



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

Wednesday 4th June 2025 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

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

Rita Tong, Executive Officer
28th May 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 the main minutes and confidential minutes of the Annual Meeting of the Town Council held on 7 th May 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 12th and 27th May 2025 (if available)• Policy and Finance 14th May 2025

Part 1 – ITEMS FOR DECISION	
7.	<p>FINANCIAL MONITORING REPORT</p> <p>a) To receive the bank reconciliation and list of payments for April 2025 (<i>copies attached</i>). b) To receive a statement from Councillor Stanton that the bank reconciliation and list of payments for April 2025 have been verified and signed off against the original bank statement.</p> <p>RECOMMENDATIONS</p> <p>a) To receive and accept the bank reconciliation and list of payments for April 2025. b) To accept the statement from Councillor Stanton that the bank reconciliation and list of payments for April 2025 have been verified and signed.</p>
8.	<p>FINANCIAL REPORTING FOR THE YEAR ENDING 31st MARCH 2025</p> <p>a) To consider and agree the Asset Register as at 31st March 2025 (<i>summary register attached</i>). b) To receive and note the Summary of Financial Statements report for the year ending 31st March 2025 (<i>copy attached</i>).</p> <p>RECOMMENDATIONS</p> <p>a) To approve the Asset Register as at 31st March 2025. b) To note the Summary of Financial Statements for the year ending 31st March 2025</p>
9.	<p>INTERNAL AUDIT FOR THE YEAR ENDING 2024/25</p> <p>a) To receive and note the final Internal Audit report for the year 2024/25 (<i>copy attached</i>). b) To receive and note the Annual Internal Audit report 2024/25 (<i>within the AGAR</i>)</p> <p>RECOMMENDATIONS</p> <p>a) To note the final Internal Audit report for 2024/25. b) To note the Annual Internal Audit report for 2024/25.</p>
10.	<p>REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL 2024/25.</p> <p>To consider and agree the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2025 – evidence for AGAR Section 1 (<i>copy attached</i>)</p> <p>RECOMMENDATIONS</p> <p>To note the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2025.</p>
11.	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR SECTION 1) 2024/25</p> <p>To consider and agree the statements contained in the AGAR Section 1 – Annual Governance Statement 2024/25 (<i>copy attached</i>).</p> <p>RECOMMENDATIONS</p> <p>To approve the statements in the AGAR Section 1 – Annual Governance Statement 2024/25.</p>

12.	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR SECTION 1) 2024/25</p> <p>To consider and agree a response to the conflict-of-interest form for submission to the external auditor, BDO (<i>copy attached</i>).</p> <p>RECOMMENDATIONS</p> <p>To approve the response to the conflict-of-interest form for the external auditor BDO.</p>
13.	<p>ACCOUNTING STATEMENTS (AGAR SECTION 2) 2024/25</p> <p>To consider and agree the statements in AGAR Section 2 - Accounting Statements 2024/25 (<i>copy attached</i>).</p> <p>RECOMMENDATIONS</p> <p>To approve the statements in the AGAR Section 2 – Accounting Statements 2024/25.</p>
14.	<p>OFFER OF LAND AT ANCELLS FARM</p> <p>Hart District Council has approached Fleet Town Council with an offer of ownership of a parcel of land at Ancells Farm. The land in question comprises the ditch and footpath running between the public house / Falkner's Close and Ancells Farm Park (<i>see attached map</i>).</p> <p>The proposed transfer of ownership presents both potential benefits and responsibilities for the Town Council:</p> <p>Benefits:</p> <ul style="list-style-type: none"> • Direct control over maintenance of the ditch, enabling the Council to ensure it is dredged as required and that water flows freely, thereby reducing the risk of localised flooding. <p>Implications:</p> <ul style="list-style-type: none"> • An increase in grounds maintenance costs associated with the additional land. • A potential obligation to maintain the footbridge crossing the ditch, which is currently in poor condition. • An increase in tree maintenance responsibilities due to the presence of multiple trees alongside the footpath. <p>RECOMMENDATION</p> <p>To consider the request from Hart District Council to take on ownership of the ditch and footpath at Ancells Farm, and to determine whether the Council wishes to pursue this transfer.</p>
15.	<p>SILENT STORMS – GRANT AID IN KIND</p> <p>Silent Storms was previously awarded Grant Aid in Kind in the form of free hall hire at The Harlington for a trial period of three months. At the time of approval, Members requested that a follow-up report be provided on the progress of the initiative, to enable an informed decision on whether to offer ongoing support.</p> <p>Following the initial trial, Silent Storms is now operating weekly sessions at the RVS building, incurring a cost of £56.00 + VAT per week. Should the Council choose to continue its support through Grant Aid in Kind, the estimated annual cost would be £2,912.00 + VAT.</p> <p>A progress report from Silent Storms is attached for Members' consideration.</p> <p>RECOMMENDATION</p> <p>To consider the attached report from Silent Storms and determine whether to continue supporting the initiative through ongoing Grant Aid in Kind.</p>

16.	<p>SASHAS PROJECT – GRANT AID IN KIND To consider the application for continued grant funding from Sasha's Project for £10,933 + VAT grant aid in kind to cover the cost of using The Point for 14.5 hours a week for 52 weeks (<i>copy attached</i>).</p> <p>RECOMMENDATIONS To consider the grant request and determine whether to continue supporting the initiative through ongoing Grant Aid in Kind.</p>
17.	<p>GROUND'S MAINTENANCE – TENDER REPORT & AWARD OF CONTRACT Members to consider the tender report and are requested to make an award of contract for the Ground's Maintenance contract.</p> <p>RECOMMENDATION Members to consider the tender report and to resolve to make an award of contract for the Ground's Maintenance contract.</p>
18.	<p>HARLINGTON UPDATE To receive an update from the Chairman on the Harlington renovation project.</p> <p>RECOMMENDATION To note the update from the Chairman.</p>
19.	<p>BAD DEBT WRITE OFFS In accordance with Financial Regulation 9.3, invoices AF2160 £18.48, AF2176 £69.28, and AF2187 £59.40 have been found to be irrecoverable and the Executive Officer requests Council authorisation to write them off as bad debts.</p> <p>RECOMMENDATION To authorise the Executive Officer to write off £147.16 as bad debts.</p>
20.	<p>MARTYN'S LAW As reported at the 14th of May Policy & Finance Committee meeting, the Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law, has now received Royal Assent and will be fully implemented in approx. 22 months' time.</p> <p>This Law will affect all of the local groups that arrange public events and it is critical that a clear understanding of its implications is shared amongst all those responsible for our local festivals, celebrations and memorials. It is, therefore, proposed that representatives of these organisations – including Fleet Half Marathon, Fleet 10k, Fleet Carnival, Remembrance Sunday, Fleet Christmas Festival, Music on the Views, Concert on the Green – should get together to plan the future sharing of knowledge, expertise and resources so that all these much loved local events can continue to move forward successfully.</p> <p>A request has been made for a meeting of these representatives to have the free use of the Music Room at The Harlington at 7 pm on 26th June for this important meeting and it is hoped that Fleet Town Council will grant this request. Should Members grant this request for grant aid in kind for room hire, it would cost £17.00 + VAT and could be allocated from the Community Support grant budget.</p> <p>RECOMMENDATION That FTC allow the use of the Music Room on the 26th of June so that this meeting can take place.</p>
Part 2 – ITEMS TO NOTE	
21.	<p>BUILDING REVALUATIONS As agreed at Full Council in April 2025 (refer Item 10), Council owned properties were valued for insurance purposes on 23 & 24 April 2025. This resulted in all buildings</p>

	valuations being increased, with the increases ranging from 6% to 229% (the Calthorpe Scout Hut was significantly undervalued). Valuations were notified to the Council's insurers and resulted in an increase to the premium of £477.99 pa.
22.	LAND SWAP The transfer deeds for the land swaps between Fleet Town Council and Hart District Council were received on 8 May 2025. The signed deeds were sent to the Council's solicitors; however, an error was subsequently identified on the associated plan. An updated plan has been requested but has not yet been received.
23.	HARLINGTON BUSINESS PLAN Stuart Shanks has been appointed as the Council's new Business Plan Consultant. Mr Shanks brings over 25 years of practical, hands-on experience and is a highly experienced commercial and operational expert in the cultural and entertainment industries. His proposal, including the approach, timeline, and cost, is attached for information.
24.	VE80 DAY To note the report from Mr David Millen regarding the VE80 Day event held on Thursday, 8 May 2025. The report is attached for the information of Members.
25.	ANNOUNCEMENTS To receive and note announcements from the Executive Officer or any Member by permission of the Chair.
26.	DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 2 nd July 2025 at 7pm in the Harlington.
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. <p>There are no confidential matters for consideration.</p>



FLEET TOWN COUNCIL

MINUTES OF COUNCIL MEETING

held on

Wednesday 7th May 2025 at 7pm

* Councillor Chenery	0 Councillor Robinson
* Councillor Einchcomb	* Councillor Schofield
* Councillor Fang	* Councillor Stanton
* Councillor Holt	* Councillor Taylor
# Councillor Hope	* Councillor Tilley
* Councillor May	L Councillor Wildsmith
* Councillor Neves	0 Councillor Willcocks
* Councillor Oliver	* Councillor Woods
0 Councillor Richmond	

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

Also in attendance:

Rita Tong – Executive Officer

Kumar Kuntikanamata – Co-Option Candidate

Paul Morten - Co-Option Candidate

FC MAY 2025 ITEM 1

ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

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

RESOLVED

That Councillor Bob Schofield be re-elected to the office of Chairman of Council for the local government year 2025/2026.

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

FC MAY 2025 ITEM 2

ELECTION OF VICE CHAIRMAN

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

RESOLVED

That Councillor Paul Einchcomb be elected to the office of Vice Chairman of Council for the local government year 2025/2026.

FC MAY 2025 ITEM 3

APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

FC MAY 2025 ITEM 4

DECLARATIONS OF INTEREST

Councillor Einchcomb declared an other registerable interest in Agenda Item 9 on the grounds that the candidate is known to him.

Councillors Tilley and Fang declared other registerable interests in Agenda Item 15 on the grounds that they are members of the Lions.

Councillors Tilley and Stanton declared other registerable interests in Agenda Item 18 on the grounds that they are organisers of the event.

FC MAY 2025 ITEM 5

QUESTIONS FROM THE PUBLIC

There were no questions from members of the public.

FC MAY 2025 ITEM 6

CHAIRMAN'S ANNOUNCEMENTS

Chairman's report for April 2025:

- 7th April - Along with Cllr Einchcomb and Ben Crane attended the Tenderers presentation for the Ground Maintenance Contract.
- 9th April - Met with representatives of Hart Lions and RBL to discuss the VE Day act of Remembrance and the blessing of the new memorial benches.
- 9th April - pm along with other councillors met with the developers of the proposed distribution facilities on Ancells Farm.
- 10th April - Along with our Executive Officer had a video link with a prospective candidate to conduct a Business plan for the Harlington
- 16th April - Along with fellow Councillors and Officers we received a presentation from Charlotte Tickner and a group of local youths on their thoughts and ideas for a new skate park
- 17th April - Second on-site visit by the BFF design team. Presentation by the design team on how their ideas were crystallising and then detailed investigations by the various discipline members examining the fabric of the building. Additionally, BFF held engagement meetings with staff and with Fleet Phoenix.
- 23rd April - Not an official activity but attended the first Harlington theatrical production, the two man play, The Dumb Waiter by Harlod Pinter. Well attended and well received.
- 25th April - Along with the Executive Officer met a resident who has been troubled by the badgers accessing his property from the cemetery.
- 1st May - together with Cllr Taylor, Alex Robins and Rita Tong attended a presentation by the BFF design team on their first conceptual ideas for the Harlington Development. The presentation covered essential repairs to the building and a developed idea improving the overall experience. Copies of the presentation will be distributed to members of the Harlington Working Group and a Working Group meeting called next week
- 7th May – together with Executive Officer held a Teams meeting with HCC's Senior Strategic Asset Manager regarding the lease of the Library area.
- During the month have made numerous visits to Ancells Farm sink hole and most recently met two Thames Water Engineers – there is light at the end of the tunnel!

FC MAY 2025 ITEM 7**HCC/HDC**Cllr Alan Oliver (HDC)

Cllr Oliver explained that HDC were undertaking a new Local Plan to accommodate 15,000 houses over 20 years. There will be a series of workshops with stakeholders including Town and Parish Councils.

There will be a call for sites suitable for development later this year.

Cllr Peter Wildsmith (HDC)

Cllr Wildsmith highlighted HDC's stronger position on environmental issues and more enforcement will be forthcoming with a particular focus on fly tipping.

FC MAY 2025 ITEM 8**MINUTES OF PREVIOUS MEETINGS**

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

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

- Development Control 14th April 2025 and 28th April 2025

As the Planning Committee meeting of 28 April 2025 was not quorate, Members reviewed the proposed observations and agreed they should be submitted on the Council's behalf.

FC MAY 2025 ITEM 9**COUNCILLOR CO-OPTION TO FILL A CASUAL VACANCY**

Members received presentations from two candidates.

RESOLVED

To approve Kumar Kuntikanamata to be co-opted as a Member of Fleet Town Council.

Kumar Kuntikanamata signed the Declaration of Acceptance of Office form and remained for the remainder of the meeting.

FC MAY 2025 ITEM 10**NOMINATIONS TO COMMITTEES AND WORKING GROUPS 2025/26**

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

RESOLVED

That the Members listed in the table below would serve on the following Committees and Working Groups during 2025/2026.

