Notice is hereby given of

THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING
on
Wednesday 10th December 2025 at 7pm at The Harlington

All Committee members are summoned to attend.

To Councillors:
G. Chenery, P. Einchcomb, R. Fang, L. Holt, E. May, A. Oliver, R. Schofield, J. Stanton, D. Taylor, S. Tilley, P. Wildsmith and G. Woods.

RC Tong

Rita Tong, Executive Officer
3rd December 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.	**MINUTES OF THE PREVIOUS MEETING** To receive and approve as a correct record the minutes and confidential minutes of the RLA Committee held on Wednesday 17th September 2025 (*copy attached*).
Part 1 – ITEMS FOR DECISION	
5.	**THE CEMETERY CLERK'S REPORT** To receive a report from the Cemetery Clerk *(copy attached)* **RECOMMENDATION** To note the report.
6.	**THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT** To receive for noting an update on events, hiring's and operational activities of The Harlington and Ancells Farm Community Centre from the General Manager *(copy attached).*

RECOMMENDATION
To note the report of the General Manager.

7. HALLMASTER REPORT TO 31 OCTOBER

To receive the Hallmaster report to 31 October 2025.

RECOMMENDATION
To note the Hallmaster Report to 31 October 2025.

8. FLEET CRICKET CLUB

Fleet Cricket Club has approached the Council seeking the following support measures:

- Commissioning of a Schedule of Condition for the leased premises.
- Transfer of responsibility for grass cutting of the cricket area to the Council.
- Transfer of responsibility for maintenance of trees within the lease area to the Council.

Indicative costs for the requested works are provided below:

- **Grass Cutting:**
  Addition to the existing grounds maintenance contract to mow the outfield during the growing season (typically April to mid-October) is costed at **£110 + VAT per occasion**.

  The total annual cost will depend on the required frequency of cuts, noting that comparable grounds are cut either fortnightly or weekly depending on club needs and budget availability.

- **Tree Works:**
  Cost to undertake the works identified in the **2025 Tree Survey** is **£510 + VAT**.
  (This may require access equipment capable of driving on the outfield.)
  Ongoing annual costs for tree maintenance are expected to vary between **£500–£2,000 + VAT**, depending on future survey findings and required interventions.

The Club has also recently changed its legal status, necessitating an amendment to the existing lease agreement. The Council's solicitor has quoted **£1,500–£1,700** for the assignment of the lease. Ordinarily, such costs would be met by the tenant; however, given the Club's current financial circumstances, it is likely they will request financial assistance from the Council in meeting this cost.

RECOMMENDATION
That Members determine the level of support, if any, to be provided to Fleet Cricket Club

9. FEES AND CHARGES

To receive a report on proposed Fees & Charges for 2026/27 *(copies attached).*

RECOMMENDATION
To agree the schedule of Fees and Charges for 2026/27.

Part 2 – ITEMS TO NOTE

10. TREE SURVEY WORK

The annual tree survey has been completed, and quotes for the required works have been received. The survey categorises works into priority levels based on urgency:

- **Priority 1** (Immediate works): These urgent works have already been completed at a cost of **£1,020.00**.
- **Priority 2** (Works to be completed within 3 months): Scheduled to commence shortly, with a total cost of £11,058.50
- **Priority 3** (Works to be completed within 12 months): Estimated cost of £7,555.00
- **Priority 4** (Works to be completed within 18 months): Estimated cost of £125.00

	• **Resistograph survey** – Internal surveying of large trees to determine health / works required: £500 The annual tree maintenance budget is **£24,850**, of which **£16,498** has already been spent, leaving a remaining balance of **£8,352**. This is insufficient to cover the Priority 2 works. In light of recent legal judgements against Councils concerning injuries arising from poorly maintained trees, Officers recommend completing the **Priority 3** works within the current financial year to minimise risk. **Priority 4** works will be deferred to the 2026/27 financial year, which remains compliant with the survey's recommended timeframes. This assessment does not include any unforeseen or reactive tree works that may arise during the year. The full tree survey report is available to Members upon request.
11.	**BASINGBOURNE PAVILION CEILING** The Council received £1,682.54 from the insurance claim made. The repairs cost £2,.24 and have now been completed.
12.	**INSURANCE FOR USER EQUIPMENT** Following an enquiry from a pavilion user regarding insurance for equipment stored in a Council building (RLA September 2025, Item 12), Officers reviewed the Terms & Conditions issued to hirers of our Community Centres. While the existing Terms & Conditions already required hirers to hold their own insurance, the wording has now been amended to remove any ambiguity and to make clear that hirers are responsible for insuring their own equipment and for holding appropriate public liability insurance.
13.	**PLAY PARK REPAIRS** Following the recent ROSPA inspection, quotes have been obtained for the necessary remedial works identified in their reports. The total cost of the "MEDIUM PRIORITY" works is estimated at £11,466.58. As of the end of November, the Play Equipment Maintenance budget has an unspent balance of £20,700. Therefore, it is anticipated that these works, including addressing low-risk items, can be accommodated within the Play Equipment Maintenance budget. Work is scheduled to commence shortly.
14.	**THE VIEWS SKATEPARK** A meeting was held with the contractor on 10 November 2025 which included youth from Fleet Phoenix. The design was discussed and slightly amended to improve flow and safety. Fearless Ramps anticipates starting work in early 2026.
15.	**REGISTRATION OF CEMETERY LAND** The Statement of Truth regarding the absence of historic Deeds, together with an OS-compliant map of the cemetery, has been submitted to the Council's solicitors to support the registration of the cemetery land with HM Land Registry. The solicitors will now proceed to lodge the registration application on behalf of Fleet Town Council. They have advised that, if the application is successful, FTC will be granted possessory title only, as no historical deeds are available to evidence ownership by Hart District Council prior to the land being transferred to FTC under the parish order. Once the land has been registered with possessory title for a period of 12 years, FTC may apply to upgrade this to absolute title.
16.	**ANNOUNCEMENTS** To receive any announcements from the Executive Officer.

17. FUTURE EVENTS

To note future events taking place on Council property, as detailed below.

Carols in the Park	12th December 2025	Basingbourne Park
Fleet Half Marathon	27th March 2026	Calthorpe Park

18. DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure & Amenities Committee will be held on Wednesday 18th March 2026, 7pm at The Harlington.

Part 3 – CONFIDENTIAL ITEMS

Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the Meeting
The following types of business will be treated as confidential:

a. Engagement, terms of service, conduct and dismissal of employees
b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts
c. Receipt of professional legal advice and preparation of cases in legal proceedings
d. The early stages of any dispute
e. Matters of a commercial nature.

There are no confidential matters for consideration.

FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 17th September 2025 at 7pm

* Councillor Einchcomb (Chairman)
0 Councillor Taylor (Vice Chairman)

*	Councillor Chenery	*	Councillor Stanton
0	Councillor Fang	*	Councillor Tilley
#	Councillor Holt	#	Councillor Wildsmith
0	Councillor May	0	Councillor Willcocks
0	Councillor Oliver	*	Councillor Woods
*	Councillor Schofield		

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

Also in attendance:
Rita Tong – Executive Officer
Facilities and Open Spaces Manager (FOSM)
General Manager of The Harlington
Cemetery Clerk
Friends of Basingbourne Park representative
Friends of Oakley Park representative
Paul Woodman - Resident

RLA SEPTEMBER 2025 ITEM 1 APOLOGIES

Members received and accepted the apologies as noted above.

