ve80 banners
30/06/2025	05316		DTM CONTRACTORS LTD	DTM CONTR	109.80	21.96	131.76	4170	315	109.80	Remove & Replace 2 Gang Socket
12/06/2025	INV-05308		DTM CONTRACTORS LTD	DTM CONTR	200.26	40.05	240.31	4170	204	140.00	fix lights and toilet
								4170	320	60.26	fix lights and toilet
24/06/2025	INV-05313	4972	DTM CONTRACTORS LTD	DTM CONTR	341.65	68.33	409.98	4170	320	341.65	install cctv cameras
23/06/2025	25/10		FLEETJAZZ	FLTJAZ	1,440.00	0.00	1,440.00	581	0	720.00	jazz club
								582	0	720.00	jazz club
12/06/2025	10808108		FOCUS	FOCUS	47.00	9.40	56.40	4487	205	47.00	broadband 1/7-31/7/25
07/06/2025	50		GC LIGHTING	GC LIGHTNG	165.00	0.00	165.00	611	0	165.00	lighting engineer
30/05/2025	30MAY2025		GLOBAL PAYMENTS DD	GLOBALDD	464.02	0.00	464.02	4422	201	464.02	card charges 1/5-30/5/25
31/05/2025	50408178		GLOBAL PAYMENTS DD	GLOBALDD	40.83	8.17	49.00	4422	201	40.83	card charges 1/5-31/5/25
30/06/2025	50409540		GLOBAL PAYMENTS DD	GLOBALDD	45.54	9.11	54.65	4422	201	45.54	Transaction Charges June 2025
30/06/2025	JUN25		GLOBAL PAYMENTS DD	GLOBALDD	761.00	0.00	761.00	4422	201	761.00	card charges jun25
20/06/2025	10121		GOING LIVE ENTERTAIN	GOINGLIVE	424.43	0.00	424.43	609	0	424.43	cheesy bingo
24/06/2025	HM-8856		HALLMASTER	HALLMASTER	18.00	3.60	21.60	4481	205	18.00	access integration ancells
09/06/2025	58321179		HCC	HCC	62.74	12.55	75.29	4400	101	62.74	stationery
30/06/2025	3611980711	4990	HCC	HCC	90.00	18.00	108.00	4230	208	90.00	play area panel
04/06/2025	INV-49649		HOGS BACK	HOGSBACK	247.10	49.42	296.52	4700	201	247.10	bar supplies
11/06/2025	INV-50053		HOGS BACK	HOGSBACK	247.10	49.42	296.52	4700	201	247.10	bar supplies
07/06/2025	7JUNE25		HSBC	HSBC	54.29	0.00	54.29	4420	101	54.29	bank charges 8/5-7/6/25
08/06/2025	CCARDMAY25		HSBC	HSBC	2,308.35	298.12	2,606.47	4445	101	6.00	CC/CB/MAY25/SIM CARD RT
								4445	101	6.00	CC/CB/MAY25/SIM CARD DM
								4445	101	6.00	CC/CB/MAY25/SIM CARD BO
								4185	204	-8.48	CC/CB/MAY25/COMP EQUIP REFUND
								4185	204	121.09	CC/CB/MAY25/FLOWERS AND
								4185	101	19.99	CC/CB/MAY25/MIC
								4185	101	11.05	CC/BC/MAY25/OFFICE WATERING
								4185	204	829.99	CC/AR/MAY25/ICE MACHINE

## Purchase Ledger for Month No 3

## 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
								4185	204	10.78	CC/AR/MAY25/ROPE LIGHT
								4185	204	9.32	CC/CB/MAY25/COMPUTER EQUIP
								4210	150	31.64	CC/CB/MAY25/FLOWER BOX LINERS
								4535	105	40.82	CC/CB/MAY25/RETIREMENT GIFT AC
								4535	105	3.29	CC/CB/MAY25/RETIREMENT CARD
								4187	101	40.00	CC/CB/MAY25/DBS RMC
								4187	101	160.80	CC/CB/MAY25/DBS REGISTRATION F
								4187	204	29.99	CC/RM/MAY25/SAMS WORK BOOTS
								4400	101	1.70	CC/CB/MAY25/MILK
								4400	101	2.25	CC/CB/MAY25/MILK
								4486	101	3.30	CC/BC/MAY25/MICROSOFT
								4486	101	98.00	CC/BC/MAY25/MICROSOFT
								4486	101	343.90	CC/BC/MAY25/MICROSOFT
								4763	201	103.89	CC/RM/MAY25/BAR SNACKS
								4763	201	75.93	CC/RM/MAY25/BAR SNACKS
								4700	201	5.45	CC/RM/MAY25/ICE CUBES
								4700	201	6.35	CC/RM/MAY25/JUICE,LEMONS, MILK
								4700	201	2.85	CC/RM/MAY25/MILK
								4700	201	12.66	CC/RM/MAY25/JUICE,LEMONS, MILK
								4030	204	184.00	CC/RM/MAY25/SIA LICENCE
								4761	201	124.87	CC/RM/MAY25/BAR SWEETS
								4761	201	-10.99	CC/RM/MAY25/CREDIT FOR SHIPPIN
								4481	204	9.99	CC/AR/MAY25/SPOTIFY
								4011	204	-87.13	CC/AR/MAY25/INDEED CREDIT
								4182	201	89.31	CC/AR/MAY25/TAPE, HAZE FLUID
								4432	201	23.74	CC/AR/MAY25/FACEBOOK ADS
29/06/2025	INV-139		LUNA SAFETY GROUP	LUNA	829.50	165.90	995.40	547	0	414.78	door staff
								609	0	207.36	door staff
								608	0	207.36	door staff

## Purchase Ledger for Month No 3

## 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
26/06/2025	432383		MORR CO	MORRCO	970.50	194.10	1,164.60	4555	160	970.50	Legal Fees - Land Swap
05/06/2025	INV-1264		MULBERRY LOCAL AUTHO	MULBERRY	30.00	6.00	36.00	4030	101	30.00	training - policies rt/sm
30/06/2025	19492		NIGEL JEFFRIES	NIGELJEFFR	3,960.00	792.00	4,752.00	4202	350	3,960.00	Fencing Replacement
30/06/2025	19493		NIGEL JEFFRIES	NIGELJEFFR	125.00	25.00	150.00	4202	301	125.00	Water 64 trees
30/06/2025	19501		NIGEL JEFFRIES	NIGELJEFFR	14,575.27	2,915.05	17,490.32	4200	208	63.03	grnds contract june 25/may25
								4200	301	39.89	grnds contract june 25/may25
								4200	310	107.20	grnds contract june 25/may25
								4200	315	57.14	grnds contract june 25/may25
								4200	320	48.59	grnds contract june 25/may25
								4200	325	20.13	grnds contract june 25/may25
								4200	350	30.18	grnds contract june 25/may25
								4200	330	8.51	grnds contract june 25/may25
								4200	208	2,388.79	grnds contract june 25/may25
								4200	301	1,511.99	grnds contract june 25/may25
								4200	310	4,062.78	grnds contract june 25/may25
								4200	315	2,165.70	grnds contract june 25/may25
								4200	320	1,841.70	grnds contract june 25/may25
								4200	325	763.09	grnds contract june 25/may25
								4200	350	1,143.93	grnds contract june 25/may25
								4200	330	322.62	grnds contract june 25/may25
16/06/2025	IN13347747		NPOWER	NPOWER	2,570.28	514.06	3,084.34	4122	204	2,570.28	elec 1/5-31/5/25
16/06/2025	IN13388088		NPOWER DD	NPOWERDD	113.42	5.67	119.09	4122	310	113.42	elec 1/5-31/5/25
16/06/2025	IN13388089		NPOWER DD	NPOWERDD	37.81	1.89	39.70	4122	315	37.81	elec 1/5-31/5/25
16/06/2025	IN13388091		NPOWER DD	NPOWERDD	37.44	1.87	39.31	4122	320	37.44	elec 1/5-31/5/25
16/06/2025	IN13388119		NPOWER DD	NPOWERDD	42.69	2.13	44.82	4122	208	42.69	elec 1/5-31/5/25
16/06/2025	IN13388120		NPOWER DD	NPOWERDD	130.88	6.54	137.42	4122	205	130.88	elec 1/5-31/5/25
02/06/2025	3968		NPTREEMANAGE	NPTREE	250.00	50.00	300.00	4250	320	250.00	emergency tree fell
13/06/2025	3978	4982/4973	NPTREEMANAGE	NPTREE	1,382.50	276.50	1,659.00	4250	315	320.00	emergency tree works, pri 3
								4250	315	1,062.50	emergency tree works, pri 3

## Purchase Ledger for Month No 3

## 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
24/06/2025	3987		NPTREEMANAGE	NPTREE	295.00	59.00	354.00	4250	320	295.00	remove tree section
11/06/2025	24-051-FTC		OVATION CONSULTING	OVATION	2,805.00	0.00	2,805.00	4559	160	2,805.00	Business Planning - Install 1
06/06/2025	6170770		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	card charges 1/6-30/6/25
06/06/2025	6170771		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	card charges 1/5-31/5/25
30/06/2025	JUN25		PAYMENTSSENSE	PAYMENTSSEN	327.27	0.00	327.27	4422	201	327.27	card charges june 25
30/06/2025	002155		CHCLEANING	PRIMA	2,436.70	487.34	2,924.04	4150	204	2,436.70	Cleaning June 2025
30/06/2025	002156		CHCLEANING	PRIMA	694.05	138.81	832.86	4150	205	694.05	Cleaning June 2025
30/06/2025	002157		CHCLEANING	PRIMA	424.05	84.81	508.86	4150	204	424.05	The Point Cleaning June 2025
30/06/2025	002158		CHCLEANING	PRIMA	127.05	25.41	152.46	4150	315	127.05	Cleaning June 2025
30/06/2025	002159		CHCLEANING	PRIMA	64.05	12.81	76.86	4150	310	64.05	Cleaning June 2025
30/06/2025	002160		CHCLEANING	PRIMA	127.05	25.41	152.46	4150	320	127.05	Cleaning June 2025
21/06/2025	001851		RUPERT PETERS MUSIC	RUPERT P M	200.00	0.00	200.00	608	0	200.00	goldie lookin chain
06/06/2025	GB-00723535		SAGE	SAGE	44.50	8.90	53.40	4550	101	44.50	payroll software 6/6-5/7
22/05/2025	SP/TFE/09-0525		SANDARAC LTD	SANDARAC	3,799.80	759.96	4,559.76	534	0	3,799.80	floyd effect
19/06/2025	JUNEXP		SARAH MOORE	SARAHMOORE	36.14	0.00	36.14	4400	101	17.42	milk and card, batteries
								4041	101	18.72	mileage
30/06/2025	JUNEXPSM		SARAH MOORE	SARAHMOORE	15.61	0.00	15.61	4400	101	10.75	june expense
								4041	101	4.86	mileage to and from ancels
07/06/2025	MAY25EXP		BOB SCHOFIELD	SCHOFIELD	34.95	0.00	34.95	4535	105	34.95	flowers - cllr collett
01/06/2025	INV-18450		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	web services jun 25
30/06/2025	JUNEXPST		SIAN TAYLOR	SIAN	47.25	0.00	47.25	4041	350	47.25	june expense
20/06/2025	471296		SPECSAVERS	SPECSAVERS	175.00	0.00	175.00	4187	101	175.00	eye car vouhers
22/05/2025	SP25002390 2		ST JOHN AMBULAN CE	STJOHN	30.00	0.00	30.00	4995	101	30.00	correction to original invoice
								385		-30.00	correction to original invoice
								6001	101	30.00	correction to original invoice
22/05/2025	SP25002390CR		ST JOHN AMBULAN CE	STJOHN	-25.00	-5.00	-30.00	4995	101	-25.00	credit to correct
								385		25.00	credit to correct
								6001	101	-25.00	credit to correct
17/06/2025	17.6.25		THE JAMD	THEJAMD	1,750.00	0.00	1,750.00	607	0	1,750.00	the jam'd

