



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

Wednesday 1st October 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, P. Powell, R. Richmond, J. Stanton, D. Taylor, S. Tilley, P. Wildsmith, B. Willcocks, G. Woods.

Rita Tong, Executive Officer
24th September 2025

AGENDA

1.	APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
2.	DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council.
5.	HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
6.	MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record minutes of the Town Council held on 3 rd September 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">• Development Control 26th August 2025, 8th and 22nd September 2025 (if available)• RLA 17th September 2025

Part 1 – ITEMS FOR DECISION

7. FINANCIAL MONITORING REPORT

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

RECOMMENDATIONS

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

8. FINANCE AND RISK REGISTER 2025/26

- a) To receive an update from the Risk Management Working Group
- b) To consider and agree the Council's Finance and Risk Register for 2025/26 (*copy attached*).

RECOMMENDATIONS

- a) To note the update from the Risk Management Working Group.
- b) To approve the Finance and Risk Register for 2025/26.

9. REPORT FROM EXTERNAL AUDITOR FOR FINANCIAL YEAR 2024/25

To receive the Annual Governance and Accountability Return from the External Auditor BDO LLP for the year ended 31 March 2025 and to note that there were no qualifications.

RECOMMENDATION

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

10. NOTICE OF CONCLUSION OF AUDIT FOR FINANCIAL YEAR 2024/25

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

RECOMMENDATION

Members to agree that the inclusion of the External Auditors Report and AGAR in the above agenda item and the Notice of Conclusion of Audit in this agenda item met the requirements of the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015.

11. THE VIEWS SKATEPARK – TENDER REPORT & AWARD OF CONTRACT

Members to consider the tender report and are requested to make an award of contract for The Views Skatepark contract (*copy attached*).

RECOMMENDATION

Members to consider the tender report and to resolve to make an award of contract for The Views Skatepark contract subject to satisfactory references and obtaining the PWLB loan.

Part 2 – ITEMS TO NOTE

12. ANNOUNCEMENTS

To receive and note announcements from the Executive Officer or any Member by permission of the Chair.

13. LOCAL GOVERNMENT REORGANISATION

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

	The next stage will be public consultation in November 2025 before the Government decides its preferred way forward in March 2026.
14.	<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting of the Council is scheduled to be held on Wednesday 5th November 2025 at 7pm Ancells Farm Community Centre.</p>
Part 3 – CONFIDENTIAL ITEMS	
	<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"> a. Engagement, terms of service, conduct and dismissal of employees. b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts. c. Receipt of professional legal advice and preparation of cases in legal proceedings. d. The early stages of any dispute. e. Matters of a commercial nature.
15.	<p>HARLINGTON UPDATE</p> <p>To consider the following documents previously circulated in relation to The Harlington project:</p> <ul style="list-style-type: none"> • Business Plan • Design drawings for Option 1+ including a revised façade • Costings for all options • Communications Strategy update (including social media feedback and draft FAQ document to support councillor responses) <p>RECOMMENDATION</p> <p>To consider and agree the instruction to the architects to progress the Contract to RIBA stage 3.</p>



FLEET TOWN COUNCIL

MINUTES OF COUNCIL MEETING

held on

Wednesday 3rd September at 7pm

* Councillor Schofield (Chairman)

* Councillor Einchcomb (Vice Chairman)

0 Councillor Chenery	* Councillor Richmond
* Councillor Fang	* Councillor Stanton
0 Councillor Holt	* Councillor Taylor
* Councillor Hope	* Councillor Tilley
* Councillor Kuntikanamata	* Councillor Wildsmith
* Councillor May	0 Councillor Willcocks
* Councillor Neves	* Councillor Woods
* Councillor Oliver	

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

Also in attendance:

Rita Tong – Executive Officer

Councillor Stephen Parker – HCC

Mike Bye – Chair of Friends of Oakley Park

Mrs Powell – Co-Option Candidate

FC SEPTEMBER 2025 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

It was agreed that the Executive Officer would make enquiries with Cllr Willcocks regarding the status of his special exemption.

FC SEPTEMBER 2025 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

FC SEPTEMBER 2025 ITEM 3 QUESTIONS FROM THE PUBLIC

There were no questions from members of the public.

FC SEPTEMBER 2025 ITEM 4 CHAIRMAN'S ANNOUNCEMENTS

It has been 2 months since our last Full Council Meeting, and I trust that you have all had a good summer despite the recent break in the weather.

I would like to make amends for a failure to recognise and place on public record the long and committed service of Councillor Robinson who resigned on health grounds the day after

our June Meeting. Councillor Robinson served on virtually every committee including the Planning Development and Control Committee and confirmed our bank reconciliations for several years. Although politically aligned Councillor Robinson never brought politics into the Council chamber and always promoted the community's best interests. Councillor Robinson's support of the Council was undiminished despite failing health. I trust that you will support me in wishing Councillor Robinson well and thanking him for his long and committed service.

There have been a number of successful community events since our last meeting, Fleet Carnival, Oakley Park Summer Fair, VJ day commemoration and very recently Music on the Views, almost all of which failed to enjoy our exceptional summer weather.

Ancells Park sadly endured a traveller incursion and more recently Basingbourne Park. Both events were dealt with by the police to enforce an immediate eviction. More later.

There have been numerous meetings and comings and goings over the Harlington Development which will be dealt with later in the agenda.

The hot news is that we received a draft of the sub lease between FTC and HDC for the library area. The principal change secured by the Executive Officer is that the break clause cannot be introduced in the first 10 years and every 5 years after that.

FC SEPTEMBER 2025 ITEM 5 HCC/HDC ANNOUNCEMENTS

The following reports were received from Hampshire County Council.

Cllr Stephen Parker (HCC)

- Notified members that the consultation on the Reading Road South crossings was out for public consultation.
- Reported that additional traffic wardens are being deployed to address parking issues. He and Cllr Forster had reviewed parking around Velmead School in an effort to identify possible improvements.
- Advised that roadworks are currently taking place on Gally Hill Road and are expected to continue until around Christmas.
- Noted that recent changes to Stagecoach routes are causing confusion for users and that the company has been asked to publish clear details of the new routes.

Cllr Richmond observed that signage for the Gally Hill Road works was unclear and contributing to traffic issues. Cllr Parker responded that signage must comply with national guidelines and that, as the works progress along the road, any closures and diversions are only temporary. He invited Cllr Richmond to forward specific examples so that he could ensure they were passed to the relevant officers.

Cllr Alan Oliver (HDC)

- Reported that a paper on Local Government Reorganisation for Hampshire has been published on the HDC website as part of the agenda pack for the extraordinary Overview and Scrutiny Committee scheduled for the following Tuesday.
- Provided an update on the *Pride in Place* campaign, which seeks to encourage residents and businesses to take pride in the district. The campaign will focus on the removal of unauthorised advertisements and unsafe banners, tackling graffiti, and

continuing enforcement action against anti-social behaviour such as littering, dog fouling, and smoking in smoke-free areas.

- Advised that food waste caddies will be delivered to all households during September, ahead of the commencement of weekly collections on 6 October 2025.
- Noted that HDC intends to construct a new recycling facility within the next 18–24 months to process items not currently recyclable.
- Local Plan – there is a call for sites, including pitches for Gypsy and Traveller permanent and transit sites.

Cllr Woods enquired about the meeting with Town and Parish Councils regarding the roll-out of the food waste collection, as referenced at the July Full Council meeting. Cllr Oliver undertook to follow this up.

Cllr Peter Wildsmith (HDC)

- Hart District Council are holding a job fair on 1 October 2025 at The Harlington (thanks to Fleet Town Council for hosting).

FC SEPTEMBER 2025 ITEM 6 MINUTES OF PREVIOUS MEETINGS

The minutes of the Town Council meeting held on 2nd July 2025 were approved and signed by the Chairman.

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

- | | |
|-----------------------|---|
| • Development Control | 7 th and 21 st July 2025 and 11 th August 2025 |
| • Establishment | 9 th July 2025 |
| • Policy and Finance | 23 rd July 2025 |

FC SEPTEMBER 2025 ITEM 7 COUNCILLOR CO-OPTION TO FILL A CASUAL VACANCY

Members received a presentation from the sole candidate.

RESOLVED

That Mrs Powell be co-opted as a Member of Fleet Town Council.

Mrs Powell duly signed the Declaration of Acceptance of Office and, having taken her seat, participated in the remainder of the meeting in her capacity as Councillor.

FC SEPTEMBER 2025 ITEM 8 FINANCIAL MONITORING REPORT

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

Councillor Stanton confirmed that the bank reconciliation and list of payments for June 2025 had been verified and signed off against the original bank statement. She advised that the July 2025 bank reconciliation had not yet been completed.

Members further noted that an invoice had been received for the second instalment of the Ancells Bus Service. Hampshire County Council has provided the service in good faith and now seeks payment. However, no monies have been collected from those who received the service. In accordance with Minute FC February 2025, Item 9, payment is not to be made unless the full amount has been collected. Although the invoice is made out to Fleet Town

Council, Members confirmed that the Council is merely acting as banker and is not a party to the contract.

RESOLVED

- a) That the bank reconciliation and list of payments for June and July 2025 be received and accepted.
- b) That the statement from Councillor Stanton confirming the verification and sign-off of the June 2025 bank reconciliation and list of payments be accepted.
- c) That the Executive Officer be authorised to write to Hampshire County Council declining to accept the invoice, as Fleet Town Council is not a party to the contract for services.
- d) That Councillor Wildsmith contact Councillor Willcocks to offer assistance in obtaining payment from the parents to whom the service was provided.

FC SEPTEMBER 2025 ITEM 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 were 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.

In forming their decision, Members considered are the following documents:

- Business Case
- Annex A – Skatepark Presentation
- Annex B – Summary Budget and Forecast
- Annex C – Estimated Repayment Costs
- Annex D – Project Timeline

RESOLVED

- 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 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.

FC SEPTEMBER 2025 ITEM 10 ANCELLS FARM UNAUTHORISED ENCAMPMENT

Between 12 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 removed under Police powers rather than through the court process. In addition, £2,413 was spent on site clearance and reinstatement works, including the replacement of bollards damaged to gain entry.

Members noted a range of potential measures to help deter future incursions, all of which would involve cost implications and none of which could fully guarantee protection against determined trespassers. Options considered included:

- replacing wooden bollards with reinforced concrete bollards;
- installing a perimeter fence;
- defensive planting of shrubs/trees;
- constructing a soil bund/berm.

Members further noted that Hart District Council did not intend to apply for an injunction in relation to Gypsy and Traveller encampments, on the basis that they did not believe the necessary legal criteria could be met and that the likelihood of success was too limited to justify the cost.

Members also acknowledged that, unless permanent and/or temporary sites are provided for Gypsies and Travellers, such situations are likely to continue. At the last call for sites, no town or parish councils had been willing to put forward suitable land, and this position was not expected to change during the current process.

RESOLVED

- a) To note the unbudgeted costs incurred in dealing with the unauthorised encampment at Ancells Farm playgrounds.
- b) To request that costed proposals for deterrent measures at each park be developed and brought back to Council for consideration.

Councillors Wildsmith and Parker left the meeting at the conclusion of this item (approx. 20.10pm).

FC SEPTEMBER 2025 ITEM 11 APPOINTMENT OF INTERNAL AUDITOR FOR 2025/26

Members were provided with evidence in the agenda papers to enable them to consider and reach conclusions regarding the independence and competence of the Internal Auditor, as required. They were also provided a copy of the audit plan and engagement letter.

