



Notice is hereby given of

**THE ANNUAL MEETING OF THE FLEET TOWN COUNCIL**

**Wednesday 20<sup>th</sup> May 2026 at 7pm at The Harlington**

All members are summoned to attend

**To Councillors:**

R. Schofield (Outgoing Chairman), G. Chenery, P. Einchcomb, E. Engstrom, S. Forster, A. Hope, K. Kuntikanamata, E. May, A. Oliver, A. Parker, P. Powell, J. Stanton, D. Taylor, S. Tilley, P. Wildsmith, G. Woods.

Rita Tong, Executive Officer  
13<sup>th</sup> May 2026

**AGENDA**

1.	<b>ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE</b> To receive nominations for and to elect a Chairman of the Fleet Town Council for the local government year 2026/27. The new Chairman will sign the Declaration of Acceptance for the office of Chairman of Fleet Town Council for 2026/27.
2.	<b>ELECTION OF VICE CHAIRMAN</b> To receive nominations for and to elect a vice-chairman of the Fleet Town Council for the local government year 2026/27.
3.	<b>APOLOGIES</b> Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
4.	<b>DECLARATIONS OF INTEREST</b> Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.  Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
5.	<b>QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)</b> To receive questions and statements from members of the public.
6.	<b>CHAIRMAN'S ANNOUNCEMENTS</b> To receive any updates from the Chairman of Fleet Town Council.
7.	<b>HCC/HDC (3 mins per person – max 15 mins)</b> To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
8.	<b>MINUTES OF PREVIOUS MEETINGS</b> To receive and approve as a correct record the main and confidential minutes of the Council Meeting held on 1 <sup>st</sup> April 2026 ( <i>copies attached</i> ).

	<p>To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration:</p> <p>Development Control      13<sup>th</sup> April 2025 &amp; 27<sup>th</sup> April 2026, 11<sup>th</sup> May 2026 (if available)  Policy &amp; Finance            22<sup>nd</sup> April 2026</p>
<b>Part 1 – ITEMS FOR DECISION</b>	
<p><b>9.</b></p>	<p><b>COUNCILLOR CO-OPTION</b></p> <p>Following the close of nominations for the recent local elections, the number of candidates standing for election to the Courtmoor and Fleet Central Wards was fewer than the number of seats available. Consequently, Fleet Town Council has two vacancies which are to be filled by co-option in accordance with the relevant provisions of the Representation of the People Act 1983</p> <p>Members are therefore requested to consider the applications received for co-option to fill the two vacancies and to agree the appointment(s) (<i>copies attached</i>).</p> <p><b>RECOMMENDATION</b></p> <p>To approve co-opting two Council Member to fill two vacancies, if all qualification requirements have been met.</p>
<p><b>10.</b></p>	<p><b>GENERAL POWER OF COMPETENCE</b></p> <p>The adoption of General Power of Competence remains extant from the date of adoption until the next relevant Annual Meeting of the Council after an election.</p> <p>This being the next relevant Annual Meeting of the Council after an election, Members are required to revisit that earlier decision and, if so minded, to make the following resolution:</p> <p><i>Fleet Town Council resolves that from 20 May 2026, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.</i></p> <p>The three conditions for eligibility are set out in the Localism Act 2011 as follows:</p> <ol style="list-style-type: none"> <li>1. Resolution: the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.</li> <li>2. Electoral mandate: at the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).</li> <li>3. Qualified clerk: At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) AND pass the 2012 CiLCA module relating to the general power of competence.</li> </ol> <p><b>RECOMMENDATION</b></p> <p>Members to resolve to adopt the General Power of Competence.</p>
<p><b>11.</b></p>	<p><b>NOMINATIONS TO COMMITTEES AND WORKING GROUPS 2026/27</b></p> <p>To consider and agree the allocation of members to Committees and Working Groups (<i>copy attached</i>):</p> <ol style="list-style-type: none"> <li>a) Membership of Committees 2026/27.</li> <li>b) Membership of Working Groups 2026/27.</li> </ol> <p>The attached paper shows the preferences of members for service on Committees and Working Groups in 2026/27.</p> <p><b>RECOMMENDATIONS</b></p> <ol style="list-style-type: none"> <li>a) To approve the proposed Membership of Committees 2026/27.</li> <li>b) To approve the proposed Membership of Working Groups 2026/27.</li> </ol>
<p><b>12.</b></p>	<p><b>APPOINTMENTS TO EXTERNAL BODIES</b></p>

To consider the allocation of members to represent Fleet Town Council on External Bodies. A paper is attached which shows the preference of members to represent FTC on External Bodies in 2026/27 (*copy attached*).