## Purchase Ledger for Month No 3

## 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
30/06/2025	25060048		TICKETSOLVE	TICKETSOLV	1,229.47	0.00	1,229.47	4490	201	1,229.47	Ticketsolve Sales Costs
11/06/2025	379738023/25		TOTAL ENERGIES DD	TOTENGDD	121.17	6.06	127.23	4120	205	121.17	gas 30/4-31/5/25
11/06/2025	379738067/25		TOTAL ENERGIES DD	TOTENGDD	58.10	2.90	61.00	4120	208	58.10	gas 30/4-31/5/25
19/06/2025	381305149/25		TOTAL ENERGIES DD	TOTENGDD	548.53	27.43	575.96	4120	204	548.53	gas 30/4-31/5/25
04/06/2025	90015731		VIMTO	VIMTO	255.88	51.18	307.06	4700	201	255.88	bar supplies
17/06/2025	90018380		VIMTO	VIMTO	283.42	56.68	340.10	4700	201	283.42	bar supplies
19/06/2025	446188-017		VIRGIN MEDIA	VIRGIN	181.83	36.37	218.20	4487	204	181.83	broadband 16/6-15/7/25
18/06/2025	B5-697928593		VODAFONE	VODAFONE	36.53	7.30	43.83	4445	204	12.18	dm mobiles charges 18/6-17/7
								4445	301	12.18	ben mobiles charges 18/6-17/7
								4445	204	12.17	box off mob charges 18/6-17/7
16/06/2025	INV-1041		WAYMEDIA	WAYMEDIA	5,804.16	1,160.83	6,964.99	847	0	5,804.16	martin fry
15/06/2025	INV-18627		WOOSHWASHROOMS	WOOSH	819.00	163.80	982.80	4152	205	819.00	Hygiene 4/6-3/6/26
13/06/2025	INV-24287419		XERO	XERO	0.80	0.16	0.96	4481	101	0.80	accounting software 13/6-12/7/
<b>TOTAL INVOICES</b>					<u>97,310.20</u>	<u>16,232.43</u>	<u>113,542.63</u>			<u>97,310.20</u>	



## Purchase Ledger for Month No 4

## 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
17/07/2025	19970102		1997 GROUP	1997GROUP	743.63	148.73	892.36	4656	150	743.63	winter festival deposit
09/07/2025	L4L-I293573		ALL SERVICE 4 U	ALLSERVICE	301.17	60.23	361.40	4185	101	301.17	balance lock replacement AFCC
03/07/2025	27792		AMETHYST	AMETHYST	6,771.90	1,354.38	8,126.28	4210	150	6,771.90	High Street Flowers
30/06/2025	3083552627		BOC	BOC	68.88	13.78	82.66	4700	201	68.88	Nitrogen Gas Supplies
31/07/2025	3083933565		BOC	BOC	68.88	13.78	82.66	4700	201	68.88	gas for bar
20/06/2025	0372984		BOOKER	BOOKER	87.73	17.55	105.28	608	0	87.73	bar supplies
22/07/2025	INV-31		BORKERTAS EVENTS	BORKERTAS	825.00	165.00	990.00	659	0	825.00	deposit ultra 90s
31/07/2025	1229		BRANDPEST	BRAND	60.00	12.00	72.00	4187	310	60.00	pest control
09/07/2025	BR07062025		BRAVE RIVAL	BRAVERIVAL	1,294.46	258.89	1,553.35	611	0	1,294.46	Gig Fee
02/07/2025	10006899351		CASTLE WATER DD	CASTLEWADD	189.86	18.96	208.82	4115	310	189.86	water 1/6-30/6/25
02/07/2025	10006899865		CASTLE WATER DD	CASTLEWADD	3,725.01	427.03	4,152.04	4115	320	3,725.01	water 1/6-30/6/25
02/07/2025	10006921609		CASTLE WATER DD	CASTLEWADD	948.32	101.53	1,049.85	4115	204	948.32	water 1/6-30/6/25
03/07/2025	10006969770		CASTLE WATER DD	CASTLEWADD	67.39	6.97	74.36	4115	205	67.39	water 1/6-30/6/25
03/07/2025	10006978850		CASTLE WATER DD	CASTLEWADD	29.25	2.59	31.84	4115	208	29.25	water 1/6-30/6/25
04/07/2025	10007004602		CASTLE WATER DD	CASTLEWADD	25.44	0.00	25.44	4115	350	25.44	water 1/6-30/6/25
01/07/2025	Z002181		CBS	CBS	742.67	148.53	891.20	4170	204	742.67	contract aug 25
15/07/2025	Z002214	4954	CBS	CBS	1,602.18	320.44	1,922.62	4172	204	1,602.18	emergency light repairs
31/07/2025	P792354		CHAMBERS	CHAMBERS	253.57	50.71	304.28	4155	204	191.75	waste/recycling july 25
								4156	204	61.82	waste/recycling july 25
31/07/2025	P792355		CHAMBERS	CHAMBERS	159.36	31.87	191.23	4155	350	159.36	waste/recycling july 25
31/07/2025	P792356		CHAMBERS	CHAMBERS	41.90	8.38	50.28	4155	205	41.90	waste/recycling july 25
28/06/2025	JUNHARL25		CHANELLE ARISTIDE	CHANELLE	500.00	0.00	500.00	612	0	500.00	support act and dj
02/07/2025	11022329		CHUBB FIRE	CHUBB	849.88	169.97	1,019.85	4187	204	849.88	Annual Fire Extinguisher Mtce
03/06/2025	287366		CIA	CIA	941.00	188.20	1,129.20	4653	310	941.00	smart access - tennis
01/07/2025	INV-D-08071		CLOUDY IT	CLOUDYIT	564.20	112.84	677.04	4484	101	378.20	it and teams 1/7-31/7
								4440	101	186.00	it and teams 1/7-31/7
18/07/2025	INV0103772		THE COLUMBARIA	COLUMBARIA	816.00	163.20	979.20	4935	350	816.00	sanctum 2000 plaque
23/07/2025	INV0103858		THE COLUMBARIA	COLUMBARIA	564.00	112.80	676.80	4935	350	564.00	sanctum

## Purchase Ledger for Month No 4

## 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
25/07/2025	INV0103917		THE COLUMBARIA	COLUMBARIA	160.00	32.00	192.00	4935	350	160.00	garden kerb plaque
15/07/2025	SI-42235		CREST LIFTS	CREST	574.05	114.81	688.86	4170	204	574.05	maint contract 19/7-18/10
19/07/2025	C001060676		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	EAP July 2025
								4187	101	154.80	BrightSafe July 2025
26/07/2025	23928		DOORGEAR LTD	DOORGEAR	150.00	30.00	180.00	4170	204	150.00	Door fix Aug 24
03/07/2025	05318		DTM CONTRACTORS LTD	DTM CONTR	150.94	30.19	181.13	4170	310	150.94	Install RCD Socket
27/07/2025	1247		EXTRA MILE	EXTRAMILE	1,890.00	0.00	1,890.00	4433	201	1,890.00	brochure delivery
25/06/2025	INV-2025-06-		FESTIVE LIGHTING	FESTIVELIG	7,242.67	1,448.53	8,691.20	4655	150	7,242.67	Xmas lights 2025
01/07/2025	25/11		FLEETJAZZ	FLTJAZ	502.61	0.00	502.61	580	0	299.22	Band Fee & Costs
								581	0	203.39	Band Fee & Costs
15/07/2025	10837281		FOCUS	FOCUS	47.00	9.40	56.40	4487	205	47.00	wifi charges july 25
28/07/2025	34939	5001	GAZEBOSHOP	GAZEBOSHOP	726.13	145.23	871.36	4433	101	423.06	Canopy, Table cover
								4433	201	303.07	Canopy, Table cover
28/07/2025	58326483	4999	HCC	HCC	43.16	8.63	51.79	4400	101	43.16	stationery
09/07/2025	51416		HOGS BACK	HOGSBACK	108.31	21.66	129.97	4700	201	108.31	Bar Supplies - TEA Firkin
01/07/2025	12482554		HSBC	HSBC	92.91	0.00	92.91	4420	101	92.91	charges 1/3-31/3/25
27/06/2025	12626753		HSBC	HSBC	120.32	0.00	120.32	4420	101	120.32	bank charges 1/5-31/5/25
07/07/2025	STMT070725		HSBC	HSBC	65.62	0.00	65.62	4420	101	65.62	Bank Fees 8/6 - 7/7/25
30/07/2025	3027866		IBSOFFICE	IBSOFFICE	379.45	75.89	455.34	4400	101	379.45	printer charges 25/4-28/7
30/07/2025	INV-01582	4980	INFINITY	INFINITY	308.50	61.70	370.20	4230	208	308.50	repairs to gate
07/07/2025	13374		JETLOCKSMITH	JETLOCK	420.00	84.00	504.00	4170	205	420.00	Replace 2 Lock Bolts on Door
23/07/2025	250795	5000	LOCUS SERVICES LTD	LOCUS	993.00	198.60	1,191.60	4202	208	993.00	collect/dispose offensive wast
22/07/2025	141266		LONDON CATERING	LONDONCAT	157.61	31.52	189.13	4152	204	157.61	cleaning supplies
09/07/2025	609		MENS SHED	MENSSHED	230.00	0.00	230.00	4170	310	230.00	Planeters for Calebs Coffee
26/07/2025	3512A		MILLERS ARK ANIMALS	MILLERSARK	250.00	0.00	250.00	4656	150	250.00	deposit xmas animals
16/07/2025	19498		NIGEL JEFFRIES	NIGELJEFFR	100.00	20.00	120.00	4250	208	100.00	Remove large oak tree branch
24/07/2025	19509		NIGEL JEFFRIES	NIGELJEFFR	75.00	15.00	90.00	4202	350	75.00	remove/dispose bench
24/07/2025	19510		NIGEL JEFFRIES	NIGELJEFFR	580.00	116.00	696.00	4202	208	580.00	remove old post footings
24/07/2025	19512		NIGEL JEFFRIES	NIGELJEFFR	125.00	25.00	150.00	4202	301	125.00	water 64 trees