RLA SEPTEMBER 2025 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

RLA SEPTEMBER 2025 ITEM 3 QUESTIONS FROM THE PUBLIC

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

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

The Executive Officer provided the following responses:

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

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

RLA SEPTEMBER 2025 ITEM 4 MINUTES OF PREVIOUS MEETING

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

RLA SEPTEMBER 2025 ITEM 5 THE CEMETERY CLERK'S REPORT

Members received a report from the Cemetery Clerk.

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

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

RLA SEPTEMBER 2025 ITEM 6 THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

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

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

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

RESOLVED
Members resolved to note the report.

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

RLA SEPTEMBER 2025 ITEM 7 PADEL TENNIS AT CALTHORPE PARK

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

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

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

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

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

RLA SEPTEMBER 2025 ITEM 8 EVENT APPLICATIONS

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

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

RLA SEPTEMBER 2025 ITEM 9 THE VIEWS SKATEPARK

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

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

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

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

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

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

RLA SEPTEMBER 2025 ITEM 10 THE VIEWS PLAY AREA

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

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

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

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

RESOLVED

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

RLA SEPTEMBER 2025 ITEM 11 HARLINGTON CARBON AUDIT

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

The audit established the following baseline for The Harlington:

- **Electricity Consumption:** 180,126 kWh, equating to 46.2 tonnes CO_2e.
- **Gas Consumption:** 428,347 kWh, equating to 78.8 tonnes CO_2e.
- **Total Annual Carbon Footprint:** 125.0 tonnes CO_2e.

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

RESOLVED

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

RLA SEPTEMBER 2025 ITEM 12 INSURANCE – USER EQUIPMENT STORED IN COUNCIL PAVILION

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

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

RESOLVED

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

RLA SEPTEMBER 2025 ITEM 13 BASINGBOURNE SCOUT HUT – REPLACEMENT PROJECT

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

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

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

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

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

RLA SEPTEMBER 2025 ITEM 14 TREE PLANTINGS

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

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

RLA SEPTEMBER 2025 ITEM 15 BASINGBOURNE PAVILION CEILING

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

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

RLA SEPTEMBER 2025 ITEM 16 ANNOUNCEMENTS

There were no announcements.

RLA SEPTEMBER 2025 ITEM 17 FUTURE EVENTS

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

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

RLA SEPTEMBER 2025 ITEM 24 DATE AND TIME OF NEXT MEETING

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

CONFIDENTIAL ITEMS – CLOSED SESSION

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

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

RLA SEPTEMBER 2025 ITEM 25 CEMETERY EXTENSION – LEGAL AND PLANNING MATTERS

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

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

RESOLVED

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

The meeting closed at 9:12pm.

Signed: ……. Date…….

Chairman

Officer Report

RLA December 2025

OFFICER: **Sian Taylor**
DATE: **3rd December 2025**
SUBJECT: **Cemetery Report**

Memorial testing
The failed memorials have now been made safe, with the 19 older memorials laid down. The remaining memorials have either been laid down or staked for safety.

Some of the affected memorials have already been repaired, but many still require attention. Increased contact is expected around Christmas, when visitors notice the site notices.

Badgers
The ecologist visited the cemetery and was contacting Natural England however we are now out of the time limit where action can be taken for the winter. I will monitor the situation over the next few months and keep in contact with the ecologist.

A bone was discovered which the badgers had disturbed and the ecologist advised that it was likely moved by a fox after the badger displaced it. This has now been reburied and burial records updated accordingly.

New extension
Registration process has progressed. A Statement of Truth regarding the lost deeds and an OS-compliant map have been submitted. The solicitor will now lodge the registration application.

A separate solicitor is handling the access rights issue. After FTC confirmed that HDC has no records of extinguishing access rights when applying for the cemetery extension, the matter is now back with the solicitor for further advice on options.

Graves in current burial area following new rules
The affected graves are slowly being addressed by the owners of the exclusive rights although there are many that still need to respond to my emails/letters.

The area is beginning to look tidier

Given that we are so close to Christmas, and in order to avoid causing distress during this period, I plan to take further action in January for the graves that still need attention. I will contact the owners again to advise them that FTC will proceed with the necessary work and that charges will be applied.

South and South East in Bloom
We received a Gold award again this year. Thanks to the grounds maintenance teams who help us achieve this.

OFFICER REPORT **ITEM 6**

DATE: RLA meeting 10th December 2025

OFFICER: Alex Robins – General Manager

REPORT COVERING: September - November 2025

1. General overview

- It's been a typical Autumn season, with the number of shows increasing, ticket sales growing, and hall hires and hire requests getting busier.

  Five sell out shows and an average capacity of 76% across the period is an excellent result, especially due to losing two thirds of the box office, marketing and booking team at the same time. It made for a tough September, where sales were lower than normal. This was due to a mix of losing most of the team, together with the department manager having not long returned from a long period of maternity leave and already playing a lot of catch up on the past year of being seriously under resourced. However, the recruitment process saw a rearrangement of the department and the acquisition of two excellent additions to the ranks in Mel and Izzy. They have a lot of training to complete in one of the busiest periods of the year, whilst the latest brochure has also had to be designed, together with shows created and all the background marketing requirements for each individual show. Workload is at an absolute maximum, and the team is looking forward to breaking through the choppy waters at some stage! The officer would like to thank the team for coping in such challenging situations. They've done a fine job in getting the venue on the right path and attempting to move forwards.

  By the time of this meeting, the final Harlington shows of the year will have been completed and the venue turned around ready for panto.

  RECOMMENDATION: FOR NOTING

2. Hall hire

Hires have increased considerably since the normal summer slowdown. A couple of recent show hires have increased income, and the panto hire for December will give the budget a good boost, meaning a year end finish on budget or very close to it expected.

3. Ticket Sales

Financial successes (over £1,000) Sept/Oct/Nov (based on net ticket sales v performance costs)
80's Rewind x 2 - £10,000 contribution
Ultimate Elton - £2,200 contribution
Comedy Club - £2,000 contribution
Jazz Club x 3 - £1,900 contribution
Creedence Clearwater Review - £1,400 contribution
Flash Queen - £1,400 contribution
Bad Manners - £1,250 contribution
Cheesy Bingo - £1,100 contribution

Kerry Ellis - £1,000 contribution

Financial losses Sept/Oct/Nov (based on net ticket sales v performance costs)
Johnny Cash Roadshow - £700 deficit

4. Bars

- As is the trend, it's been a good period for bar sales, with October and November in particular delivering strong sales. December is also expected to be a good month and will give a strong indication of how the year will finish. Currently the officer is projecting an on-target finish to the year.

5. Ancillary sales (Confectionery, Ices, Snacks, Merchandise)

- Ancillary sales have performed slightly ahead of target for the period.

6. Ancells Farm Community Centre

- Income has been positive to date and is projected to slightly exceed budget at year end. Although costs are sitting roughly in the right place, building repairs have exceeded budget and the car park invoice hasn't been received yet. It could have a large bearing on final costs, hopefully in a positive way.