RESOLVED

- a) To confirm satisfaction with the independence of the appointed Internal Auditor.
- b) To approve the proposed Internal Audit Programme of Work for 2025–26.
- c) To confirm satisfaction with the competence of the Internal Auditor.
- d) To note the previously approved Letter of Engagement with the Internal Auditor.

FC SEPTEMBER 2025 ITEM 12 ACCOUNTS SOFTWARE

Members considered a report from the Finance & Administration Manager regarding the Council's accounting software.

The current accounting software is server-based. Given the likely relocation during the Harlington renovation project and the potential for staff to be based across multiple sites, Members agreed that there is a need to transition to a cloud-based system.

While the current provider offers a cloud-based solution, it is significantly more expensive than competitor products. Officers also reported that the existing system is dated and that customer support has deteriorated in recent years.

Of the two alternative providers reviewed, Members considered Xero to be the most suitable option for the following reasons:

- lower cost;
- intuitive and easy to use for non-financial staff;
- internationally recognised, making it easier to recruit staff already familiar with the system;
- innovative and therefore likely to continue improving functionality.

Members noted that a new nominal structure would be developed and referred to the Policy and Finance Committee for review. They also requested that indicative reports be presented to help build familiarity with the new system.

RESOLVED

- a) To authorise the Finance & Administration Manager to give notice to Rialtas Business Solutions in accordance with the required six months' notice period.
- b) To confirm which price structure for Xero provides equivalent (or better) functionality than the current solution.

FC SEPTEMBER 2025 ITEM 13 CEMETERY UPDATE

Members received an update from the Chairman on the Cemetery extension project.

RESOLVED

To note the update from the Chairman.

Councillor Hope left the meeting at the conclusion of this item.

FC SEPTEMBER 2025 ITEM 14 HARLINGTON UPDATE

Members received an update from the Chairman on the Harlington renovation project which included the following comments:

- The Council was not successful in its Arts Council grant bid.
- A draft business plan has been received but without appendices. The Chairman and Executive Officer have given initial feedback and are awaiting an updated report. Once the full document is received it will be circulated to all Members.

- BFF will be attending a meeting on site on 11 September 2025, and all Members are invited to attend.
- BFF need an urgent decision on which option the Council wants to proceed with. Delays in providing a clear direction will result in increased costs which may ultimately put the entire project at risk.
- The Chairman went through each design option noting whether it could be funded within existing precept levels and what the budget implications were based on the draft business plan.
- The option that made most cost / benefit sense was option 1+ - the Chairman has made himself available to any Member to go through the detail that supports this conclusion.
- There was general support for improvements to the front façade of the building and BFF will be consulted on a value engineered Option 1+ to include improvements to the entrance.
- Should Members still wish to pursue Option 2 then it may be advisable to do a public consultation as early as possible with residents to gauge public appetite for a precept increase.
- BFF have been asked to view the possible alternative venue to be used during the renovation project and advise on how to make the space suitable for its intended use and to minimise disruption to the neighbours.

RESOLVED

- To increase the daily bank limit from £150,000 to £200,000 and to authorise the Finance & Administration Manager to effect this change to the bank mandate.
- To delegate decisions regarding design to the Harlington Working Group and for this group to comprise all Members of the Council.
- The Harlington Working Group must have a minimum of 7 Members present to be considered quorate and must achieve a minimum support level of 66% (two thirds) for any decisions taken.

Councillor Powell left the meeting at the conclusion of this item (approx. 21.05pm)

FC SEPTEMBER 2025 ITEM 15 ANNOUNCEMENTS

The following announcements were made:

- Two staff resignations have been received. Both posts are currently being advertised.
- Councillor Richmond extended an invitation to Councillors and staff to join him in celebrating his forthcoming birthday.

FC SEPTEMBER 2025 ITEM 16 SILENT STORMS

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.

FC SEPTEMBER 2025 ITEM 17 COMPLAINT

Members were advised that the Chairman of the Council received a complaint relating to Fleet Cemetery. The matter was 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.

A noise complaint was received in relation to the Music on the Views festival. The Harlington General Manager has written in response to the complaint.

FC SEPTEMBER 2025 ITEM 15 DATE AND TIME OF NEXT MEETING

The next meeting of the Council is scheduled to be held on Wednesday 1st October 2025 at 7pm in The Harlington.

The meeting closed at 9.20pm.

Signed.....
Chairman

Date:.....



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Wednesday 27th August 2025
at 6pm in the Function Room, The Harlington

Present:

Cllr Schofield

Cllr Chenery

Cllr Holt

Officers: Charlotte Benham

1	Apologies Apologies received from Cllr Hope
2	Declarations of interest to any item on the agenda None declared
3	Public Session None present
4	Approval of the Minutes The minutes of the development and control advisory group meeting held on Monday 11 th August were accepted as a correct record of the meeting.
5	<p>25/01292/HOU 142 Aldershot Road, Fleet, Hampshire, GU51 3GY Replacement roof to existing garage and building to side of main dwelling, partial conversion and alterations to fenestration Comments by 25 August</p> <p>All contained within existing footprint. In the Basingstoke Canal Conservation Area but no impact therefore NO OBJECTION</p> <p>25/01372/HOU 83 Elvetham Road, Fleet, Hampshire, GU51 4HL Erection of single storey side and rear extensions Comments by 25 August</p>

- Modest extension in keeping with the host building
- Maintains the character of the NFCA with no detriment to the property's front boundary

NO OBJECTION

25/01224/HOU

1B Alton Road, Fleet, GU51 3HL

Erection of single storey front, side and rear extensions following demolition of existing garage and conservatory, raising of the roof, insertion of two roof lights to front, two to one side, one to the other side and two to the rear, erection of a dormer window to the rear and removal of the chimney to facilitate the conversion of the loft to habitable accommodation, blocking up of one window and replacement of one window with a door to ground floor side

Comments by 25 August

- This is a classic 1960's two bedroom bungalow with no staircase, being converted into a 5 bedroom chalet bungalow with 3 bedrooms and a bathroom at the first floor.
- Will be marketed in the future as a family home – proposed changes result in the loss of a bungalow especially suited for older people or people of limited mobility in breach of Fleet Neighbourhood Plan Policy 11.
- 5 bedrooms require four parking spaces which as shown will mean an extensive loss of soft landscaping to the front garden in breach of Fleet Neighbourhood Plan Policy 15, Residential Front Gardens.
- Development should provide a 10% increase in biodiversity, but the loss of soft landscaping to the front and 4 trees to the rear means an overall loss.
- The proposal is for a significantly bigger footprint increasing the impermeable roof area and therefore dealing with increased run-off, but no details of any proposed on site drainage including SUDS provision.
- The first floor master bedroom has an accessible balcony which means the potential for overlooking neighbouring gardens and a loss of privacy.

OBJECTION

25/01242/HOU

36 Sycamore Crescent, Church Crookham, Fleet, Hampshire, GU51 5NN

Erection of single storey side and rear extensions following demolition of existing sunroom and store and alterations to one window to ground floor front

Comments by 26 August

- The Design and Access Statement incorrectly states that the property abuts the BCCA but it is actually within the conservation area. Property is of no architectural merit so there is no real impact on the conservation area
- The footprint of the property is more than doubled which significantly increases the roof run-off and requires on-site drainage in the form of SUDS to minimise the risk of local flooding
- Overdevelopment of the site

	<ul style="list-style-type: none"> The proposed development has a long blind wall on the North elevation that will cast a permanent shadow on the neighbouring property especially to the front elevation of the adjacent property - question if loss of light to neighbour <p>OBJECTION</p> <p>25/01462/HOU 19 Avondale Road, Fleet, Hampshire, GU51 3BH <u>Erection of a single storey rear extension with opening rooflight above, replacement front entrance porch and fixed rooflight to front elevation</u> Comments by 26 August</p> <p>NO OBJECTION</p> <p>25/01487/FUL Flagship House, Reading Road North, Fleet, Hampshire, GU51 4WP <u>Erection of a porch to the south eastern staircase to the building</u> Comments by 1 September</p> <p>NO OBJECTION</p> <p>25/01450/FUL Atrium House ,89 Fleet Road, Fleet, Hampshire, GU51 3PJ <u>Erection of 6 dwellings with associated works including relocated access to the public highway together with associated car parking, cycle and refuse storage and landscaping, following the demolition of the existing office building</u> Comments by 1 September</p> <ul style="list-style-type: none"> The revised proposal addresses the Inspector's issues from the appeal The development of small family homes is supported. The main reservation is the limited on-site parking - only 12 spaces for 16 bedrooms and no visitor parking. The site is walkable to the town centre and station and is served infrequently by public transport, but this does not reduce car ownership and pubic parking is some distance away - Church Road car park. There is adequate separation from Derriford House and the trees on the rear boundary are to be retained. Plot 2 has no windows on the North side so will not overlook adjacent or near-by properties. <p>NO OBJECTION in principle but concern about parking</p> <p>25/01221/FUL Aspen House, Barley Way, Fleet, GU51 2UT <u>Change of use from Class E (Commercial, Business and Service) to Class F1 (Learning and non-residential Institutions)</u> Comments by 1 September</p> <ul style="list-style-type: none"> Change of use to a school for neurodiverse children (8-25) It does not classically count as an employment function, but it will employ 40 staff and it will provide a vital community service <p>NO OBJECTION</p>
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25/01427/HOU

Grayling ,Reading Road North,Fleet, Hampshire, GU51 4HR

[Erection of a part single storey part two storey rear extension following demolition of existing utility room, first floor side extension, porch to front, rear balcony and alterations to roof and fenestration, rendering and tiled hung fascia \(revision to 25/00412/HOU\)](#)

Comments by 1 September

Any grounds to object to this development were removed by approval of Planning Application 25/00412/House which fundamentally ignored recommendations in the North Fleet Conservation Area Character Appraisal and Management Proposals at paragraph 7.2 Maintaining Existing Buildings and their plots

OBJECTION

25/01484/HOU

10 Monks Rise,Fleet, GU51 4HB

[Erection of a two storey front and side extension, single storey rear extension, single storey front porch and alterations to fenestration](#)

Comments by 1 September

- Expanding from 4 to 5 bedrooms – required parking spaces for 4 cars which would all need to be external to the building.
- Need a parking plan with the tree root zone clearly indicated for the long-term protection of the trees.
- Proposed architectural changes would not appear to unduly change the character of the building in relation to its near neighbours.