## Purchase Ledger for Month No 4

## 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
29/07/2025	19514		NIGEL JEFFRIES	NIGELJEFFR	900.00	180.00	1,080.00	4230	310	900.00	remove failed swing
29/07/2025	19515		NIGEL JEFFRIES	NIGELJEFFR	260.00	52.00	312.00	4202	330	260.00	dismantle/remove fence
31/07/2025	19582		NIGEL JEFFRIES	NIGELJEFFR	14,629.08	2,925.82	17,554.90	4200	208	2,459.28	grnds maint july 25
								4200	301	1,557.82	grnds maint july 25
								4200	310	4,185.92	grnds maint july 25
								4200	315	2,231.34	grnds maint july 25
								4200	320	1,897.52	grnds maint july 25
								4200	325	786.22	grnds maint july 25
								4200	350	1,178.60	grnds maint july 25
								4200	330	332.38	grnds maint july 25
16/06/2025	IN13380580		NPOWER	NPOWER	24.22	4.84	29.06	4122	310	24.22	elec 1/5-31/5/25
16/07/2025	IN13534764		NPOWER	NPOWER	2,898.43	579.69	3,478.12	4122	204	2,898.43	elec 1/6-30/6/25
16/07/2025	IN13562396		NPOWER	NPOWER	23.69	4.74	28.43	4122	310	23.69	elec 1/6-30/6/25
16/07/2025	IN13574563		NPOWER DD	NPOWERDD	37.57	1.88	39.45	4122	315	37.57	elec 1/6-30/6/25
16/07/2025	IN13574565		NPOWER DD	NPOWERDD	122.96	6.15	129.11	4155	310	122.96	elec 1/6-30/6/25
16/07/2025	IN13574567		NPOWER DD	NPOWERDD	36.69	1.83	38.52	4122	320	36.69	elec 1/6-30/6/25
16/07/2025	IN13574595		NPOWER DD	NPOWERDD	35.29	1.76	37.05	4122	208	35.29	elec 1/6-30/6/25
16/07/2025	IN13574596		NPOWER DD	NPOWERDD	123.57	6.18	129.75	4122	205	123.57	elec 1/6-30/6/25
09/07/2025	4001		NPTREEMANAGE	NPTREE	4,428.00	885.60	5,313.60	4250	320	4,428.00	Priority 3 Works
20/07/2025	25-057FTC		OVATION CONSULTING	OVATION	2,103.75	0.00	2,103.75	4559	160	2,103.75	business planning 2nd instalme
20/07/2025	25-058FTCE		OVATION CONSULTING	OVATION	270.72	0.00	270.72	4559	160	270.72	travel to fleet may to july
11/07/2025	6196816		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	card charges 1/6-30/6
11/07/2025	6196817		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	card charges 1/6-30/6
31/07/2025	JUL25		PAYMENTSSENSE	PAYMENTSSEN	98.77	0.00	98.77	4422	201	98.77	card charges july 25
30/07/2025	91212	4993	PLAYSAFETY LTD/ROSPA	PLAYSAFETY	648.00	129.60	777.60	4187	208	72.00	annl play area inspections
								4187	310	144.00	annl play area inspections
								4187	315	72.00	annl play area inspections
								4187	320	72.00	annl play area inspections
								4187	325	144.00	annl play area inspections

## Purchase Ledger for Month No 4

## 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
								4187	330	144.00	annl play area inspections
31/07/2025	002170		CHCLEANING	PRIMA	2,523.15	504.63	3,027.78	4150	204	2,523.15	cleaning 1/7-31/7/25
31/07/2025	002171		CHCLEANING	PRIMA	694.05	138.81	832.86	4150	205	694.05	cleaning 1/7-31/7/25
31/07/2025	002172		CHCLEANING	PRIMA	424.05	84.81	508.86	4150	204	424.05	cleaning 1/7-31/7/25
31/07/2025	002173		CHCLEANING	PRIMA	127.05	25.41	152.46	4150	315	127.05	cleaning 1/7-31/7/25
31/07/2025	002174		CHCLEANING	PRIMA	64.05	12.81	76.86	4150	310	64.05	cleaning 1/7-31/7/25
31/07/2025	002175		CHCLEANING	PRIMA	127.05	25.41	152.46	4150	320	127.05	cleaning 1/7-31/7/25
31/07/2025	002176		CHCLEANING	PRIMA	141.75	28.35	170.10	4150	208	141.75	cleaning 1/7-31/7/25
09/07/2025	090725		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	Ashes Interment - Kerb Block
22/07/2025	22072025		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	ashes interment
31/07/2025	62286		PRONTAPR	PRONTA	300.00	60.00	360.00	4432	201	300.00	artowkr and proofs
03/07/2025	10930		RE-UZ UK LESS	RE-UZ UK	1,020.00	204.00	1,224.00	4710	201	1,020.00	1200 x Pint Reuseable Cup
03/07/2025	74275		REDSHANK IT SERVICES	REDSHANK	75.00	15.00	90.00	4400	204	75.00	Black Toner
23/07/2025	23JUL25		RITA TONG	RITATONG	14.46	0.00	14.46	4041	101	14.46	milk, teabags, parking
11/07/2025	110725		RITA TONG	RITATONG	43.56	0.00	43.56	4041	101	6.50	Milk / Teabags
								4041	101	37.06	Mileage - Tong - Finance/Gov
06/07/2025	GB-00835758		SAGE	SAGE	43.50	8.70	52.20	4550	101	43.50	payroll 6/7-5/8/25
24/07/2025	SI-2385		SECPRINT	SECPRINT	72.50	14.50	87.00	4400	155	72.50	paper wristbands
01/07/2025	INV-18468		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	web services aug 25
31/07/2025	12029		SURREYHILLS	SURREYHILL	1,568.00	230.00	1,798.00	4555	101	1,568.00	possession of ancells park
31/07/2025	25070079		TICKETSOLVE	TICKETSOLV	1,157.76	0.00	1,157.76	4490	201	1,157.76	ticket sales costs july 25
10/07/2025	376791926/25CR		TOTAL ENERGIES DD	TOTENGDD	-1,351.65	-270.33	-1,621.98	4120	204	-1,351.65	credit gas 31/3-30/4/25
10/07/2025	383237981/25		TOTAL ENERGIES DD	TOTENGDD	2,969.61	593.92	3,563.53	4120	204	2,969.61	gas 31/3-30/6/25
10/07/2025	383238069/25		TOTAL ENERGIES DD	TOTENGDD	38.98	1.95	40.93	4120	208	38.98	gas 31/5-30/6/25
10/07/2025	383238102/25		TOTAL ENERGIES DD	TOTENGDD	109.50	5.47	114.97	4120	205	109.50	gas 31/5-30/6/25
19/07/2025	446188-018		VIRGIN MEDIA	VIRGIN	181.83	36.37	218.20	4487	204	181.83	broadband 19/7-18/8/25
18/07/2025	B5-701455171		VODAFONE	VODAFONE	36.53	7.30	43.83	4445	204	12.18	dm mobile 18/7-17/8/25
								4445	301	12.18	ben mobile 18/7-17/8/25
								4445	204	12.17	bo mobile 18/7-17/8/25

Purchase Ledger for Month No 4				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
13/07/2025	24709201		XERO	XERO	16.00	3.20	19.20	4481	101	16.00	Xero Subscription 13/7-12/8/25
				TOTAL INVOICES	75,485.29	12,987.86	88,473.15			75,485.29	



# Fleet Phoenix

Empowering Young People to Thrive



# Fleet Skate Park

Opened over 20 years ago.

A well-used, loved and safe venue for young people. It holds fond memories for sooooo many young people.





# Fleet Skate Park In its heyday

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Fleet  
Phoenix  
Empowering Young People To Thrive

Fleet Skate Park  
Now days!

# What's great about a skate park?

## What the young people say:

- Keeping Fit – Outside in the fresh air, Active and not stuck in a house
- Reat for Mental Health
- Place to meet friends
- Skate park users don't cause anti-social behaviour
- Great for Social media – Young people grew up filming at the skate park and now it is my job :)
- Great place for comps
- Healthy passion
- Safe place
- Fun
- Community
- It's important for young people to get out of the house and have hobbies
- Great to talk to the public when they stop and watch
- Great location – Safe, near to the town & first aid and shops.
- When I moved to Fleet I didn't have any friends. I have made loads at the skate park.
- It's great for challenging yourself
- Better adrenaline than drugs
- Its great for the kids – Local resident

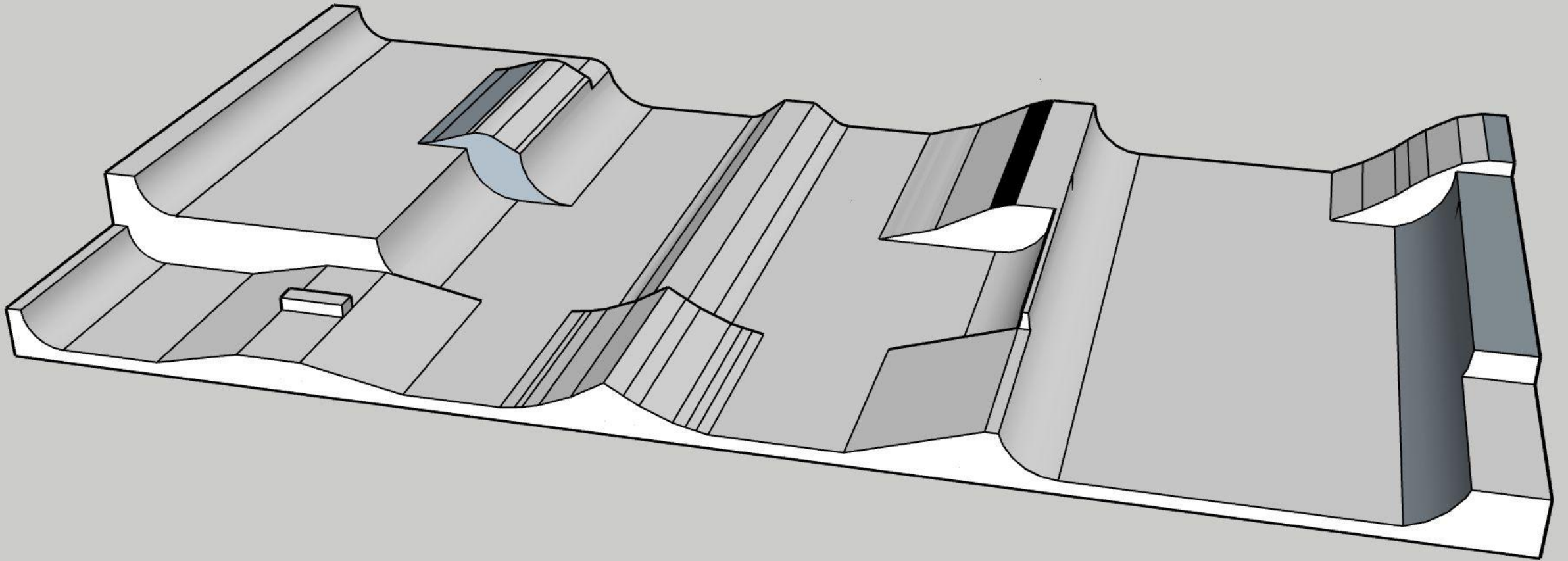


# Revamp or renew?

## Renew:

- The park is old
- The design is old and there are parts of the park that are not really used now as they were originally designed for bike use.
- The park was originally designed for bikes and skaters that no longer use the park
- More scooters now
- The metal ramps are not the best for riding and are very noisy
- Metal ramps are more expensive to maintain.