RECOMMENDATION: FOR NOTING

2025/26

Monthly Performance Totals (net of VAT)

April	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
The Big Abba Party	£ -	£ 3,608.00	57%	£ 1,750.00	£ 1,858.00	£ 1,887.74	£ 755.63	£ 1,132.11	£ 274.73	£ 5,495.74	£ 2,780.36	£ 2,715.38
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 157.91	£ 64.26	£ 93.65	£ -	£ 157.91	£ 64.26	£ 93.65
Comedy Club	£ -	£ 1,242.50	45%	£ 1,000.00	£ 242.50	£ 874.74	£ 354.22	£ 520.52	£ 286.93	£ 2,117.24	£ 1,641.15	£ 476.09
Jazz Club	£ -	£ 1,487.50	65%	£ 951.61	£ 535.89	£ 446.32	£ 179.73	£ 266.59	£ 48.84	£ 1,933.82	£ 1,180.18	£ 753.64
The Dumb Waiter	£ -	£ 1,460.42	47%	£ 686.40	£ 774.02	£ 401.66	£ 161.69	£ 239.97	£ 76.31	£ 1,862.08	£ 924.40	£ 937.68
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 268.66	£ 112.01	£ 156.65	£ 61.05	£ 513.66	£ 173.06	£ 340.60
Clinton Baptise	£ -	£ 6,186.25	100%	£ 4,328.82	£ 1,857.43	£ 1,265.74	£ 508.31	£ 757.43	£ 265.58	£ 7,451.99	£ 5,102.71	£ 2,349.28
Sex Pissed Dolls	£ -	£ 1,778.33	43%	£ 1,700.00	£ 78.33	£ 1,565.83	£ 627.48	£ 938.35	£ 247.36	£ 3,344.16	£ 2,574.84	£ 769.32
Barrioke	£ -	£ 3,775.83	58%	£ 3,500.00	£ 275.83	£ 2,843.16	£ 1,138.71	£ 1,704.45	£ 339.55	£ 6,618.99	£ 4,978.26	£ 1,640.73
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 201.41	£ 80.90	£ 120.51	£ -	£ 501.41	£ 80.90	£ 420.51
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 154.41	£ 62.29	£ 92.12	£ -	£ 1,293.61	£ 62.29	£ 1,231.32
TOTALS FOR APRIL	£ 1,684.20	£ 19,538.83		£ 13,916.83	£ 5,622.00	£ 10,067.58	£ 4,045.23	£ 6,022.35	£ 1,600.35	£ 31,290.61	£ 19,562.41	£ 11,728.20
May	**Hall Hire Income**	**Ticket sales**	**% of capacity**	**Perf costs**	**Contribution**	**Ancillary sales**	**Cost of stock**	**Contribution**	**Casual Staffing**	**Total performance income**	**Total performance costs**	**Total performance contribution**
Floyd Effect	£ -	£ 5,460.00	100%	£ 3,799.80	£ 1,660.20	£ 1,968.16	£ 793.29	£ 1,174.87	£ 320.51	£ 7,428.16	£ 4,913.60	£ 2,514.56
Money for Nothing	£ -	£ 4,590.83	100%	£ 2,500.00	£ 2,090.83	£ 2,050.82	£ 823.82	£ 1,227.00	£ 320.52	£ 6,641.65	£ 3,644.34	£ 2,997.31
Bootleg Blondie	£ -	£ 3,895.00	71%	£ 1,400.00	£ 2,495.00	£ 2,234.58	£ 895.63	£ 1,338.95	£ 314.41	£ 6,129.58	£ 2,610.04	£ 3,519.54
Film Club x 1	£ 150.00	£ -	n/a	£ -	£ -	£ 143.83	£ 57.67	£ 86.16	£ -	£ 293.83	£ 57.67	£ 236.16
Jazz CLub	£ -	£ 1,683.33	73%	£ 1,019.22	£ 664.11	£ 541.32	£ 218.53	£ 322.79	£ 82.72	£ 2,224.65	£ 1,320.47	£ 904.18
Comedy Club	£ -	£ 1,071.67	39%	£ 1,000.00	£ 71.67	£ 843.16	£ 341.92	£ 501.24	£ 280.84	£ 1,914.83	£ 1,622.76	£ 292.07
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 175.57	£ 70.56	£ 105.01	£ -	£ 175.57	£ 70.56	£ 105.01
King King Acoustic	£ -	£ 2,829.17	59%	£ 2,500.00	£ 329.17	£ 728.24	£ 293.73	£ 434.51	£ 167.99	£ 3,557.41	£ 2,961.72	£ 595.69
Ceroc x 5	£ 1,424.00	£ -	n/a	£ -	£ -	£ 8.25	£ 3.30	£ 4.95	£ -	£ 1,432.25	£ 3.30	£ 1,428.95
TOTALS FOR MAY	£ 1,574.00	£ 19,530.00		£ 12,219.02	£ 7,310.98	£ 8,693.93	£ 3,498.45	£ 5,195.48	£ 1,486.99	£ 29,797.93	£ 17,204.46	£ 12,593.47
June	**Hall Hire Income**	**Ticket sales**	**% of capacity**	**Perf costs**	**Contribution**	**Ancillary sales**	**Cost of stock**	**Contribution**	**Casual Staffing**	**Total performance income**	**Total performance costs**	**Total performance contribution**
90's v 2000's Rewind	£ -	£ 8,176.67	100%	£ 3,150.00	£ 5,026.67	£ 5,736.16	£ 2,298.63	£ 3,437.53	£ 528.08	£ 13,912.83	£ 5,976.71	£ 7,936.12
Brave Rival	£ -	£ 2,649.17	77%	£ 1,294.46	£ 1,354.71	£ 1,460.74	£ 584.30	£ 876.44	£ 345.84	£ 4,109.91	£ 2,224.60	£ 1,885.31
Martin Fry	£ -	£ 7,815.00	73%	£ 5,804.16	£ 2,010.84	£ 793.58	£ 319.86	£ 473.72	£ 290.00	£ 8,608.58	£ 6,414.02	£ 2,194.56
Film Club x 3	£ 450.00	£ -	n/a	£ -	£ -	£ 327.57	£ 131.24	£ 196.33	£ 13.00	£ 777.57	£ 144.24	£ 633.33
The Jam'd	£ -	£ 3,428.33	54%	£ 1,750.00	£ 1,678.33	£ 2,191.83	£ 877.93	£ 1,313.90	£ 299.45	£ 5,620.16	£ 2,927.38	£ 2,692.78
Cheesy Bingo	£ -	£ 3,485.00	100%	£ 2,424.43	£ 1,060.57	£ 2,325.74	£ 933.83	£ 1,391.91	£ 394.50	£ 5,810.74	£ 3,752.76	£ 2,057.98
Jazz Club	£ -	£ 1,220.83	52%	£ 923.29	£ 297.54	£ 399.49	£ 160.35	£ 239.14	£ 27.47	£ 1,620.32	£ 1,111.11	£ 509.21
Goldie Lookin Chain	£ -	£ 4,274.17	52%	£ 3,700.00	£ 574.17	£ 2,225.82	£ 892.01	£ 1,333.81	£ 372.52	£ 6,499.99	£ 4,964.53	£ 1,535.46
Studio 236	£ -	£ 1,998.33	37%	£ 3,400.00	-£ 1,401.67	£ 1,628.83	£ 653.09	£ 975.74	£ 306.35	£ 3,627.16	£ 4,359.44	-£ 732.28
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 167.91	£ 67.74	£ 100.17	£ -	£ 167.91	£ 67.74	£ 100.17
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,139.20	£ -	£ 1,139.20
TOTALS FOR JUNE	£ 1,589.20	£ 33,047.50		£ 22,446.34	£ 10,601.16	£ 17,257.67	£ 6,918.98	£ 10,338.69	£ 2,577.21	£ 51,894.37	£ 31,942.53	£ 19,951.84
July	**Hall Hire Income**	**Ticket sales**	**% of capacity**	**Perf costs**	**Contribution**	**Ancillary sales**	**Cost of stock**	**Contribution**	**Casual Staffing**	**Total performance income**	**Total performance costs**	**Total performance contribution**
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 335.91	£ 135.21	£ 200.70	£ -	£ 335.91	£ 135.21	£ 200.70
Film Club x 1	£ 150.00	£ -	n/a	£ -	£ -	£ 72.25	£ 28.90	£ 43.35	£ -	£ 222.25	£ 28.90	£ 193.35
Jazz Club	£ -	£ 3,123.33	n/a	£ 1,387.92	£ 1,735.41	£ 911.82	£ 367.43	£ 544.39	£ 61.06	£ 4,035.15	£ 1,816.41	£ 2,218.74
Ceroc x 5	£ 1,424.00	£ -	n/a	£ -	£ -	£ 6.25	£ 2.50	£ 3.75	£ -	£ 1,430.25	£ 2.50	£ 1,427.75
TOTALS FOR JULY	£ 1,574.00	£ 3,123.33		£ 1,387.92	£ 1,735.41	£ 1,326.23	£ 534.04	£ 792.19	£ 61.06	£ 6,023.56	£ 1,983.02	£ 4,040.54
August	**Hall Hire Income**	**Ticket sales**	**% of capacity**	**Perf costs**	**Contribution**	**Ancillary sales**	**Cost of stock**	**Contribution**	**Casual Staffing**	**Total performance income**	**Total performance costs**	**Total performance contribution**
Music on the Views	£ -	£ -	n/a	£ -	£ -	£ 1,536.08	£ 614.43	£ 921.65	£ -	£ 1,536.08	£ 614.43	£ 921.65
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 135.91	£ 54.36	£ 81.55	£ -	£ 135.91	£ 54.36	£ 81.55
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,139.20	£ -	£ 1,139.20