NO OBJECTION subject to submission of parking plan showing tree protection measures

25/01504/HOU

19 The Croft,Fleet,Hampshire, GU51 4EG

[Erection of a single storey rear extension with roof canopy](#)

Comments by 1 September

- The proposed rear extension will occupy at least 50% of the rear garden and introduce approximately 35m² of additional roof area that will require on-site drainage.
- Potential overdevelopment but architecturally neutral

OBJECTION

Pizza Express, 200 Fleet Road, Fleet GU51 4BY

Proposal to place 4 x tables, 8 x chairs and 3 barriers on the pavement outside the premises during the following hours:

	11.30-21.00hrs - Monday, Tuesday, Wednesday, Thursday, Sunday 11.30-23.00hrs - Friday, Saturday <ul style="list-style-type: none"> • Dimensions around the tables are very tight and access to seats looks impractical NO OBJECTION as long as enough room is left for pedestrians and temporary screens cannot be randomly moved to make space accessible.
6	Noted: Weekly List
7	Noted: Hart Planning Meeting Dates 17 th September
8	Date of Next Development Control Committee Meeting 8 th September

Meeting closed: 6.55pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

**Meeting held on Monday 8th September
at 7pm in the Function Room, The Harlington**

Present:

Cllr Schofield
Cllr Chenery
Cllr Holt

Absent:

Cllr Hope

Officers: Charlotte Benham

1	Apologies No apologies received.
2	Declarations of interest to any item on the agenda None declared
3	Public Session None present
4	Approval of the Minutes The minutes of the development and control advisory group meeting held on Wednesday 27 th August were accepted as a correct record of the meeting.
5	<p>25/01508/HOU 14 Wellington Avenue Fleet Hampshire GU51 3BF <u>Demolition of existing rear extension and erection of a single storey rear extension and two storey side extension</u> Comments required by 5 September</p> <ul style="list-style-type: none">• In principle no issues,• Increase from 2 to 3 bedrooms means increased parking requirement - the front garden is 5 x 5m which only accommodates two vehicles.• Impact on semi-detached neighbour with light being taken off a significant length of their garden

	<ul style="list-style-type: none"> • Not characteristic of local design. Rear elevation is poor design. <p>Serious concern about parking and impact on neighbour</p> <p>25/01534/HOU 70 Church Road Fleet Hampshire GU51 4LY Erection of a detached garage on existing ground slab of former out building Comments required by 11 September</p> <ul style="list-style-type: none"> • Development in the NFCA but no changes to front elevation and boundary conditions. • No issues, but should drainage from the garage roof be fed into the sewer system? <p>NO OBJECTION</p> <p>25/01591/HOU 67 Basingbourne Road Fleet Hampshire GU52 6TG Erection of a first floor rear extension and insertion of two windows first floor side Comments required by 12 September</p> <p>Increase from 2 to 3 bedrooms meaning increased parking requirement – 3 spaces required and integral garage no longer counts as a parking space. Vehicles can be accommodated on site but will result in loss of soft landscaping which breaches Neighbourhood Plan Policy 15.</p> <p>NO OBJECTION in principle but concern about parking</p> <p>25/01544/HOU 19 Nursery Close, Fleet, Hampshire, GU51 3JE Erection of a single storey rear extension following demolition of existing conservatory, removal of existing chimney and insertion of a window to ground floor side Comments required by 12 September</p> <ul style="list-style-type: none"> • Expansion of 2 bedroom bungalow to 3 bedroom bungalow. • Integral garage does not count as a parking space but 3 spaces shown on already hard surfaced front garden. <p>NO OBJECTION</p> <p>25/01610/HOU 15 Greenways, Fleet, Hampshire, GU52 7UG Erection of a two storey side and single storey rear extensions and alterations to side fenestration Comments required by 16 September</p> <ul style="list-style-type: none"> • Looks a well-designed extension that maintains the character of the house. • Parking as shown is not acceptable as 3 in a row but there is extensive land to increase parking if required. <p>NO OBJECTION</p>
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	<p>25/01507/HOU 87 Greenways, Fleet, Hampshire, GU52 7XD Erection of a 2m high close board fence with concrete posts and gravel boards to front and side Comments required by 16 September</p> <ul style="list-style-type: none"> • Extent of proposed fence is to provide privacy to a back garden which is currently exposed. • Long uninterrupted section of fencing would be out of character with a generally green area. • A preferred solution would be to set the fence back a short distance with some green planting on the road site. • Need to ensure adequate sightline for junction beyond the fence line <p>NO OBJECTION but suggest setting the fence back and adding greenery in front would make it more in keeping with area. Visibility splay needs to be maintained at junction.</p> <hr/> <p>Call for Sites – HDC Local Plan</p> <p>As part of the preparation of a new local plan HDC are undertaking a call for sites. The consultation will run until 5pm on 10 October 2025. Submit a site through the local plan consultation platform.</p> <p>Sites can be put forward for any use including, but not limited to:</p> <ul style="list-style-type: none"> • Housing (market, affordable, self and custom housebuilding) • Specialist and supported accommodation (e.g. housing for older people, housing with care / extra care, residential / nursing accommodation) • Gypsy and Traveller pitches (permanent, transit sites, stopping places) • Travelling Showpeople plots • Economic development (e.g. offices, industrial, laboratories, warehousing, distribution / logistics, data centres, retail, leisure, hotels) • Community facilities (e.g. health, cultural, open spaces, sport and/or recreation) • Green infrastructure (Biodiversity off-setting sites, Suitable alternative natural greenspace (SANG)) • Renewable and low carbon energy generation (e.g. solar, wind, battery storage) • Mixed use schemes <p>None to suggest, very limited number of brown field sites in the Town area</p>
6	<p>Noted:</p> <p>Weekly List</p>

7	Noted: Hart Planning Meeting Dates 17 th September
8	Date of Next Development Control Committee Meeting 22 nd September

Meeting closed: 7.45 pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 22nd September
at 7pm in the Function Room, The Harlington

Present:

Cllr Schofield
Cllr Chenery
Cllr Holt

Absent:

Cllr Hope

Officers: Charlotte Benham

1	Apologies No apologies received
2	Declarations of interest to any item on the agenda None declared
3	Public Session None present
4	Approval of the Minutes The minutes of the development and control advisory group meeting held on Monday 8 th September were accepted as a correct record of the meeting.
5	<p>25/01349/HOU 20 Kenilworth Road, Fleet, Hampshire, GU51 3DA <u>Erection of single storey side and rear extension</u> Comments by 24 September</p> <ul style="list-style-type: none">• Only issue is the use of the side door leading to a utility room and a shower room• Is this a separate access to an annex? <p>NO OBJECTION in principle but concern could be used as an annex</p> <p>25/01665/HOU 2A Wellington Avenue, Fleet, Hampshire, GU51 3BF</p>

Demolition of conservatory and erection of a single storey rear extension and extension to front window and flat roof alteration to porch

Comments by 24 September

NO OBJECTION

25/01671/FUL

13 Lyndford Terrace, Fleet, Hampshire, GU52 7SE

Replacement outbuilding

Comments by 30 September

- Typical allocation of properties on Lyndford Terrace is houses down one side of the road and garages/parking on the other side
- This introduces living accommodation on the non- property side of the road
- It has a significant mass when viewed from the road. The reason it could not be further set back from the road alongside No.14's garage is the presence of two trees.
- Are there any covenants or conditions (not planning issues) that restrict the use of the land opposite the residential units?

NO OBJECTION but suggest could reduce impact of large blind wall with greenery or adding a window

25/01701/HOU

17 Folly Close, Fleet, Hampshire, GU52 7LN

Demolition of conservatory and erection of a single storey rear extension, block up one door and insertion of one window ground floor side

Comments by 30 September

Looks like a rear extension sandwiched between two blind walls so no impact on neighbouring properties therefore NO OBJECTION

25/01692/HOU

91 Willowbourne, Fleet, Hampshire, GU51 5BP

Installation of two air conditioning units to the rear (retrospective)

Comments by 30 September

- It has to be suspected that the neighbour's complaints have been about noise and not visual intrusion.
- The application does not address the noise issue, apart from including equipment specifications. The only positive solution would be to carry out noise surveys either at the boundaries to the property or in the adjacent properties and demonstrate beyond doubt that the noise levels are not a nuisance particularly at night.

OBJECTION until factual noise survey results provided

25/01710/HOU

32 Wickham Close, Church Crookham, Fleet, Hampshire, GU52 6NU

Erection of a first floor side and single storey rear extension

Comments by 30 September

- Increasing from 5 to 6 bedrooms (downstairs bedroom redesignated as family room) but retains the second downstairs bathroom and has the capacity to be an annex.

	<ul style="list-style-type: none"> Totally inadequate parking on site for either 5 or 6 bedrooms. Whole of front garden is given over to hard standing which breaches Fleet Neighbourhood Plan Policy 15 The proposed extensions to the building would not cause any issues with immediate neighbours as house is well separated from neighbours <p>NO OBJECTION in principle but concern about inadequate parking</p> <p>25/01733/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 by 2 October</p> <ul style="list-style-type: none"> Increase from 4 to 5 bedrooms with loft conversion Limited parking off Kings Road with limit on ability to turn on the property and exit in a forward direction onto a busy road Side elevations are very top heavy, but house is well separated from neighbouring properties, so should have limited, if any, issues Second floor Juliet Balcony will give commanding views over neighbouring property in Connaught Road and result in a loss of privacy <p>Refer to previous comments:</p> <ul style="list-style-type: none"> 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. <p>OBJECTION - removing Juliet balcony to prevent overlooking may be more acceptable</p> <p>25/01709/AMCON Cody Technology Park, Ively Road, Farnborough Application to vary conditions 2 (Approved Drawings), 3 (Drainage Strategy), 8 (Car Parking Facilities), 9 (Cycle Parking Facilities) of Planning Permission 22/01088/FUL Erection of two storey data centre and plant enclosure on existing car park Comments by 2 October</p> <p>Amendments to drawings have not been highlighted so difficult to comment NO OBJECTION</p> <p>25/01699/GPDMIX Livingstones, 277 Fleet Road, Fleet, GU51 3BT Application for prior approval for change of use of second floor from shop to one self-contained one bedroom flat, alterations to the access from the central staircase, retention of shop use at ground and first floors, internal alterations at ground and first floors, creation of an ancillary cafe use at ground floor Comments by 2 October</p> <ul style="list-style-type: none"> No proposed elevations especially changes to front elevation if any.
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	<ul style="list-style-type: none"> • Re-arrangement looks possible but need to see visual impact, especially to high street • No parking provision for flat <p>NO OBJECTION</p>
6	<p>Noted:</p> <p>Weekly List</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>22nd October</p>
8	<p>Date of Next Development Control Committee Meeting</p> <p>13th October</p>

Meeting closed: 8.05pm

Signed:.....

Date:



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 17th September 2025 at 7pm

* Councillor Einchcomb (Chairman)

0 Councillor Taylor (Vice Chairman)

* Councillor Chenery

0 Councillor Fang

0 Councillor Holt

0 Councillor May

0 Councillor Oliver

* Councillor Schofield

* Councillor Stanton

* 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

Facilities and Open Spaces Manager (FOSM)

General Manager of The Harlington

Cemetery Clerk

Friends of Basingbourne Park representative

Friends of Oakley Park representative

Paul Woodman - Resident

RLA SEPTEMBER 2025 ITEM 1

APOLOGIES

Members received and accepted the apologies as noted above.

RLA SEPTEMBER 2025 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

RLA SEPTEMBER 2025 ITEM 3

QUESTIONS FROM THE PUBLIC

The representative from the Friends of Basingbourne Park raised the following questions:

1. Given the recent traveller incursion, would FTC consider replacing the wooden bollards with something more substantial?
2. Could FTC either get directly, or support HDC in obtaining, a legal injunction as other local district councils have done?

The Executive Officer provided the following responses:

1. Members agreed at the September Full Council meeting to look at what measures could be put in place to prevent unauthorised trespass at all FTC parks and green spaces. This work has not yet been completed.

2. Hart District Council has already been approached to see if they would seek an injunction. After undertaking a cost-benefit exercise, they determined there was no value in pursuing this, as they did not believe it would succeed. FTC do not have the legal authority to apply for an injunction.

RLA SEPTEMBER 2025 ITEM 4

MINUTES OF PREVIOUS MEETING

Members received and approved as a correct record the minutes of the Recreation, Leisure and Amenities Committee meeting held on 18th June 2025.