FTC COMMITTEE MEMBERSHIP 2025/2026		
RECREATION, LEISURE & AMENITIES	ESTABLISHMENT	PLANNING / DEVELOPMENT CONTROL
Cllr Chenery Cllr Einchcomb Cllr Fang Cllr Holt Cllr May Cllr Oliver Cllr Schofield Cllr Stanton Cllr Taylor Cllr Tilley Cllr Wildsmith Cllr Willcocks Cllr Woods	Cllr Einchcomb Cllr Holt Cllr May Cllr Robinson Cllr Schofield Cllr Wildsmith Cllr Woods Cllr Tilley	Cllr Chenery Cllr Holt Cllr Hope Cllr Robinson Cllr Schofield
	POLICY & FINANCE	
	Cllr Einchcomb Cllr Fang Cllr Holt Cllr Neves Cllr Richmond Cllr Robinson	Cllr Schofield Cllr Stanton Cllr Taylor Cllr Tilley Cllr Woods
FTC WORKING GROUP MEMBERSHIP 2025/2026		
CLIMATE CHANGE	LEASES	COMMUNITY EMERGENCY PLAN
Cllr Fang Cllr Neves Cllr Oliver Cllr Schofield Cllr Stanton Cllr Willcocks	Cllr Holt Cllr Oliver Cllr Richmond Cllr Robinson Cllr Schofield Cllr Tilley Cllr Woods	Cllr Hope Cllr May Cllr Schofield Cllr Wildsmith Cllr Willcocks
RISK MANAGEMENT	THE HARLINGTON	PARKS & OPEN SPACES
Cllr Holt Cllr Richmond Cllr Robinson Cllr Schofield	Cllr Chenery Cllr Einchcomb Cllr Fang Cllr Holt Cllr Oliver Cllr Richmond Cllr Schofield Cllr Stanton Cllr Taylor Cllr Tilley Cllr Wildsmith Cllr Willcocks Cllr Woods	Cllr Einchcomb Cllr Fang Cllr May Cllr Schofield Cllr Stanton Cllr Tilley Cllr Willcocks Cllr Woods
HDC COUNTRYSIDE ENGAGEMENT		
Cllr Einchcomb Cllr May Cllr Taylor Cllr Tilley Cllr Willcocks		

FC MAY 2025 ITEM 11**APPOINTMENTS TO EXTERNAL BODIES**

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

RESOLVED

1. That the Members listed in the table below would serve on the following external bodies.
2. That Here for Hart and Fleet Football Club be removed from the list.

FTC External Bodies Membership 2025/2026	
Business Improvement District (BID)	Cllr Schofield (<i>Levy Payer's Board Director</i>) Cllr Richmond (<i>FTC Representative</i>) Cllr May (<i>reserve</i>)
Fleet Cricket Club	Cllr Oliver (<i>Lead</i>) Cllr Woods (<i>Deputy</i>)
Fleet Connect and Community Transport	Cllr Schofield Cllr Wildsmith Cllr Woods
Fleet Phoenix (observer)	Cllr Chenery (<i>Lead</i>) Cllr Fang (<i>Deputy</i>) Cllr May (<i>reserve</i>)
Fleet Pond Society	Cllr May (<i>Lead</i>) Cllr Willcocks (<i>Deputy</i>) Cllr Taylor
Flood Forum	Cllr May Cllr Schofield
Hart Community Safety (QPM)	Cllr Woods Cllr May (<i>reserve</i>)
Hart District Association of Parish and Town Councils (HDAPTC)	Cllr Einchcomb (<i>Lead</i>) Cllr Schofield (<i>Ex Officio</i>) Cllr Tilley (<i>reserve</i>)
Hart Voluntary Action (HVA)	Cllr Oliver (<i>Lead</i>) Cllr Schofield (<i>reserve</i>) Cllr Woods

FC MAY 2025 ITEM 12**POLICY ADOPTION**

Members considered and agreed the following policies and documents for the 2025/26 Council year:

- Standing Orders (as amended)
- Financial Regulations
- Treasury & Investment Policy
- Risk Management Strategy
- Health & Safety Policy (as amended)

RESOLVED

- a) To approve the proposed amendments to Standing Orders and the Health & Safety Policy.
- b) To resolve to agree to adopt the above documents for the 2025/26 Council year.

FC MAY 2025 ITEM 13

MEETING SCHEDULE FOR THE COUNCIL 2025/26

Members received the meeting schedule for the forthcoming year.

RESOLVED

To approve the proposed schedule of meetings for the Council 2025/26.

FC MAY 2025 ITEM 14

MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

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

RESOLVED

To approve the payment of the following membership fees for 2025/2026.

- a) HALC - £1,100
- b) NALC - £1,556
- c) ICCM - £105
- d) SLCC - £480

FC MAY 2025 ITEM 15

COUNCIL LEGAL AGREEMENTS

Members considered the written reports received to support requests to waive annual rent.

RESOLVED

To waive the annual rent for the 2025/2026 financial year for the following leases:

- Fleet Cricket Club (Calthorpe Park) – annual rent £4,140.
- 1st Crookham Scouts (Basingbourne Park) – annual rent £500.
- 22nd and 26th Odiham Scouts (Calthorpe Park) – annual rent £500.
- Lions Community Store in Basingbourne Park – annual rent £500
- Fleet Phoenix in The Point – annual rent £1,200

FC MAY 2025 ITEM 16

FINANCIAL MONITORING REPORT

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

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

RESOLVED

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

FC MAY 2025 ITEM 17**EVENT APPLICATION FOR CALTHORPE PARK**

Members considered an Event Application form from John Searle Funfair & Classic Car Club for the use of Calthorpe Park for a car show to be held on Sunday 6 July 2025 after the Carnival.

RESOLVED

To reject the Event Application for a car show at Calthorpe Park on 6 July 2025 due to insufficient information provided but to invite resubmission. Should a new application be received with required supporting information, the application to be considered by the Parks & Open Spaces Working Group to enable event to meet its intended event date.

FC MAY 2025 ITEM 18**EVENT APPLICATION FOR THE VIEWS AS PART OF VE DAY CELEBRATIONS**

Members considered an Event Application form from the RBL for the use of The Views as part of the VE Day Celebrations on Thursday 8th May.

RESOLVED

To approve the Event Application for use of The Views for VE Day celebrations on 8th May

FC MAY 2025 ITEM 19**CEMETERY UNREGISTERED LAND**

Members noted that when the cemetery was transferred to Fleet Town Council in 2009/10, it was discovered that a portion of the land had not been registered with HM Land Registry. Hart District Council has been unable to locate the original title deeds, and therefore the land must now be registered as a first registration. Given that Fleet Town Council has maintained the land for the past 15 years, Hart District Council has advised that it would be most appropriate for Fleet Town Council to undertake the registration, with Hart District Council providing support for the application as required.

Registering this land will protect the Council's ownership rights, guard against potential adverse possession claims, and provide clarity for future land management and development—particularly in relation to any planned cemetery extension.

RESOLVED

To authorise the Executive Officer to engage solicitors to register the currently unregistered portion of the cemetery land.

FC MAY 2025 ITEM 20**STATEMENT OF COUNCILLOR ATTENDANCE 2024/25**

Members noted the 2024/2025 Statement of Councillor Attendance at Full Council Meetings.

FC MAY 2025 ITEM 21**ANNOUNCEMENTS**

The Executive Officer gave the following announcements:

- 24 April – The Internal Auditors completed the year end audit. No issues were identified, and their report will come to the next Full Council meeting.
- 1 May – attended the Regular Hirer engagement meeting run by BFF. Meeting was attended by ten regular hirers who gave their feedback on what worked well and what could be improved regarding The Harlington. All of the improvements requested had been previously identified.

FC MAY 2025 ITEM 22**DATE AND TIME OF NEXT MEETING**

The next meeting of the Council is scheduled to be held on Wednesday 4th June 2025 at 7pm in 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.

RESOLVED

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

FC MAY 2025 ITEM 23**HARLINGTON DEVELOPMENT**

Members received and approved the Schedule of Payments for the Design Architects for RIBA Stages 1-6.

RESOLVED

- a. To approve the Schedule of Payments for the Design Architects which has a £67,217 fee for the Stage 1 design work and a 14.45% fee for Stage 2-6 work.
- b. To authorise the Executive Officer to amend the Bank Mandate to increase the daily limit from £100,000 to £150,000 and noted that all agreed signatories would need to sign the new mandate.
- c. To note that the daily limit will need to be removed altogether when the Council gets to the build stage of the project.

FC MAY 2025 ITEM 24**COMMUNITY TRANSPORT CONTRACT**

Members considered the report on the proposed Community Transport contract. Members requested that the impact of the reduced service be monitored, especially in terms of whether it impacted numbers using the service.

RESOLVED

- a) To note the outcome of the tender and the revised service levels for Fleet Connect.

- b) To note the inclusion of future-proofing measures within the contract to mitigate the impact of any local government reorganisation.
- c) To continue funding this service at the levels indicated.
- d) To reinstate annual contributions of £3,000 to the Vehicle Replacement Reserve to ensure future funding adequacy but to do so via an Ear Marked Reserve rather than sending the money to Hampshire County Council to accumulate.

The meeting closed at 9:12pm.

Signed.....
Chairman

Date:.....



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 27th May 2025
at 7pm in the Function Room, The Harlington

Present:

Cllr Schofield
Cllr Chenery
Cllr Hope
Cllr Holt

Officers: Charlotte Benham

1	Apologies Apologies received from Cllr Robinson
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 12 th May were accepted as a correct record of the meeting.
5	<p>25/00794/AMCON 18 Grenville Drive, Church Crookham, Fleet, Hampshire, GU51 5NR Application to vary condition 6 (Fixed shut obscure glazed) of Planning Permission 24/02015/HOU. Erection of a single storey rear extension and detached garage Comments required by 29 May</p> <ul style="list-style-type: none">• It is a rooflight so will not allow any overlooking into the neighbour's garden• If there are views into the kitchen of No.18 from the neighbour's (No.16) dormer window that is more a concern of No.18 than 16• Noise from an opening roof light is possible, but is unlikely to create a nuisance• <i>Conditions C.2 Development is permitted by Class C subject to the condition that any window located on a roof slope forming a side elevation of the dwellinghouse must</i>

be— (a) obscure-glazed; and (b) non-opening unless the parts of the window which can be opened are more than 1.70 metres above the floor of the room in which the window is installed. This is a development condition - is the window more than 1.7m above the floor level? The bottom of the window scales at 3.0m so no issue

NO OBJECTION

25/00841/FUL

Cygnus House ,1 Waterfront Business Park,Fleet, Hampshire, GU51 3QT
[Insertion of two windows to ground floor, first floor and second floor rear and one window to first floor and second floor front](#)

Comments required by 30 May

- This is a permitted development conversion from office to residential which permitted no amendment to the external elevations.
- Having secured PD rights they are now applying for planning permission to adjust the building

NO OBJECTION

25/00842/FUL

NTT House, 2 Waterfront Business Park,Fleet, Hampshire, GU51 3QT
[Insertion of two windows to ground floor, first floor and second floor front](#)

Comments required by 30 May

- This is a permitted development conversion from office to residential which permitted no amendment to the external elevations.
- Having secured Permitted Development Rights they are now applying for planning permission to adjust the building

NO OBJECTION

25/00868/HOU

28 Kenilworth Road,Fleet,Hampshire, GU51 3AX
[Insertion of one rooflight on the front roof slope and one rooflight on the rear roof slope](#)

Comments required by 30 May

Approval for the 3 roof lights was approved in February so a fourth does not significantly change the situation.

NO OBJECTION

25/00864/ADV

4 Crookham Road,Fleet,GU51 5DR
[Display of single illuminated 48-sheet digital advertisement display](#)

Comments required by 30 May

- This is a 6m wide x 3m high advertising board
- Technical document states - It would present a range of static images with a new image every 10 seconds with the interchange between each image virtually

	<p>instantaneous. Advertisements would not contain any movement, animation or special effects.</p> <ul style="list-style-type: none"> • This is an oversized advertising display for a car valeting company. The display faces almost directly down Crookham Road and with the changing images will create a significant distraction to traffic approaching the traffic lights. • This type of advertisement is totally out of character with Fleet high street and certainly the character around the Oatsheaf crossroads • Light may affect residents' opposite especially if operated outside normal working hours • Will it just be for car valeting or will advertising slots end up being sold to make money? <p>OBJECTION - totally out of character, especially in size (20ft x 10ft), will negatively impact road safety in being a distraction as vehicles approach the traffic lights and the immediate opposite neighbours that will have a clear view of the sign board and illuminate their front bedrooms.</p> <p>25/00854/GPDHSE 15 Fairmile, Fleet, Hampshire, GU52 7UT Erection of a single storey rear extension following demolition of existing porch Comments required by 30 May</p> <ul style="list-style-type: none"> • This is submitted as a Permitted Development application. • The rear extension protrudes 4m from the rear of the house and places the immediate neighbour in the NE shadow of the extension – this will take away a significant amount of natural light from the rear window of the neighbour's kitchen which is a room that could well be used in the early morning to benefit from sunlight. • The extension is 2.9m high which taken at a 45° angle will cast a shadow across the back of the neighbour's rear kitchen window and glazed door. • Even if planning permission has been granted, a development may not be allowed to proceed if it interferes with the neighbour's right to light. If a window opening has received uninterrupted light for 20 years, then it receives the right to light, as laid out in the Prescription Act 1832. <p>OBJECTION</p> <p>25/00834/GPDHSE 11 Reading Road South, Fleet, Hampshire, GU52 7QP Erection of a single storey rear extension Comments required by 30 May</p> <ul style="list-style-type: none"> • The development will extend around 4m beyond the rear wall of the original dwelling • The maximum height of the development will be 3.4 metres and the height of eaves of the enlarged part of the dwelling will be 3.4 metres <p>NO OBJECTION</p> <p>25/00897/HOU 11 Kenilworth Road, Fleet, GU51 3AT Erection of a rear conservatory Comments required by 4 June</p>
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	Only fails Permitted Development Rights because the ridge height of 4.7m vs the 4.0m permitted – have appropriately submitted planning application NO OBJECTION
6	Noted: Weekly List
7	Noted: Hart Planning Meeting Dates 18 th June
8	Date of Next Development Control Committee Meeting 9 th June

Meeting closed: 7.45pm

Signed:.....