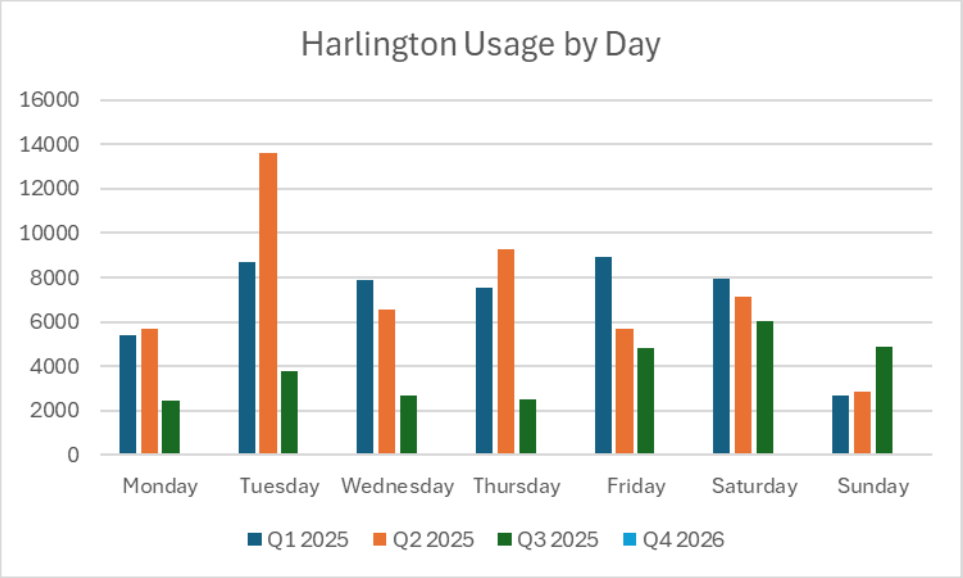
TOTALS FOR AUGUST	£	1,139.20	£	-	£	-	£	-	£	-	£	1,671.99	£	668.79	£	1,003.20	£	-	£	2,811.19	£	668.79	£	2,142.40
September	**Hall Hire Income**		**Ticket sales**		**% of capacity**		**Perf costs**		**Contribution**		**Ancillary sales**		**Cost of stock**		**Contribution**		**Casual Staffing**		**Total performance income**		**Total performance costs**		**Total performance contribution**	
Johnny Cash Roadshow	£	-	£	2,291.67	50%		£	3,000.00	-£	708.33	£	1,032.48	£	416.53	£	615.95	£	275.24	£	3,324.15	£	3,691.77	-£	367.62
Comedy Club	£	-	£	1,791.67	65%		£	1,125.64	£	666.03	£	1,575.16	£	636.73	£	938.43	£	308.60	£	3,366.83	£	2,070.97	£	1,295.86
Jazz Club	£	-	£	1,641.67	70%		£	1,093.67	£	548.00	£	525.33	£	210.60	£	314.73	£	27.47	£	2,167.00	£	1,331.74	£	835.26
Roller Disco	£	245.00	£	-	n/a		£	-	£	-	£	522.24	£	218.62	£	303.62	£	88.24	£	767.24	£	306.86	£	460.38
Lunchtime Jazz	£	-	£	-	45%		£	-	£	-	£	163.41	£	65.63	£	97.78	£	-	£	163.41	£	65.63	£	97.78
Film Club x 2	£	300.00	£	-	67%		£	-	£	-	£	291.15	£	116.51	£	174.64	£	-	£	591.15	£	116.51	£	474.64
Flash Tribute to Queen	£	-	£	4,550.00	74%		£	3,153.60	£	1,396.40	£	2,425.91	£	972.36	£	1,453.55	£	274.73	£	6,975.91	£	4,400.69	£	2,575.22
Ceroc x 4	£	1,139.20	£	-	n/a		£	-	£	-	£	-	£	-	£	-	£	-	£	1,139.20	£	-	£	1,139.20
TOTALS FOR SEPTEMBER	£	1,684.20	£	10,275.01			£	8,372.91	£	1,902.10	£	6,535.68	£	2,636.98	£	3,898.70	£	974.28	£	18,494.89	£	11,984.17	£	6,510.72
October	**Hall Hire Income**		**Ticket sales**		**% of capacity**		**Perf costs**		**Contribution**		**Ancillary sales**		**Cost of stock**		**Contribution**		**Casual Staffing**		**Total performance income**		**Total performance costs**		**Total performance contribution**	
Lunchtime Jazz	£	-	£	-	n/a		£	-	£	-	£	156.16	£	62.94	£	93.22	£	-	£	156.16	£	62.94	£	93.22
Kast Off Kinks	£	-	£	2,502.50	55%		£	1,731.77	£	770.73	£	1,165.91	£	468.39	£	697.52	£	250.30	£	3,668.41	£	2,450.46	£	1,217.95
Roller Disco	£	245.00	£	-	n/a		£	-	£	-	£	654.91	£	270.39	£	384.52	£	91.58	£	899.91	£	361.97	£	537.94
Cheesy Bingo	£	-	£	3,645.00	100%		£	2,537.23	£	1,107.77	£	3,318.32	£	1,341.36	£	1,976.96	£	402.94	£	6,963.32	£	4,281.53	£	2,681.79
Jazz Club	£	-	£	1,958.33	84%		£	1,301.14	£	657.19	£	616.91	£	247.96	£	368.95	£	54.94	£	2,575.24	£	1,604.04	£	971.20
Film Club x 2	£	300.00	£	-	n/a		£	-	£	-	£	284.66	£	114.16	£	170.50	£	-	£	584.66	£	114.16	£	470.50
Comedy Club	£	-	£	1,700.83	62%		£	1,065.87	£	634.96	£	1,504.66	£	607.33	£	897.33	£	238.09	£	3,205.49	£	1,911.29	£	1,294.20
Bad Manners	£	-	£	7,270.83	79%		£	6,020.00	£	1,250.83	£	4,407.82	£	1,766.13	£	2,641.69	£	442.60	£	11,678.65	£	8,228.73	£	3,449.92
The Witching Hour	£	1,544.57	£	-	100%		£	-	£	-	£	2,211.73	£	890.32	£	1,321.41	£	421.25	£	3,756.30	£	1,311.57	£	2,444.73
Ceroc x 5	£	1,424.00	£	-	n/a		£	-	£	-	£	116.16	£	46.92	£	69.24	£	-	£	1,540.16	£	46.92	£	1,493.24
TOTALS FOR OCTOBER	£	3,513.57	£	17,077.49			£	12,656.01	£	4,421.48	£	14,437.24	£	5,815.90	£	8,621.34	£	1,901.70	£	35,028.30	£	20,373.61	£	14,654.69
November	**Hall Hire Income**		**Ticket sales**		**% of capacity**		**Perf costs**		**Contribution**		**Ancillary sales**		**Cost of stock**		**Contribution**		**Casual Staffing**		**Total performance income**		**Total performance costs**		**Total performance contribution**	
Kerry Ellis	£	-	£	3,725.00	44%		£	2,770.52	£	954.48	£	408.24	£	166.52	£	241.72	£	152.63	£	4,133.24	£	3,089.67	£	1,043.57
Lunchtime Jazz	£	-	£	-	n/a		£	-	£	-	£	207.58	£	83.63	£	123.95	£	-	£	207.58	£	83.63	£	123.95
Dom Martin & Blue Nation	£	1,197.20	£	-	n/a		£	-	£	-	£	1,654.57	£	664.28	£	990.29	£	271.68	£	2,851.77	£	935.96	£	1,915.81
Film Club x 2	£	300.00	£	-	n/a		£	-	£	-	£	143.74	£	57.55	£	86.19	£	-	£	443.74	£	57.55	£	386.19
Jazz Club	£	-	£	1,841.67	79%		£	1,177.56	£	664.11	£	573.48	£	231.81	£	341.67	£	54.94	£	2,415.15	£	1,464.31	£	950.84
Comedy Club	£	-	£	1,885.00	69%		£	1,187.06	£	697.94	£	1,700.24	£	682.94	£	1,017.30	£	259.45	£	3,585.24	£	2,129.45	£	1,455.79
Creedence Clearwater Review	£	-	£	4,590.00	100%		£	3,203.46	£	1,386.54	£	2,220.15	£	891.88	£	1,328.27	£	330.37	£	6,810.15	£	4,425.71	£	2,384.44
Ultimate Elton	£	-	£	4,221.67	94%		£	2,000.00	£	2,221.67	£	2,060.99	£	830.69	£	1,230.30	£	357.16	£	6,282.66	£	3,187.85	£	3,094.81
Xmas light switch on	£	-	£	-	n/a		£	-	£	-	£	545.82	£	219.12	£	326.70	£	-	£	545.82	£	219.12	£	326.70
80's Rewind	£	-	£	8,250.00	100%		£	3,250.00	£	5,000.00	£	5,659.49	£	2,265.51	£	3,393.98	£	625.16	£	13,909.49	£	6,140.67	£	7,768.82
80's Rewind	£	-	£	8,250.00	100%		£	3,250.00	£	5,000.00	£	5,377.32	£	2,152.47	£	3,224.85	£	661.81	£	13,627.32	£	6,064.28	£	7,563.04
Ceroc x 4	£	1,139.20	£	-	n/a		£	-	£	-	£	-	£	-	£	-	£	-	£	1,139.20	£	-	£	1,139.20
TOTALS FOR NOVEMBER	£	2,636.40	£	32,763.34			£	16,838.60	£	15,924.74	£	20,551.62	£	8,246.40	£	12,305.22	£	2,713.20	£	55,951.36	£	27,798.20	£	28,153.16
TOTALS	**£**	**15,394.77**	**£**	**135,355.50**			**£**	**87,837.63**	**£**	**47,517.87**	**£**	**80,541.94**	**£**	**32,364.77**	**£**	**48,177.17**	**£**	**11,314.79**	**£**	**231,292.21**	**£**	**131,517.19**	**£**	**99,775.02**