RLA SEPTEMBER 2025 ITEM 5

THE CEMETERY CLERK'S REPORT

Members received a report from the Cemetery Clerk.

RESOLVED

- a) To note the report.
- b) To proceed with making 19 memorials permanently safe by laying them down.
- c) To adopt Version 2 of the price list and resend to all local funeral directors.
- d) To authorise the Cemetery Clerk to engage an ecologist to apply for a licence to remove the badgers damaging graves.

The Cemetery Clerk left the meeting at the conclusion of this item (approx.. 7.31pm).

RLA SEPTEMBER 2025 ITEM 6

THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

Members received an update from the General Manager on events, hall hires, and operational activities at The Harlington and Ancells Farm Community Centre.

It was noted that a report on the *Music on the Views* event held in August would be presented to Full Council in October.

Members also received an update on the recruitment process to fill two vacancies.

RESOLVED

Members resolved to note the report.

The General Manager left the meeting at the conclusion of this item (approx.. 7.46pm).

RLA SEPTEMBER 2025 ITEM 7

PADEL TENNIS AT CALTHORPE PARK

Members noted that Fleet Town Council had been approached by Padel People Ltd with a proposal to bring padel tennis courts to Calthorpe Park.

Members further noted that the Chairman of the Recreation, Leisure & Amenities Committee and the Executive Officer had met with a representative from Padel People to discuss their concept. Following the meeting, a set of "Heads of Terms" was provided. The document sets out indicative lease terms rather than a detailed proposal or business plan.

Summary of Proposal

- Lease of land at Calthorpe Park for 20 years (with break option at year 5).
- Construction and operation of three padel courts by Padel People at their cost.
- Annual rent to FTC calculated as 10% of gross turnover (estimated £6k–£15k per court per year).
- Padel People to fund, install, and operate the facility, covering utilities, maintenance, and insurance.

Members considered the advantages and disadvantages of the proposal and of having padel at Calthorpe Park.

RESOLVED

Members considered the proposal and determined to take no further action. Should Padel Ltd make further enquiries, additional information and a detailed business case would be required.

RLA SEPTEMBER 2025 ITEM 8

EVENT APPLICATIONS

Members considered the application to hold Park Yoga at Calthorpe Park.

RESOLVED

That the application be declined, as Calthorpe Park does not meet the venue requirements for *Park Yoga*, based on information provided on the organisation's website.

RLA SEPTEMBER 2025 ITEM 9

THE VIEWS SKATEPARK

Ramp Removal

Members noted that, following health and safety concerns and reports of unauthorised access raised by members of the public, FTC Officers and the Police, it had been decided to remove the physical ramps from the Skate Park prior to completion of the tender process. The removal was undertaken to discourage continued use of the closed ramps. A local steelworks company agreed to carry out the removal at no cost.

It was further noted that insulation had previously been installed within the ramps to mitigate sound issues, although the extent and method were unknown. On removal, approximately 7.5 tonnes of fibre insulation were found, comprising largely loose material together with around 70 rolls still wrapped in plastic. A removal company was promptly engaged to dispose of the material.

The cost for removal is not yet finalised but is expected to be in the region of £2,000.

Questions Raised by Skate Park Designers

Members noted that several bidders had enquired whether the Skate Park footprint could be extended, specifically whether one or more fences could be relocated to increase the available space. However, all tenders received are based on the existing footprint.

The tender deadline has now passed, with three completed bids received. These will be assessed by a panel which includes representation from Fleet Phoenix to ensure that the views of young people are taken into account. The final evaluation meeting is scheduled for 4.00pm on Monday, 22 September 2025.

RESOLVED

- a) That the steps taken to remove the existing skateboard park ramps be noted.
- b) That the questions raised by bidders regarding footprint extension be noted.

RLA SEPTEMBER 2025 ITEM 10

THE VIEWS PLAY AREA

Members noted that draft tender documents for the replacement of The Views Play Area are being prepared and will be shared with members of the Parks and Open Spaces Working Group.

Members agreed that the preferred option is to consult with the public after initial designs have been received. This would involve scoring the tenders, presenting the highest-scoring designs (e.g. three) to the public, and incorporating the public feedback into the final scoring and design decision.

Members set the project budget at **£150,000**. It was agreed that this figure should remain fixed regardless of any potential Fleet BID contribution, as to vary the budget would create uncertainty and possible delay whilst awaiting a decision from the BID. Should Fleet BID provide funding, the

Council's borrowing requirement would be reduced accordingly, but the overall project budget would remain £150,000.

RESOLVED

- a) To shortlist designs received from the tender process and seek residents' views on the shortlist.
- b) For the FOSM to canvas Members for a suitable date to hold a Parks and Open Spaces Working Group to review the draft tender documents.

RLA SEPTEMBER 2025 ITEM 11

HARLINGTON CARBON AUDIT

Fleet Town Council has undertaken a carbon audit of The Harlington. This provides a baseline measurement of the building's current carbon footprint and will allow the Council to demonstrate improvements in energy efficiency and carbon reduction following the planned renovation works

The audit established the following baseline for The Harlington:

- **Electricity Consumption:** 180,126 kWh, equating to 46.2 tonnes CO₂e.
- **Gas Consumption:** 428,347 kWh, equating to 78.8 tonnes CO₂e.
- **Total Annual Carbon Footprint:** 125.0 tonnes CO₂e.

Members agreed that progress should be monitored and reported following the completion of renovation works, to demonstrate reductions in carbon emissions against this baseline.

RESOLVED

To note the results of the baseline carbon audit for The Harlington.

RLA SEPTEMBER 2025 ITEM 12

INSURANCE – USER EQUIPMENT STORED IN COUNCIL PAVILION

The Council noted that its insurance policy covers pavilion buildings and contents only insofar as they are Council-owned assets. A user group hiring the pavilion had asked whether its own equipment, stored in the pavilion, could be insured under the Council's policy.

Members noted that the Council can only insure property it owns or in which it has a financial interest. User-owned equipment is therefore excluded. It was further noted that extending cover to one user group's property would create expectations among others, with associated cost and complexity, and that the Council has no means of verifying or managing risks linked to third-party equipment.

RESOLVED

- a) To update hirers' terms and conditions to state clearly that hirers must insure their own equipment.
- b) To authorise the Executive Officer to write to the user group confirming that the Council cannot insure their equipment.

RLA SEPTEMBER 2025 ITEM 13

BASINGBOURNE SCOUT HUT – REPLACEMENT PROJECT

Members received an update from the Scout Group regarding their project to replace the existing scout hut within the leased compound at Basingbourne Woods.

The project, initiated in 2017, secured planning permission for a bespoke design in February 2020, but progress was delayed due to the COVID-19 pandemic, fundraising challenges, and rising build costs. The planning permission lapsed in 2023.

The Scouts have now opted for a simplified design using a pre-fabricated steel building and

intend to reapply for planning permission. Members requested further information on insulation proposals, noting the need to ensure that minimum EPC rating requirements are met as part of the Council's landlord responsibilities.

RESOLVED:

- a) To support the revised approach in principle.
- b) To request a more detailed presentation of the revised proposals.

RLA SEPTEMBER 2025 ITEM 14 TREE PLANTINGS

Members noted the proposal from the Friends of Oakley Park to plant a Chilean Wine Palm in the shrubbery around the children's play area, replacing two dead, ivy-covered shrubs.

Members further noted recent vandalism of newly planted trees at The Views. Maintenance works may be able to save some of the affected trees, although the newly planted Ginkgo Biloba has sustained damage.

RLA SEPTEMBER 2025 ITEM 15 BASINGBOURNE PAVILION CEILING

Members noted that the Council is still awaiting receipt of insurance funds and that a new contractor is being sourced as the previous contractor has ceased trading. An update will be provided once a replacement contractor has been confirmed.

Members further noted that the Council's insurers have offered a settlement of £2,069.05 (net of the £250 excess and inclusive of VAT) in respect of the ceiling damage at Basingbourne Pavilion. This settlement will enable the repair works to be carried out within the existing budget allocation.

RLA SEPTEMBER 2025 ITEM 16 ANNOUNCEMENTS

There were no announcements.

RLA SEPTEMBER 2025 ITEM 17 FUTURE EVENTS

Members noted future events taking place on Council property, as detailed on the table below.

Fireworks Fiesta	1st November 2025	Calthorpe Park
Remembrance Sunday	9th November 2025	Gurkha Square and High Street
Christmas Festival	26th November 2025	Gurkha Square and High Street

RLA SEPTEMBER 2025 ITEM 24 DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 10th December 2025, 7pm at The Harlington.

CONFIDENTIAL ITEMS – CLOSED SESSION

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

Members of the public left the meeting at approx. 8.55pm.

Members considered the report on legal advice obtained regarding the cemetery extension project.

Members also reviewed a draft Statement of Truth on the absence of legal deeds for the Cemetery, as requested by the Council's solicitors to enable first registration of the land (copy attached to the record minutes).

RESOLVED

- a) To note the report and authorise officers to make enquiries with HDC regarding historic rights of way and the planning position relating to change of use.
- b) To authorise the Executive Officer to sign the Statement of Truth and submit it to the Council's solicitors.

The meeting closed at 9:12pm.

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

Chairman

Fleet Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 August 2025

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
31/08/2025	HSBC	396,771.12	
31/08/2025	Petty Cash	0.16	
31/08/2025	HSBC Savings	816,259.04	
31/08/2025	Public Sector Deposit Fund	3,024,735.00	
31/08/2025	Nationwide Deposit Account	413,477.46	
			4,651,242.78
 <u>Other Cash & Bank Balances</u>			
			1,420.00
			<hr/> 4,652,662.78
 <u>Unpresented Payments</u>			
			721.86
			<hr/> 4,651,940.92
 <u>Receipts not on Bank Statement</u>			
			0.00
			<hr/> 4,651,940.92
 <u>Closing Balance</u>			
<u>All Cash & Bank Accounts</u>			
1	Bank Current/Deposit Account	396,049.26	
2	Petty Cash - FTC	0.16	
3	HSBC Savings Account	816,259.04	
4	CCLA Pub Sector Deposit Fund	3,024,735.00	
5	Nationwide deposit account	413,477.46	
Other Cash & Bank Balances		1,420.00	
Total Cash & Bank Balances			<hr/> 4,651,940.92

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as of 31 August 2025

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£396,771.12		
HSBC Savings Account, Account No: 91620886	£816,259.04	1.60% Per annum	Interest paid into HSBC Savings account each month.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£413,477.46	2.75%	Interest paid into Nationwide current account. Business 35 Day Saver, interest paid monthly
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£3,024,735.00	4.3% Per annum	Interest paid into HSBC current account, monthly.
TOTAL	£4,651,242.62		

Please note:

Interest received on 31 August 25 into Nationwide account:

Nationwide

£963.47

Interest received on 4 August 25 into HSBC Current account:

CCLA

£10,860.25

Interest received on 21 August into HSBC Savings account:

HSBC Savings

£1,122.21

Recommendation

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

Bank Current/Deposit Account

Payments made between 01/08/2025 and 31/08/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/08/2025	Hart District Council - DD	dd956	210.00	210.00		500			Business Rates 25/26
01/08/2025	Hart District Council - DD	dd957	1,634.00	1,634.00		500			Business Rates 25/26
01/08/2025	Hart District Council - DD	dd958	119.00	119.00		500			Business rates 25/26
01/08/2025	Castle Water Limited	refund1	-685.71	-685.71		500			Water 1/3-31/3/24
05/08/2025	BACS P/L Pymnt Page 2724	BACS Pymnt	21,942.61	21,942.61		500			BACS P/L Pymnt Page 2724
07/08/2025	Total Energies	dd959	40.93	40.93		500			gas 31/5-30/6/25
07/08/2025	Total Energies	dd960	1,941.55	1,941.55		500			gas 31/3-30/6/25
07/08/2025	Total Energies	dd961	114.97	114.97		500			gas 31/5-30/6/25
08/08/2025	Legal and General	DD	4,350.20			516		4,350.20	Pension Aug 25
11/08/2025	BACS P/L Pymnt Page 2737	BACS Pymnt	-87.00	-87.00		500			BACS P/L Pymnt Page 2737
11/08/2025	Sage UK Ltd	dd962	52.20	52.20		500			payroll 6/7-5/8/25
12/08/2025	BACS P/L Pymnt Page 2731	BACS Pymnt	36,476.17	36,476.17		500			BACS P/L Pymnt Page 2731
14/08/2025	Payment Sense Ltd	dd963	73.29	73.29		500			card charges july 25
14/08/2025	Payment Sense Ltd	dd964	25.48	25.48		500			card charges july 25
14/08/2025	HSBC	dd965	118.56	118.56		500			bank charges 1/6-30/6/25
15/08/2025	NPower - Direct Debits	dd966	39.45	39.45		500			elec 1/6-30/6/25
15/08/2025	NPower - Direct Debits	dd967	38.52	38.52		500			elec 1/6-30/6/25
15/08/2025	Xero (UK) Ltd	dd968	19.20	19.20		500			MONTHLY SUBSCRIPTION
15/08/2025	NPower - Direct Debits	dd969	129.75	129.75		500			elec 1/6-30/6/25
15/08/2025	NPower - Direct Debits	dd970	129.11	129.11		500			elec 1/6-30/6/25
15/08/2025	HSBC	dd971	2,781.39	2,781.39		500			Purchase Ledger DDR Payment
15/08/2025	NPower - Direct Debits	dd972	37.05	37.05		500			elec 1/6-30/6/25
18/08/2025	Castle Water Limited	dd973	555.20	555.20		500			water 1/7-31/7/25
18/08/2025	Global Payments - Direct Debit	dd974	726.63	726.63		500			CARD CHARGES 1/7-31/7/25
18/08/2025	Castle Water Limited	dd975	215.36	215.36		500			water 1/7-31/7/25
19/08/2025	BACS P/L Pymnt Page 2739	BACS Pymnt	-1,176.00	-1,176.00		500			BACS P/L Pymnt Page 2739
19/08/2025	Castle Water Limited	dd976	37.48	37.48		500			water 1/7-31/7/25
19/08/2025	Castle Water Limited	dd977	32.49	32.49		500			water 1/7-31/7/25
20/08/2025	Fleet Town Council	BACS	31,717.98			520		31,717.98	Payroll August 25
20/08/2025	BACS P/L Pymnt Page 2741	BACS Pymnt	13,109.27	13,109.27		500			BACS P/L Pymnt Page 2741
21/08/2025	Croner Group Ltd	dd978	408.98	408.98		500			HR and H&S Aug 25
22/08/2025	Payment Sense Ltd	dd979	113.94	113.94		500			card charges 1/7-31/7/25

Subtotal Carried Forward:

115,242.05

79,173.87

0.00

36,068.18

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
22/08/2025	Payment Sense Ltd	dd980	17.88	17.88		500			card charges 1/8-31/8/25
22/08/2025	BOC Ltd	dd981	82.66	82.66		500			gas for bar
26/08/2025	BACS P/L Pymnt Page 2744	BACS Pymnt	721.86	721.86		500			BACS P/L Pymnt Page 2744
26/08/2025	Fleet Town Council	DD	10,942.12			515		10,942.12	HMRC August 2025
26/08/2025	Unipaas	dd982	9.00	9.00		500			Purchase Ledger DDR Payment
28/08/2025	Vodafone Limited	dd983	22.37	22.37		500			Purchase Ledger DDR Payment
29/08/2025	Focus 4 U Ltd	dd984	56.40	56.40		500			broadband ancells
29/08/2025	HSBC	dd985	25.69	25.69		500			bank charges 8/7-7/8/25
Total Payments:			127,120.03	80,109.73	0.00			47,010.30	

Purchase Ledger for Month No 5

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
19/08/2025	27907		AMETHYST	AMETHYST	6,771.89	1,354.38	8,126.27	4210	150	6,771.89	plants contract
31/08/2025	3084342683		BOC	BOC	242.32	48.46	290.78	4700	201	242.32	gas
04/08/2025	INV-29409		BULLETPROOF	BULLETPROO	2,280.00	456.00	2,736.00	4480	101	2,280.00	cyber essentials plus
04/08/2025	22234		CARPET&FLOORING	CARPET	3,460.00	692.00	4,152.00	4170	205	3,460.00	uplift/replace carpet
19/08/2025	22234CR		CARPET&FLOORING	CARPET	-980.00	-196.00	-1,176.00	4170	205	-980.00	refund due to wrong invoice
04/08/2025	10007213032		CASTLE WATER DD	CASTLEWADD	193.85	21.51	215.36	4115	205	193.85	water 1/7-31/7/25
04/08/2025	10007222922		CASTLE WATER DD	CASTLEWADD	499.31	55.89	555.20	4115	320	499.31	water 1/7-31/7/25
05/08/2025	10007259270		CASTLE WATER DD	CASTLEWADD	37.48	0.00	37.48	4115	350	37.48	water 1/7-31/7/25
05/08/2025	10007269676		CASTLE WATER DD	CASTLEWADD	29.85	2.64	32.49	4115	208	29.85	water 1/7-31/7/25
13/08/2025	10007401024		CASTLE WATER DD	CASTLEWADD	-948.32	-101.53	-1,049.85	4115	204	-948.32	WATER CREDIT 1/6-30/6/25
13/08/2025	10007401025		CASTLE WATER DD	CASTLEWADD	-983.47	-104.75	-1,088.22	4115	204	-983.47	WATER CREDIT 1/5-31/5/25
13/08/2025	10007401025CORR		CASTLE WATER DD	CASTLEWADD	5.00	0.00	5.00	4115	204	5.00	correction
13/08/2025	10007401026		CASTLE WATER DD	CASTLEWADD	-987.98	-106.06	-1,094.04	4115	204	-987.98	WATER CREDIT 1/4-30/4/25
13/08/2025	10007401027		CASTLE WATER DD	CASTLEWADD	-751.47	-84.05	-835.52	4115	204	-751.47	WATER CREDIT 1/3-31/3/25
13/08/2025	10007401028		CASTLE WATER DD	CASTLEWADD	394.21	41.53	435.74	4115	204	394.21	WATER 1/3-31/3/25
14/08/2025	10007411034		CASTLE WATER DD	CASTLEWADD	2,310.45	236.43	2,546.88	4115	204	2,310.45	WATER 1/4-31/7/25
18/08/2025	10007422947		CASTLE WATER DD	CASTLEWADD	-26.18	-5.98	-32.16	4115	310	-26.18	water 1/7-31/7/25
01/08/2025	Z002318		CBS	CBS	742.66	148.53	891.19	4170	204	742.66	maint contract aug 25
22/08/2025	Z002360		CBS	CBS	248.00	49.60	297.60	4172	208	248.00	repair boiler
28/08/2025	Z002375		CBS	CBS	321.93	64.39	386.32	4187	325	321.93	check elec sockets
07/08/2025	178857		CONTINUOUS DATAPRINT	CDP	318.00	63.60	381.60	4656	101	318.00	XMAS BANNER
31/08/2025	P799259		CHAMBERS	CHAMBERS	255.95	51.19	307.14	4155	204	177.00	waste aug 25
								4156	204	78.95	waste aug 25
31/08/2025	P799260		CHAMBERS	CHAMBERS	77.27	15.45	92.72	4155	350	77.27	waste aug 25
31/08/2025	P799261		CHAMBERS	CHAMBERS	14.75	2.95	17.70	4155	205	14.75	waste aug 25
30/08/2025	CFS41345		CHARLEY FARLEY	CHARLEY FA	350.00	0.00	350.00	4720	155	350.00	the farleys motv
26/08/2025	11099906		CHUBB FIRE	CHUBB	287.46	57.49	344.95	4172	204	287.46	fire alarm repair
01/08/2025	INV-D-08402		CLOUDY IT	CLOUDYIT	564.20	112.84	677.04	4484	101	378.20	phones and it sppoort 1/8-31/8

Purchase Ledger for Month No 5

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
								4440	101	186.00	phones and it spport 1/8-31/8
13/08/2025	INV0104256		THE COLUMBARIA	COLUMBARIA	179.00	35.80	214.80	4935	350	179.00	ADD TO SANCTUM
15/08/2025	INV0104311		THE COLUMBARIA	COLUMBARIA	145.00	29.00	174.00	4935	350	145.00	POSY ON A SPIRAL
19/08/2025	908333422		MOLSON COORS	COORS	708.69	141.74	850.43	4700	201	708.69	bar supplies
26/08/2025	22890		CRAFTY BREWING	CRAFTYBREW	260.00	52.00	312.00	4700	201	260.00	bar supplies
19/08/2025	C001070217		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	HR and H&S Aug 25
								4187	101	154.80	HR and H&S Aug 25
28/08/2025	8143		EUROHIRE	EUROHIRE	7,960.00	1,592.00	9,552.00	4180	155	7,960.00	stage, crew, lighting motv
31/08/2025	1236		EXTRA MILE	EXTRAMILE	1,890.00	0.00	1,890.00	4433	201	1,890.00	delivery whats on guide june 2
14/08/2025	10866877		FOCUS	FOCUS	47.00	9.40	56.40	4487	205	47.00	broadband ancels
04/08/2025	69243		GAZEBOSHOP	GAZEBOSHOP	726.13	145.23	871.36	4433	201	285.57	canopy and table cover
								4430	101	440.56	canopy and table cover
13/08/2025	31JUL2025		GLOBAL PAYMENTS DD	GLOBALDD	726.63	0.00	726.63	4422	201	726.63	CARD CHARGES 1/7-31/7/25
31/08/2025	50412232		GLOBAL PAYMENTS DD	GLOBALDD	40.95	8.19	49.14	4422	201	40.95	bank charges 1/8-31/8/25
27/08/2025	GTB-2025-35		GOOD TIMES	GOODTIMES	1,900.00	0.00	1,900.00	4720	155	1,900.00	performance motc
11/08/2025	58327042		HCC	HCC	135.66	27.13	162.79	4152	204	135.66	TOILET ROLL
18/08/2025	58327300		HCC	HCC	40.89	8.18	49.07	4152	204	20.33	paper and hand towels
								4400	101	20.56	paper and hand towels
28/08/2025	3612006092		HCC	HCC	1,054.00	210.80	1,264.80	4563	160	1,054.00	pre application highways
27/08/2025	INV-53281		HOGS BACK	HOGSBACK	108.31	21.66	129.97	4700	201	108.31	bar supplies
07/08/2025	7825		HSBC	HSBC	25.69	0.00	25.69	4420	101	25.69	bank charges 8/7-7/8/25
28/07/2025	12699210		HSBC	HSBC	118.56	0.00	118.56	4420	101	118.56	bank charges 1/6-30/6/25
31/08/2025	12756703		HSBC	HSBC	115.84	0.00	115.84	4420	101	115.84	bank charges 1/7-31/7/25
15/08/2025	CCARDJUN25		HSBC	HSBC	2,016.21	217.35	2,233.56	4481	204	9.99	CC/AR/JUN25/SPOTIFY
								4481	204	22.96	CC/AR/JUN25/SOFTWARE LICENCE
								4422	201	0.69	CC/AR/JUN25/HSBC FEE
								608	0	300.00	CC/AR/JUN25/ARTIST ACCOM
								608	0	49.05	CC/AR/JUN25/ARTIST CATERING
								4740	201	108.33	CC/AR/JUN25/ADOBE LICENCE