**RECOMMENDATION**

To approve the proposed representation of FTC on External Bodies for 2026/2027.

**13. POLICY ADOPTION**

To consider and agree the following policies and documents for the 2025/26 Council year:

Document Title	Review date / Version	Web Address
Standing Orders	March 2025	Attached for the information of Members. (Members to note proposed changes in Red)
Financial Regulations	November 2025	<a href="https://www.fleet-tc.gov.uk/wp-content/uploads/2025/11/Financial-Regulations-November-2025.pdf">https://www.fleet-tc.gov.uk/wp-content/uploads/2025/11/Financial-Regulations-November-2025.pdf</a>
Treasury & Investment Policy	November 2024	<a href="https://www.fleet-tc.gov.uk/wp-content/uploads/2025/01/Treasury-Investment-Policy-November-2024.pdf">https://www.fleet-tc.gov.uk/wp-content/uploads/2025/01/Treasury-Investment-Policy-November-2024.pdf</a>
Risk Management Strategy	February 2024	<a href="https://www.fleet-tc.gov.uk/wp-content/uploads/2024/12/Risk-Management-Policy-Approved-Feb-2024.pdf">https://www.fleet-tc.gov.uk/wp-content/uploads/2024/12/Risk-Management-Policy-Approved-Feb-2024.pdf</a>
Health & Safety Policy	May 2025	<a href="https://www.fleet-tc.gov.uk/wp-content/uploads/2025/05/Health-and-Safety-Policy-May-2025.pdf">https://www.fleet-tc.gov.uk/wp-content/uploads/2025/05/Health-and-Safety-Policy-May-2025.pdf</a>

**RECOMMENDATIONS**

- a) To approve the proposed amendments to Standing Orders.
- b) To resolve to agree to adopt the above documents for the 2026/27 Council year.

**14. MEETING SCHEDULE FOR THE COUNCIL 2026/27**

To consider and agree the Council's meeting schedule for 2026/27 (*copy attached*).

**RECOMMENDATION**

To approve the proposed schedule of meetings for the Council 2026/27.

**15. MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES**

To consider and agree the Council's annual subscription to other bodies:

- a) Hampshire Association of Local Councils (HALC) and National Association of Local Councils (NALC) membership and affiliation fees - HALC £1,400 and NALC £1,601.
- b) Institute of Cemeteries and Crematoria Management (ICCM) Corporate Membership fee - £110.
- c) Society of Local Council Clerks membership of the Executive Officer - £480.

**RECOMMENDATIONS**

To approve / note the payment of the following fees for 2026/2027.

- a) HALC - £1,400
- b) NALC - £1,601
- c) ICCM - £110
- d) SLCC - £480

**16. COUNCIL LEGAL AGREEMENTS**

To consider and agree whether the criteria has been met for a rent waiver to be applied to the Council legal agreements listed below.

At the meeting of the Council on 6<sup>th</sup> July 2016, the following resolution was passed in relation to FTC leases:

*‘To waive the rent set out in the Particulars to the lease so long as the Tenant shall act in the spirit of the lease and occupy the premises fully in accordance with the terms of the lease. The Tenant’s performance against this waiver shall be reviewed by the Council annually. Failure to comply with the said terms shall result in the reinstatement of the full rent as set out in the Particulars’.*

The leases concerned are:

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

**RECOMMENDATION**

To approve the rent waivers for the listed legal agreements.

**17. FINANCIAL MONITORING REPORT**

- a) To receive the bank reconciliation and list of payments for March 2026 (*copies attached*).
- b) To receive a statement from Councillor Stanton that the bank reconciliation and list of payments for March 2026 have been verified and signed off against the original bank statement.

**RECOMMENDATIONS**

- a) To receive and accept the bank reconciliation and list of payments for March 2026.
- b) To accept the statement from Councillor Stanton that the bank reconciliation and list of payments for March 2026 have been verified and signed.