7. HALLMASTER REPORTS

1. PURPOSE OF REPORT

To present usage reports from the Hallmaster booking system for both The Harlington and Ancells Farm Community Centre covering the seven-month period **April–October 2025**.

2. USAGE BY DAY (THE HARLINGTON)



Monday
Usage fluctuated moderately through the period, starting relatively low in April (1,050 minutes) and rising through June before dropping sharply in August (390 minutes). A strong recovery followed in September (3,450 minutes), indicating that most Monday activity is driven by regular hirers who pause during the summer holidays.

Tuesday
Tuesday remains one of the busiest days of the week. Usage increased sharply from April (1,950 minutes) to June (2,595 minutes), peaked in July (4,965 minutes) and again in September (5,310 minutes). This consistency highlights Tuesday as a core operational day, requiring adequate staffing and support coverage.

Wednesday
Wednesday bookings were stable and moderately high, averaging between 1,860 and 3,180 minutes per month. Peaks in May and June were followed by a summer slowdown in July and August, before rebounding to typical levels by September and October.

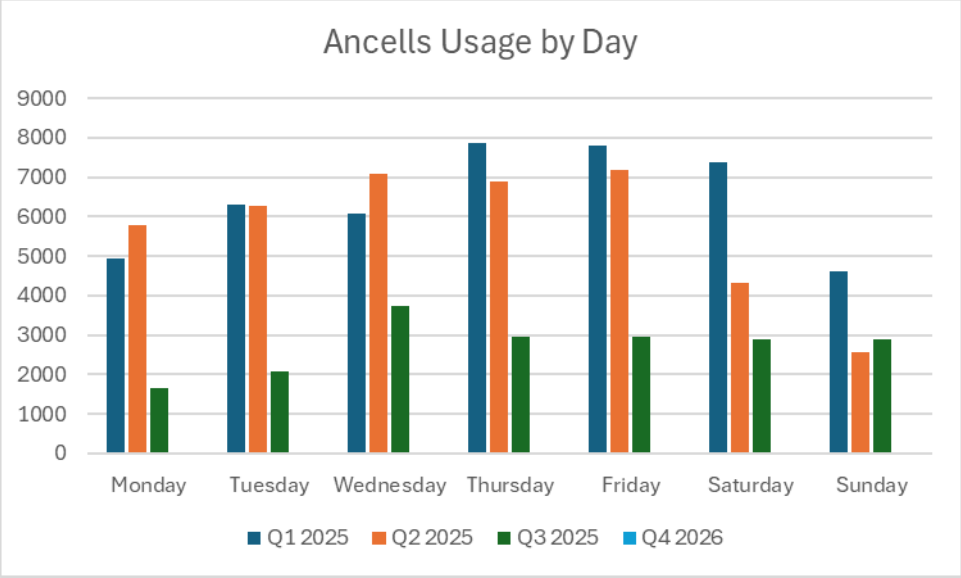
Thursday
Thursday demonstrated steady demand throughout, with consistent mid-range usage. Figures rose from 1,500 minutes in April to 3,630 minutes in September, showing a healthy return to activity after the holiday dip.