Date:



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Wednesday 14th May 2025 at 7pm
at The Harlington**

* Councillor Holt (Chairman)

* Councillor Woods (Vice Chairman)

* Councillor Einchcomb	0 Councillor Schofield
* Councillor Fang	* Councillor Stanton
* Councillor Neves	# Councillor Taylor
* Councillor Richmond	* Councillor Tilley
0 Councillor Robinson	

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

Also in attendance:

Rita Tong – Executive Officer

PF MAY 2025 ITEM 1 ELECTION OF CHAIRMAN

Councillor Holt was nominated and seconded for the position of Chairman of the Policy & Finance Committee for the 2025/26 local government year. There were no other nominations.

PF MAY2025 ITEM 2 ELECTION OF VICE CHAIRMAN

Councillor Neves was nominated and seconded for the position of Vice-Chairman of the Policy & Finance Committee for the 2025/26 local government year. There were no other nominations.

PF MAY 2025 ITEM 3 APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

PF MAY 2025 ITEM 4 DECLARATIONS OF INTEREST

There were no declarations of interest.

PF MAY 2025 ITEM 5 QUESTIONS FROM THE PUBLIC

There were no questions from the public.

PF MAY 2025 ITEM 6 MINUTES OF PREVIOUS MEETING

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

PF MAY 2025 ITEM 7 QUARTERLY FINANCIAL MONITORING REPORT

To consider and agree the quarterly report for the period ending 31 March 2025. Reports for 2024/25 as at 31 March 2025:

- a. Q4 Income & Expenditure Account
- b. Q4 Budget Monitoring Report 2
- c. Balance sheet as at 31 March 2025
- d. List of Purchase Ledger Payments
- e. List of Debtors
- f. Harlington Performance Totals

RESOLVED

- a. To receive and accept the Quarterly Report and accounts for the period ending 31 March 2025.
- b. To allocate £85,000 of the 2024/25 surplus to EMR Harlington Development Fund.

PF MAY 2025 ITEM 8 INVESTMENT REPORT

To consider the quarterly investment report for the period ending 31 March 2025.

Account	Funds
HSBC Current Bank Account	£89,855.88
HSBC Savings Account	£810,390.65
Nationwide Business Instant Saver	£408,576.39
CCLA Public Sector Deposit Fund	£3,024,735.00
TOTAL	£4,333,557.92

RESOLVED

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

PF MAY 2025 ITEM 9 PAYMENT AUTHORISATION PROCESS

A critical issue has arisen regarding delayed payments to artists and suppliers, which is now significantly impacting service delivery and stakeholder relationships. A recent case involved a threat to cancel a scheduled performance due to payment not being received in time. The officer involved is experiencing escalating pressure from unpaid suppliers, with some now refusing future bookings and others offering dates to alternative venues due to our reputation for late payment.

Key Issues:

- Repeated delays in supplier payments are damaging the Council's reputation and relationships with trusted providers.
- Operational staff are unable to deliver services effectively without a reliable and responsive payment process.
- The current system relies heavily on timely action from Members acting as payment authorisers.
- Lack of a consistent payment schedule is contributing to unpredictability and risk.

RESOLVED

- a. To move to weekly payment runs.
- b. To fix the payment processing day as Tuesday to ensure payments are made within the same week.
- c. That Members commencing the authorisation process shall notify all other authorising Members by email at the outset, to avoid duplication of effort and unnecessary time investment.
- d. That invoices included in the payment run shall be re-ordered to match the order of the payment documentation, to facilitate the review and authorisation process.

PF MAY 2025 ITEM 10 COUNCIL POLICIES AND PROCEDURES

Members have previously expressed concern that many of the Council's existing policies are overly lengthy and conflate policy with operational procedure. Several current policies duplicate legislative content unnecessarily. The Executive Officer therefore proposes removing such legislative summaries from policy documents and replacing them with references or links to the relevant legislation or guidance. Additionally, Members have indicated a preference for focusing on high-level direction and principles, rather than reviewing operational procedures—except where procedures directly involve Member input (e.g. Disciplinary Procedures). In such cases, Members wish to retain oversight.

RESOLVED

- a. Members confirmed which policies and procedures they wished to retain oversight of (see attached).
- b. To endorse the approach of streamlining policies by removing legislative duplication.
- c. As a general principle, Members do not need to see procedures based on legislative requirements, except where the Council has chosen to enhance statutory minimum benefits.

PF MAY 2025 ITEM 11 ANNOUNCEMENTS

The following announcement was made:

- Those Members who have not yet had their photo taken by the Communications Officer were requested to contact her to arrange a mutually suitable time.

PF MAY 2025 ITEM 12 MARTYN'S LAW

Members noted that on Thursday 3 April 2025, the Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law, received Royal Assent. This landmark legislation aims to enhance public safety across the UK, by mandating improved security measures at public venues and events, thereby reducing the risk of terrorist attacks. The government have stated that there will be an implementation period of at least 24 months before the Act comes into force.

PF MAY 2025 ITEM 13 GRANTS

Members noted that Grants authorised in 2024/25 relating to the 2025/26 financial year have now been paid or allocated.

Members considered a request by Councillor Tilley for the Police to have use of The Harlington Function room free of charge for a community Coffee Morning.

RESOLVED

- a. To grant the Police grant aid in kind for room hire and tea and coffee facilities from the Community Support budget.
- b. To request that Councillors from the Council and directors from Fleet BID be allowed to come in their official capacity.
- c. That should this be intended to become a regular event, a formal grant application be submitted.

PF MAY 2025 ITEM 14 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 23rd July 2025 at 7pm in the Harlington.

There being no further business the meeting closed at 8:42pm.

Signed: **Date:**
Chairman



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 12th May 2025
at 7pm in the Function Room, The Harlington

Present:

Cllr Chenery

Cllr Hope

Cllr Holt

Officers: Charlotte Benham

1	<p>Apologies</p> <p>Apologies received from Cllr Robinson and Cllr Schofield</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared</p>
3	<p>Public Session</p> <p>None present</p>
4	<p>Approval of the Minutes</p> <p>The minutes of the development and control advisory group meeting held on Monday 28th April were accepted as a correct record of the meeting.</p>
5	<p>25/00625/LDC 24 Cedar Drive, Fleet, Hampshire, GU51 3HD Application for a Lawful Development Certificate for an Existing glass single storey rear extension Comments required by 13 May</p> <p>Building regs approval given in 2022. Building work complete and seeking the equivalent of retrospective planning permission. NO OBJECTION</p> <p>25/00757/HOU 1 Medonte Close, Fleet, Hampshire, GU51 3NU Demolition of single storey side extension and erection of a two storey side extension, single storey rear extension and front porch Comments required by 16 May</p>

- Increase from 3 to 4 bedrooms so additional parking required - can be accommodated on site, but only by creating more hard standing which then breaches Fleet Neighbourhood Plan Policy 15 in respect of the loss of more than 50% of the front garden's soft landscaping harming the ecological and landscape value of the garden.

The Council raises NO OBJECTION to this individual application subject to the imposition of a suitably worded condition which secures biodiversity mitigation measures, or where possible a net gain in biodiversity and incorporates sustainable drainage systems (SUDS) within the remaining garden on the application site. A suitable condition should address the policy conflict and offset any biodiversity, flood risk and climate change impacts.

25/00734/HOU

11 Elms Road, Fleet, Hampshire, GU51 3EG

[Demolition of conservatory and erection of a single storey rear extension](#)

Comments required by 20 May

- Proposal replaces an older traditional style conservatory with a more modern version.
- Does not appear to have any harmful impact on near neighbours.

NO OBJECTION

25/00562/HOU

61 Velmead Road, Fleet, Hampshire, GU52 7LP

[Replacement of doors and windows, conversion of garage complete with roof extension, facade alterations, extension of boundary fence, installation of 19 solar panels and erection of a shed \(part retrospective\)](#)

Comments required by 20 May

- No significant issues.
- Change from brick elevations to white painted render? White render with anthracite window frames is the new architectural standard.

NO OBJECTION in principle but remaining as brick would be more in keeping than white rendering

25/00786/HOU

84 Tavistock Road, Fleet, Hampshire, GU51 4EZ

[Erection of a two storey side/rear extension](#)

Comments required by 20 May

- No real issues with the proposed extension but increase to 4 bedrooms requires a minimum of 3 off-road parking spaces. The garage does not count towards parking so all parking would have to be to the front of the property which would potentially conflict with Fleet Neighbourhood Plan Policy 15 in respect of the loss of more than 50% of the front garden's soft landscaping harming the ecological and landscape value of the garden.

However, the Council raises NO OBJECTION to this individual application subject to the imposition of a suitably worded condition which secures biodiversity mitigation measures, or where possible a net gain in biodiversity

	<p>and incorporates sustainable drainage systems (SUDS) within the remaining garden on the application site. A suitable condition should address the policy conflict and off-set any biodiversity, flood risk and climate change impacts.</p> <p>25/00840/PREAPP 166 Fleet Road, Fleet, GU51 3PD <u>Erection of a four storey building following demolition of existing two storey building, with ground floor commercial unit and undercroft car parking and servicing area and 26 residential apartments at first, second and third floors (14 x 1 bedrooms, 12 x 2 bedrooms)</u></p> <ul style="list-style-type: none"> • Have adopted the statements by the Planning Inspector that a 4 storey building is acceptable, restricted parking provision is acceptable and other issues raised by the inspector have been accommodated by minimum architectural changes • The apartments look to be of minimum space provision and densely packed. • There is no affordable homes based on viability. • There is no proof that this mix (or lack of) apartments meets any demand. The implication is that the immediate area is over supplied with one and two bedroom apartments. Hart's housing policy asks for proof that the proposed mix of properties have regard to the most up to date evidence on housing need and the size, location and characteristics of the site and its surroundings. Most of the offices on the Waterfront Business Park are converting to 1 and 2 bedroom flats. • 4 storeys is out of keeping • No parking shown – will there be parking on site? <p>We will OBJECT if an application is submitted</p>
	<p>Costa Coffee, 156 Fleet Road The proposal is to place 2 x tables and 4 x chairs on the pavement outside the premises from 0730-1900hrs (Mon-Fri), 0800-1900hrs (Sat) and 0900-1600hrs (Sun) Email any comments to HDC</p> <p>Should we consider that all these requests to put tables and chairs on the pavement, in close proximity to the passing public are non-smoking?</p>
6	<p>Noted:</p> <p>Weekly List</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>21st May</p>
8	<p>Date of Next Development Control Committee Meeting</p> <p>Tue 27th May</p>

Meeting closed: 7.35pm

Signed:.....

Date:

Fleet Town Council Current Year**Bank - Cash and Investment Reconciliation as at 30 April 2025**

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	30/04/2025	HSBC	704,035.01
2	30/04/2025	Petty Cash	0.16
3	30/04/2025	HSBC Savings	811,650.20
4	30/04/2025	Public Sector Deposit Fund	3,024,735.00
5	30/04/2025	Nationwide Deposit Account	409,575.44
			4,949,995.81
<u>Other Cash & Bank Balances</u>			
		Cash Floats	2,000.00
		Harlington Damage Deposit Rece	-200.00
		Petty Cash - Harlington	120.00
			1,920.00
			4,951,915.81
<u>Unpresented Payments</u>			
1	25/04/2025	BACS Pymnt	47,982.94
			47,982.94
			4,903,932.87
<u>Receipts not on Bank Statement</u>			
0	30/04/2025	All Receipts Cleared	0.00
			0.00
Closing Balance			4,903,932.87
<u>All Cash & Bank Accounts</u>			
1		Bank Current/Deposit Account	554,423.95
2		Petty Cash - FTC	0.16
3		HSBC Savings Account	811,650.20
4		CCLA Pub Sector Deposit Fund	3,024,735.00
5		Nationwide deposit account	409,575.44
		Other Cash & Bank Balances	1,920.00
		Total Cash & Bank Balances	4,802,304.75