**18. RE-APPOINTMENT OF INTERNAL AUDITOR FOR 2026/27**

Councils are required to evidence that they have formally considered and agreed the independence, competence, and programme of work of its Internal Auditor. This agenda item provides Members with the necessary information and documentation to meet these requirements for the financial year 2026/27 in regard to independence and competence.

**Independence**

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

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

**Competence**

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

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

	<p>Attached is a copy of the Engagement Letter which covers the financial years 2024/25 to 2027/28.</p> <p><b>RECOMMENDATIONS</b></p> <p>a) That the Council confirms it is satisfied with the independence of Mulberry LAS</p> <p>b) That the Council confirms the re-appointment of Mulberry LAS for the 2026/27 financial year.</p>
<b>19.</b>	<p><b>HARLINGTON UPDATE</b></p> <p>To receive an update from the Chairman on the Harlington renovation project.</p> <p><b>RECOMMENDATIONS</b></p> <p>To note the update from the Chairman.</p>
<b>Part 2 – ITEMS TO NOTE</b>	
<b>20.</b>	<p><b>STATEMENT OF COUNCILLOR ATTENDANCE 2025/26</b></p> <p>To receive and note a statement of the attendance of Councillors at ordinary meetings of Full Council during 2025/26 (<i>copy attached</i>).</p>
<b>21.</b>	<p><b>ANNOUNCEMENTS</b></p> <p>To receive and note announcements from the Executive Officer or any Member by permission of the Chair.</p>
<b>22.</b>	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>The next meeting of the Council is scheduled to be held on Wednesday 3<sup>rd</sup> June 2026 at 7pm in The Harlington.</p>
<b>Part 3 – CONFIDENTIAL ITEMS</b>	
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> <li>a. Engagement, terms of service, conduct and dismissal of employees</li> <li>b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts</li> <li>c. Receipt of professional legal advice and preparation of cases in legal proceedings</li> <li>d. The early stages of any dispute</li> <li>e. Matters of a commercial nature</li> </ul> <p><b>There are no confidential items.</b></p>



## FLEET TOWN COUNCIL

### MINUTES OF COUNCIL MEETING

held on

Wednesday 1<sup>st</sup> April 2026 at 7pm

\* Councillor Schofield (Chairman)

\* Councillor Einchcomb (Vice Chairman)

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

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

#### Also in attendance:

Rita Tong – Executive Officer

Sarah Moore – Finance & Administration Manager

Councillor Steve Forster – HCC

Mike Bye – Chair of Friends of Oakley Park

Nick Cooper & Jane Shilling- Hart Rotary Club

#### FC APRIL 2026 ITEM 1

#### APOLOGIES FOR ABSENCE

Members received and accepted the apologies as recorded above.

#### FC APRIL 2026 ITEM 2

#### DECLARATIONS OF INTEREST

Councillors Tilley and Schofield declared an *Other Registerable Interest* in Agenda Item 10 on the grounds they are both members of Fleet BID.

#### FC APRIL 2026 ITEM 3

#### QUESTIONS FROM THE PUBLIC

There were no questions from the public.

#### FC APRIL 2026 ITEM 4

#### CHAIRMAN'S ANNOUNCEMENTS

**March 9<sup>th</sup>** - Attended Fleet BID Board Meeting representing the Harlington as a business member. The members of the Board are mindful that the current term of the BID expires next March 2027.

**March 10<sup>th</sup>** - Our Annual Residents Meeting, a well-attended and well received meeting. Very successful experiment in the use of Slido to conduct online questions and polls. The

use of pre-recorded presentations again proved to be a success. The community Awards was well received, and it was a great pleasure to see the enthusiasm of our younger residents in receiving their award for helping deliver the new Skate Park project.

**March 12<sup>th</sup>** - Sat in on a video presentation on the procurement rules regarding the incorporation of Social Value benefits. Over 600 people were logged into the presentations

Participated in a video conference with Skelly and Couch to run through queries on their Appendix in the RIBA Stage 2 Report.

**March 17<sup>th</sup>** - Along with Cllr Woods and representatives from Church Crookham Parish Council participated in a video conference with representatives from HCC Transport Department and Rushmoor Voluntary Action for a performance review on the Fleet Connect bus service. There has been a lack of regular reporting principally due to staff shortages in HCC. A new member of staff is joining the HCC team and should hopefully improve performance reporting.

The service is well received by users, but the user group remains fairly static with a predictable pattern of usage so there is capacity for greater usage within the existing reduced service.