Friday
Fridays were volatile, beginning at 1,095 minutes in April, surging to 3,990 in May and 3,810 in June before falling to 1,050 in July. Demand then rose again to a high of 4,800 minutes in October. This pattern reflects event-driven programming, particularly for tribute acts and evening functions.

Saturday
Saturday was a clear pressure point, with sustained high activity through spring and early summer (notably 4,440 minutes in May and 4,050 in June), a sharp dip in July and August, and a major rebound from September (6,360 minutes) into October (7,410 minutes). Weekend scheduling remains critical to event operations and advance planning.

Sunday
Sunday usage was minimal for most months, consistent with the building being closed to ensure Duty Managers have a day off. However, October recorded an unusual increase (4,890 minutes), reflecting specific programmed events rather than a change in general opening policy.

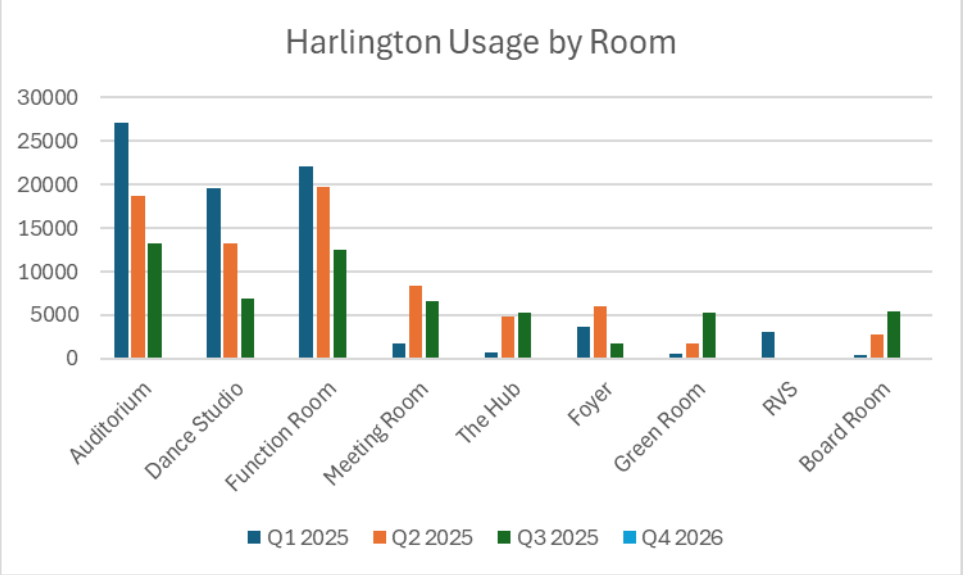
3. USAGE BY DAY (ANCELLS)



Ancells usage followed a similar pattern to The Harlington but with a more pronounced **mid-week focus**.

- **Tuesday to Thursday** were consistently the busiest, led by Wednesday with sustained high utilisation across the period.
- **Fridays** were variable, reflecting irregular or one-off bookings.
- **Weekend use** remained modest but increased sharply in September and October.
- **August** showed a predictable dip across all days, consistent with summer closures.
  Overall, usage recovered strongly from September onward, suggesting healthy post-summer demand and stable community activity.

4. ROOM USAGE (THE HARLINGTON)



Auditorium
Usage was strongest in April (5,235 minutes) and June (6,420), dipped sharply in July and August, and then peaked in October (8,790 minutes). This mirrors the known seasonal cycle, with autumn being the busiest performance season.

Dance Studio
Remained consistently used through spring and early summer (around 3,000–3,600 minutes per month), dropped during July and August, and recovered to standard levels by September (3,240 minutes) and October (3,510 minutes).

Function Room
A consistently high-demand space, showing steady growth from April (4,770 minutes) through June (6,930), a holiday dip in August (2,700), then strong recovery in September (7,590) and a further peak in October (9,030).

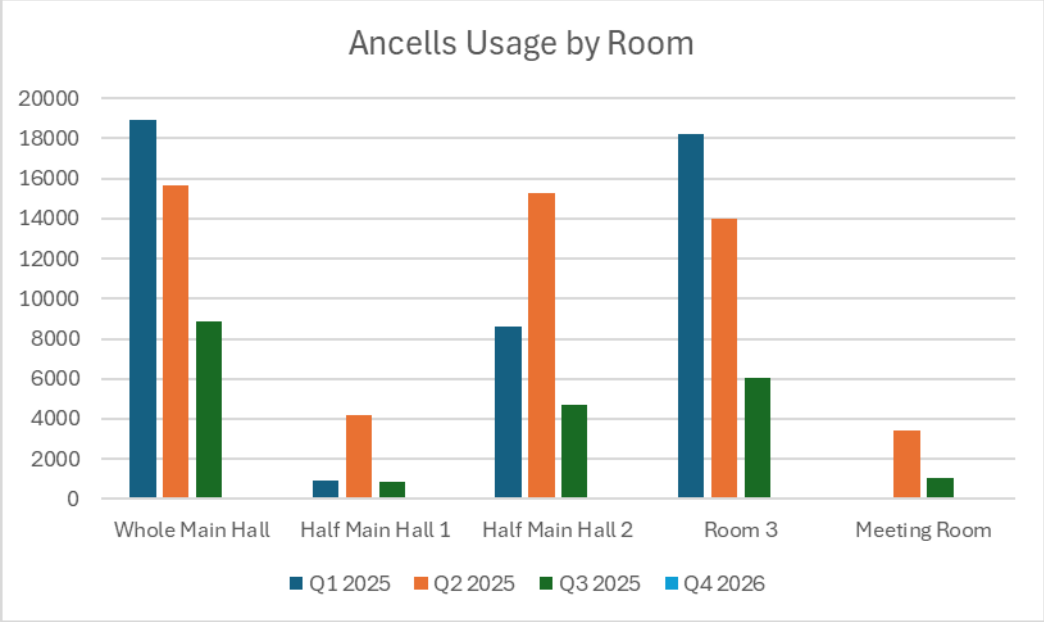
Meeting Room
Showed dramatic growth from low early usage to 1,095 minutes in June, 2,070 in August, and over 6,600 minutes in October. This reflects the start of a new music-based hire during the summer.

The Hub
Minimal use until July, after which demand increased steadily and peaked in October — when the space hosted the public consultation on The Harlington renovation.

RVS Room
Strong early use in April and June followed by no bookings from July onward, aligning with Silent Storms' relocation to the Football Club in late summer.

Board Room
Gradual month-on-month growth culminating in a sharp rise from September (2,595 minutes) to October (4,290). The space is increasingly being used for meetings and small group sessions.

5. ROOM USAGE (ANCELLS)



Room 1 (Whole Main Hall)
Showed high usage in May (8,235 minutes) and again in October (8,850), with the expected August drop to 3,660 minutes. These figures confirm strong seasonal and community-event-based demand.

Room 2 – Half Main Hall 1
Usage increased from April (240 minutes) to July (3,165 minutes) and stabilised thereafter. The moderate levels from September onward suggest flexible use by smaller or shorter-duration hirers.