Date: 22/05/2025

Fleet Town Council Current Year

Page 1

Time: 12:10

Cashbook 1

User: SM

Bank Current/Deposit Account

Payments made between 01/04/2025 and 30/04/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/04/2025	Hart District Council - DD	dd830	205.80	205.80		500			Business Rates 25/26
01/04/2025	Hart District Council - DD	dd831	1,636.25	1,636.25		500			Business Rates 25/26
01/04/2025	Hart District Council - DD	dd832	114.13	114.13		500			Business rates 25/26
08/04/2025	Booker Limited	dd833	93.54	93.54		500			Purchase Ledger DDR Payment
09/04/2025	BACS P/L Pymnt Page 2658	BACS Pymnt	17,098.42	17,098.42		500			BACS P/L Pymnt Page 2658
09/04/2025	Total Energies	dd834	53.23	53.23		500			gas 31/1-28/2/25
09/04/2025	Total Energies	dd835	3,668.98	3,668.98		500			gas 31/1-28/2/25
09/04/2025	Total Energies	dd836	407.27	407.27		500			gas 31/1-28/2/25
10/04/2025	Sage UK Ltd	dd837	12.00	12.00		500			Payroll Software 6/4-5/5/25
11/04/2025	Fleet Town Council	DD	4,099.28			516		4,099.28	Pension Apr 25
14/04/2025	HSBC	14/4/25	96.02	96.02		500			Purchase Ledger DDR Payment
14/04/2025	Payment Sense Ltd	dd839	369.55	369.55		500			card charges 1/1-31/3/25
14/04/2025	Payment Sense Ltd	dd840	31.23	31.23		500			card charges 1/1-31/3/25
14/04/2025	NPower - Direct Debits	dd842	51.26	51.26		500			elec 1/2-28/2/25
15/04/2025	NPower - Direct Debits	dd843	30.29	30.29		500			elec 1/2-28/2/25
15/04/2025	NPower - Direct Debits	dd844	237.12	237.12		500			elec 1/2-28/2/25
15/04/2025	HSBC	DD845	3,827.81	3,827.81		500			Credit Card Mar 25
15/04/2025	NPower - Direct Debits	dd846	42.43	42.43		500			elec 1/2-28/2/25
16/04/2025	Xero (UK) Ltd	dd847	0.96	0.96		500			Accounts software 13/4-12/5/25
16/04/2025	Global Payments - Direct Debit	dd848	471.81	471.81		500			card charges 1/3-31/3/25
16/04/2025	Castle Water Limited	dd849	64.66	64.66		500			water 1/3-31/3/25
16/04/2025	Castle Water Limited	dd850	835.52	835.52		500			water 1/3-31/3/25
17/04/2025	Fleet Town Council	BACS	142.28			516		142.28	LGPS Pension Apr 25
17/04/2025	Fleet Town Council	BACS	10,769.61			515		10,769.61	Inland Rev Apr 25
17/04/2025	Fleet Town Council	BACS	33,248.55			520		33,248.55	Payroll Apr 25
17/04/2025	Castle Water Limited	dd851	27.52	27.52		500			water 1/3-31/3/25
22/04/2025	Fleet Town Council	DDR	9,299.29			515		9,299.29	Inland Rev Apr 25
23/04/2025	Central Computer Management Lt	dd852	86.40	86.40		500			payroll march 25
24/04/2025	BACS P/L Pymnt Page 2643	BACS Pymnt	94,428.00	94,428.00		500			BACS P/L Pymnt Page 2643
24/04/2025	Croner Group Ltd	dd853	408.98	408.98		500			H&S and HR April 25
24/04/2025	Booker Limited	dd854	92.15	92.15		500			bar supplies
25/04/2025	BACS P/L Pymnt Page 2648	BACS Pymnt	47,982.94	47,982.94		500			BACS P/L Pymnt
Subtotal Carried Forward:			229,933.28	172,374.27	0.00			57,559.01	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Page 2648
25/04/2025	Payment Sense Ltd	dd855	113.94	113.94		500			card charges 1/3-31/3/25
25/04/2025	Payment Sense Ltd	dd856	17.88	17.88		500			card charges 1/4-30/4/25
25/04/2025	BOC Ltd	dd857	191.46	191.46		500			gas delivery
28/04/2025	Fleet Town Council	BACS	1,000.00			4855	110	1,000.00	FTC Carnival Grant
29/04/2025	HSBC	dd858	74.19	74.19		500			bank charges 8/3-7/4/25
30/04/2025	Focus 4 U Ltd	dd859	8.34	8.34		500			Broadband router delivery
30/04/2025	Global Payments - Direct Debit	dd860	41.72	41.72		500			card charges 1/3-31/3/25
30/04/2025	Vodafone Limited	dd861	44.50	44.50		500			Purchase Ledger DDR Payment
Total Payments:			231,425.31	172,866.30	0.00			58,559.01	

Purchase Ledger for Month No 1

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
01/04/2025	SI-1130 2025		BIG BANG TALENT	BIGBANG	1,750.00	350.00	2,100.00	564	0	1,750.00	Barrioke 26.4.25
30/04/2025	3082758997		BOC	BOC	171.87	34.37	206.24	4700	201	171.87	gas
09/04/2025	0368898		BOOKER	BOOKER	87.44	4.71	92.15	4700	201	73.47	bar supplies
								4710	201	6.98	bar supplies
								4152	204	6.99	bar supplies
09/04/2025	0427102		BOOKER	BOOKER	77.95	15.59	93.54	4700	201	77.95	bar supplies
01/04/2025	20039711		BT REDCARE	BT REDCARE	2,700.00	540.00	3,240.00	4205	310	2,700.00	Ethernet CCTV Annl Rental 31/3
30/04/2025	SI-008371		CALOO	CALOO	1,889.75	377.95	2,267.70	4230	320	1,889.75	replace/repair play unit
02/04/2025	10005961549		CASTLE WATER DD	CASTLEWADD	751.47	84.05	835.52	4115	204	751.47	water 1/3-31/3/25
02/04/2025	10005962281		CASTLE WATER DD	CASTLEWADD	58.35	6.31	64.66	4115	205	58.35	water 1/3-31/3/25
03/04/2025	10006013390		CASTLE WATER DD	CASTLEWADD	25.19	2.33	27.52	4115	208	25.19	water 1/3-31/3/25
07/04/2025	10006060845		CASTLE WATER DD	CASTLEWADD	55.42	4.27	59.69	4115	310	55.42	water 1/3-31/3/25
07/04/2025	10006070919		CASTLE WATER DD	CASTLEWADD	22.17	0.00	22.17	4115	350	22.17	water 1/3-31/3/25
22/04/2025	10006203797		CASTLE WATER DD	CASTLEWADD	117.22	11.64	128.86	4115	320	117.22	water 1/2-31/3/25
01/04/2025	Z001871		CBS	CBS	742.67	148.53	891.20	4170	204	742.67	Maint Contract - Apr 25
09/04/2025	Z001907	4953	CBS	CBS	368.00	73.60	441.60	4170	204	368.00	Repair tap - point
30/04/2025	64885		CENTRAL COM LIVEPAY	CCMLPAY	41.00	8.20	49.20	4550	101	41.00	min charge payroll
04/04/2025	4APRHARL25		CHANELLE ARISTIDE	CHANELLE	400.00	0.00	400.00	603	0	400.00	4 Apr Support act and DJ
28/04/2025	458		CHRIS TRIMBY AUDIO	CHRISTRIMB	150.00	0.00	150.00	4720	201	150.00	taylor swift audio eng
28/04/2025	459		CHRIS TRIMBY AUDIO	CHRISTRIMB	150.00	0.00	150.00	4720	201	150.00	quo audio eng
28/04/2025	460		CHRIS TRIMBY AUDIO	CHRISTRIMB	150.00	0.00	150.00	4720	201	150.00	genesis audio eng
28/04/2025	461		CHRIS TRIMBY AUDIO	CHRISTRIMB	150.00	0.00	150.00	604	0	150.00	sex pissed dolls audio eng
05/04/2025	5425		CHRIS WOODS	CHRISWOODS	3,042.53	608.51	3,651.04	562	0	3,042.53	Genesis 28/3
07/04/2025	10909440		CHUBB FIRE	CHUBB	447.16	89.43	536.59	4170	204	447.16	Fire call point repair
01/04/2025	INV-D-07042		CLOUDY IT	CLOUDYIT	564.20	112.84	677.04	4484	101	378.20	IT Support
								4440	101	186.00	IT Support
23/04/2025	INV0102225		THE COLUMBARIA	COLUMBARIA	551.00	110.20	661.20	4935	350	551.00	Posy on sprial and sanctum pla
08/04/2025	908141869		MOLSON COORS	COORS	754.82	150.96	905.78	4700	201	754.82	bar supplies

Purchase Ledger for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2025	SI-41388		CREST LIFTS	CREST	574.05	114.81	688.86	4170	204	574.05	Maint contract 19/4-19/7/25
19/04/2025	C001017341		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.20	H&S and HR April 25
								4187	101	154.81	H&S and HR April 25
09/04/2025	INV-05284		DTM CONTRACTORS LTD	DTM CONTR	80.00	16.00	96.00	4170	315	80.00	Fix tap
10/04/2025	SI-2390		ELLIS LIVE	ELLISLIVE	7,020.33	1,404.07	8,424.40	560	0	7,020.33	Taylormania
01/04/2025	8067		EUROHIRE	EUROHIRE	90.00	18.00	108.00	4183	201	90.00	Hire multicore
03/04/2025	117583		FIRST STOP SAFETY	FIRST STOP	95.95	19.19	115.14	4175	204	95.95	PAT Tester calibration
01/04/2025	25/004		FLEETPHOENIX	FLPHOENIX	140.00	0.00	140.00	4430	105	140.00	Volunteering award sponsorship
03/04/2025	25/07		FLEETJAZZ	FLTJAZ	226.92	0.00	226.92	578	0	226.92	jazz club march 25
25/04/2025	25/08		FLEETJAZZ	FLTJAZ	231.61	0.00	231.61	579	0	231.61	jazz club exp april
14/04/2025	10767037		FOCUS	FOCUS	6.95	1.39	8.34	4487	205	6.95	Broadband router delivery
04/04/2025	46		GC LIGHTING	GC LIGHTNG	120.00	0.00	120.00	603	0	120.00	abba fever lighting
26/04/2025	47		GC LIGHTING	GC LIGHTNG	120.00	0.00	120.00	564	0	120.00	barrioke lighting
01/04/2025	31MAR25		GLOBAL PAYMENTS DD	GLOBALDD	471.81	0.00	471.81	4420	101	471.81	card charges 1/3-31/3/25
15/04/2025	INV-7260		HALC	HALC	2,656.00	0.00	2,656.00	4460	101	2,656.00	halc affiliation fees 25/26
25/04/2025	3611954547		HCC	HCC	97.85	19.57	117.42	4203	301	97.85	1/10/24-31/3/25 maint charge
01/04/2025	701024754 25/26		HDC	HDC	2,095.80	0.00	2,095.80	4110	350	2,095.80	business rates 25/26
01/04/2025	701024783 25-26		HDC	HDC	16,342.25	0.00	16,342.25	4110	204	16,342.25	Business Rates 2025/26
01/04/2025	701066301 25/26		HDC	HDC	1,185.13	0.00	1,185.13	4110	208	1,185.13	business rates 25/26
01/04/2025	70102475425/26		HDC	HDC	-2,095.80	0.00	-2,095.80	4110	350	-2,095.80	Credit - posted to wrong accou
01/04/2025	70102478325/26		HDC	HDC	-16,342.25	0.00	-16,342.25	4110	204	-16,342.25	Credit - posted to wrong accou
01/04/2025	70106630125/26		HDC	HDC	-1,185.13	0.00	-1,185.13	4110	208	-1,185.13	Credit - posted to wrong accou
01/04/2025	701024754 25/26		HDC DD	HDC DD	2,095.80	0.00	2,095.80	4110	350	2,095.80	Business Rates 25/26
01/04/2025	70102478325/26		HDC DD	HDC DD	16,342.25	0.00	16,342.25	4110	204	16,342.25	Business Rates 25/26
01/04/2025	70106630125/26		HDC DD	HDC DD	1,185.13	0.00	1,185.13	4110	208	1,185.13	Business rates 25/26
09/04/2025	INV-47536		HOGS BACK	HOGSBACK	343.97	68.80	412.77	4700	201	343.97	bar supplies
30/04/2025	INV-48316		HOGS BACK	HOGSBACK	231.86	46.37	278.23	4700	201	231.86	bar supplies
07/04/2025	APR25		HSBC	HSBC	74.19	0.00	74.19	4420	101	74.19	bank charges 8/3-7/4/25
08/04/2025	CCARDMAR25		HSBC	HSBC	3,396.04	431.77	3,827.81	4030	204	319.99	CC/RM/MAR25/SIA TRAINING

Purchase Ledger for Month No 1

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
								4761	201	145.85	CC/RM/MAR25/BAR SWEETS
								4700	201	1.50	CC/RM/MAR25/BAR LEMONS
								4700	201	3.10	CC/RM/MAR25/MILK
								4763	201	59.77	CC/RM/MAR25/BAR SNACKS
								4185	205	203.12	CC/BC/MAR25/CCTV KIT
								4185	208	203.12	CC/BC/MAR25/CCTV KIT
								4185	315	203.11	CC/BC/MAR25/CCTV KIT
								4185	204	36.13	CC/CB/MAR25/DRESSING ROOM
								4185	204	-13.92	CC/CB/MAR25/REFUND DRESSING
								4185	160	56.40	CC/CB/MAR25/REFRESHMENTS BFF
								4185	204	20.98	CC/CB/MAR25/DRESSING ROOM
								4185	204	31.64	CC/CB/MAR25/DRESSING ROOM
								4185	204	42.49	CC/CB/MAR25/URN FOR HC HIRERS
								4185	204	-15.83	CC/CB/MAR25/REFUND DRESSING
								4745	204	40.94	CC/BC/MAR25/SAFETY BOOTS
								4486	101	3.30	CC/BC/MAR25/MICROSOFT
								4486	101	102.55	CC/BC/MAR25/MICROSOFT
								4486	101	343.90	CC/BC/MAR25/MICROSOFT
								4535	105	52.79	CC/CB/MAR25/ANNL MEETING FOOD
								4210	150	92.00	CC/CB/MAR25/FLORAL LICENCE
								4655	150	99.00	CC/CB/MAR25/XMAS DECS LICENCE
								4445	101	6.00	CC/CB/MAR25/SIM CARD
								4445	101	6.00	CC/CB/MAR25/SIM CARD
								4445	101	6.00	CC/CB/MAR25/SIM CARD
								4156	204	11.65	CC/CB/MAR25/FOOD WASTE BIN
								4187	101	9.16	CC/CB/MAR25/ASBESTOS MASKS
								4481	204	9.99	CC/AR/MAR25/SPOTIFY
								4481	204	108.25	CC/AR/MAR25/CANVA
								4433	201	72.00	CC/AR/MAR25/FACEBOOK AD