**March 19<sup>th</sup>** - Held on-site meetings with representatives of BFF and Synergy to receive an update on progress and seek clarification on issues raised in the RIBA Stage 2 Report.

Along with the Executive Officer and other members of staff attended BFF's Design Review Meeting when all technical specialists (14 in number) attended to report on progress and issues with RIBA stage 3 design development. Technical specialists took the opportunity to further explore the Harlington.

Later in the afternoon participated in a meeting between BFF and Hart's Senior Planning Officer to discuss the Harlington Project and seek clarification on any Pre Application planning issues. The meeting also discussed any planning and licensing issues regarding the temporary siting the Harlington – discussed later in the agenda.

**March 24<sup>th</sup>** - Along with Cllr Tilley visited the Marketing Suite of the new care home (Heron Manor) on RRN. At long last the development is due completion late Summer this year. The current Manager of the Care Home and the Site Construction Manager have developed a good working relationship with the near neighbours of the development.

The issue of longer-term parking was raised, and the management are very mindful of the issue, especially staff parking and arrangements are being developed.

## **FC APRIL 2026 ITEM 5**

## **HCC/HDC ANNOUNCEMENTS**

The following reports were received from Hampshire County Council.

### Cllr Steve Forster (HCC)

- **Roadworks:** The contract for the installation of two pedestrian crossings on Reading Road South has been awarded. Works are scheduled to commence on 13 April 2026.
- **Local Government Reorganisation:** The Government has announced its preferred model for the Hampshire region. Under the proposal, the number of councillors representing the current Hart District Council area would be reduced by half.
- **Parking Traffic Orders:** A number of Parking Traffic Orders have been drafted in response to requests from schools and residents, following several incidents caused by inconsiderate parking outside schools. The draft orders will be shared with the relevant schools and the police for review before proceeding to public consultation. Due to the associated safety concerns, it is anticipated that implementation will follow promptly once agreed.
- **New Bus Service:** A new bus service is currently being tendered. While the route has not yet been finalised, it is expected to run from Farnborough through Hartland Village and include the train station. The service is initially proposed to operate hourly, with the potential for increased frequency subject to demand. It is hoped the service will commence in summer 2026.
- **Recent Crimes:** Members were advised of a ram raid at Pedal Heaven on 31 March 2026 involving at least two vehicles, during which bicycles valued at over £10,000 were stolen. A further incident the same night involved the removal of a recently installed wooden pig from a roundabout in Ancells. Additionally, there has been a recent increase in vehicle thefts.

### Cllr Alan Oliver (HDC)

- **Local Government Reorganisation:** The Government has requested that new unitary authorities consider aligning parish elections with unitary elections to reduce costs to residents. Should this be supported, it may result in the May 2026 parish elections being held for a reduced term of office (two years rather than the standard four).

## **FC APRIL 2026 ITEM 6**

## **MINUTES OF PREVIOUS MEETINGS**

The minutes of the Town Council meeting held on 4<sup>th</sup> March 2026 were approved and signed by the Chairman.

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

- Development Control 9<sup>th</sup> and 23<sup>rd</sup> March 2026
- RLA 18<sup>th</sup> March 2026

## **FC APRIL 2026 ITEM 7**

## **FINANCIAL MONITORING REPORT**

Members noted receipt of the bank reconciliation and the list of payments for January and February 2026.

Councillor Stanton confirmed via email that the bank reconciliation and list of payments for January and February 2026 had been verified and signed off against the original bank statement.

Members considered a request from Fleet Cricket Club to contribute towards the legal costs of updating their lease due to their new legal status. Members determined that this would more appropriately be a grant request and that the club should complete an application.

Members agreed that Officers be allowed to transfer funds between Council accounts without the need to gain Council approval in order to maximise interest income. Such transfers would still require two Councillors authorisation on the bank portal

#### **RESOLVED**

- a) That the bank reconciliation and list of payments for January and February 2026 be received and accepted.
- b) That the statement from Councillor Stanton confirming the verification and sign-off of the January and February 2026 bank reconciliations and list of payments be accepted.
- c) That Officers be allowed to transfer funds between Council accounts without the need to gain Council approval in order to maximise interest income.
- d) Request Fleet Cricket Club submit a grant application for cost of legal fees.