Room 2 – Half Main Hall 2
The most heavily used subdivided space, with exceptional peaks in June (6,735 minutes) and July (8,520), complete drop-off in August (0), and strong recovery in September (6,765). Hirers clearly favour this side for its proximity to the kitchen.

Room 3 (Previously Crèche)
A consistently popular space, recording between 5,000 and 7,000 minutes in most months except August (615). The steady pattern underscores its role as reliable medium-sized activity space, particularly for groups needing garden access.

Meeting Room (Committee Room)
Initially underused, the room recorded no bookings in May and June but saw rapid growth in July (2,895 minutes) and steady use through autumn. This indicates a newly established regular hire pattern.

6. IMPLICATIONS FOR MANAGEMENT

With Hallmaster data now available from April 2025 onwards, meaningful trends are beginning to emerge. Early findings show:

- **Clear seasonal patterns**, with sharp dips in July–August and strong autumn recovery.
- **Tuesday and Saturday** as the most consistently high-demand days.
- **Room preferences** stabilising, with Function Room and Auditorium leading The Harlington's usage and Main Hall/Crèche dominating at Ancells.
- **Growing use of smaller rooms**, suggesting hirers' increasing flexibility and diversified demand.

7. RECOMMENDATIONS

Members are asked to note the report.

Fleet TOWN COUNCIL

9. COUNCIL FEES FOR 2026/27

Introduction

Officers have compiled the revised fees for next financial year based on the cost of providing these services generally increase in line with Retail Prices Index inflation, mainly due to contractual obligations.

At the time of writing, inflation is falling. The inflation rate as of October 2025 is 3.8% and the current RPI rate as of October 2025 is 4.3%. Based on this, a general 4% uplift has been applied to the majority of Council fees detailed in the Draft FTC Price List and Draft Cemetery Fees documents attached.

Room Hire and Service Charges

FTC Price List – The Harlington

- The aim of this exercise has been to simplify the price structure and allow more flexibility for officers to negotiate with Fleet residents or with a hirer whose activity is deemed to be a benefit to the community and Fleet Town Council's aspirations.
- Standard and community rates have been amalgamated into one basic rate, which meets somewhere between the two previous rates for new bookings.
- The new pricing will give the venue the ability to better compete for commercial business in the short term.
- Current hires will be assessed individually, so they are not adversely affected by price changes. The aim of the rest of the year is to retain current hirers in light of the closure period approaching.
- Simpler pricing will enable a much smoother booking process through the Hallmaster system, where currently, hirers are met with a large range of pricing options. This causes confusion, and ultimately, greater officer time. The customer will naturally choose the cheapest option, so by having one standard price that the officer can discount in the right situations, the customer is not responsible for judging their own pricing option.
- A range of additional service charges will be available on request via officers and will allow the officer to recommend the services required and any further additions the customer may not be aware of.

FTC Price List – Ancells Farm Community Centre

- A general increase of approximately 4–5% (rounded) has been applied across the price list. Even with this adjustment, our fees remain significantly lower than comparable local venues.
- Party package rates have also been increased. Demand for these packages remains high; however, availability continues to be limited due to the existing programme of regular classes.
- A new **Whole Centre** hire rate has been introduced for users who wish to guarantee exclusive use of the building. Historically, FTC has not guaranteed sole use when only one room is hired, but low utilisation meant simultaneous hires were uncommon. Now that Members have directed officers to maximise income, concurrent bookings are more frequent, and this new option provides clarity and reassurance for users who require exclusivity.
- The option to book *half hall* hires has been withdrawn for **new** users. Existing hirers who currently use the half hall option will continue to be accommodated. This change is intended to prevent previous issues where some users booked half of the hall but used the full space. While the

option will no longer be advertised on Hallmaster, officers remain open to considering requests on a case-by-case basis.

Casual Room Hire Deposits and Payments

Officers have implemented a damage deposit process for casual, one-off hires. Casual hirers are also required to pay for their booking in advance to avoid issues with non-payment post hire.

Comparison with Similar Venues

Facilities and costs for various halls in the area have been researched. Some are very difficult to locate up to date online information, however, comparisons have been made with a cross section of different types of halls, to include those run by councils and churches (see table below).

Community Halls	Main hall low	Main hall high	Medium room low	Medium room high	Meeting room low	Meeting room high
Ancells Farm 2025/26	£ 13.00	£ 31.25	£ 9.00	£ 11.50		
Zebon	£ 25.20	£ 35.04	£ 25.20	£ 35.04	£ 10.60	£ 10.60
The Key Centre	£ 25.00	£ 35.00	£ 19.50	Not disclosed	Not disclosed	Not disclosed
All Saints Church	£ 18.00	£ 25.00	£ 10.00	£ 14.00	n/a	n/a
CC Baptist Church	£ 21.00	£ 21.00	£ 21.00	£ 21.00	£ 15.50	£ 15.50
Church Crookham *	£ 15.30	£ 22.50	£ 15.30	£ 15.30	£ 10.50	£ 10.50

**A low rate of £7.66 is offered for a 2-hour period during the day when demand is very low.*

Open Spaces

FTC Price List - Football

For football pitch bookings, a 4% increase has been applied due to how FTC pricing compares with other local providers.

Comparison with Similar Provisions

Other local councils and organisations who offer football pitch facilities, FTC seems to charge the most for casual use and middle to highest in block bookings (see table below for current advertised prices). Peter Driver held its prices whilst Rushmoor and Frimley made minor increases.

Most seem to offer a similar range of sizes as FTC such as Adult 11, youth 9/11 and 5 aside. The majority of local facilities are 2-hour time slots for 11 and 9 aside.

			FTC 2025/26	Peter Driver	Frimley Lodge	Rushmoor
Full Size Pitch Hire 9/11	Youth	Casual 2hrs	£66.00	£43.60	£134.00	£38.00
Full Size Pitch Hire 9/11	Adult	Casual 2hrs	£138.00	£87.20	£146.00	£75.00
Mini Pitch	Junior	Casual 1hr	£22.00	£40.00	£38.50	£23.00
Full Size Pitch Hire 9/11	Youth	17 weeks 2hrs	£840.00	£600.00		£608.00
Full Size Pitch Hire 11	Adult	17 weeks 2hrs	£1,867.00	£1,200.00		£1,200.00
Mini Pitch	Junior	17 weeks 1hr	£269.00			£368.00

FTC Price List – Tennis
Tennis court fees have been increased by 4%.

Comparison with Similar Provisions
While our annual membership is comparable with local provision, we are considerable higher for our hourly rate.

	FTC 2025/26	FTC 2026/27	Church Crookham	Elvetham Heath
Ad Hoc Hourly Rate	£6.67	£6.93	£5.00	£5.00
Annual membership	£42.00	£43.50	£40.00	

Fleet Cemetery

Cemetery Fees
A 4% increase has been applied to all fees although the figures have been rounded.

Comparison with Other Cemeteries
The Council's cemetery fees are currently the most expensive in the Hart, but there are only a limited number of spaces available.

Comparisons on 2024 prices and for exclusive rights, interment and memorial permit (full interment):
Yateley - £1,905 for resident – non resident £5,715
Odiham - £953 for resident – non resident £2,189
Hook - £965 for resident – non resident £2,455

Outside Hart:
Farnham - £3,300 for resident – non resident £6,400
Rushmoor £5,488 for resident – non resident £10,976
Old Basing £1,075 for resident – non resident £2,810

RECOMMENDATION

To approve the Council fees for the 2026/27 financial year.