What young people would like to see!





Let's make  
the skate  
park THE  
place to be  
seen again



## Fleet Town Council

24-25

### Income

	Budget	Actual
Precept	1,342,858	1,342,858
Interest	69,000	153,350
Hall Hire & Rent	159,946	171,558
Cemetery Income	405,750	412,041
Harlington Events	70,700	88,260
Other Income	42,900	108,679
PWLB Loan	-	-
<b>Total Income</b>	<b>2,091,154</b>	<b>2,276,746</b>

### Expenditure

Central Administration	256,745	256,065
Civic & Democratic	20,130	17,350
Grants	53,149	62,428
Projects	38,000	50,055
Events, Town Centre & Climate Change	59,500	93,992
Harlington Development	439,622	439,622
Harlington Events	543,689	519,885
Building	302,324	267,204
Ancells Community Centre	56,719	63,689
Ancells Farm Park & Pavilion	52,890	45,707
Open Spaces	49,571	38,580
Calthorpe Park	86,320	83,172
Oakley Park	37,850	35,434
Basingbourne Park	36,400	57,431
The Views	21,430	15,920
Edenbrook	65,530	64,091
Fleet Cemetery	37,515	32,819
Lengthsman Scheme	3,300	3,300
Skatepark Project	-	-
The Views/Edenbrook Playparks	-	-
Existing PWLB loan repayments	-	-
PWLB Loan Repayment - The Views/Edenbrook Playparks	-	-
PWLB Loan Repayment - Skatepark	-	-
<b>Total Expenditure</b>	<b>2,160,684</b>	<b>2,146,744</b>

### Net Income/ Expenditure

-	<b>69,530</b>	<b>130,002</b>
	Note 1	Note 2

### Notes

- 1 - Planned use of General Reserves to balance the budget
- 2 - £85k transferred to EMR Harlington Development with remainder into General Reserves
- 3 - Due to time to plan project, only one repayment budgeted in 2025/26
- 4 - Interest rates have increase since 2025/26 budget was prepared to PWLB repayments in 2026/27 more tha



**25-26****26-27****Budget****Forecast**

1,435,992

1,507,790

83,000

83,000

163,790

173,167

70,700

72,640

433,300

442,200

35,100

35,100

**600,000****2,821,882****2,313,897**

270,990

302,296

22,600

13,100

53,755

66,578

50,000

52,000

59,350

59,225

455,622

478,400

555,525

578,450

315,510

304,505

68,255

62,915

52,215

52,305

47,345

47,365

91,455

87,725

38,410

38,360

41,020

41,400

21,960

22,450

5,850

5,905

40,220

39,135

3,300

3,300

**250,000****350,000**

16,500

34,000

**12,000****24,200****2,821,882****2,313,614**

-

**283**

Note 3

Note 4



**United Kingdom  
Debt Management  
Office**

**PWLB FIXED RATE LOANS  
ESTIMATED REPAYMENT COSTS**

**Amount of Advance: 250,000.00**

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	4.67	66,190.54	264,762.16	4.67	68,337.50	1,459.38	264,593.75
Over 2 not over 2½	4.70	53,579.57	267,897.85	4.70	55,875.00	1,175.00	267,625.00
Over 2½ not over 3	4.72	45,175.21	271,051.26	4.72	47,566.67	983.33	270,650.00
Over 3 not over 3½	4.74	39,179.27	274,254.89	4.74	41,639.29	846.43	273,700.00
Over 3½ not over 4	4.76	34,688.66	277,509.28	4.76	37,200.00	743.75	276,775.00
Over 4 not over 4½	4.78	31,201.68	280,815.12	4.78	33,752.78	663.89	279,875.00
Over 4½ not over 5	4.80	28,417.29	284,172.90	4.80	31,000.00	600.00	283,000.00
Over 5 not over 5½	4.82	26,143.92	287,583.12	4.82	28,752.27	547.73	286,150.00
Over 5½ not over 6	4.85	24,261.24	291,134.88	4.84	26,883.33	504.17	289,325.00
Over 6 not over 6½	4.87	22,666.12	294,659.56	4.86	25,305.77	467.31	292,525.00
Over 6½ not over 7	4.89	21,302.75	298,238.50	4.88	23,957.14	435.71	295,750.00
Over 7 not over 7½	4.92	20,132.25	301,983.75	4.90	22,791.67	408.33	299,000.00
Over 7½ not over 8	4.94	19,105.07	305,681.12	4.92	21,775.00	384.38	302,275.00
Over 8 not over 8½	4.97	18,209.51	309,561.67	4.95	20,893.38	363.97	305,687.50
Over 8½ not over 9	5.00	17,417.52	313,515.36	4.97	20,101.39	345.14	309,018.75
Over 9 not over 9½	5.03	16,712.78	317,542.82	5.00	19,407.89	328.95	312,500.00
Over 9½ not over 10	5.07	16,089.85	321,797.00	5.03	18,787.50	314.38	316,018.75
Over 10 not over 10½	5.10	15,523.03	325,983.63	5.06	18,229.76	301.19	319,575.00
Over 10½ not over 11	5.13	15,011.23	330,247.06	5.09	17,726.14	289.20	323,168.75
Over 11 not over 11½	5.17	14,555.03	334,765.69	5.11	17,257.07	277.72	326,650.00
Over 11½ not over 12	5.21	14,140.86	339,380.64	5.14	16,841.67	267.71	330,312.50
Over 12 not over 12½	5.24	13,755.92	343,898.00	5.18	16,475.00	259.00	334,175.00
Over 12½ not over 13	5.28	13,411.56	348,700.56	5.21	16,127.88	250.48	337,918.75
Over 13 not over 13½	5.32	13,096.42	353,603.34	5.24	15,809.26	242.59	341,700.00
Over 13½ not over 14	5.35	12,799.44	358,384.32	5.27	15,516.07	235.27	345,518.75
Over 14 not over 14½	5.39	12,533.86	363,481.94	5.30	15,245.69	228.45	349,375.00
Over 14½ not over 15	5.43	12,289.44	368,683.20	5.33	14,995.83	222.08	353,268.75
Over 15 not over 15½	5.47	12,064.20	373,990.20	5.36	14,764.52	216.13	357,200.00
Over 15½ not over 16	5.50	11,848.16	379,141.12	5.39	14,550.00	210.55	361,168.75
Over 16 not over 16½	5.54	11,656.13	384,652.29	5.42	14,350.76	205.30	365,175.00
Over 16½ not over 17	5.57	11,470.28	389,989.52	5.45	14,165.44	200.37	369,218.75
Over 17 not over 17½	5.61	11,305.99	395,709.65	5.48	13,992.86	195.71	373,300.00
Over 17½ not over 18	5.64	11,145.49	401,237.64	5.51	13,831.94	191.32	377,418.75
Over 18 not over 18½	5.67	10,996.13	406,856.81	5.54	13,681.76	187.16	381,575.00
Over 18½ not over 19	5.71	10,865.61	412,893.18	5.56	13,528.95	182.89	385,525.00



Period  (years)	Annuity			EIP			
	Rate	½ Yearly	Total	Rate	Initial ½ Yearly	Reduces by	Total
	%	Cost (£)	Cost (£)	%	Costs (£)	each ½ year (£)	Cost (£)
Over 19 not over 19½	5.74	10,736.12	418,708.68	5.59	13,397.76	179.17	389,750.00
Over 19½ not over 20	5.77	10,615.45	424,618.00	5.62	13,275.00	175.63	394,012.50
Over 20 not over 20½	5.80	10,502.99	430,622.59	5.64	13,147.56	171.95	398,050.00
Over 20½ not over 21	5.83	10,398.15	436,722.30	5.67	13,039.88	168.75	402,381.25
Over 21 not over 21½	5.86	10,300.44	442,918.92	5.69	12,926.45	165.41	406,475.00
Over 21½ not over 22	5.88	10,200.47	448,820.68	5.72	12,831.82	162.50	410,875.00
Over 22 not over 22½	5.91	10,115.57	455,200.65	5.74	12,730.56	159.44	415,025.00
Over 22½ not over 23	5.94	10,036.50	461,679.00	5.77	12,647.28	156.79	419,493.75
Over 23 not over 23½	5.96	9,953.83	467,830.01	5.79	12,556.65	153.99	423,700.00
Over 23½ not over 24	5.98	9,876.19	474,057.12	5.81	12,470.83	151.30	427,931.25
Over 24 not over 24½	6.01	9,812.46	480,810.54	5.83	12,389.54	148.72	432,187.50
Over 24½ not over 25	6.03	9,744.07	487,203.50	5.85	12,312.50	146.25	436,468.75
Over 25 not over 25½	6.05	9,679.86	493,672.86	5.87	12,239.46	143.87	440,775.00
Over 25½ not over 26	6.07	9,619.62	500,220.24	5.89	12,170.19	141.59	445,106.25
Over 26 not over 26½	6.09	9,563.12	506,845.36	5.91	12,104.48	139.39	449,462.50
Over 26½ not over 27	6.11	9,510.16	513,548.64	5.93	12,042.13	137.27	453,843.75
Over 27 not over 27½	6.13	9,460.54	520,329.70	5.95	11,982.95	135.23	458,250.00
Over 27½ not over 28	6.15	9,414.10	527,189.60	5.96	11,914.29	133.04	462,325.00
Over 28 not over 28½	6.16	9,361.05	533,579.85	5.98	11,860.96	131.14	466,775.00
Over 28½ not over 29	6.18	9,320.43	540,584.94	6.00	11,810.34	129.31	471,250.00
Over 29 not over 29½	6.19	9,272.80	547,095.20	6.01	11,749.79	127.33	475,375.00
Over 29½ not over 30	6.21	9,237.41	554,244.60	6.03	11,704.17	125.63	479,893.75
Over 30 not over 30½	6.22	9,194.67	560,874.87	6.04	11,648.36	123.77	484,050.00
Over 30½ not over 31	6.23	9,154.17	567,558.54	6.06	11,607.26	122.18	488,612.50
Over 31 not over 31½	6.24	9,115.81	574,296.03	6.07	11,555.75	120.44	492,800.00
Over 31½ not over 32	6.25	9,079.47	581,086.08	6.09	11,518.75	118.95	497,406.25
Over 32 not over 32½	6.26	9,045.07	587,929.55	6.10	11,471.15	117.31	501,625.00
Over 32½ not over 33	6.27	9,012.52	594,826.32	6.11	11,425.38	115.72	505,856.25
Over 33 not over 33½	6.28	8,981.73	601,775.91	6.12	11,381.34	114.18	510,100.00
Over 33½ not over 34	6.29	8,952.62	608,778.16	6.14	11,351.47	112.87	514,787.50
Over 34 not over 34½	6.30	8,925.11	615,832.59	6.15	11,310.69	111.41	519,062.50
Over 34½ not over 35	6.31	8,899.15	622,940.50	6.16	11,271.43	110.00	523,350.00
Over 35 not over 35½	6.31	8,864.37	629,370.27	6.17	11,233.63	108.63	527,650.00
Over 35½ not over 36	6.32	8,841.23	636,568.56	6.18	11,197.22	107.29	531,962.50
Over 36 not over 36½	6.33	8,819.44	643,819.12	6.19	11,162.16	105.99	536,287.50
Over 36½ not over 37	6.33	8,788.53	650,351.22	6.20	11,128.38	104.73	540,625.00
Over 37 not over 37½	6.34	8,769.22	657,691.50	6.21	11,095.83	103.50	544,975.00
Over 37½ not over 38	6.34	8,740.61	664,286.36	6.22	11,064.47	102.30	549,337.50
Over 38 not over 38½	6.35	8,723.57	671,714.89	6.22	11,021.75	100.97	553,225.00
Over 38½ not over 39	6.35	8,697.06	678,370.68	6.23	10,992.63	99.84	557,606.25
Over 39 not over 39½	6.36	8,682.11	685,886.69	6.24	10,964.56	98.73	562,000.00
Over 39½ not over 40	6.36	8,657.54	692,603.20	6.25	10,937.50	97.66	566,406.25
Over 40 not over 40½	6.36	8,633.86	699,342.66	6.25	10,898.92	96.45	570,312.50
Over 40½ not over 41	6.37	8,621.73	706,981.86	6.26	10,873.78	95.43	574,737.50
Over 41 not over 41½	6.37	8,599.75	713,779.25	6.27	10,849.55	94.43	579,175.00