Purchase Ledger for Month No 1

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
								4175	204	94.56	CC/AR/MAR25/TUBE JOINER
								4559	160	1,008.50	CC/AR/MAR25/SOLICITOR FEES MOR
								4420	101	32.00	CC/RM/MAR25/ANNL CARD FEE
28/04/2025	3025786		IBSOFFICE	IBSOFFICE	259.83	51.97	311.80	4400	101	259.83	Printing costs 28/1-25/4/25
01/04/2025	2025/26		INFO COMM	ICO	73.00	0.00	73.00	4460	101	73.00	Data Protection ICO 2025/26
28/04/2025	16		JOOLS WARREN	JOOLS	150.00	0.00	150.00	564	0	150.00	sound eng barrioke
28/04/2025	IN0028507	04975	KEMPTON CARR	KEMPTON	3,500.00	700.00	4,200.00	4559	120	3,500.00	reinstatement cost assessments
28/04/2025	307306		LAWMANS UK	LAWMANS UK	237.00	47.40	284.40	564	0	237.00	security 26/4
01/04/2025	APREXP		LESLIE HOLT	LESLIEH	42.40	0.00	42.40	4537	105	42.40	2024/25 expense
01/04/2025	134017		LONDON CATERING	LONDONCAT	164.32	32.86	197.18	4152	204	164.32	cleaning supplies
01/04/2025	134018		LONDON CATERING	LONDONCAT	147.86	29.57	177.43	4152	204	147.86	cleaning supplies
24/04/2025	31259		LOOS	LOOS	276.63	55.33	331.96	4290	155	276.63	loos 25% proforma motv
01/04/2025	CVP-173034.1 CR		MORR CO	MORRCO	-1,008.50	-201.70	-1,210.20	4559	160	-1,008.50	Credit completion paid ccard
25/04/2025	INV-1019		MULBERRY LOCAL AUTHO	MULBERRY	273.35	54.67	328.02	4580	101	273.35	Internal audit 24/25
10/04/2025	76794		NEW FOREST ICE CREAM	NEW F ICEC	162.00	32.40	194.40	4762	201	162.00	ice cream
17/04/2025	19071	4964	NIGEL JEFFRIES	NIGELJEFFR	940.00	188.00	1,128.00	4170	310	940.00	flood defence works
17/04/2025	19072		NIGEL JEFFRIES	NIGELJEFFR	580.00	116.00	696.00	4202	350	580.00	bed and bench
24/04/2025	19075		NIGEL JEFFRIES	NIGELJEFFR	125.00	25.00	150.00	4202	301	125.00	water 64 trees
24/04/2025	19076	4967	NIGEL JEFFRIES	NIGELJEFFR	1,980.00	396.00	2,376.00	4200	310	1,980.00	wild flower corridor
24/04/2025	19077		NIGEL JEFFRIES	NIGELJEFFR	120.00	24.00	144.00	4202	315	120.00	remove/dispose monkey bar
29/04/2025	19084		NIGEL JEFFRIES	NIGELJEFFR	185.00	37.00	222.00	4202	310	185.00	install new bin
30/04/2025	19149		NIGEL JEFFRIES	NIGELJEFFR	13,825.90	2,765.18	16,591.08	4200	208	2,325.76	grnds maint april 25
								4200	301	1,472.10	grnds maint april 25
								4200	310	3,955.58	grnds maint april 25
								4200	315	2,108.56	grnds maint april 25
								4200	320	1,793.10	grnds maint april 25
								4200	325	742.96	grnds maint april 25
								4200	350	1,113.75	grnds maint april 25
								4200	330	314.09	grnds maint april 25

Purchase Ledger for Month No 1

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
16/04/2025	CR11724736		NPOWER	NPOWER	-2,573.66	-514.73	-3,088.39	4122	204	-2,573.66	elec 1/9-30/9/24
16/04/2025	CR11761228		NPOWER	NPOWER	-112.90	-5.64	-118.54	4122	205	-112.90	elec 1/9-30/9/24
16/04/2025	IN12856928		NPOWER	NPOWER	112.84	5.64	118.48	4122	205	112.84	elec 1/9-30/9/24
16/04/2025	IN12867692		NPOWER	NPOWER	2,571.74	514.35	3,086.09	4122	204	2,571.74	elec 1/9-30/9/24
16/04/2025	IN12959252		NPOWER	NPOWER	2,101.49	420.30	2,521.79	4122	204	2,101.49	elec 1/3-31/3/25
16/04/2025	CR10573613		NPOWER DD	NPOWERDD	-29.65	-1.48	-31.13	4122	315	-29.65	credit elec 1/4-30/4/24
16/04/2025	CR10573616		NPOWER DD	NPOWERDD	-26.14	-1.31	-27.45	4122	320	-26.14	credit elec 1/4-30/4/24
16/04/2025	CR10895250		NPOWER DD	NPOWERDD	-25.32	-1.27	-26.59	4122	315	-25.32	credit elec 1/5-31/5/24
16/04/2025	CR10895255		NPOWER DD	NPOWERDD	-26.27	-1.31	-27.58	4122	320	-26.27	credit elec 1/5-31/5/24
16/04/2025	CR11129591		NPOWER DD	NPOWERDD	-25.53	-1.28	-26.81	4122	315	-25.53	credit elec 1/6-30/6/24
16/04/2025	CR11129592		NPOWER DD	NPOWERDD	-25.76	-1.29	-27.05	4122	320	-25.76	credit elec 1/6-30/6/24
16/04/2025	CR11345788		NPOWER DD	NPOWERDD	-22.78	-1.14	-23.92	4122	315	-22.78	credit elec 1/7-31/7/24
16/04/2025	CR11345791		NPOWER DD	NPOWERDD	-27.99	-1.40	-29.39	4122	320	-27.99	credit elec 1/7-31/7/24
16/04/2025	CR11558721		NPOWER DD	NPOWERDD	-24.29	-1.21	-25.50	4122	315	-24.29	credit elec 1/8-31/8/24
16/04/2025	CR11558722		NPOWER DD	NPOWERDD	-28.23	-1.41	-29.64	4122	320	-28.23	credit elec 1/8-31/8/24
16/04/2025	CR11761190		NPOWER DD	NPOWERDD	-109.85	-5.49	-115.34	4122	310	-109.85	credit elec 1/9-30/9/24
16/04/2025	CR11761192		NPOWER DD	NPOWERDD	-18.88	-0.94	-19.82	4122	315	-18.88	credit elec 1/9-30/9/24
16/04/2025	CR11761194		NPOWER DD	NPOWERDD	-28.03	-1.40	-29.43	4122	320	-28.03	credit elec 1/9-30/9/24
16/04/2025	CR11761224		NPOWER DD	NPOWERDD	-39.32	-1.96	-41.28	4122	208	-39.32	credit elec 1/9-30/9/24
16/04/2025	CR11998279		NPOWER DD	NPOWERDD	-31.06	-1.55	-32.61	4122	315	-31.06	credit elec 1/10-31/10/24
16/04/2025	CR11998282		NPOWER DD	NPOWERDD	-35.58	-1.78	-37.36	4122	320	-35.58	credit elec 1/10-31/10/24
16/04/2025	IN12848898		NPOWER DD	NPOWERDD	109.74	5.49	115.23	4122	310	109.74	elec 1/9-30/9/24
16/04/2025	IN12856866		NPOWER DD	NPOWERDD	29.91	1.50	31.41	4122	315	29.91	elec 1/4-30/4/24
16/04/2025	IN12856971		NPOWER DD	NPOWERDD	25.13	1.26	26.39	4122	315	25.13	elec 1/5-31/5/24
16/04/2025	IN12857103		NPOWER DD	NPOWERDD	25.47	1.27	26.74	4122	315	25.47	elec 1/6-30/6/24
16/04/2025	IN12857216		NPOWER DD	NPOWERDD	22.63	1.13	23.76	4122	315	22.63	elec 1/7-31/7/24
16/04/2025	IN12857351		NPOWER DD	NPOWERDD	24.48	1.22	25.70	4122	315	24.48	elec 1/8-31/8/24
16/04/2025	IN12857452		NPOWER DD	NPOWERDD	18.97	0.95	19.92	4122	315	18.97	elec 1/9-30/9/24
16/04/2025	IN12857594		NPOWER DD	NPOWERDD	30.90	1.54	32.44	4122	315	30.90	elec 1/10-31/10/24

Purchase Ledger for Month No 1

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
16/04/2025	IN12861661		NPOWER DD	NPOWERDD	39.28	1.96	41.24	4122	208	39.28	elec 1/9-30/9/24
16/04/2025	IN12875885		NPOWER DD	NPOWERDD	26.36	1.32	27.68	4122	320	26.36	elec 1/4-30/4/24
16/04/2025	IN12875972		NPOWER DD	NPOWERDD	26.08	1.30	27.38	4122	320	26.08	elec 1/5-31/5/24
16/04/2025	IN12876038		NPOWER DD	NPOWERDD	25.72	1.29	27.01	4122	320	25.72	elec 1/6-30/6/24
16/04/2025	IN12876211		NPOWER DD	NPOWERDD	27.96	1.40	29.36	4122	320	27.96	elec 1/7-31/7/24
16/04/2025	IN12876296		NPOWER DD	NPOWERDD	28.34	1.42	29.76	4122	320	28.34	elec 1/8-31/8/24
16/04/2025	IN12876371		NPOWER DD	NPOWERDD	28.08	1.40	29.48	4122	320	28.08	elec 1/9-30/9/24
16/04/2025	IN12876494		NPOWER DD	NPOWERDD	35.46	1.77	37.23	4122	320	35.46	elec 1/10-31/10/24
16/04/2025	IN13000915		NPOWER DD	NPOWERDD	41.90	2.10	44.00	4122	310	41.90	elec 1/3-31/3/25
16/04/2025	IN13000916		NPOWER DD	NPOWERDD	49.03	2.45	51.48	4122	315	49.03	elec 1/3-31/3/25
16/04/2025	IN13000920		NPOWER DD	NPOWERDD	26.53	1.33	27.86	4122	320	26.53	elec 1/3-31/3/25
16/04/2025	IN13000952		NPOWER DD	NPOWERDD	31.61	1.58	33.19	4122	208	31.61	elec 1/3-31/3/25
14/04/2025	3926	4973	NPTREEMANAGE	NPTREE	2,586.50	517.30	3,103.80	4250	208	2,586.50	priority 3 tree works
28/04/2025	3938	4973	NPTREEMANAGE	NPTREE	1,041.00	208.20	1,249.20	4250	350	1,041.00	priority 3 tree work
11/04/2025	6113486		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	card charges 1/4-30/4/25
11/04/2025	6113487		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	card charges 1/3-31/3/25
30/04/2025	APR25		PAYMENTSSENSE	PAYMENTSSEN	210.52	0.00	210.52	4422	201	210.52	Card charges 1/4-30/4/25
30/04/2025	002124		CHCLEANING	PRIMA	2,263.80	452.76	2,716.56	4150	204	2,263.80	cleaning 1/4-30/4/25
30/04/2025	002125		CHCLEANING	PRIMA	694.05	138.81	832.86	4150	205	694.05	cleaning 1/4-30/4/25
30/04/2025	002126		CHCLEANING	PRIMA	424.05	84.81	508.86	4150	204	424.05	cleaning 1/4-30/4/25
30/04/2025	002127		CHCLEANING	PRIMA	127.05	25.41	152.46	4150	315	127.05	cleaning 1/4-30/4/25
30/04/2025	002128		CHCLEANING	PRIMA	64.05	12.81	76.86	4150	310	64.05	cleaning 1/4-30/4/25
30/04/2025	002129		CHCLEANING	PRIMA	127.05	25.41	152.46	4150	320	127.05	cleaning 1/4-30/4/25
02/04/2025	02042025		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	ashes
28/04/2025	WREATH25		RBL	RBL	27.50	0.00	27.50	4535	105	27.50	VE80 wreath
01/04/2025	SM31651		RBS	RBS	1,641.00	328.20	1,969.20	4481	101	1,641.00	Cashbook Sub Exps 31/3/26
01/04/2025	SM31653		RBS	RBS	116.00	23.20	139.20	4481	101	116.00	VAT Sub Exp 31/3/26
01/04/2025	SM31654		RBS	RBS	265.00	53.00	318.00	4481	101	265.00	Asset Sub Exps 31/3/26
24/04/2025	7564	4978	REDSHANK IT SERVICES	REDSHANK	78.50	15.70	94.20	4400	101	78.50	printer toner

Purchase Ledger for Month No 1

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
04/04/2025	43175	4970	RH INSULATION	RHINSULATI	1,860.00	372.00	2,232.00	4172	204	1,860.00	Encapsulate Asbestos
01/04/2025	01042025		RUAIRI MCNULTY	RUAIRI	30.00	0.00	30.00	4187	204	30.00	safety boot contribution
07/04/2025	07042025		RUAIRI MCNULTY	RUAIRI	72.00	0.00	72.00	4041	204	72.00	Travel to bristol training
15/04/2025	15042025		RUAIRI MCNULTY	RUAIRI	72.00	0.00	72.00	4041	204	72.00	travel to training
01/04/2025	21032025		RUAIRI MCNULTY	RUAIRI	146.25	0.00	146.25	4041	204	146.25	travel to training
06/04/2025	GB-00500402		SAGE	SAGE	10.00	2.00	12.00	4550	101	10.00	Payroll Software 6/4-5/5/25
28/04/2025	374		THE SEX PISSED DOLLS	SEXPISSD	1,700.00	0.00	1,700.00	604	0	1,700.00	Performance
01/04/2025	INV-18406		SG POS	SGPOS	70.00	14.00	84.00	4728	204	70.00	web services april 25
30/04/2025	APREXP25		SIAN TAYLOR	SIAN	40.50	0.00	40.50	4041	350	40.50	April Expense
09/04/2025	62593	4965	SIGNWAY	SIGNWAY	221.95	44.39	266.34	4185	160	221.95	Parking signs
04/04/2025	2258		STAGEHEADS LTD	STAGEHEADS	1,350.00	270.00	1,620.00	603	0	1,350.00	abba fever
03/04/2025	SOT-1455		STEREO	STEREOTONI	5,254.34	0.00	5,254.34	557	0	5,254.34	oasish mar 25
30/04/2025	25040084		TICKETSOLVE	TICKETSOLV	1,031.86	0.00	1,031.86	4490	201	1,031.86	gross sales tickets apr25
12/04/2025	374499834/25		TOTAL ENERGIES DD	TOTENGDD	55.04	2.75	57.79	4120	208	55.04	gas 28/2-31/3/25
12/04/2025	374499890/25		TOTAL ENERGIES DD	TOTENGDD	3,331.60	666.32	3,997.92	4120	204	3,331.60	gas 28/2-31/3/25
12/04/2025	374499944/25		TOTAL ENERGIES DD	TOTENGDD	274.36	54.87	329.23	4120	205	274.36	gas 28/2-31/3/25
02/04/2025	90003162		VIMTO	VIMTO	418.63	83.73	502.36	4700	201	418.63	bar supplies
19/04/2025	446188-015		VIRGIN MEDIA	VIRGIN	181.83	36.37	218.20	4487	204	181.83	broadband Apr 25
15/04/2025	INV-18207		WOOSHWASHROOMS	WOOSH	1,302.00	260.40	1,562.40	4152	204	1,302.00	Hygiene exps 23/4/26
13/04/2025	INV-23457556		XERO	XERO	0.80	0.16	0.96	4481	101	0.80	Accounts software 13/4-12/5/25
01/04/2025	542747847		ZURICH	ZUR	10,544.04	0.00	10,544.04	4130	101	10,544.04	Insurance 1/4-31/3/26
01/04/2025	543311858		ZURICH	ZUR	4,454.38	0.00	4,454.38	4130	101	4,454.38	Insurance 1/4-31/3/26
16/04/2025	543700370		ZURICH	ZUR	1,596.76	0.00	1,596.76	4130	101	1,596.76	FTFC Ins exps 31/3/26
TOTAL INVOICES					119,334.39	13,434.06	132,768.45			119,334.39	