Fleet Town Council Room/Service Charges & Fees
wef 1st April 2026

THE HARLINGTON ROOM /SERVICE CHARGES			
Basic Rate (Per hour) + VAT			
ROOM	**Mon-Fri 9am-5pm Sat 9am-2pm**	**Mon-Thur 5pm-12am**	**Fri 5pm-12am Sat 2pm-12am & All Sun**
Auditorium	£30.00	£37.00	£53.00
Dance Studio (Arts & Dance hires)	£17.00	£17.00	£17.00
Function Room	£25.00	£30.00	£36.00
Meeting Room	£15.00	£15.00	£15.00
The Hub	£20.00	£25.00	£30.00
Foyer	£12.00 (single charge)		
Harlington: Discounts available for Fleet residents & hires of community benefit. Special Hire and Commercial Packages are priced on request. Additional service charges available on request (staffing, technical, stage & backstage facilities)			

ANCELLS FARM COMMUNITY CENTRE ROOM/SERVICE CHARGES						
	Regular Rate (Per hour) + VAT			**Casual Rate (Per hour) + VAT**		
ROOM	**Mon-Fri 9am-6pm**	**Mon-Fri 6pm-11.30pm**	**Weekends Anytime**	**Mon-Fri 9am-6pm**	**Mon-Fri 6pm-11.30pm**	**Weekends Anytime**
Main Hall Room 1	£13.00	£18.50	£24.00	£16.50	£23.00	£31.25
Back Room including Garden Access Room 3	£9.00	£9.00	£9.00	£11.50	£11.50	£11.50
Whole Centre	£20.00	£25.00	£30.00	£25.00	£30.00	£40.00
Storage – per cupboard	£10.00 + VAT per month					

OTHER	**Rate (per hour) + VAT**		
	Mon-Sun Anytime	**Mon- Sun Daytime**	**Mon- Sun Evening (6-11pm)**
Children's Party (3hrs. Exclusive)		£100.00	
Evening party (5hrs. Exclusive)			£160.00

PARK USE FOR COMMERCIAL PURPOSES	
Park use for commercial organisations operating community activities. (E.g. Fitness groups, dog training groups, martial arts at a reduced rate.	POA
Park hire for events by commercial organisations (e.g. circus)	POA

MEMORIALS/BENCHES IN PARKS/PARK USE FOR COMMERCIAL PURPOSES	
Memorial Tree	POA
5ft memorial bench (inc cost of bench, fittings, installation, delivery and admin fee)	POA
6ft memorial bench (inc cost of bench, fittings, installation, delivery and admin fee)	POA
Memorial Plaque for bench	POA
Memorial Plaque	POA

TENNIS COURT HIRE CHARGES	Rate per hour (no VAT applied)	Annual Fee (no VAT applied)
Court /each per hour	£6.93	
Tennis Membership		£43.50

PHOTOCOPYING CHARGES	Price per copy + VAT
A4 Black and White	15p
A4 Colour	50p
A3 Black and White	30p

FOOTBALL PITCH HIRE OTHER			
Size	**For**	**Use**	**Price**
Full Size Pitch Hire 9/11	Youth	Casual*- 2 hrs	£68.00
Full Size Pitch Hire 9/11	Adult	Casual*- 2 hrs	£143.00
Mini Pitch	Junior	Casual*- 1 hrs	£22.00
Full Size Pitch 9/11	Youth	Season 17 alternate weeks 2 hrs	£873.00
		1 hr extension per booking**	£436.00
Full Size Pitch 11	Adult	Season 17 alternate weeks 2 hrs	£1941.00
		1 hr extension per booking**	£970.00
Mini Pitch	Junior	Season 17 alternate weeks 1 hr	£279.00
		1 hr extension per booking**	£140.00

*Casual Hire = less than 10 hires.

** 1 hr extensions shall be per booking slot i.e. 17.

Fleet Cemetery Fees from April 2026

When you buy a burial plot - the charges are split between the "Exclusive Rights of Burial", interment fee and the memorial permit fee. The Exclusive Rights of burial gives you the right to bury in that plot. The interment fee is an administration charge incurred each time the plot is opened and covers the updating of the burial records and associated work. The memorial permit fee gives permission for the owner to erect a memorial on the plot. The permit is to ensure all memorials conform to regulations at that time.

Main cemetery area	Fees – including Church Crookham or Elvetham Heath residents	50% reduction for Fleet Town Council resident
Reservation of Full Burial plot Rights of Burial and memorial permit fee (Excludes interment fee)	£3,220	£1,610
Reservation of Cremation Plot Rights of Burial and memorial permit fee (Excludes interment fee)	£1,470	£735
Interment only – Full Burial	£1,130	£565
2nd and subsequent Interments – Full Burial includes additional memorial permit fee	£1,320	£660
Interment only – Ashes	£440	£220
2nd and subsequent Interments – Ashes includes additional memorial permit fee	£630	£315
Memorial permit for existing grave (Either Burial or Cremation memorial)	£440	£220
Additional Inscription on memorial (Either Burial or Cremation memorial)	£190	£95
Stillborn child or child up to 12 years (Full Burial or Cremation Plot includes interment)	No Charge	No Charge
Transfer of Exclusive Rights of Burial	£360	£180
General administration – change name etc	£48	£24

On receipt of proof of the deceased being a Fleet Town Council resident, the fees are reduced. A Council tax bill is accepted as proof of residency. Resident Fees apply when:

- At the time of death, the deceased resided within Fleet Town Council parish boundaries as determined by Hart District Council.
- The deceased was originally a Fleet Town Council resident but moved out of the area to a nursing/care home (proof of prior residency may be required)

Church Crookham and Elvetham Heath fall within the Fleet postal district but are separate parishes. As Church Crookham and Elvetham Heath Parish Councils have elected not contribute to the cemetery's upkeep, they are not entitled to discounted fees.

Please note VAT is charged on memorials only. No VAT is charged on interments, memorial permits or exclusive rights of burials.

Memorial Fees in Garden of Remembrance

Memorials – prices include VAT and are for memorial only	Fees – including Church Crookham or Elvetham Heath	Fleet Town Council resident
Sanctum 2000 Memorial vault only Artwork and photo plaque cost to be confirmed Not including interment fee		
Lease for 25 years to include lettering up to 80 letters. Further lettering £2.00 + VAT per letter.	£1,880	£1,840
Lease for 50 years to include lettering up to 80 letters. Further lettering £2.00 + VAT per letter.	£2,580	£2,540
Additional inscription (if room has been left).	£265	£185
Kerb block memorial around pathways – Memorial only Artwork and photo cost to be confirmed Not including interment fees		
Lease for 25 years to include lettering. Artwork and photo cost to be confirmed.	£910	£765
Plant and Rose memorial only in dedicated areas Choice of 6 x 4” or 7” x 5” granite plaque Artwork and photo cost to be confirmed Plant/Rose supplied by family from approved list Not including interment fees		
Plant or Rose memorial with granite plaque and inscription.	£715	£525
Other		
Brass plaque on memorial bench in Garden of Remembrance	£360	£230
Memorial disc on mushroom in children’s area	£150	£150
Fees to be added if ashes are to be interred		
Ashes interment fee for each set of ashes to be added to Garden of Remembrance Memorials	£440	£220
Digging of ground for ashes – for kerb block and plant/rose plots only for weekend interments extra £20	£115	£95