Purchase Ledger for Month No 5

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
								4432	201	206.05	CC/AR/JUN25/FACEBOOK ADS
								4432	155	13.95	CC/AR/JUN25/FACEBOOK ADS
								4432	201	54.89	CC/RM/JUN25/ADVERTISING
								4432	155	44.12	CC/RM/JUN25/ADVERTISING
								4187	204	13.34	CC/AR/JUN25/FIRST AID SUPPLIES
								4187	101	9.14	CC/CB/JUN25/FIRST AID BOX MOUN
								4700	201	1.20	CC/RM/JUN25/MILK
								4700	201	4.15	CC/RM/JUN25/LEMONS
								4700	201	2.85	CC/RM/JUN25/MILK
								4700	201	0.95	CC/RM/JUN25/MILK
								4700	201	5.40	CC/RM/JUN25/OJ
								4172	204	21.93	CC/BC/JUN25/NUT/BOLT SETS
								4172	204	2.99	CC/BC/JUN25/BATTERIES
								4172	310	20.31	CC/BC/JUN25/PAINT
								4172	205	250.00	CC/CB/JUN25/EMERGENCY
								4202	310	38.32	CC/BC/JUN25/PLANTS
								4202	310	17.48	CC/BC/JUN25/PLANTS
								4202	310	10.95	CC/BC/JUN25/PLANTS
								4202	350	149.78	CC/BC/JUN25/FAKE GRASS
								4486	101	3.30	CC/BC/JUN25/MICROSOFT
								4486	101	98.00	CC/BC/JUN25/MICROSOFT
								4486	101	343.90	CC/BC/JUN25/MICROSOFT
								4400	101	1.70	CC/CB/JUN25/MILK
								4400	101	1.20	CC/CB/JUN25/MILK
								4400	101	1.70	CC/CB/JUN25/MILK
								4400	101	1.99	CC/CB/JUN25/MILK
								4460	101	95.00	CC/CB/JUN25/AMAZON PRIME
								4535	105	27.89	CC/CB/JUN25/BISCUITS
								4430	105	14.84	CC/CB/JUN25/SWEETS CARNIVAL

Purchase Ledger for Month No 5

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
								4030	101	35.00	CC/CB/JUN25/TRAINING KATIE
								4445	101	6.00	CC/CB/JUN25/SIM CARD
								4445	101	6.00	CC/CB/JUN25/SIM CARD
								4445	101	6.00	CC/CB/JUN25/SIM CARD
								4559	160	10.00	CC/RT/JUN25/VAT ADVICE
								4041	101	1.70	CC/RT/JUN25/MILK
								4152	204	3.17	CC/RT/JUN25/CLEANING PRODUCTS
19/08/2025	INV-01615	4976	INFINITY	INFINITY	315.25	63.05	378.30	4230	310	315.25	trampoline repairs
01/08/2025	32507		LOOS	LOOS	829.87	165.97	995.84	4180	155	829.87	loos balance motv
30/08/2025	32748		LOOS	LOOS	125.00	25.00	150.00	4180	155	125.00	MOTV LOOS
14/08/2025	INV-1423		MULBERRY LOCAL AUTHO	MULBERRY	30.00	6.00	36.00	4030	101	30.00	agar assertion training
15/08/2025	19637		NIGEL JEFFRIES	NIGELJEFFR	80.00	16.00	96.00	4250	315	80.00	emergency tree limb removal
31/08/2025	19720		NIGEL JEFFRIES	NIGELJEFFR	14,629.08	2,925.82	17,554.90	4200	208	2,459.28	grnds maint contract aug 25
								4200	301	1,557.82	grnds maint contract aug 25
								4200	310	4,185.92	grnds maint contract aug 25
								4200	315	2,231.34	grnds maint contract aug 25
								4200	320	1,897.52	grnds maint contract aug 25
								4200	325	786.22	grnds maint contract aug 25
								4200	350	1,178.60	grnds maint contract aug 25
								4200	330	332.38	grnds maint contract aug 25
16/08/2025	IN13725986		NPOWER	NPOWER	2,963.95	592.79	3,556.74	4122	204	2,963.95	elec 1/7-31/7/25
16/08/2025	IN13771807		NPOWER DD	NPOWERDD	118.72	5.94	124.66	4122	310	118.72	elec 1/7-31/7/25
16/08/2025	IN13771808		NPOWER DD	NPOWERDD	35.91	1.80	37.71	4122	315	35.91	elec 1/7-31/7/25
16/08/2025	IN13771810		NPOWER DD	NPOWERDD	41.65	2.08	43.73	4122	320	41.65	elec 1/7-31/7/25
16/08/2025	IN13771838		NPOWER DD	NPOWERDD	33.54	1.68	35.22	4122	208	33.54	elec 1/7-31/7/25
16/08/2025	IN13771839		NPOWER DD	NPOWERDD	116.61	5.83	122.44	4122	205	116.61	elec 1/7-31/7/25
26/08/2025	4035	5006	NPTREEMANAGE	NPTREE	195.00	39.00	234.00	4250	320	195.00	fell one tree
08/08/2025	6221711		PAYMENTSSENSE	PAYMENTSEN	14.90	2.98	17.88	4422	201	14.90	card charges 1/8-31/8/25
08/08/2025	6221712		PAYMENTSSENSE	PAYMENTSEN	94.95	18.99	113.94	4422	201	94.95	card charges 1/7-31/7/25

Purchase Ledger for Month No 5

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
31/08/2025	147441		PEARTECH	PEAR	240.00	48.00	288.00	4460	101	240.00	map maint and support 31/8/26
31/08/2025	002185		CHCLEANING	PRIMA	2,350.25	470.05	2,820.30	4150	204	2,350.25	cleaning 1/8-31/8/25
31/08/2025	002186		CHCLEANING	PRIMA	694.05	138.81	832.86	4150	205	694.05	cleaning 1/8-31/8/25
31/08/2025	002187		CHCLEANING	PRIMA	424.05	84.81	508.86	4150	204	424.05	cleaning 1/8-31/8/25
31/08/2025	002188		CHCLEANING	PRIMA	127.05	25.41	152.46	4150	315	127.05	cleaning 1/8-31/8/25
31/08/2025	002189		CHCLEANING	PRIMA	64.05	12.81	76.86	4150	310	64.05	cleaning 1/8-31/8/25
31/08/2025	002190		CHCLEANING	PRIMA	127.05	25.41	152.46	4150	320	127.05	cleaning 1/8-31/8/25
01/08/2025	CN31070		RBS	RBS	-245.70	-49.14	-294.84	4481	101	-245.70	Partial refund cancel bookings
01/08/2025	SM31652		RBS	RBS	472.00	94.40	566.40	4481	101	472.00	bookings software 1/4/25-31/3
28/08/2025	INV-16356		ROUPCYCLE	ROUPCYCLE	330.00	66.00	396.00	4155	325	330.00	remove insulation skate park
06/08/2025	GB-00948039		SAGE	SAGE	43.50	8.70	52.20	4550	101	43.50	payroll 6/7-5/8/25
15/08/2025	SI-2385 CREDIT		SECPRINT	SECPRINT	-72.50	-14.50	-87.00	4400	155	-72.50	PAID TWICE -CREDIT ISSUED
01/08/2025	INV-18486		SG POS	SGPOS	70.00	14.00	84.00	4728	204	70.00	web services aug 25
31/08/2025	AUGEXPST		SIAN TAYLOR	SIAN	60.75	0.00	60.75	4041	350	60.75	expense
04/08/2025	JUL25EXP		SIAN TAYLOR	SIAN	33.75	0.00	33.75	4041	350	33.75	july 25 expense
11/08/2025	BK222473-1		SLCC	SLCC	165.00	33.00	198.00	4030	101	165.00	SIAN CEMETERY TRAINING
22/08/2025	BK222697-1		SLCC	SLCC	60.00	12.00	72.00	4030	101	60.00	RT grant training
26/08/2025	INV-3018	4998	SOLUTIONS ON STAGE	SOLUTIONS	1,678.00	335.60	2,013.60	4187	204	1,678.00	stage mech and elec insps
30/08/2025	30082025		THE STUMBLE	THESTUMBLE	1,200.00	0.00	1,200.00	4720	155	1,200.00	the stumble motv
31/08/2025	25080071		TICKETSOLVE	TICKETSOLV	1,020.58	0.00	1,020.58	4490	201	1,020.58	gross ticket sales aug 25
09/08/2025	386019067/25		TOTAL ENERGIES DD	TOTENGDD	600.51	30.02	630.53	4120	204	600.51	gas 30/6-31/7/25
09/08/2025	386019078/25		TOTAL ENERGIES DD	TOTENGDD	105.54	5.28	110.82	4120	205	105.54	gas 30/6-31/7/25
09/08/2025	386019089/25		TOTAL ENERGIES DD	TOTENGDD	34.84	1.74	36.58	4120	208	34.84	gas 30/6-31/7/25
18/08/2025	517728		TILLROLLCO	TTRC	268.95	53.79	322.74	4400	204	268.95	till rolls
19/08/2025	446188-019		VIRGIN MEDIA	VIRGIN	181.83	36.37	218.20	4487	204	181.83	broadband 19/8-18/8
18/08/2025	B5-705387219		VODAFONE	VODAFONE	18.64	3.73	22.37	4445	204	-4.99	mobiles 18/8-17/9/25
								4445	301	11.82	mobiles 18/8-17/9/25
								4445	204	11.81	mobiles 18/8-17/9/25
25/08/2025	358		WILD BOYS	WILDBOYS	3,000.00	600.00	3,600.00	4720	155	3,000.00	wild boys performance motv

Purchase Ledger for Month No 5				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
13/08/2025	INV-25136742		XERO	XERO	16.00	3.20	19.20	4481	101	16.00	MONTHLY SUBSCRIPTION
				TOTAL INVOICES	65,962.35	11,352.38	77,314.73			65,962.35	

Finance and Risk Register

FC = FULL COUNCIL, P&F = POLICY & FINANCE , RLA = RECREATION, LEISURE & AMENITIES, HWG = HARLINGTON WORKING GROUP, EC = ESTABLISHMENT COMMITTEE, RWG = RISK WORKING GROUP