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	6.37	8,578.56	720,599.04	6.27	10,813.69	93.30	583,093.75
Over 42 not over 42½	6.37	8,558.12	727,440.20	6.28	10,791.18	92.35	587,550.00
Over 42½ not over 43	6.37	8,538.41	734,303.26	6.29	10,769.48	91.42	592,018.75
Over 43 not over 43½	6.37	8,519.39	741,186.93	6.29	10,736.06	90.37	595,950.00
Over 43½ not over 44	6.37	8,501.03	748,090.64	6.30	10,715.91	89.49	600,437.50
Over 44 not over 44½	6.37	8,483.32	755,015.48	6.30	10,683.99	88.48	604,375.00
Over 44½ not over 45	6.37	8,466.23	761,960.70	6.31	10,665.28	87.64	608,881.25
Over 45 not over 45½	6.37	8,449.73	768,925.43	6.31	10,634.75	86.68	612,825.00
Over 45½ not over 46	6.37	8,433.80	775,909.60	6.32	10,617.39	85.87	617,350.00
Over 46 not over 46½	6.37	8,418.42	782,913.06	6.32	10,588.17	84.95	621,300.00
Over 46½ not over 47	6.37	8,403.57	789,935.58	6.32	10,559.57	84.04	625,250.00
Over 47 not over 47½	6.37	8,389.22	796,975.90	6.33	10,544.08	83.29	629,800.00
Over 47½ not over 48	6.37	8,375.37	804,035.52	6.33	10,516.67	82.42	633,756.25
Over 48 not over 48½	6.36	8,350.83	810,030.51	6.33	10,489.82	81.57	637,712.50
Over 48½ not over 49	6.36	8,337.88	817,112.24	6.34	10,476.02	80.87	642,287.50
Over 49 not over 49½	6.36	8,325.36	824,210.64	6.34	10,450.25	80.05	646,250.00
Over 49½ not over 50	6.36	8,313.26	831,326.00	6.34	10,425.00	79.25	650,212.50

**Note:** 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.

## PROJECT TIMELINE

DATE	MEETING / EVENT	SUMMARY
Sep 2018	Recreation, Leisure & Amenities Committee	Capital Works programme submitted to Hart District Council for S106 funding, including replacement of the skatepark.
Dec 2018	Full Council	Considered whether the skatepark should be relocated within The Views as part of The Harlington renovation project.
Nov 2023	Parks & Open Spaces Working Group (Internal)	ROSPA report noted Half Pipe beyond economic repair; replacement should be considered. Discussed relocation but noted high cost of new foundations.
Dec 2023	Recreation, Leisure & Amenities Committee	Reported findings of Working Group. Initial quotes indicated Half Pipe replacement alone would cost £65.6k.
Jun 2024	Parks & Open Spaces Working Group (Internal)	Discussed replacement options. Agreed to engage Fleet Phoenix to liaise with young people. No grant options identified; PWLB loan identified as most practical funding route.
Dec 2024	Fleet Phoenix meeting with young people (advertised via posters, schools, and social media)	Meeting held with approx. 8 young people (aged 11–21) and 2 residents. Gathered views on the existing skatepark and wish list for new facility.
Mar 2025	Annual Residents Meeting	Residents advised of three planned projects identified from resident feedback, including skatepark. Also advised the Council intends to fund projects through PWLB loan.
Apr 2025	Presentation from young people	Six young people presented on the value of the skatepark, their aspirations for a new design, and shared a concept drawing.
Apr 2025	Parks & Open Spaces Working Group (Internal)	Agreed skatepark was the top 2025/26 budget priority. Allocated £250k and instructed officers to draft tender documents based on youth design input. Tender brief to include: noise mitigation, maintenance requirements, allowance for alternative schemes.
May 2025	Community engagement – social media & schools	Requested resident and user feedback on youth design concept. (Facebook: 502 views, 1,225 reach, 7 interactions; Instagram: 126 views)
May 2025	Newsletter (delivered to all residents)	Article published on skatepark renovation project.
Jun 2025	Recreation, Leisure & Amenities Committee	Members approved tender brief for design, supply & installation of a new skatepark and authorised commencement of tender process.
Jul 2025	ROSPA inspection	Recommended closure of Half Pipe, Combination Grind Box & Jump Ramps for safety reasons.
Aug 2025	Posters & Social Media	Announced closure of skatepark due to safety risks and confirmed tender process underway.

## **BUSINESS CASE – THE VIEWS SKATEPARK**

### **1. INTRODUCTION**

Fleet Town Council is seeking PWLB borrowing approval to fund the replacement of the former skatepark at The Views. The project is now actively out to tender, with the tender launched on 12 August 2025 for the design, supply, and installation of a new skate facility aimed at all levels of ability.

### **2. NEED FOR PROJECT**

A recent independent safety inspection led to the closure of the current facility, highlighting urgent safety concerns. Community consultations and strong feedback underscore that simply standing still is not an option. The new skatepark is crucial to restore a key youth and recreation asset.

### **3. PROJECT SCOPE**

The project will deliver a new, modern, and accessible concrete skatepark designed in consultation with local users.

Key features will include:

- Facilities suitable for beginners through to advanced users.
- Design to cater for all levels of ability, encouraging wider participation.
- Durable materials to reduce long-term maintenance costs.

Presentation from Young People is provided at Annex A.

### **4. COST AND BORROWING REQUIREMENT**

The total estimated cost of the project is £300,000 including VAT.

Fleet Town Council proposes to fund the entire project through a loan from the Public Works Loan Board (PWLB). No other funding sources are being used, which ensures the Council can proceed without delay or uncertainty linked to external grants or fundraising.

The Council is seeking borrowing approval for £250,000 to cover the full cost of design, supply, and installation of the new skatepark.

### **5. AFFORDABILITY**

Fleet Town Council has assessed the affordability of the borrowing and confirms that repayments can be sustained within its approved budget (see Annex B: Summary Budget and Forecast).

The Council proposes to take out a PWLB loan of **£250,000** over **15 years**. Repayments are scheduled at **£24,200 per year** (see Annex C: PWLB Loan Repayment Schedule).

The Council's **2025/26 budget already includes an allocation of £28,500** for loan repayments, which provides sufficient headroom above the required annual repayment. This ensures the borrowing is both affordable and sustainable within the Council's medium-term financial planning.

### **6. BENEFITS OF THE PROJECT**

The new skatepark will deliver significant benefits:

- **For young people:** safe, free access to a high-quality facility encouraging healthy, active lifestyles.
- **For the community:** a well-used public space reducing anti-social behaviour and supporting social cohesion.
- **For the Council:** investment in long-term infrastructure that is low-maintenance and environmentally sustainable.

## 7. COMMUNITY ENGAGEMENT

Initial input into the project has been provided by local young people, who shared concept ideas that were included within the tender documentation. Fleet Town Council recognises the importance of wider community involvement and will undertake further consultation with residents and skatepark users during the detailed design phase, ensuring the final facility reflects local needs and priorities.

A detailed timeline of project development and engagement activities, from 2018 to present, is provided at Annex D. This demonstrates the consistent consideration of the skatepark project by Members and the progressive involvement of young people and residents in shaping the design and priorities.

## 8. DELIVERY AND TIMELINE

Key procurement and delivery milestones:

Stage	Estimated Date
Tender published	12 August 2025
Enquiry Deadline	8 September 2025
Tender Submission Deadline	15 September 2025, 12:00 noon
Decision / Award	~1 October 2025
Construction Start	~20 October 2025
Project Completion	31 May 2026, with potential extension to 31 July 2026

The start of construction is dependent on securing the PWLB loan. The Council is ready to proceed once borrowing approval is granted, but the exact commencement date will be determined by the timing of that process.

## 9. RISK AND MITIGATION

- **Funding risk:** There is a possibility that the loan application may not be approved. In such circumstances, Members may decide that the project should still proceed, requiring it to be financed from reserves. The earmarked reserve for Play Equipment currently holds **£130,500**, which would be insufficient to cover the full project cost. Any shortfall would therefore need to be met from the Council's General Reserves, which currently stand at **£570,729**. Loan funding remains the preferred and most sustainable option, with reserves considered only as a contingency.
- **Procurement risks (e.g., tendering delays):** mitigated via clear tender documents and external publication.
- **Delivery delays:** potential extension to 31 July 2026 is built into the contract timeline.
- **Community risk:** closure of current skatepark mitigated by expedited delivery timeline and visible communication.

## 10. CONCLUSION

The replacement of the skatepark at The Views is a vital community project that aligns with Fleet Town Council's strategic objectives and responds to strong local demand. The tender process is underway, supporting a timely and efficient rebuild. Borrowing from the PWLB is necessary and affordable, ensuring delivery of a safe, modern, and inclusive facility that will serve the community for the next 25–30 years.