#### **FC APRIL 2026 ITEM 8**

#### **CYBER ESSENTIALS**

Members considered a report regarding the Council's objective to strengthen its resilience against cyber-attacks through achieving the Cyber Essentials accreditation.

Members noted that a decision not to support the Officer's recommendations would result in the Council being unable to attain Cyber Essentials certification. However, it was recognised that the primary aim of the exercise was to enhance the Council's overall cyber resilience. Members confirmed that they had gained a clear understanding of the associated risks and the implications of the various options available.

Members discussed the respective advantages and disadvantages of Council-issued devices compared with the use of personal devices. Consideration was also given to individual preferences for Android and Apple platforms. It was noted that the Officer recommendation in favour of Apple devices was based on their enhanced security features, as well as the ability for devices to be remotely reconfigured upon return from a departing Councillor and reissued efficiently, without requiring physical handling by the Council's IT contractor.

#### **RESOLVED**

That the recommendation be approved to provide each Councillor with an Apple iPad with cellular capability, at an estimated one-off cost of £15,000 and ongoing annual operational costs of approximately £3,000.

#### **FC APRIL 2026 ITEM 9**

#### **GRANTS**

Members considered the grant application from Hart Rotary Club for £650 to pay for room hire at The Harlington for a Mental Health Awareness Event on 14 April 2026.

#### **RESOLVED**

- a) To award £650 grant aid in kind to Hart Rotary Club to offset cost of Hall Hire at The Harlington.
- b) To request that a post event report be provided by Hart Rotary Club.
- c) To note the record of grants awarded for 2026/27.

**FC APRIL 2026 ITEM 10****FLEET BID MEMORANDUM OF UNDERSTANDING**

Members considered and approved the Memorandum of Understanding regarding the Fleet BID contribution towards The Views playground replacement project.

**RESOLVED**

To authorise the signing of the Memorandum of Understanding.

**FC APRIL 2026 ITEM 11****HARLINGTON UPDATE**

To receive an update from the Chairman on the Harlington renovation project.

The Chairman updated Members on the meeting held on 19 March 2026 and its implications on timings and cost of the Harlington Project.

Members considered the quote received to provide support in establishing the new venue at Hart Shopping Centre and the latest status update on lease negotiations to secure a unit at the Hart Shopping Mall.

**RESOLVED**

- a) To note the update from the Chairman.
- b) To authorise the Executive Officer to communicate the Council's position to the Hart Shopping Centre regarding the lease negotiations.
- c) To progress the pre-planning application for the alternative venue as recommended by a Hart District Council's planning officer.

**FC APRIL 2026 ITEM 12****ANNOUNCEMENTS**

To following announcements were made:

- Terena Plowright, National Greening Campaign representative, acknowledged the Council's decision to formally close the Greening Fleet campaign. She thanked the Council for the support given towards the campaign.
- Hart District Council has requested that those Members who planned to submit their nomination papers in the upcoming election make an appointment to do so.
- Members thanked the Chairman of the Council, Cllr Bob Schofield, for his hard work and dedication to the Council and Fleet residents during this current administration.

**FC APRIL 2026 ITEM 13****FLEET CONNECT COMMUNITY TRANSPORT**

Members noted the operators' update on the Fleet Connect service and that the service was currently advertising for another paid driver.

Members requested that a cost per trip be calculated and circulated.

**FC APRIL 2026 ITEM 14****ANNUAL RESIDENTS' MEETING**

Members noted the feedback from the Annual Residents' Meeting on 10 March 2026.

**FC APRIL 2026 ITEM 15**

**DATE AND TIME OF NEXT MEETING**

The next meeting of the Council is scheduled to be held on **Wednesday 20<sup>th</sup> May 2026** at 7pm at the Harlington.

The meeting closed at 9.19pm.