Approval date: Council 6th September 2023

Risk Description	TOP CURRENT KEY RISKS	Risk Manager	Committee	Controls in place	Current Risk			Actions / Review Date
					Likelihood	Impact	Rating	
FINANCIAL								
The Harlington Replacement / Refurbishment * Risk to reputation - loss of performance centre in Fleet, Financial implications. * Procurement risks - not complying with latest regulations		Executive Officer The Harlington Manager	FC / HWG	* Keep public informed by newsletters/flyer/website/social media and consultations * Monthly Council meetings * Input from Civic * Quarterly P&F meetings * Harlington Working Group * Planning specialist advice	3	2	6	* HDC Civic Regeneration Project working Group consultee
Finance Management * Unable to deliver services within the resources available to the Council to meet obligations, including keeping the current year's budget within the approved budget framework. * Failure to control cost of major projects/events. * Fraud and theft: Risk of internal asset misappropriation, corruption or fraud deception * Staff have access to the safe, tills, bar and café supplies. The bank account is managed by 3 key staff. * Investments: financial loss, inappropriate investment. * Reserves: Failure to maintain reserves * Banking: difficulty banking due to closures of banks / having to use the post office and safety of person transporting cash to post office * Loss of bookings income: failure to collect income or payments not being made * Inadequate Precept: precept collected not being adequate to cover expenditure * Misuse of Credit Cards: credit cards used for inappropriate spending, not being able to provide evidence of spending * VAT: incorrectly categorising VAT on invoices, incorrect VAT return * Grants: being awarded unfairly or breaching regulations		Executive Officer The Harlington Manager	P&F / FC	* Financial Regulations and Standing Orders in place * Monthly Council meetings * Quarterly P&F meetings * Quarterly projections of Income and Expenditure reported to P&F Committee * Adequate reserves and insurance in place * Financial Risk record in place * CCTV around building including DM office where safe is kept * Cash kept locked in safe in DM Office - key is kept locked in combination box select staff know * Cash ups checked by person completing, Bar Manager / Supervisor and Duty Manager * Two Councillors check all invoices and authorise payments on the bank account * Stock Control in place * Bank account requires two Councillors to authorise any payments * If cash to be banked is over £1000, two people to do banking. Rotation of duties so not always same person * Invoices sent in timely matter. Any debtors chased regularly * Precept agreed as part of budget. Precept can be raised if needed. * Procedures for procurement and investment in place * Bank reconciliations reviewed regularly by RFO and Council * Review of minutes to ensure legal powers are available and the basis of the powers recorded and correctly applies by Internal Auditor * Credit Card Policy in place. Agreed limits on each card. Statements and receipts signed off by Executive Officer and two Councillors * VAT consultant in place. Most invoices provide VAT breakdown. 'Cheat sheet' of VAT amounts for when doing finances * Grant Application Form and supporting documentation guidelines in place. All grants have to be approved by P&F or Full Council. Register of grants awarded each financial year kept. * £2m Fidelity Guarantee included in insurance policy	2	3	6	
Market * Reputational risk if market provider fails to meet his contractual obligations. * Financial risk of not receiving rent from operator when requested		Executive Officer	P&F / RLA	* Market operator supplies Risk Assessment for day to day running of the market * Market currently operated by CIC group * Contractor Management * Quarterly RLA meetings to monitor any issues * Market operator agreement in place	2	3	6	
Procurement * Work incorrectly tendered or incorrectly awarded		Executive Officer	FC / P&F	* Contract and Tender templates in place * Financial regulations set out award of contracts * Contracts over £25k are tendered on Contract Finder. Three quotes obtained for contracts between £3k and £25k. Contracts over £213k will be procured in line with current legislation. * BIDS evaluated by two staff + finance officer + two Councillors. Report and recommendation written to Council * All tenders/contracts awarded by Full Council	2	3	6	
Bus Services * Fleet Connect - loss of service. Financial and reputational risk		Executive Officer	P&F	* Annual grant given to help maintain service * Usage statistics provided to monitor service * Liaison with joint funders * Community transport Working Group (external)	2	1	2	
Tennis * Income unable to meet sinking fund LTA (Lawn Tennis Association) requirements		Executive Officer Project Officer	RLA	* Regular budget monitoring and ensure amount is included in annual budget * Regular adverts on social media, newsletters etc. * Quarterly RLA meetings	1	2	2	

Finance and Risk Register

FC = FULL COUNCIL, P&F = POLICY & FINANCE , RLA = RECREATION, LEISURE & AMENITIES, HWG = HARLINGTON WORKING GROUP, EC = ESTABLISHMENT COMMITTEE, RWG = RISK WORKING GROUP

Approval date: Council 6th September 2023

					Current Risk			
Risk Description	TOP CURRENT KEY RISKS	Risk Manager	Committee	Controls in place	Likelihood	Impact	Rating	Actions / Review Date
Property / H&S Management								
The Harlington * Disruption risk due to power cuts, failure of electrics, boiler or water causing loss of revenue and/or expensive repairs. * Toilets are also a constant problem and the loss of these would result in the building closing. * Public Conveniences: risk of legionella, failure to maintain facilities, risk of hazardous substances * Bar services: Failure to maintain statutory requirements for service provision * IT: disruption to ticketing/till systems		The Harlington Manager	RLA /P&F/ FC	 * Quarterly RLA meetings * Front of House Risk Assessment in place * Technical Risk Assessment in place * PAT carried out annually on electrical equipment * Facilities - Building Health and Safety Risk assessment in place * Booking form to be completed when hiring to identify high risks * Contractor Management in place * Contracts are signed by all service providers (Artists, Film, Comedy Club etc.) * Annual review of all assets * Fire Risk Assessment carried out by Chubb in November 2022 * H&S consultancy services in place * Contracts in place to test for legionella * Daily & weekly checks in place * Annual water inspection * Maintenance contracts in place * Substances controlled/securely stored by trained persons and records kept * Bar risk assessments in place * Premises Licence in place * The Harlington Manager is the Designated Premises Supervisor. The Bar Manager also has a personal licence to sell alcohol. * The Bar Manager is responsible for stock ordering and control * Coffee machine pressure tested annually (when cafe in use) * Bar Manager is responsible for issuing detailed instructions to staff and maintaining training records * A professional stocktake is appointed annually * Fridge and freezer temperature checks carried out daily * The Bar Manager is responsible ensuring that staff sign the opening and closing checklist * Training for Food Hygiene mandatory. SFBB food hygiene documents in place and reviewed annually. * Food Hygiene Rating tested by District Council * Ticketing system is a large external company unlikely to go out of business * Till system is an external company * Insurance in place * Data backed up regularly	3	2	6	
Health and Safety Management * Procedures not followed resulting in member of staff/customer injured with consequence of: # Possible corporate manslaughter # Failure of statutory requirements # Insurance claim against the Council # Loss of reputation # Adverse media * Financial/ reputational loss due to change in HSE requirements * Reliance on health and safety advisor and scaling back of duties		Executive Officer Facilities & Open Spaces Manager (Parks, Office) The Harlington Manager	FC	 * Health & Safety consultants in place for audit check and ad hoc advice * Management checks carried out monthly to ensure paperwork is completed following required tests *Management walk arounds to ensure compliance * Contractor Management in place - light touch * Risk meetings twice year (or more if required) *Health and Safety Policy in place * Risk Assessments in place for each area * COSHH register reviewed/updated annually. Hazardous substances stored securely i.e. cleaning cupboards, paint store etc. * Asbestos Register in place and annual checks carried out on condition of asbestos containing materials * Daily, weekly, monthly checks in place (water temps, flushing, ladders, fridge temps, first aid, emergency lighting, lifting aids etc. * Annual fire evacuation drill * Fire alarms tested weekly * Appropriate PPE provided i.e. work gloves for DM's moving tables, chemical resistant gloves/goggles for line cleaning * H&S actions spreadsheet in place and reviewed with staff * New staff H&S induction * Fire Evac procedure/policy in place and staff have Fire Warden, First Aid and Manual Handling training	2	3	6	
Building Condition * Failure of the fabric and services of buildings resulting in injury to individuals and/or non-compliance with relevant legislation or unavailability of buildings/ breach of contract * Plant failure i.e. boilers: loss of revenue through closure of building/cancellation of shows		The Harlington Manager Facilities & Open Spaces	FC	 * Review of assets has included a condition survey of The Harlington that has informed a view of requirements * Contracts in place for maintenance * Health & Safety Consultant to be contracted for advice * Asbestos Register and annual check of condition of asbestos containing items * Quotes being obtained for boiler replacement if required in an emergency * Lease tenants responsible for own asbestos checks	2	3	6	
EPC Rating Landlords must ensure their rental properties have an Energy Performance Certificate (EPC) and meet minimum energy efficiency standards, currently an E rating, which will rise to a C by 2030 * Insufficient budget and resources to bring all FTC properties up to minimum energy efficiency standards		Executive Officer Facilities & Open Spaces Manager (Parks, Office) The Harlington Manager	FC	 * Harlington has EPC Rating * Pavilions and other buildings in parks not used by FTC - used by clubs so could be closed if works required to bring up to standard and FTC cannot accommodate	3	3	9	

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Approval date: Council 6th September 2023

Risk Description	TOP CURRENT KEY RISKS	Risk Manager	Committee	Controls in place	Current Risk			Actions / Review Date
					Likelihood	Impact	Rating	
Drainage * Risk of flooding		Facilities & Open Spaces Manager	RLA	* Arrangements in place with agencies/district * Grounds maintenance - i.e. ditches * Council owns aqua vac that can help clear up small floods in council buildings	2	2	4	
Play Areas and Skatepark * Failure to maintain assets resulting in injury. * Not acting on ROSPA high risks in a timely manner		Facilities & Open Spaces Manager	RLA	* Weekly checks by Grounds Maintenance * Regular checks by FOSM * Annual checks by ROSPA * Proper records maintained * CCTV in place in some parks * Quarterly RLA meetings to report and act on issues * Public liability insurance * Ensure enough is budgeted to adequately maintain assets	2	2	4	
Ancells Farm Community Centre and Pavilions * Disruption risk due to failure of electrics, boiler or water causing loss of revenue and/or expensive repairs. * Financial risk from non-payment for bookings * Public Conveniences: risk of legionella, failure to maintain facilities, risk of hazardous substances		The Harlington Manager Facilities & Open Spaces Manager	RLA	* Facilities - All Buildings have a Health and Safety Risk assessment in place * Booking form to be completed when hiring to identify high risk * Bookings diary maintained to ensure no possibility of double booking event * Contractor Management in place * Annual review of all assets * Health & Safety Consultant to be contracted for advice * Daily & weekly checks in place * Annual water inspection * Maintenance contracts in place * Substances controlled/securely stored by trained persons and records kept * Quarterly RLA/P&F meetings	1	3	3	
Land and Open Spaces * Failure to maintain assets * Failure to collect income * Failure to maintain records * Nuisances: Risk of nuisance of noise routinely in Parks which causes upset to residents. Risk of environmental nuisance such as tree falling on property. * Traveller Incursion: Public Spaces not available to residents. Fouling of Public Spaces causing health hazard. * Land not registered / deferred back to Crown		Facilities & Open Spaces Manager	RLA	* Ground maintenance contract and weekly check sheets * Invoices sent regularly and recovery action taken where necessary * Asset register and land registry documents maintained/stored safely * Observe good neighbour procedures, deal with any complaints in a speedy and sympathetic manner * Restricted access to some parks and open spaces e.g. height barrier bollards, gate locks * Quarterly RLA meetings * Regular checks by Facilities and Open Spaces Manager * Annual tree survey carried out and remedial works completed	1	2	2	
Provision of Office Accommodation * Disruption due to poor/faulty office equipment/furniture/conditions		Executive Officer Finance & Admin Manager Facilities & Open Spaces Manager	FC	* Periodic inspection of equipment/furniture * DSE (Display Screen) Assessments completed * Periodic maintenance of machinery * Signage and regular fire testing in place * Contractor management in place * Quarterly RLA meetings	1	2	2	
Operational Continuity * Unable to provide services, physical loss of office space, documents and equipment		Executive Officer The Harlington Manager	FC	* Policies and Procedures * Quarterly P&F meetings * Staff have multi skills across different areas * In case of office becoming unusable, staff are equipped to work from home until other measures put in place * Computer drives backed up daily to cloud and weekly to cartridges for 'bare metal recovery' (RBS, photos drive etc.)	1	2	2	
IT								
Cyber Attack * Risk to security of data, including risk of extortion. * Increasing reliance on internet services brings new opportunities and new threats from the actions of hackers, criminals or foreign intelligence services. * Unable to access IT due to a cyber attack * Equipment and Security is compromised		Executive Officer	FC	* Software in place and kept up to date by IT consultant * Data regularly backed up and held off-site * Redistribution of tasks amongst other staff * Part of National Cyber Security centre project * Joined National Cyber Security Centre Pilot for Town Councils	2	3	6	* FTC is now part of the project. Review by GCHQ in the Autumn * Insurance for cyber security to be considered
Cloud based systems and backups * Loss of data. Loss of server/no longer supported * Data security and hacking - not being able to work if internet goes down		Executive Officer	FC	* Verify UK based. Back ups to cloud but also physical backup - hard drives stored in fire proof safe. * Working from home possible if work internet goes down	1	3	3	