## Options to Deter Future Unauthorised Encampments at Ancells Farm

Option	Estimated Cost (per metre)	Effectiveness	Pros	Cons
Replace wooden bollards with reinforced concrete bollards	See attached quote	Moderate – more difficult to breach with tools	Durable, low maintenance, immediate effect	Still possible to remove with heavy machinery; visual impact
Install perimeter fence (e.g. steel palisade / weld mesh)	£45 – £90 per metre installed	High – provides physical barrier	Strong deterrent, long-term solution	High capital cost; ongoing maintenance; may appear unwelcoming
Defensive planting (shrubs/trees)	£25 – £40 per metre (initial planting)	Low in short term; Moderate in long term	Environmentally friendly; enhances biodiversity and appearance	Takes years to become effective; requires regular upkeep
Soil bund/berm	Dependent on materials, but lower than fencing	Moderate – prevents direct vehicle access	Natural appearance; relatively low maintenance once established	Requires significant space; less effective against determined incursions
No further action	£0	None	Avoids further unbudgeted expenditure	Does not reduce risk of recurrence; potential future costs could be higher



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

9 September 2024

Dear Rita

**Engagement Letter – Local Authority**

We are pleased to accept the instruction to act as internal auditors for the Council and are writing to confirm the terms of our appointment outlined below. The purpose of this engagement letter is to set out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility, it should be read in conjunction with our standard terms and conditions.

**1. Period of engagement**

- a. This letter is effective for internal audit work relating to the financial years 2024/25 to 2027/28 inclusive.
- b. It replaces all previous engagement letters. The previously agreed commencement date for this engagement still applies.
- c. We will deal with matters arising in respect of periods prior to the above period as appropriate.

**2. Responsibilities of the council and internal auditors**

- a. The council is responsible for ensuring that the council maintains adequate accounting records and for preparing financial statements that have been prepared in accordance with current practices and guidelines.
- b. You are also responsible for making available to us, as and when required, all the council's accounting records and all other relevant records and related information, including the minutes of all meetings. We are entitled to request from the council's officers any other information and explanations as we think necessary for the performance of our duties as internal auditors.
- c. We have a statutory responsibility to report to the external auditors whether in our opinion the financial statements have been properly prepared in accordance with current practices and guidelines as outlined in the Joint Panel on Audit and Governance (JPAG) Practitioner's Guide covering the financial year under review. In forming this opinion, we shall:
  - i. Review the accounting records and all other relevant records and related information, including minutes of all meetings
  - ii. If deemed necessary, conduct two or more reviews per annum to verify both the procedural and financial aspects of the council
  - iii. Report to you in writing any such adjustments that we may consider necessary, or those areas where we think your systems may require improvement
  - iv. Sign the Annual Internal Audit Report page of the Annual Governance and Accountability Return (AGAR) as internal auditors

- d. We have a professional responsibility to report if the financial statements do not comply with applicable proper practices, unless in our opinion the non-compliance is justified in the circumstances. In determining whether the departure is justified we consider:
  - i. Is the departure required for the financial statements to give a true and fair view; and
  - ii. Has adequate disclosure been made concerning the departure
- e. As with other professional services firms, we are required to identify our clients for the purposes of the UK anti-money laundering legislation. We are likely to request from you, and retain, some information and documentation for these purposes and/or to make searches of appropriate databases. If we are not able to obtain satisfactory evidence of your identity within a reasonable time, there may be circumstances in which we are not able to proceed with the audit appointment.
- f. The provision of audit services is a business in the regulated sector under the Proceeds of Crime Act 2002 and, as such, partners and staff in audit firms must comply with this legislation which includes provisions that may require us to make a money laundering disclosure in relation to information we obtain as part of our normal audit work. It is not our practice to inform you when such a disclosure is made or the reasons for it because of the restrictions imposed by the 'tipping off' provisions of the legislation.

### 3. Scope of audit

- a. Our audit will be conducted in accordance with current practices and guidelines and will include tests of transactions and of the existence, ownership and valuation of assets and liabilities such as we consider necessary.
- b. We shall obtain an understanding of the accounting and internal control systems to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained by the council. We shall expect to obtain such appropriate evidence as we consider sufficient to enable us to draw reasonable conclusions there from.
- c. The nature and extent of our procedures will vary according to our assessment of the council's accounting system and, where we wish to place reliance on it, the internal control system, and may cover any aspect of the business's operations that we consider appropriate. Our audit is not designed to identify all significant weaknesses in the council's systems but, if such weaknesses come to our notice during our audit, which we think should be brought to your attention, we shall report them to you. We accept no duty or responsibility to any other third party as concerns our reports.
- d. As part of our normal audit procedures, we may request you to provide written confirmation of certain oral representations which we have received from you during the audit on matters having a material effect on the financial statements. Where we bring misstatements in the accounts to your attention that are not adjusted, we shall require written representation of your reasons.
- e. To assist us with the examination of your financial statements, we shall request sight of all documents or statements, including minutes and reports, which are due to be issued with the financial statements. We are also entitled to attend all general meetings of the council and to receive notice of all such meetings.
- f. The responsibility of safeguarding the assets of the council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the council. However, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law or regulations), but our examination should not be relied upon to disclose all such material misstatements or frauds, errors or instances of non-compliance as may exist.
- g. Once we have issued/uploaded our report we have no further direct responsibility in relation to the financial statements for that financial year. However, we expect that you will inform us of any changes occurring between the date of our report and submission to the external auditor.



- h. We appreciate that the present size of your council may render it uneconomic to create a system of internal control based on the segregation of duties for different functions within each area of the council. In planning and performing our audit work we shall take account of this.

#### **4. Electronic publication**

- a. Where audited financial information is published on a website or by other electronic means, it is your responsibility to ensure that any such publication properly presents the financial information and auditor's report. We reserve the right to withhold consent to the electronic publication of our report or the financial statements if they are to be published in an inappropriate manner.
- b. It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. We are not required to carry out ongoing review of the information after it is first published. The maintenance and integrity of electronically published information is your responsibility, and we accept no responsibility for changes made to audited information after it is first posted.

#### **5. Communication**

- a. To ensure that there is effective two-way communication between us we set out below the expected form and timing of such communications
  - i. We may arrange a meeting to discuss the forthcoming audit prior to the expected start date.
  - ii. We may arrange a meeting to discuss any matters arising from completing the on-site work.
  - iii. We shall of course contact you on a regular basis regarding both audit and other matters.

#### **6. Other services**

- a. You may request that we provide other services from time to time. We will issue a separate letter of engagement and scope of work to be performed accordingly. Because rules and regulations frequently change you must ask us to confirm any advice already given if a transaction is delayed or a similar transaction is to be undertaken.

#### **7. Limitation of liability**

- a. We specifically draw your attention to our standard terms and conditions which set out the basis on which we limit our liability to you and to others.
- b. There are no third parties that we have agreed should be entitled to rely on the work done pursuant to this engagement letter other than the external auditors.

#### **8. Fees**

- a. Our fees are calculated using a stand rate per hour, plus disbursements and VAT at the standard applicable rate.
- b. Our fees for the engagement period defined in clause 1a of this engagement letter are £85 per hour + VAT.
- c. Where applicable we charge 45p per mile for travel from the internal auditor's home address to the site of the audit.
- d. Our fees are payable on presentation of invoice.
- e. We do not normally charge for travel time, but in the event of an auditor attending on-site and the council not being ready and requiring the visit to be postponed or cancelled, we will charge for the auditor's travel time for the return journey at the hourly rate specified in clause 8(b).

## 9. Cancellation of services

- a. Services can be cancelled at any time in writing. Cancellation will be effective from the end of the engagement period defined in clause 1a of this engagement letter.
- b. If the council wishes to terminate the engagement period before the date defined in clause 1a of this agreement, an early termination fee shall become payable.
- c. The early termination fee shall be based on the anticipated duration of internal audit work during the remaining engagement period, and we shall provide an explanation of how this fee is calculated.

## 10. Agreement of terms

- a. This letter supersedes any previous engagement letter. Once it has been agreed, this letter will remain effective until it is replaced.
- b. If this letter is not in accordance with your understanding of the scope of our engagement or your circumstances have changed, please let us know
- c. This letter should be read in conjunction with our standard terms and conditions.

Yours sincerely



**On behalf of Mulberry Local Authority Services Ltd**

*We confirm that by electronically approving this document we are agreeing that we have read and understood the contents of this letter and related terms and conditions and further agree that it accurately reflects our fair understanding of the services that we require you to undertake.*

Rita Tong

Rita Tong (Sep 11, 2024 14:28 GMT+1)

11/09/2024

# Internal Audit Guide 2025/26



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## **Introduction**

We are writing to confirm the arrangements for your 2025/26 internal audit.

Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority's internal controls.

It results in an annual assurance report to the authority designed to support improvements in the effectiveness and efficiency of the activities and operating procedures under the authority's control.

Mulberry Local Authority Services Ltd recommend that authorities have a minimum of two internal audits per year, with an interim audit taking place mid-year and a final audit completed after the financial year-end. For our larger councils, more than one interim audit may take place during the year due to the size and nature of more complex financial arrangements.

The interim audit(s) will generally focus on the governance and accountability functions of the council, with testing based on checking compliance with the statutory requirements applicable to local authorities as detailed in the Smaller Authorities Proper Practices Panel (SAPPP) Practitioners' Guide 2025, along with checking the robustness of the authorities own internal process and procedures.

Year-end audits will focus on the accurate completion of the Annual Governance and Accountability Return (AGAR) and supporting documentation being submitted to the External Auditor, along with reviewing progress against any identified issues at the interim visit(s).

At the conclusion of each internal audit, we provide the authority with a detailed written report which outlines our findings. This may include recommendations, where applicable, for improvement of the authority's internal processes to achieve positive responses to the internal control objectives, and/or guidance and support relating to recognised best practice methods in the sector.

## **Location of the internal audit**

We aim to carry out a minimum of one audit visit on-site during the year to allow greater opportunity to effectively test the robustness of processes and procedures, and to discuss in person any issues or questions with the appropriate officers.

Where no significant areas of concern are highlighted, subsequent audit visits for the remainder of the year may be arranged remotely if preferred by the authority.

### On-site audits

An on-site audit is our preferred method for conducting the interim visits due to the volume of transactional information which may be required for review.

For on-site visits, your assigned auditor will contact you in advance and agree a date, time and venue for the meeting. Please ensure that you have prepared the information required for the visit (see document lists on pages 12-16) as this will save time on the day and subsequently minimise the cost to the council.

If you have gathered the requested information in an electronic format, there is no need to print this in hard copy.

Assuming all information is available at the time of the audit, we aim to complete our written report within 48 hours of the visit and send this to the authority for consideration.

### Remote audits

If you have arranged for a remote audit, your assigned auditor will contact you to agree date and time for a telephone conversation to take place. We respectfully request that the required information (see document lists on pages 12-16) is provided electronically (via OneDrive, SharePoint, Dropbox, etc.) to your assigned auditor at least one week in advance of the agreed date and time, to allow them the opportunity to complete their review prior to the conversation.

During the conversation, additional information may be requested, and this should then be provided to your assigned auditor as soon as possible.

The remote audit report will then be finalised, pending receipt of any additional information requested, and issued to the authority.

## **Who is to carry out the work?**

We have a team of internal auditors, all of whom have extensive experience working within the local authority sector.

We aim to assign an auditor to your authority to complete the year's auditing work, although there may be occasions where different members of our team complete the interim and year-end audits.

If you have any unique circumstances relating to your authority which may require additional consideration, please let us know and we will ensure the most suitable member of our team is assigned.