FLEET TOWN COUNCIL ASSET REGISTER - SUMMARY 31.3.25

Buildings	£
Ancells Community Centre	1
Ancells Farm Pavilion	1
Basingbourne Sports Pavilion	1
Calthorpe Football Club Dressing Room (Fleet Town Football Club)	1
Calthorpe Football Clubhouse (Fleet Town Football Club)	1
Calthorpe Hut	1
Calthorpe Pavilion	1
Calthorpe Scout HQ	1
Cathorpe Cricket Pavilion Clubhouse	1
Fleet Cemetery Shelter	1
Fleet Cemetery Toilet block	1
Harlington	1
Lion's Community Store GU526TQ	1
Oakley Pavilion	1
Scout Hut, Basingbourne	1
War Memorial	1
	16

Land	£
Ancells Farm Pavilion	6
Basingbourne	1
Branksomewood Road	1
Calthorpe Park	1
Cemetery	2
Coxheath Road	1
Duke Mead	1
Durnsford Avenue	1
Edenbrook Park	2
Holland Gardens	1
Leawood Road	1
Longmead	1
New Barn Close	1
Oakley Park	1
The Views	1
	22

Paths	£
Ancells Farm Pavilion	1
Basingbourne	1
Calthorpe Park	1
Cemetery	1
Oakley Park	1
The Views	1

The Views	20780
	20,786

Play Equipment	£
Ancells Farm Pavilion	84,728
Basingbourne	69,112
Branksomewood Road	2
Calthorpe Park	242,559
Edenbrook Park	405
Oakley Park	19,950
The Views	3,012
	419,768

Signage, Bins, Seats, Goalposts	£
Ancells Farm Pavilion	17,301
Basingbourne	3,187
Calthorpe Park	1
Cemetery	36,480
Edenbrook Park	5
Oakley Park	6,253
The Views	3,086
Town Centre	29,926
	96,239

Contents	£
Ancells Farm Community Centre	1,793
Ancells Farm Pavilion	12,980
Harlington Technical/Streaming	48,674
Harlington	249,142
	312,590

TOTAL ASSETS	849,422
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FLEET TOWN COUNCIL

SUMMARY OF FINANCIAL STATEMENTS

For the year ending 31st March 2025

Background to the Council's Financial Statements

The Council's financial statements are prepared in accordance with the Accounts and Audit Regulations 2015 and the Joint Panel on Accountability and Governance Practitioners' Guide, using sector specific finance software (Rialtas Omega).

This document provides a summary of the Council's unaudited accounts at the year ending 31st March 2025, for general information only as a supplementary document to the Annual Governance and Accountability Return (AGAR) 2024/25.

The financial statements are a fair representation of the Council's unaudited financial position at the year end.

The Council's external auditor is BDO UK LLP.

Prepared by: Sarah Moore, Finance and Admin Manager

Date: 27th May 2025

Balance Sheet and Reserves as at 31st March 2025

	Notes	31 st March 2024 £	31 st March 2025 £
Current Assets			
Debtors Control	1	41,803	24,114
VAT Control		0	13,049
Prepayments		9,858	0
Stock		8,254	7,839
Bank Current Account		302,044	89,856
Petty Cash & Floats		2,136	2120
CCLA Public Sector Deposit Fund	2	2,200,000	3,024,735
HSBC Savings Account	2	300,584	810,391
Nationwide saver	2	824,735	408,576
Harlington Events Control		1,307	936
Total Assets		£3,690,720	£4,381,617
Current Liabilities			
VAT Control		4,138	0
Creditors Control	3	41,286	110,736
Credit Card Creditor		1,720	0
Christmas Festivities		4,576	0
Christmas Day Lunch		4,481	0
Receipts in Advance	4	16,218	8,821
PAYE/Ni Due		9,775	9,892
Accruals		47,731	27,535
Harlington Events Control		59,617	65,408
Total Liabilities		£189,542	£222,391
Total Assets Less Current Liabilities		£3,501,179	£4,159,226
Represented by Reserves			
General Fund		441,727	570,729
EMR – Pension Obligation		40,000	50,000
EMR – Cemetery Memorial Testing 2024		4,750	6,075
EMR – CP Tennis Sinking 2026		58,563	65,563
EMR – S106 Sensory Garden 2021		10,981	10,981
EMR – Assets		0	140
EMR – Cemetery Works (Badgers)		7,000	7,000
EMR – Play Equipment		29,517	92,517
EMR – Elections 2026		6,250	11,250
EMR – Edenbrook Commuted Sum		81,160	,116,160
Harlington Development Fund		2,821,231	3,207,505
EMR – Music on the Views		0	7,032
EMR – Christmas Day Lunch		0	5,139
EMR – Ancells Bus		0	2,178
EMR – Christmas Festival		0	6,956
Total Reserves		£3,501,179	£4,159,226

Summary of Income and Expenditure for the Year Ending 31st March 2025

	Notes	31 st March 2024 £	31 st March 2025 £
Income			
Central Administration		106,168	165,855
Precept – Operational		846,115	903,236
Precept – Harlington Development		412,017	439,622
Civic Events / Town Centre		5,957	46,258
Harlington Events	5	516,298	541,778
Building	6	24,669	8,873
Ancells Community Centre		28,991	32,947
General Open Spaces		9,517	832
Parks & Pavilions	7	47,421	42,486
Cemetery	8	110,524	88,260
Lengthsman Scheme		0	6,600
Total Income		£2,107,676	£2,276,746
Expenditure			
Central Administration	9	222,159	253,748
Civic & Democratic		3,233	2,350
Grants	10	60,043	62,428
Projects	11	13,500	12,055
Civic Events / Town Centre/ Climate		53,562	75,865
Harlington Development		16,282	53,347
Harlington Events	12	487,285	519,885
Building	13	265,506	267,204
Ancells Community Centre		58,993	63,689
General Open Spaces		39,252	38,580
Parks & Pavilions	14	211,814	234,755
Cemetery	15	47,168	31,494
Lengthsman Scheme		0	3,300
Total Expenditure		£1,478,799	£1,618,699
General Fund Analysis			
Opening Balance		441,727	570,729
Plus: Income for Year		2,107,676	2,276,746
<i>Subtotal</i>		2,488,513	2,847,475
Less: Expenditure for Year		1,478,799	1,618,699
<i>Subtotal</i>		1,009,714	1,228,776
Net Transfer of Reserves	16	567,987	658,047
Closing Balance		£441,727	£570,729

Financial Statements - Supplementary Notes for the Year Ending March 2025

Current Assets

1. Debtors Control

The debtors control account (£24.1k) is comprised of income due in the year but not yet received at the year end from:

Item	Amount
Sales – hall hire, lettings, cemetery	£24,114
Total	£24,114

2. Interest from Investments

The Council earned interest from the following sources last financial year:

Item	Interest Received
CCLA Public Sector Deposit Fund *	£131,213
HSBC Savings Account	£9,807
Nationwide saver	£22,635
Total	£163,655

* All balances are shown on the balance sheet. HSBC Savings interest and Nationwide interest are paid into respective accounts, CCLA interest is paid into HSBC Current.

Current Liabilities

3. Creditors Control

The creditors control account holds £110.7k for expenditure relating to the 2024/25 financial year that will be paid in the following financial year, once the invoices have been processed.

4. Receipts in Advance

The Council has received £8.8k of income for activities that will take place in the next financial year or that have been deferred.

Item	Income Received
Music on The Views grants / sponsorship	£8,821
Total	£8,821

Income

5. Harlington Events

Event income (£541.8k) at The Harlington exceeded the budget prediction by £17k.

The cost centre as a whole returned a positive balance of £21.9k, versus the £18.9k deficit budgeted.

Salaries were underspent by £32.2k, whilst shows costs and marketing exceeded budget by £8.5k.

6. Building (Harlington)

The Harlington building income is for the proportionate recharge of utility costs to Fleet Library.

7. Parks & Pavilions

Unbudgeted income of £4.7.5k was received from Zurich Insurance for building claim.

The tennis courts at Calthorpe Park brought in almost the same level of income as the previous year.

8. Cemetery

Cemetery income (£88.2k) decreased by 20% compared to last year.

Overall, the cost centre exceeded its budgeted surplus by £22.2k.

Income exceeded budget by £17.5k whilst expenditure was £6k less than budget.

Reduced expenditure on Cleaning, Building Maintenance, Ground Works (Badgers), General Upkeep, Mobile Phones, Subscriptions, Repairs and Inspections has given a £5.7k decrease against budget.

Expenditure

9. Central Administration

Administration was underspent against budget by £3k.

10. Grants

The Council contributed £62.4k to the community in the form of financial assistance, rent-free accommodation and community event support, detailed in the table below:

Beneficiary	Grant Contribution
Basingstoke Canal	£18,309
Fleet Connect	£13,152
Fleet Phoenix (accommodation offset amount)	£15,834*
Sasha's Project (accommodation offset amount)	£10,933*
The Vine Church – for recreational equipment for youth club	£500
Citizens Advice – to provide advice to residents	£2,000
Girlguiding Southwest – supporting international event 2025	£200
Calls & Visits – to provide support to housebound individuals	£500
Fleet Spurs FC – supporting installing a fence to prevent vandalism	£1,000
Fleet Repair Café – room hire cost	£700
Total	£63,128

* Internal transfer of funds between Council accounts.

In addition to the above grants, the Council supported various community organisations through the provision of rent waivers for the following Council leases:

- Fleet Lions Community Store – Basingbourne Park
- Scout Hut – Calthorpe Park
- Fleet Cricket Club and grounds
- Scouts Hut – Basingbourne Park
- Guides Hut – Basingbourne Park
- Fleet Phoenix – Office/Storeroom

11. Projects

The Council scheduled two technical projects to take place in the financial year using agreed funds from 2025/26 due to the urgency of failing equipment. New laptops were purchased to replace failing desktops and phones were moved to VoiP (Internet based) removing soon to be redundant landlines.

The web development work was commissioned and has been completed for FTC. Harlington website will be completed early financial year 2025/26.

Costs have been received from solicitors in relation to the lease.

12. Harlington Events

Expenditure for the Harlington events programme was in budget, but showed a 7% increase compared to last year mainly due to an increase in:

- Performance costs, stock and sales costs: + £13.8k
- Salary costs (including the impact of increases to the minimum wage): + £18.9k.
- Marketing to support the events programme: + £2k.

Some of these costs are inevitable as they are linked to an increase in sales activity.

13. Building (Harlington)

Compared to the previous financial year, expenditure allocated to the building increased by 1%.

Overall, the Building cost centre was £35k under budget, largely in the area of lower utility costs due to the mild winter.

14. Parks & Pavilions

Across all cost centre totals for the Parks and Pavilions, there is a £16.6k underspend against budgeted expenditure.

Tree Surgery had an overall underspend of £4.2k, Playground Maintenance overall underspend of £4.7k, Grounds Maintenance overall underspend of £6k and Equipment underspend of £7k. These figures don't reflect overspend resulting in the net underspend above.

Overall increase from last financial year is £22.2 increase by 8%. Comparing to 2023/24 budget to 2024/25 budget, Grounds Maintenance expenditure increased £8.3k overall, Tree Surgery increased £3.2k overall and Playground Maintenance increased £8.4k overall.

15. Cemetery

Cemetery expenditure is £6k under budget, with overall decrease from last financial year of £6.6k. Against 2023/24 budget overall expenditure was decreased in the following areas: Gound Works (Badgers) and Additional Ground Works £8k less and Tree Surgery £1.7 less.

General Fund Analysis

16. Net Transfer of Reserves

The following reserves transfers took place in the 2024/25 financial year:

Ear Marked Reserve Account	Opening Balance at 01.04.24 (£)	Net Transfers (£)	Closing Balance at 31.03.25 (£)
321 – Pension Obligation	40,000	10,000	50,000
329 – Cemetery Memorial Testing 2024	4,750	1,325	6,075
330 – CP Tennis Sinking Fund 2026	58,563	7,000	65,563
332 – S106 Sensory Garden 21	10,981	0	10,981
340 – Cemetery Works Badgers	7,000	7,000	7,000
345 - Play Equipment	29,517	63,000	92,517
350 – Elections 2026	6,250	5,000	11,250
355 – Edenbrook Commuted Sum	81,160	35,000	116,160
360 – Harlington Development Fund	2,821,230	386,275	3,207,505
365 – Music on the Views	0	7,032	7,032

Fleet Town Council Summary of Financial Statements March 2025

370 – Christmas Day Lunch	0	5,139	5,139
375 – Ancells Bus	0	2,178	2,178
380 – Christmas Festival	0	6,956	6,956
Totals	£3,059,451	£528,905	£3,588,356

In the 2025/26 financial year, the Council will use the Edenbrook Commuted Sum to fund general maintenance costs and the refurbishment of the two playgrounds.