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Approval date: Council 6th September 2023

					Current Risk			
Risk Description	TOP CURRENT KEY RISKS	Risk Manager	Committee	Controls in place	Likelihood	Impact	Rating	Actions / Review Date
Legal								
Climate Change - effect on building operations * Extreme temperatures in office and discomfort of/danger to staff. * Shows/bookings being cancelled due to extreme weather resulting in a loss of revenue.		Executive Officer The Harlington Manager	CCWG / FC	* Fans/blowers around building for extreme heat and portable fan heaters for when temperatures are low * Grit for paths when snowing * Temporary stick on blinds for skylights in office during extreme heat * Usual office attire relaxed when temperatures very low or very high * For Harlington shows bookings must give advance warning of cancelling a booking in order to be eligible receive a refund * Where possible shows are rearranged to a new date to retain income rather than cancelling * Working from home supported in extreme conditions to safeguard staff	3	3	9	
Council Meetings * Failure to comply with statutory requirements and loss of effectiveness		Executive Officer	FC	* Council Standing Orders * Council Financial Regulations * Internal Audit completed annually * External Audit completed annually * Annual Residents' Meetings * A minimum number of Councillors for each committee in order for meeting to take place in place * Policy in place for public participation at meetings	2	2	4	
Failure in Governance * Risk of breach of legislation * Gifts: failure to declare gifts. Risk to reputation if not declared. * Code of Conduct: Councillors failing to follow policies and/or bringing the Council into disrepute * Transparency: Council not complying with transparency regulations * Data protection: Risk of breach of data by inadequate data handling and not adequately preventing and minimising security incidents resulting in loss of data, unlawful sharing of data, reputational damage and financial penalties levied by the Information Commissioner's Office		Executive Officer The Harlington Manager	FC	* Standing Orders * Internal Auditor reviews and ad hoc advice * Councillor pecuniary interests updated each year and published on website * Code of Conduct policy in place for councillors * Councillors and staff can view essential policies on the Council's website * Committee structure in force * Risk Review meeting to check twice a year * Staff training * Gift Register kept by the Executive Officer * Registration with Information Commissioners Office annually reviewed and renewed * Data Protection policy and Privacy Notices in place * Staff have attended data protection training * All Councillors invited to GDPR training however not all have attended training yet * Confidential information stored on secured drives with limited staff access and hard copies locked away with keys limited to management staff * Review all FTC databases to delete records that are no longer needed * Ensure all Councillors are trained and reminded not to forward emails to their private account * Local Council Insurance * Membership with HALC, NALC, SLCC. Live Pay manages payroll and calculates pensions/Ni/Tax. Sussex HR for employment law advice * Transparency code lists what information should be available on website and reviewed by internal auditor * Freedom of Information procedures in place * When a councillor vacancy arises legal process followed for either election or co-option * If Council were to drop down to 1/3 of its original 18 members advice would be sought from Hart DC	2	2	4	
Employment of staff * Loss of key staff * Lack of training * Failure to comply with regulations * Changes to employment legislation inc. pay		Executive Officer The Harlington Manager Finance & Admin Manager	FC / EC	* HR consultant employed for advice etc. * Disciplinary and Grievance policies in place * Staff have contracts and job descriptions. Contracts detail notice periods * Staff have annual appraisals * Establishment Committee for dealing with issues * Insurance in place * Parish would appoint a locum Clerk through direct advertising or HALC to cover absence of Clerk. Open Spaces Manager has sat CILCA course so could temporarily cover some legal aspects	2	2	4	
Council Tenancies * Risk of not meeting legal requirements under tenancy agreements or failing to ensure statutory obligations are not undertaken by tenants.		Executive Officer	FC	* Full review recently taken place	2	3	6	* System to be setup to regularly track and monitor actions required and changes in legislation * Some responsibilities are with the landlord
Council Property and Documents * Legal liability, loss of assets, no backup of physical documents		Executive Officer Harlington Manager	FC	* Public Liability Insurance in place * Asset Register maintained and reviewed annually * Freedom of Information requests logged * Electronic data backed up regularly and held off-site * Maintenance contract for building maintenance and lifts * Regular maintenance and inspections for assets and property * Assets & investments reviewed by P&F and Internal Auditor	2	1	2	
CCTV * Failure to comply with statutory requirements.		Facilities and Open Spaces Manager	RLA	* ICO Data Protection Registration * Liaison with local enforcement agencies * Regular data protection training	2	1	2	

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Approval date: Council 6th September 2023

					Current Risk			
Risk Description	TOP CURRENT KEY RISKS	Risk Manager	Committee	Controls in place	Likelihood	Impact	Rating	Actions / Review Date
Reputational								
Crisis Management * Failure to respond effectively to public relations / media crisis or negative press		Executive Officer	FC	* Press and Social Media policies/procedures in place * Defined communication strategy * Arrangements in place with agencies/district for physical crisis	2	2	4	
Lack of Succession Planning for Senior Staff and major changes in Councillors * Loss of knowledge to drive the Council business forward in the long term		Executive Officer Harlington Manager	FC /RWG/ EC	* Identify expert incumbents who possess critical knowledge and skills * Procedures to be produced * Notice periods to be reviewed by Establishment Committee * Create succession plan * Training current staff * Establishment Committee 3 times per year * Multi Skill training * Paperwork/manuals for councillors to help bring them up to speed	2	2	4	
Cemetery * Failure to keep appropriate records. Failure to keep the burial ground in good order. Capacity to deal with influx of interments during pandemic. Cemetery is nearly full for burials		Cemetery Clerk	RLA	* Cemetery health and safety risk assessment * Epitaph database used to manage grave allocation * Cemetery maintenance included in grounds maintenance contract * Public Liability Insurance in place * Headstone/ kerbstone survey carried out annually * Software can be accessed remotely * Plans in place for pandemic * Contractor management in place * Quarterly RLA meetings * Extension to cemetery completed	1	2	2	
External Communications * Defamation, non-production, failure to meet requirements i.e. non political content. * Social Media: Bringing the council into disrepute * Website: Website not maintained / not meeting standards		Project and Committee Officer	FC	* Advice sought for sensitive content * Distribution slots for communications booked in advance and performance monitored * Multiple people proof read content * Only approved content published and access to social media and website accounts restricted to specific staff members * Social Media Policy in place and signed by staff * Regular content and legislation reviews	1	2	2	

KEY

❖ Financial – loss of money
❖ Security – fraud, theft, embezzlement
❖ Property / H&S Management
❖ Legal – breaking the law or being sued
❖ IT – failure of IT systems or misuse or data loss
❖ Reputational – actions taken could harm the authority’s public reputation.

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Fleet Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

04/06/2025

and recorded as minute reference:

FC JUNE 2025 ITEM 11

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.fleet-tc.gov.uk

Section 2 – Accounting Statements 2024/25 for

FLEET TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	2,872,302	3,501,179	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,258,132	1,342,858	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	849,544	933,888	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	503,307	550,668	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	975,492	1,068,031	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	3,501,179	4,159,226	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	3,629,499	4,335,578	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	848,544	849,421	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

RChong

Date

24/04/2025

I confirm that these Accounting Statements were approved by this authority on this date:

04/06/2025

as recorded in minute reference:

FC JUNE 2025 ITEM 13

Signed by Chair of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENT Fleet Town Council RITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

None

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

ENT BDO LLP Southampton RIAL AUDITOR

External Auditor Signature

DocuSigned by:
BDO UP
467DFB746A8A428...

Date

15 September 2025



FLEET TOWN COUNCIL

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **[Insert Name of Parish Council]** for the year ended 31 March 2025 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **[Insert Name of Parish Council]** on application to:
 - (a) Rita Tong
Executive Officer
The Harlington
236 Fleet Road
Fleet GU51 4BY
 - (b) between 10.00am and 3.00pm Monday to Friday
3. Copies will be provided to any person on payment of £0.50p for each copy of the Annual Governance & Accountability Return.
 - (d) Announcement made by: Rita Tong, Executive Officer
 - (e) Date of announcement: 19 September 2025

11. THE VIEWS SKATEPARK – TENDER REPORT & AWARD OF CONTRACT

Background

The deadline for receipt of tenders for The Views Skatepark contract was 12:00 noon on Monday, 15 September 2025. In accordance with Financial Regulation 11.1(e), the sealed tender submissions were opened by the Executive Officer in the presence of Councillor Schofield. The names of the bidders and their respective tender prices were duly recorded.

The tenders received were evaluated against the published tender specification by a panel comprising the Facilities & Open Spaces Manager, Councillors Schofield, Tilley and Stanton and Fleet Phoenix (including youth representatives).

Tender Results

Criteria	Max Points	Max %	% per point	Company A Design/Price 1	Company A Design/Price 2	Company B	Company C
Experience of projects similar in size and scope with references	5	20.00%	4.00%	3.5	3.5	4.0	3.5
Time line programme and schedule of resources	5	20.00%	4.00%	4.0	4.0	3.0	3.5
Suitability for range of ages/skills and social space	5	20.00%	4.00%	3.5	3.0	3.0	2.5
Quality of equipment, adherence to design brief, standards compliance	5	25.00%	5.00%	4.0	4.0	3.0	3.5
Ease of maintenance, spares availability	5	10.00%	2.00%	3.0	3.0	4.0	4.0
Total points	25	95.00%	12.00%	70.0%	68.0%	63.0%	63.5%
Total points from the Price Scoring Formula (maximum 5 points).	5	5.00%	1.00%	4.9	5	3.3	3.2
		5.00%	1.00%	4.9%	5.0%	3.3%	3.2%
				74.9%	73.0%	66.3%	66.7%

Recommendations

The panel recommend that the contract be awarded to **Bidder A** for **Design 1** at a cost of **£160,689.80**, subject to satisfactory references and the granting of a PWLB loan.

Design 1 - A marine-grade Birch plywood under-surface option, is significantly below the budgeted figure of £250,000 but will require higher maintenance than a concrete design. The Executive Officer recommends that the annual difference between the budgeted PWLB repayment (£24,200) and the revised repayment (£15,700) be transferred to an Earmarked Reserve to fund future maintenance costs.