## How long will an audit take?

This will depend on the scale and complexity of each authority's financial arrangements. For those authorities having an interim audit, this is normally longer due to the more extensive testing that takes place, with the year-end audit then being shorter, subject to being able to confirm the AGAR details.

If you elect to have just one audit at the year-end, then this will take longer as the procedural and process checking normally completed at interim audits will have to be conducted along with the AGAR checking.

The requirements for internal audit are becoming more detailed and comprehensive, and this also impacts on the time required. Wherever possible, we aim to conduct any testing of website information in advance of the actual scheduled audit to maximise the time available on-site.

As a guide, for a small/medium sized authority, we generally allow between three to four hours for an interim audit (excluding any preparatory work) and then one to two hours for the year-end (again excluding any preparatory work). Where the full years' auditing is completed in one visit, this can take between four to six hours total.

## Engagement letter

All authorities appointing us to conduct their internal audit will receive our engagement letter. This sets out the basis of our professional engagement, including describing our respective responsibilities. Please contact us if your understanding of the terms of our appointment is not in accordance with the engagement letter.

If you are within a longer-term engagement period with us, your original letter issued at the date of appointment covers this financial year. If you are appointing, or reappointing us for 2025/26, then a new engagement letter will be issued to your authority.

Please ensure you electronically sign the engagement letter, as we cannot start any work until this has been completed.

If you require another copy of your engagement letter, please contact [anna@mulberrylas.co.uk](mailto:anna@mulberrylas.co.uk)

## **Fees**

We base our fees on an hourly rate which is detailed in your engagement letter. Where any on-site visits are conducted, travel costs are charged at the standard HMRC rate of 45p per mile.

We do not charge for travel time, although if we attend on-site and the visit is then cancelled or postponed, we reserve the right to charge for travel time in that instance.

All our fees and charges are subject to VAT as the prevailing rate.

## **Your right to complain**

If you are unhappy with any aspect of the service we provide to you, please raise this in the first instance with your assigned auditor who will endeavour to resolve any issues.

If you are not satisfied with this outcome, we operate a formal complaints procedure which can be access via our website [www.mulberrylas.co.uk](http://www.mulberrylas.co.uk)

If you have any questions relating to the content of this guide, or require any further information, please do not hesitate to contact us. Contact information for the audit team can be found on page 17 of this guide.



## Audit Plan

Our audits are conducted in accordance with the SAPPP Practitioners' Guide, which sets out in section 4 the expected work of internal auditors in relation to each of the internal control objectives covered by the Annual Internal Audit Report contained within the AGAR.

AGAR certificate reference	Internal Audit action for expected controls
<p><b>A.</b> Appropriate accounting records have been kept properly throughout the year</p> <p>AND</p> <p><b>I.</b> Periodic bank account reconciliations were properly carried out during the year</p>	<ul style="list-style-type: none"> <li>• Ensure the correct roll forward of the prior year cashbook balances to the new financial year</li> <li>• Check a sample of financial transactions in cashbooks to bank statements, etc. The sample size dependent on the size of the authority and nature of accounting records maintained</li> <li>• Ensure that bank reconciliations are prepared routinely, subject to independent scrutiny and sign-off by members</li> <li>• Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Line 8</li> <li>• Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy</li> </ul>
<p><b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for</p>	<ul style="list-style-type: none"> <li>• Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version.</li> <li>• Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents)</li> <li>• Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment. Ideally, a suitably designed certification stamp should be in place providing for evidence of these checks and payment authorisation</li> <li>• Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments</li> <li>• Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements</li> </ul>

	<ul style="list-style-type: none"> <li>Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place</li> </ul>
<p><b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</p>	<ul style="list-style-type: none"> <li>Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc</li> <li>Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity/employees (including members) liability, business interruption and cyber security</li> <li>Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation</li> <li>Review of the effectiveness of internal control carried out by the authority</li> </ul>
<p><b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate</p>	<ul style="list-style-type: none"> <li>Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required parent authority timetable</li> <li>Ensure that current year budget reports are prepared and submitted to the authority / committees periodically during the year with appropriate commentary on any significant variances</li> <li>Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances</li> <li>Ensure that the authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process</li> <li>Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the public record of precepted amounts</li> </ul>
<p><b>E.</b> Expected income was fully received based on correct prices, properly recorded and promptly banked, and VAT was</p>	<ul style="list-style-type: none"> <li>Review aged debtor listings to ensure appropriate follow up action is in place</li> <li>Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate</li> </ul>

<p>appropriately accounted for</p>	<p>register of tenants is maintained identifying that debtors are monitored.</p> <ul style="list-style-type: none"> <li>• Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)</li> <li>• Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised</li> <li>• Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time</li> <li>• Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to the invoice and recovery of all such income</li> <li>• Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and received / banked</li> </ul>
<p><b>F.</b> Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for</p>	<ul style="list-style-type: none"> <li>• Several authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “not applicable” response is frequently required in this area</li> <li>• Review the systems in place for controlling any petty cash and cash floats (used for bars, catering, etc.)</li> <li>• Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held</li> <li>• Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held</li> <li>• Ensure that VAT is identified wherever incurred and appropriate</li> <li>• Physically check the petty cash and other cash floats held</li> <li>• Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in</li> </ul>

	place reconciling the physical cash takings to the till “Z” total readings
<p><b>G.</b> Salaries to employees and allowances to members were paid in accordance with the authority’s approvals, and PAYE and NI requirements were properly applied</p>	<ul style="list-style-type: none"> <li>• Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract</li> <li>• Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability</li> <li>• Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours</li> <li>• Ensure that appropriate tax codes are being applied to each employee</li> <li>• Where free or paid software is used, ensure that it is up to date.</li> <li>• For a test sample of employees, ensure that tax is calculated appropriately</li> <li>• Check the correct treatment of pension contributions</li> <li>• For NI, ensure that the correct deduction and employer’s contributions are applied: NB. The employers’ allowance is not available to councils but may be used by other authorities</li> <li>• Ensure that the correct employers’ pension percentage contribution is being applied</li> <li>• Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies</li> </ul>
<p><b>H.</b> Asset and investment registers were complete and accurate and properly maintained</p> <p>This section/assurance should be extended to include loans to or by the authority</p>	<p><u>Tangible fixed assets</u></p> <ul style="list-style-type: none"> <li>• Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets</li> <li>• Physically verifying the existence and condition of high value, high risk assets may be appropriate</li> <li>• Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement</li> <li>• Additions and disposals records should allow tracking from the prior year to the current</li> <li>• Ensure that the asset value to be reported in the AGAR at Section 2, Line 9 equates to the prior year</li> </ul>

	<p>reported value, adjusted for the nominal value of any new acquisitions and /or disposals</p> <ul style="list-style-type: none"> <li>• Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self- insured” by the authority</li> </ul> <p><u>Fixed asset investments</u></p> <ul style="list-style-type: none"> <li>• Ensure that all long-term investments (i.e., those for more than 12- month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at Section 2, Line 9.</li> </ul> <p><u>Borrowing and lending</u></p> <ul style="list-style-type: none"> <li>• Ensure that the authority has sought and obtained appropriate UK Debt Management Office approval for all loans acquired</li> <li>• Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan, any arrangement fee should be regarded as an admin expense) in the year of receipt</li> <li>• Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Line 5</li> <li>• Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at Section 2, Line 10 (value should be verified from the lender and verification provided to the Internal Auditor by the Clerk/RFO)</li> <li>• Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt</li> </ul>
<p><b>J.</b> 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</p>	<p>Whilst Internal Auditors are not required to verify the accuracy of detail to be disclosed in the AGAR, this assertion, together with the expectation of most authorities, effectively requires Internal Auditors to ensure that the financial detail reported at Section 2 of the AGAR reflects the detail in the accounting records maintained for the financial year. Consequently, Internal Auditors should:</p> <ul style="list-style-type: none"> <li>• Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein</li> <li>• Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end</li> </ul>

<b>K.</b> If the authority certified itself exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt	<p>Internal Auditors should ensure that all relevant criteria are met (receipts and payments totalled less than £25,000)</p> <ul style="list-style-type: none"> <li>• The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline</li> <li>• That it has been published, together with all required information on the authority's website and noticeboard</li> </ul>
<b>L.</b> 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	Internal Auditors should review the authority's website ensuring that all required documentation is published in accordance with the relevant legislation
<b>M.</b> 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	<p>Internal Auditors should acquire/examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.</p> <p>Internal Auditors should check whether authorities have minuted the relevant dates at the same time as approving the AGAR</p>
<b>N.</b> The authority complied with the publication requirements for the prior year AGAR.	Internal Auditors should ensure that the statutory disclosure/publication requirements in relation to the prior year's AGAR have been met as detailed in the front page of the current year's AGAR
<b>O.</b> Trust funds (including charitable) – the Council met its responsibilities as a trustee	<ul style="list-style-type: none"> <li>• Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements</li> <li>• Confirm that the council is the sole trustee listed on the Charity Commission register</li> <li>• Confirm that the council is acting in accordance with the Trust deed</li> <li>• Confirm that the charity meetings and accounts are recorded separately from those of the council</li> <li>• Review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner's report</li> </ul>

## Document lists

### Interim audit(s)

#### INFORMATION TO BE AVAILABLE ON AUTHORITY WEBSITE

Standing Orders and Financial Regulations
Register of Members' Interest Forms <i>(or link to principal authority page where information is published)</i>
Minutes, agendas and non-confidential supporting papers for all authority and committee meetings
Data to comply with relevant Transparency Act regulations
Information to comply with AGAR Governance Assertion 10
2024/25 signed AGAR
2024/25 Notice of Electors' Rights
2024/25 External Auditor's Certificate and Notice of Conclusion of Audit <i>(or interim certificate if External Audit not completed by 30 September)</i>
Pages 4, 5 and 6 of the AGARs for the previous five consecutive years

#### INFORMATION TO BE MADE AVAILABLE TO INTERNAL AUDITOR

*This list is not exhaustive, and further information may be requested by the auditor where necessary.*

1	Minute references for review of Standing Orders and Financial Regulations
2	Minute references for review of Risk Management Policy and Risk Assessments
3	Minute references for review of 2024/25 internal audit report(s)
4	Minute references for review of 2024/25 External Auditor's Report and Certificate
5	Minute references for review of any fees and charges levied by the authority
6	If using an electronic accounting package, nominal ledger report year to date
7	Cashbooks year to date (either from accounting package or Excel)
8	Report detailing actual v budget year to date
9	List of earmarked reserves and confirmation of general reserve balance
10	Last submitted VAT return and evidence of receipt of refunded amount
11	Insurance schedule
12	Financial Risk Assessment
13	Draft 2026/27 budget or confirmation of timescale for approval
14	Petty cash cashbook (where applicable) and copy of vouchers

15	Payroll summaries and sample payslips for two consecutive months
16	Fixed asset register showing any additions and/or deletions since 1 April
17	Bank reconciliations and bank statements showing verification signatures in accordance with Financial Regulations
18	Acceptance of Office form for most recently appointed Member
19	Details of charity numbers (where the authority acts as the sole managing trustee)
20	Comments on any issues raised at the previous internal and/or external audits