Summary

At the start of the financial year, the Council budgeted a £69.5k deficit. Due to income exceeding budget by £185.5k, as a result of bank interest received, Ancells hall hire income, Harlington event sales, and cemetery income and expenditure being £27.3k less than budget (taking into account transfers to EMR's as detailed above), the deficit was eliminated.

The year end position has resulted in an improved General Fund closing balance of £570,729, an increase of £129,002.



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

24 April 2025

Dear Rita

Re: Fleet Town Council
Internal Audit for Financial Year Ended 31 March 2025 – Final Audit report

Executive summary

Following completion of our final internal audit on 24 April 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

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

Some assertions, as noted in this report, were tested at the interim internal audit completed during the financial year and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

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

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

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

Regulation

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

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

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

Independence and competence

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

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

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

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

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

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Interim internal audit recommendations

Audit Point	Interim Audit Findings	Council comments
I. BANK AND CASH	It is clear the council has a robust system in place to complete these key internal control checks, however I recommend the council amends its Financial Regulations to include reference to the bank reconciliation process and suggest using the NALC model Financial Regulation 2.6 as a basis for this, which states ‘At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.’	At the final audit, I noted that the council has updated its Financial Regulations to include the requirement to verify bank reconciliations.

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

Testing conducted at the interim internal audit.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

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

Audit findings

Testing conducted at the interim internal audits.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

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

Audit findings

Testing conducted at the interim internal audits.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

“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.”

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

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

Audit findings

Testing conducted at the interim internal audits.

The year-end budget report shows income reported as 109 % of budget and expenditure at 75%. The expenditure budget includes an amount to be allocated to the EMR for the Hartington project, and overall, the budget has been accurately set and carefully monitored throughout the year. There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

At the end of the financial year, the council held circa £3,588,000 in earmarked reserves, spread across a range of clearly identifiable projects. I checked the purpose of these earmarked reserves with the Clerk and am satisfied they are all for legitimate future planned projects of the council.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

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

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

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

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

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

The general reserve balance at the end of the financial year is circa £570,000, which is within the recommended range.

E. INCOME

Internal audit requirement

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

Audit findings

Testing conducted at the interim internal audits.

F. PETTY CASH

Internal audit requirement

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

Audit findings

Testing conducted at the interim internal audits.

G. PAYROLL

Internal audit requirement

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

Audit findings

Testing conducted at the interim internal audits.

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions.

H. ASSETS AND INVESTMENTS

Internal audit requirement

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

Audit findings

Testing conducted at the interim internal audits.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register.

The council has no borrowing nor long-term investments.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

At the second interim internal audit, I noted that while it is clear the council has a robust system in place to complete key internal control checks, I recommended the council amends its Financial Regulations to include reference to the bank reconciliation process and suggest using the NALC model Financial Regulation 2.6 as a basis for this.

At the final audit, I noted that the council has updated its Financial Regulations to include the requirement to verify bank reconciliations.

I reviewed the March 2024 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors.

J. YEAR END ACCOUNTS

Internal audit requirement

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

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting.

COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ACCOUNTING STATEMENT).

Section 1 – Annual Governance Statement

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
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.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
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.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2023/24 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and

	introduction of internal controls and/or external insurance cover where required.		appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>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.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
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.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

Section 2 – Accounting Statements

AGAR box number		2023/24	2024/25	Internal Auditor notes
1	Balances brought forward	2,872,302	3,501,179	Agrees to 2023/24 carry forward (box 7)
2	Precept or rates and levies	1,258,132	1,342,858	Figure confirmed to central precept record
3	Total other receipts	849,544	933,888	Agrees to underlying accounting records
4	Staff costs	503,307	550,668	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	975,492	1,068,031	Agrees to underlying accounting records
7	Balances carried forward	3,501,179	4,159,226	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	3,629,499	4,335,578	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	848,544	849,421	Matches asset register total and changes from previous year have been traced
10	Total borrowings	0	0	Council has no borrowing
11a	Disclosure note re Trust Funds (including charitable)	No	No	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)	N/A	N/A	N/A – the council is not a sole trustee

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2023/24 and published on the council website.

The variance analysis has been completed as an internal exercise at explanations are not required by the External Auditor. This is a good exercise for internal staff training and has been completed with sufficient detail that it would explain the variances to the External Auditor if required.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2023/24 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

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

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

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

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

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

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

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGARs are available for review on the council website for financial years 2019/20 to 2023/24 inclusive.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2023/24 Actual	2024/25 Proposed
Date AGAR signed by council	5 June 2024	4 June 2025
Date inspection notice issued	6 June 2024	6 June 2025
Inspection period begins	7 June 2024	9 June 2025
Inspection period ends	18 July 2024	18 July 2025
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council. I was able to confirm that the proposed dates for 2024/25 meet the statutory requirements.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2024 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4
- Section 2 - Accounting Statements 2023/24, approved and signed, page 5

Not later than 30 September 2024 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2024.

I was able to confirm that the Notice of Conclusion of Audit and External Auditor Report and Certificate were published on the council's website before 30 September 2024.

The council has therefore met the publication requirements for 2023/24 have been met.

O. TRUSTEESHIP

Internal audit requirement

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

Audit findings

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

Achievement of control assertions at final internal audit date

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

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review in the previous year tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N	The authority has complied with the publication requirements for previous year's AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Yours sincerely



Andy Beams

Director, Mulberry Local Authority Services Ltd

Final Internal Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
None		

Annual Internal Audit Report 2024/25

FLEET TOWN COUNCIL

www.fleet-tc.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

04/10/2024 10/01/2025 24/04/2025

Name of person who carried out the internal audit

A. BEAMS, MULBERRY LAS LTD

Signature of person who carried out the internal audit

A. Beams

Date

24/04/2025

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



OFFICER: Sarah Moore, Finance and Admin Manager
DATE: 14th May 2025
MEETING: Council 4th June 2025
SUBJECT: Item 10 - Review of the Effectiveness of the System of Internal Control for the Year Ending March 2025

Purpose of the Report:

The purpose of this report is to put forward for the consideration and approval of Members the annual review of the effectiveness of the Councils system of internal control for the 2024/25 financial year.

Background to the report:

Regulation 3 of the Accounts and Audit Regulations 2015 requires the Council to have in place 'a sound system of internal control which facilitates the effective exercise of its functions and the achievement of its aims and objectives, ensures that the financial and operational management of the authority is effective, and includes effective arrangements for the management of risk'.

In addition, regulation 6 requires the Council to 'conduct an annual review of the effectiveness of its system of internal controls'.

The outcome of this review must be taken into account in the preparation, consideration and approval of the Annual Governance Statement, which forms part of the Councils Annual Governance and Accountability Return.

Undertaking a review of the effectiveness of the Councils system of internal control will therefore ensure that the Council meets the requirements of the Accounts and Audit regulations 2015, and provide the Council with much of the information, evidence and assurance it needs to approve the Annual Governance Statement.

AGAR Section 1 – Annual Governance Statement 2024/25	Are the Control Measures Effective?	Control Measures and Supporting Evidence
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes.	<p>Budget preparation for current financial year Refer to minutes P&F 24/7/24 item 13, P&F 16/10/24 item 10, Council 4/12/24 item 11, Establishment 13/11/24 item 12.</p> <p>Budget control for current financial year Refer to minutes: P&F 15/5/24 item 8, P&F 16/10/24 item 6, P&F 19/2/25 item 6</p> <p>Bank Reconciliation Refer to minutes: TC 3/7/24 item 8, TC 4/9/24 item 11, TC 2/10/24 item 8, TC 6/11/24 item 8, TC 4/12/24 item 7, TC 8/1/25 item 7, TC 5/2/25 item 7, TC 5/3/25 item 7</p>

AGAR Section 1 – Annual Governance Statement 2024/25	Are the Control Measures Effective?	Control Measures and Supporting Evidence
		Asset Register Refer to minutes: P&F 15/5/24 item 8, TC 2/10/24 item 4, TC 5/3/25 item 9
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes.	Procurement Processes Standing Orders and Financial Regs Refer to minutes TC 4/9/24 item 14, TC 2/10/24 item 10, TC 8/1/25 item 8 Credit Cards Refer to minutes TC 5/2/25 items 8 and 12 Payment Authorisation Refer to minute's PF 15/5/24 item's 8 and 10, PF 24/7/24 item 5, PF 16/10/24 item 6, PF 19/2/25 item 6 <ul style="list-style-type: none"> • Quotes for work obtained when required and also where at all possible, to ensure good value. • Approval of large value contracts tendered through Contracts Finder and comply with regulations. Evidence contained in minutes. • Larger value purchases made in accordance with Financial Regulations and evidenced in minutes. Refer to minutes PF 19/2/25 item 8 • Office staff made aware of procurement and payment processes in the Financial Regulations and Standing Orders. Processes are reinforced with Officers periodically. Financial Risk Assessment Refer to minutes: TC 4/9/24 item 13, TC 2/10/24 item 9. Payment Authorisation Refer to minutes: PF 15/5/24 items 8 and 10, PF 24/7/24 item 5, PF 16/10/24 item 6 Direct debits: refer to minutes PF 19/2/25 item 6. <ul style="list-style-type: none"> • Purchase order system in place for all purchases, signed off by the RFO. Items checked against budget. • Invoices checked and signed off by at least two members of staff. • Bank signatories are provided with a complete list of payments from the accounts system and a copy of all invoices to verify payments. • Officers are unable to make payments via the bank account without authorisation from two Council bank signatories. • No petty cash payments made. Has been run down to zero for FTC. • Credit card statements are verified with Officer report and checked by RFO.

AGAR Section 1 – Annual Governance Statement 2024/25	Are the Control Measures Effective?	Control Measures and Supporting Evidence
<p>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.</p>	<p>Yes.</p>	<p>Council Policies Refer to minutes PF 16/10/24 item 9, PF 19/2/25 item 11</p> <ul style="list-style-type: none"> • Policy review schedule in place to ensure that policies are legally compliant. • Standing Orders and Financial Regulations in place and up to date. • Key health and safety and HR policies in place. • The Council has General Power of Competence. • Email Management: every officer and councillor has a fleet-tc.gov.uk email <p>Professional Advice</p> <ul style="list-style-type: none"> • Obtaining legal advice to assist with decision making. • Utilise advice from the internal auditor on matters of financial governance as required. • Contracted HR service to ensure that people management processes are legal and up to date. • Receive HALC and HR notes updating on legislative changes, which are implemented and reported to the Council as required.
<p>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.</p>	<p>Yes.</p>	<p>Public Rights</p> <ul style="list-style-type: none"> • Relevant notices displayed outside the FTC offices and on the FTC website as per the Accounts & Audit Regulations. • Verified by internal auditor as being correctly published.
<p>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.</p>	<p>Yes.</p>	<p>Risk Management Refer to minutes: TC 4/9/24 item 13, TC 2/10/24 item 9</p> <ul style="list-style-type: none"> • Oversight of risk management by Risk Management Working Group. • Last risk register approved by Council on 2/10/24. • Current risk register reviewed by Risk Management Working Group on 30.7.24 and next review due is 2/7/25. <p>Insurance Cover</p> <ul style="list-style-type: none"> • Insurance cover renewed every year. • Insurance requirements reviewed by RFO.
<p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p>	<p>Yes.</p>	<p>Internal Audit Refer to minutes: TC 3/7/24 items 9 and 12, TC 6/11/24 item 12, TC 5/2/25 item 11</p>

AGAR Section 1 – Annual Governance Statement 2024/25	Are the Control Measures Effective?	Control Measures and Supporting Evidence
		<ul style="list-style-type: none"> • The scope of the internal audit process is effective and follows the requirements in the Practitioner's Guide to Proper Practices. • All key controls are tested as part of the internal audit process, such as bank reconciliation, contract approval, payroll, asset register and risk management. • The Council's application of its Standing Orders and Financial Regulations are tested. • The internal audit is an independent financial professional.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes.	Audit Reports Refer to minutes: TC 3/7/24 items 9 and 12, TC 6/11/24 item 12, TC 5/2/25 item 11 <ul style="list-style-type: none"> • Internal audits reports are reported to the Council and an action plan is agreed. • Internal audit took place on 4/10/24 and 10.01.25. No significant issues have been raised. • The final internal audit took place on 24.4.25. • Last year's external audit did not raise any qualifications.
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.	Yes.	Unforeseen Events <ul style="list-style-type: none"> • There are no unknown liabilities, commitments or unforeseen events that are likely to have a financial impact on the Council. • The Council will be made aware of any such events immediately, if they arise. • Annual provision made in reserves and ear marked reserves are used to provide for other potential commitments.

Overall Assessment Summary

During the financial year ending 2025, the review of effectiveness of internal control has not identified any material issues with the Council's financial systems.

The internal audit reports for the year have not identified any significant matters for concern. An action plan is prepared to address with any internal audit recommendations.

RECOMMENDATION

To approve the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2025.

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

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	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***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:

and recorded as minute reference:

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

Chair

Clerk

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	
---------------------------	--

☐

I confirm that there are no conflicts of interest with BDO LLP.

☐

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name

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	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.
2. (+) Precept or Rates and Levies	1,258,132	1,342,858	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	849,544	933,888	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	503,307	550,668	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	975,492	1,068,031	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	3,501,179	4,159,226	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	3,629,499	4,335,578	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.
9. Total fixed assets plus long term investments and assets	848,544	849,421	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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

R. Chong

Date

24/04/2025

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

as recorded in minute reference:

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



Rita Tong
Executive Officer
Fleet Town Council
236 Fleet Road
Fleet
Hampshire
GU51 4BY

21st May 2025

Re: Report – Grant Aid in Kind

Silent Storms have been facilitating a weekly Men's Talking Group every Monday including Bank Holiday's since 17th March 2025 and have recently been given our Registered Charity Status.

During this short, embryonic but positive period, we have witnessed troubled men begin to change, walk a little taller, holding their heads up just by simply talking about the triggers/issues they face and believing that no matter how rough the storm is, it will pass.

We are pleased to provide the following feedback:

Attendance Figures

We have an average of 5 men attend weekly allowing Silent Storms to provide 10hrs a week of safe non-judgmental space for men to talk and be offered peer-to-peer support and associated signposting.

Attendees Feedback

The feedback received is thankful and grateful that this free talking group is available in Fleet and in some instances enquiries as to why it has taken so long for this to be available to the local community.

The comment that we have saved a life is a common thread. In addition to this, the group provides much needed support to all that attend and a real lifeline to some individuals.

Challenges Faced

Currently we are based in the WRVS space, which is used as a green room for performers and storage. The layout will not work as group grows to maintain confidentiality etc. when attendees are split into two or more groups.

Parking charges – Free or discounted parking would be nice for us to be able to offer as we do at both our Aldershot Clubs.

Entrance – while it is great that we have an independent entrance it is hidden and despite manning the front of the Harlington in Gurka Square, we know that people have come and gone away as they expected to see it at the Main Front Entrance.

Storage - kit and equipment left in random places from previous users (stage equipment) the storage area allocated to Silent Storms, a share of a side room, leaves our property vulnerable and we often find our property moved around.

Awareness – This is one area that we are concerned about.

We left a pull up banner with the Harlington to display for us – having visited on several occasions at random times to date we have not seen it on show.

We have made requests with everyone we meet for help to our social media campaign but this slow forthcoming.



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



EMAIL ADDRESS: ADMIN@SILENTSTORMS.CO.UK



WEB: www.silentstorms.co.uk



REGISTERED CHARITY No. 1213216



We need further assistance with this and respectfully we ask for this help to come from yourselves in the first instance through local businesses, advertising etc.

Our mentors who are all volunteers, attend Fleet Market on the first Saturday of each month to man a stall to engage with the passing foot traffic and hand out as many flyers as then can, also walk the High Street asking retailers if we can put them in their windows and walk through Car parks again handing them out at every opportunity.

We recently took part in a Volunteer Recruitment Event held in Hart Shopping Centre and positive conversations are on-going with both Fleet Lions and Fleet Town Football Club to raise our position, awareness in the community and help to raise funds.

Plans for the future of the service

To remain a community based, community focused charity delivering a much need space for any male aged 18+ to talk about his problems and to prevent that one-man decision that he cannot change...

Further develop our presence within Fleet and the surrounding areas.

Secure a long-term space that we can settle in, to call our own allowing us to use for additional meetings, Mentor De-compression sessions, Trustee meeting and to hold meeting with potential sponsors etc.

Further develop relationships with Fleet Lions and Fleet Town Football Club and to begin to market ourselves to local businesses.

Invest on-going training for the Mentors.

Should you require any additional information or feedback please do not hesitate to contact admin@silentstorms.co.uk.

Finally, thank you for on-going support and funding which really does make a difference to that one man.

Yours Sincerely

Paul Collins

Co-Founder and Trustee.



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



EMAIL ADDRESS: ADMIN@SILENTSTORMS.CO.UK






WEB: WWW.SILENTSTORMS.CO.UK



REGISTERED CHARITY NO. 1213216

Application for Grant Form

Please note that grants cannot be given to individuals and are normally for a maximum of £1000 unless you can demonstrate benefit for a significant percentage of residents of Fleet (not including Elvetham Heath and Church Crookham who have their own Parish Councils).

1.	Name of Organisation Address Bank Account details for payment Account Sort Code	Sasha's Project Waverley House, Waverley Avenue, Fleet GU51 4NN Sasha's Project 
2.	Name, Address and Status of Contact & position E-mail address	Angela Forster, Trustee 
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes Charity Number: 1195793
5.	Date of establishment of Organisation	1 st March 2019 (charity registration Sept 2021)
6.	Details of purpose of Grant (please use additional sheet to include details)	We are requesting a grant to cover the cost of renting the crisis drop-in centre at The Point, on a Friday and Saturday night from 8pm until 6am for the period 1 st April 2025 – 31 st March 2026. The full amount of the grant will be spent with Fleet Town Council. The purpose of using the premises is to provide a crisis drop-in centre for the young people of Hampshire aged 13 – 25yrs, who are struggling with their mental health, experiencing a crisis or who are feeling suicidal.
7.	Amount applied for (using previous pricing data)	£9,235.20
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	The crisis centre is open to any young person (13-25yrs) from Hart and district, who is struggling with their mental health. During the period March 2024 to date, we have supported over 60 young people, their parents and families/friends. Data is kept about each person who contacts the charity for support, although the circumstances don't always lend themselves to postcodes being given or recorded. From the information that is available, the majority of young people are from the Hart area.

9.	Projected income and expenditure of project/event	<p>We anticipate raising approximately £8,000 - £10,000 in 2025/6 through grant applications, fundraising and donations. This will cover the cost of training, supplies and promotional materials.</p> <p>In addition we are fundraising for specific project (details attached)</p> <p>We have no salaried staff as we are fully run by volunteers.</p>					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
	<p>We have applied for various grants but none of which apply to this activity (rent), except for those applications to other parishes. Details to follow</p>						
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	<p>Without the very generous funding from Fleet Town Council, we would not be able to continue to open at The Point.</p>					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	<p>Fleet Town Council have kindly funded the rental costs of Sasha's Project since we opened in March 2019</p>					
13.	How will you publicly acknowledge Fleet Town Council's contribution?	<p>We acknowledge the support of Fleet Town Council on all our literature and on our social media accounts.</p>					

You may use a separate sheet of paper to submit any other information which you feel will support this application. (Please see further information attached at the end of this application form)

Signed:



Date: 20.05.2025

The following documents must be included with your application for it to be considered.

All the following documents are provided in separate emails	YES	T.C. USE CHECKED
Last Financial Years Accounts	✓	
Constitution	✓	
Copy of most recent Bank Statement for all accounts	✓	
Safeguarding Policy	✓	

Office Use

	Officer	Date
Grant Application verified?		
Committee decision?		
Applicant notified?		
If approved funds released?		
Press Release and Photo?		
Self-evaluation form of Event sent?		

Fleet Town Council Grant Application form update

When we first launched Sasha's Project back in 2019, we were aiming to raise enough funds to open a crisis house, but appreciated even then that it would take considerable funding which would take a minimum of 10 years to achieve. This is still a future aim of the charity and we continue to actively fundraising towards it.

In the meantime, we continue our work at the drop-in centre, open two nights a week, supporting young people in our community who are struggling with poor mental health. We are also supporting parents and were delighted to be able to open the drop-in centre to all parents who are struggling because of their child's poor mental health. Parents often feel isolated, not knowing where to turn and it is hugely beneficial to be able to offer them peer support from Listening Volunteers who really understand what it is like. We can help them navigate the system and also signpost them to organisations and charities who can help. A parent who is supported can support their child so much more effectively.

Most weeks 1 to 2 young people – or their families or friends – contact us and we are able to provide them with support that actively helps, based on feedback from those individuals and their families.

We recently launched our Telephone Support service which is open every night, and it has helped to increase Sasha's Projects visibility and engagement with people who can now speak to us by phone and then visit the drop in Centre as a follow-up.

Recent research has shown that young people are more likely to go for help and support to somebody who is familiar, so our Listening Volunteers are now trained in outreach work. They walk around our local community, connecting with young people who are out and about. They also engage with other professionals / volunteers who are working during the night, making invaluable networks. One of the huge advantages of operating from The Point is that the location enables our volunteers to be able to operate the outreach scheme within easy reach of the town centre.

The Point provides a very safe location for our Listening Volunteers, who are often two females, on shift very late at night. Volunteers feel safe because they are very close to the town centre and all the activity that goes on throughout the evening, there are always people around. It is also important for the young people who visit the drop-in centre, because they can easily reach us.

We have strengthened our partnerships with local schools and colleges, actively engaging with them each term, and also work with the ICB and Health & Wellbeing board. Feedback from professionals on outcomes has been excellent. This wonderful to learn, not only for the young people concerned but also bearing in mind that each suicide in the UK is estimated to cost £1.46 million and impacts 135 people.

Finally, I'd like to stress that all fundraising has gone to training, directly providing services and saving for project goals. Since we started, no salaries have been made to any charity personnel or volunteers.

We are very grateful to Fleet Town Council for their continued support of the charity, this grant enables us to continue our vital work within the community supporting our young people and sometimes providing early intervention support in a young person's life, before they circle down into crisis.

17. GROUNDS MAINTENANCE – TENDER REPORT & AWARD OF CONTRACT

Background

The deadline for receipt of tenders for the Grounds Maintenance contract was 13:00 on Friday, 16 May 2025. In accordance with Financial Regulation 11.1(e), the sealed tender submissions were opened by the Executive Officer in the presence of Councillor Stanton. 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 and Councillors Einchcomb, Schofield, Tilley and Stanton.

One submission, identified as Bidder A, was disqualified on the grounds of non-compliance, having failed to return all documentation as specified in the invitation to tender.

To ensure consistency and transparency in the evaluation process, all remaining tenderers were contacted by the Finance Manager for clarification on aspects of their pricing. This step was undertaken to ensure that all bids were assessed on a like-for-like basis.

Tender Results

Section	Max Points	Max %	% per point	Bidder A	Bidder B	Bidder C	Bidder D	Bidder E	Bidder F	Bidder G
Method Evaluation										
Section 3: References	5	5.00%	1.00%	0	2	3	4	3	3	2
Sub-Criterion 1 - Infrastructure Plans	5	15.00%	3.00%	0	3	4	4	3	3	3
Sub-Criterion 2 - Operational Delivery	5	20.00%	4.00%	0	3	3	4	3	3	2
Sub-Criterion 3 - Mobilisation, Innovation, and Added Value	5	20.00%	4.00%	0	3	4	4	2	2	2
Method Score TOTAL	20	60.00%	10.00%	0.0%	35.0%	39.5%	48.0%	32.0%	30.0%	25.5%
Price Score					£271,659	£188,443	£191,009	£189,218	£134,985	£ 472,201
Price Score % TOTAL		40.00%		0.0%	20.0%	28.6%	28.3%	28.5%	40.0%	11.4%
TOTAL OVERALL COMBINED SCORE				0.0%	55.0%	68.1%	76.3%	60.5%	70.0%	36.9%

Recommendation

The panel recommend that the contract be awarded to Bidder D

15 Adams Drive
Fleet, Hants
GU51 3DZ

Fleet Town Council

26 May 2025

Dear Rita,

You asked me to drop a note to Fleet Town Council to let them know how the VE80 Celebration Event had gone on Thu 8 May.

It was a memorable and moving day.

The sun shone, teams and organisations from across Fleet worked incredibly well together to deliver a day of commemoration, education and celebration. Attendance was high with three predicted 'waves' of people – older folk at the Ceremony, younger people and families joining in the afternoon and a huge number of people singing, dancing and enjoying the music all evening. Everyone was clearly having a wonderful time celebrating the momentous day. There were no incidents or injuries. By midnight Gurkha Square had been restored to normal.

An array of WW2 military vehicles and several stunning local civilian cars from the 1930s and 1940s provided a perfect backdrop to the moving Ceremony organised by The RBL. The PA system provided by Chrys Goodburn ensured that the hundreds attending could hear every word.

Our VIPs – anyone who actually remembered WW2 - were then invited to share their personal memories of the war over tea. Their live testimony was, for many, the highlight of the day. They reminded us all of the privations, pain and loss of that long conflict but some were able to make us laugh, even at the age of 99 and 101. Wonderful people.

The beautifully decorated Tea Tent, organised collaboratively by Hart Lions and Christians Together from 9am to 7pm, became the 'beating heart' of the event. Veterans rested and shared memories, everyone engaged with each other and all were made welcome.

Throughout the day stallholders entertained and educated us all - some raising much-needed funds at the same time; the public including beavers and cubs visited the war memorial and sat on the benches donated by Fleet Lions; scouts offered tomahawk throwing and fire-lighting on the Views; and local vendors sold quality food and drink.

Performers in the evening were a drill display by 413 (Aldershot) Sqn RAF Air Cadets, the RBL Farnborough Concert Band, Shuffletunes Choir, Modern Jive Kings (whose jive

lesson had around 100 people up and dancing), the talented Fleet Rock Orchestra, soloist Chanelle Aristide and headline rock band The Potential. A fantastic array of local talent – all of whom waived their fees and declined any expenses. Phill Gower lit the beacon at 9.30pm and we paused to remember the sacrifice and suffering of millions that led to Victory in Europe on 8 May 1945.

I am grateful to Fleet Town Council for insuring and underwriting the cost of the Celebration Event. Ironically, we are actually able to offer funds back to many contributors as costs were far lower than anticipated. Rita Tong acted as finance lead and her team supported with masses of printing and laminating. The Harlington provided power supply and staging and the Market Team (Dan Taylor specifically) pitched gazebos at 6am and cleared them away at 11pm. Crucially, Cllr Janet Stanton and Cllr Sue Tilley were key to the huge success of the day – it could not have been delivered without their experience, connections, ideas and support.

More broadly however, the VE80 Celebration exposed three important lessons:

- The voluntary sector can enthusiastically collaborate to deliver superb events if motivated and led effectively, even at short notice when others perceive no need.
- That Fleet needs a public space in which to gather and celebrate significant events. Gurkha Square should be a treasured part of the fabric of the town, controlled by the town. It is more than a car park.
- That Fleet has hugely talented artistic and musical residents who deserve greater exposure and support as they contribute to the life and vibrancy of the town.

Yours,

David Millen

Lead Volunteer, Fleet VE80 Celebration Event