## Year-end audit(s) for authority where interim has taken place

### **INFORMATION TO BE MADE AVAILABLE TO INTERNAL AUDITOR**

*This list is not exhaustive, and further information may be requested by the auditor where necessary.*

1	Completed AGAR with audit trail to confirm figures
2	If using an electronic accounting package, nominal ledger report for completed year
3	Report detailing income and expenditure as of 31 March 2026
4	Balance sheet as of 31 March 2026, including details of debtors and creditors (where applicable)
5	Earmarked and general reserve balances as of 31 March 2026
6	Bank reconciliations and associated bank statements confirming balances of all accounts as of 31 March 2026
7	Completed variance analysis to explain variances as required by External Auditor
8	Explanation of difference between boxes 7 & 8 on the AGAR (where applicable)
9	PWLB statement dated 31 March 2026 confirming loan balance and details of loan repayments made during the year (where applicable)
10	Fixed asset register with all additions and/or deletions for the year, and confirming asset total included on the AGAR
11	Completed Notice of Exercise of Public Rights for the 2025/26 AGAR
12	Comments and follow-up actions on any issues raised at the interim audit(s)

## Year-end audit(s) for authority where NO interim has taken place

### INFORMATION TO BE AVAILABLE ON AUTHORITY WEBSITE

Standing Orders and Financial Regulations
Register of Members' Interest Forms <i>(or link to principal authority page where information is published)</i>
Minutes, agendas and non-confidential supporting papers for all authority and committee meetings
Data to comply with relevant Transparency Act regulations
Information to comply with AGAR Governance Assertion 10
2024/25 signed AGAR
2024/25 Notice of Electors' Rights
2024/25 External Auditor's Certificate and Notice of Conclusion of Audit <i>(or interim certificate if External Audit not completed by 30 September)</i>
Pages 4, 5 and 6 of the AGARs for the previous five consecutive years

### INFORMATION TO BE MADE AVAILABLE TO INTERNAL AUDITOR

*This list is not exhaustive, and further information may be requested by the auditor where necessary.*

1	Minute references for review of Standing Orders and Financial Regulations
2	Minute references for review of Risk Management Policy and Risk Assessments
3	Minute references for review of 2024/25 internal audit report(s)
4	Minute references for review of 2024/25 External Auditor's Report and Certificate
5	Minute references for review of any fees and charges levied by the authority
6	If using an electronic accounting package, nominal ledger report for completed year
7	Cashbooks for completed year (either from accounting package or Excel)
8	Report detailing income and expenditure as of 31 March 2026
9	Earmarked and general reserve balances as of 31 March 2026
10	Last submitted VAT return and evidence of receipt of refunded amount
11	Insurance schedule
12	Financial Risk Assessment
13	Minute reference for approval of 2026/27 budget
14	Petty cash cashbook (where applicable) and copy of vouchers
15	Payroll summaries and sample payslips for two consecutive months
16	Fixed asset register with all additions and/or deletions for the year, and confirming asset total included on the AGAR

17	Bank reconciliations and bank statements showing verification signatures in accordance with Financial Regulations
18	Acceptance of Office form for most recently appointed Member
19	Details of charity numbers (where the authority acts as the sole managing trustee)
20	Comments on any issues raised at the previous internal and/or external audits
21	Balance sheet as of 31 March 2026, including details of debtors and creditors (where applicable)
22	Earmarked and general reserve balances as of 31 March 2026
23	Bank reconciliations and associated bank statements confirming balances of all accounts as of 31 March 2026
24	Completed variance analysis to explain variances as required by External Auditor
25	Explanation of difference between boxes 7 & 8 on the AGAR (where applicable)
26	PWLB statement dated 31 March 2026 confirming loan balance and details of loan repayments made during the year (where applicable)
27	Completed Notice of Exercise of Public Rights for the 2025/26 AGAR
28	Comments and follow-up actions on any issues raised at the interim audit(s)

## Help and support

Our audit team are available throughout the year to support your authority. For most questions, we provide a free advisory service via email and/or telephone. If a query requires a more detailed response, we may charge a fee for this, but this will always be advised to you and agreed in advance of any work taking place.

We also offer a comprehensive training programme for officers and councillors, with discounted rates for all internal audit clients. More information and bookings can be made at [www.mulberrylas.co.uk/training](http://www.mulberrylas.co.uk/training)

## Audit team contact details

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<b>Website</b>	<a href="http://www.mulberrylas.co.uk">www.mulberrylas.co.uk</a>
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**OFFICER:** Sarah Moore, Finance & Admin Manager  
**DATE:** 15<sup>th</sup> August 2025  
**MEETING:** Council 3<sup>rd</sup> September 2025  
**SUBJECT:** Accounts Software

### **Background**

The current accounts software, Rialtas, will become unsuitable and cost-inefficient during the building's refurbishment. Transitioning Rialtas to a cloud-based version would double the existing cost, as the system is currently dependent on an onsite server. In addition, Rialtas offers limited functionality compared to other accounting software, restricting efficiency and preventing the Council from taking advantage of more modern, streamlined features.

### **Main issues to be addressed by the proposal & benefits.**

- Remote and Flexible Access – Cloud-based software allows both onsite and remote working before, during, and after refurbishment, ensuring business continuity and flexibility.
- Improved Data Security & Backups – Cloud solutions provide automatic, multiple daily backups. This removes the current need for manual daily or weekly onsite backups and eliminates reliance on a dedicated, unused computer.
- Enhanced Functionality & Usability – Modern cloud accounting platforms can provide more intuitive interfaces and better reporting tools. Rialtas lacks these features, limiting efficiency and increasing administrative workload.
- Future-Proofing – Rialtas' move to the cloud would not resolve its fundamental functional gaps. Rialtas has not delivered any significant updates to bring it in line with comparable products, raising concerns about long-term viability.
- Cost Efficiency in the Long Term – While Rialtas' cloud upgrade would increase costs without meaningful benefits, adopting a modern cloud-based solution offers better value through time savings, reduced manual work, and improved accuracy.

### **Risk management considerations**

Continuing with the current Rialtas contract is not a viable option. The upcoming refurbishment requires a move to cloud-based software, and Rialtas has not kept pace with modern functionality, integration, or usability standards. Remaining with Rialtas would increase costs without resolving the underlying issues, leaving the Council exposed to inefficiencies and operational risks.

Moving away from a package specifically designed for town and parish councils is a consideration. Adopting a more generalised accounting platform may require a higher level of bookkeeping and accounts knowledge. However, these solutions often provide superior functionality, stronger integrations, and more regular updates, which may outweigh the additional training requirements.

It is be noted that a consideration of moving away from town and parish specific software will require a large amount of officer time as no support is provided in transitioning data, mapping data and nominal codes.

### **Alternatives considered.**

- We have approached our current supplier, Rialtas, as well as other providers. Service levels and costs vary significantly between suppliers, with some unable to provide setup support or training as part of the package.

- One potential supplier specialises in software designed specifically for town and parish councils, offering a tailored solution but with some limitations in flexibility and functionality. This supplier already provides the cemetery management software currently in use and offers an integrated finance module along with other additional modules, all designed specifically for town and parish councils.
- Another well-established and widely used supplier does not specifically target the town/parish council sector but offers a more modern, feature-rich accounts platform. With the correct knowledge, support, and training, this option could deliver greater long-term benefits and value.

#### Financial implications:

	<b>Rialtas</b>	<b>Edge Finance</b>	<b>Xero</b>
Monthly Cost	£ 627.83	£ 115.34	£ 19.20
One off cost	£ 0	£ 533.50	£ 0
<b>1<sup>st</sup> month total</b>	<b>£ 627.83</b>	<b>£ 648.84</b>	<b>£ 19.20</b>
<b>Difference</b>		<b>+£21.01</b>	<b>-£608.63</b>
<b>Total per year</b>	<b>£ 7,533.96</b>	<b>£1,917.60</b>	<b>£230.40</b>
<b>Difference</b>		<b>-£5,616.36</b>	<b>-£7,303.56</b>

#### Contractual Implications

Rialtas requires six months' notice prior to renewal on 31 March 2026, meaning notice must be given by 30 September 2025. If the contract is renewed, it will run for one year with a six-month cancellation clause, which limits flexibility and would continue reliance on outdated software.

Edge Finance operates on a five-year contract designed to run co-terminus with Epitaph (the cemetery software). This provides integration benefits but commits the organisation to a long-fixed contract with less flexibility.

Xero, by contrast, has no fixed contract and operates on a rolling monthly basis. This offers maximum flexibility and the ability to adapt quickly if requirements change, though it does not provide town/parish council-specific modules.

#### Recommendations

The Finance & Administration Officer considers **Edge Finance** to be the most suitable option, as it provides the Council with both configuration support and training. The software is developed by the same company that supplies Epitaph (cemetery software) and integrates seamlessly with other council-specific modules, ensuring consistency across systems. They have also evidenced that they listen to feedback requests and are investigating how to implement direct bank integration for simpler reconciliations. Edge Finance also has a Purchase Order function for easier simpler processing of orders.

While **Xero** is a modern, streamlined solution with direct bank integration for easier reconciliation, implementing it within the next six months would be challenging. The mapping, configuration, and transition work would place a considerable additional burden on officers already managing day-to-day operations alongside the refurbishment. Furthermore, any staff required to use Xero would need a basic understanding of general accounting software, which is not specifically designed for town and parish councils.

#### RECOMMENDATION

To approve Edge Finance.



Cllr. Daniel Taylor  
Fleet Town Council  
236 Fleet Road  
Fleet  
Hampshire  
GU51 4BY

11<sup>th</sup> August 2025

**Re: WRVS Offices, The Harlington 236 Fleet Road Fleet Hampshire GU51 4BY**  
Ref: SS/FTC/term

Dear Daniel

Further to our telephone conversation earlier this morning I write to you to confirm that Silent Storms will be relocating to Fleet Town Football Club with effect from September 2025.

Our last meeting at The Harlington will be on Monday 18<sup>th</sup> August 2025 when we will remove all club property we have been allowed to store there and return 1no. key to the staff at the box office.

This decision has been reached purely based on the platform it provides us with to raise awareness and integrate further with the community and other local Charities.

Silent Storms would like to express our sincere gratitude for Fleet Town Council's support and we are particularly pleased with your personal help, involvement and continued interest and the council's willingness to provide a venue.

Your support has been instrumental in allowing us to deliver vital this service to our community.

We are deeply appreciative of the council's commitment to supporting local charities and the positive impact it has on the residents of Fleet and surrounding areas.

Thank you once again for your generous support and we look forward to continuing our work together in the future.

Sincerely,

Paul Collins  
Co-Founder & Mentor



**REGISTERED OFFICE: SILENT STORMS, 19 BADSHOT PARK, BADSHOT LEA, FARNHAM, SURREY, GU9 9JU**

 **EMAIL ADDRESS: [ADMIN@SILENTSTORMS.CO.UK](mailto:ADMIN@SILENTSTORMS.CO.UK)**  **WEB: [WWW.SILENTSTORMS.CO.UK](http://WWW.SILENTSTORMS.CO.UK)** 

**REGISTERED CHARITY NO. 1213216**