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

**Date:**.....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on 11<sup>th</sup> May 2026  
at 7pm in The Function Room, The Harlington

**Present:**

Cllr Chenery  
Cllr Hope  
Cllr May

**Officers:** Charlotte Benham

1	<b>Apologies</b>  Apologies received from Cllr Schofield.
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3	<b>Public Session</b>  None present
4	<b>Approval of the Minutes</b>  The minutes of the development and control meeting held on Monday 27 <sup>th</sup> April 2026 were accepted as a correct record of the meeting.
5	26/00625/FUL 34 Reading Road South, Fleet, Hampshire, GU52 7QL <a href="#">Alterations to fenestration (retrospective)</a> Comments required by 11 May <ul style="list-style-type: none"><li>• The site of a solicitor's office has been granted permission to convert from commercial to residential 23/00913/GPDCOM, for the change of use of the building from business to residential use.</li><li>• But this conversion has to be done within the existing structure. Windows have been changed to better reflect the residential character of the building.</li></ul> NO OBJECTION

26/00650/HOU

41 Wellington Avenue, Fleet, Hampshire, GU51 3BJ

[Erection of single storey front/side/rear extensions, front porch, insertion of three rooflights and external refurbishment](#)

Comments required by 13 May

- Currently a two bedroom bungalow that is being expanded into what looks like a one bed bungalow – however the word stair appears on the ground floor plans but not the fire floor plans. No details for use of loft space after addition of skylights
- This looks like a breach of FNP Policy 11, safeguarding building stock for people of limited mobility including people with disabilities and older residents – the loss of a bungalow in accordance with Policy 11 item.3 this development will not be supported

OBJECTION

26/00463/HOU

2 Longdown, Fleet, Hampshire, GU52 7UZ

[Demolition of garage and erection of a two storey front and side extension \(to include replacement garage\) with front dormer and single storey rear extension](#)

Comments required by 11 May

- 50% soft landscaping been retained to front so meets Fleet neighbourhood Plan Policy 15
- Single garages are not counted as a parking space under Hart
- Proposed extension blends in well with existing design/elevations

NO OBJECTION

26/00563/FUL

Intec House, St Nicholas Close, Fleet, GU51 4JA

[Erection of a first floor extension](#)

Comments required by 19 May

- This is a proposed extension to accommodate a nursery from previous use as an office block.
- This is a large nursery with a predicted staffing of 20 FTEs who will potentially fully utilize the car parking space.
- The entrance to the site is off St Nicholas Close in close proximity to residential development.
- No details of the hours of operation of the nursery are stated and where and how parents/carers would drop off and collect young children.
- There is no obvious concern about the physical development of the building, but there is concern about the impact of the use on the immediate adjacent neighbours.
- Concern about noise and traffic disruption to the residents in St Nicholas Close.

OBJECTION until further details are provided regarding the operation of the facility as a nursery

26/00652/HOU

128 Old Ively Road, Farnborough, Hampshire, GU14 0LL

[Erection of a two storey side extension and replacement porch](#)

Comments required by 19 May

- This is almost out of the Town Council's domain.
- Going from a 1- or 2-bedroom cottage to a three potentially four bedroom cottage.
- The downstairs bathroom is being retained for what purpose? The second living room could be the fourth bedroom.
- Four bedrooms require 3 allocated parking spaces.
- Looks to be space on the site, but at the loss of the majority of the front garden to parking.
- Master bedroom has a Juliet Balcony potentially causing some loss of privacy to the immediate neighbours.

OBJECTION out of character and concern about loss of privacy to neighbours

26/00666/HOU

31 Clarence Road, Fleet, Hampshire, GU51 3RZ

[Demolition of conservatory and erection of a single storey wrap-around extension and side infill extension with roof lights](#)

Comments required by 19 May

- Somewhat odd that a supporting comment has come from No.35 Clarence Road which is not impacted by the development.
- The potential impact is on the adjoining neighbour No.29 because of the impact on their side window. Some light is being maintained by the inclusion of a roof light in the side extension. The window currently receives little natural light, but this may be further reduced.
- All rear extension, no change in the number of bedrooms.
- Apart from the side window issue, everything else is acceptable.

NO OBJECTION in principle but concern about loss of light to neighbour

26/00670/HOU

4 Cedar Drive, Fleet, Hampshire, GU51 3HD

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

Comments required by 19 May

NO OBJECTION

26/00679/HOU

45 Elms Road, Fleet, Hampshire, GU51 3EQ

[Erection of a replacement conservatory](#)

Comments required by 19 May

NO OBJECTION

17/02708/FUL

Rushgrove, Reading Road North, Fleet, GU51 4AJ

[Detached Bungalow and accessway \(resubmission\)](#)

Comments required by 22 May

	<ul style="list-style-type: none"> <li>• This development is involved in some controversy as the approved planning application was for a two bedroom bungalow that has been constructed as a 5 bedroom chalet bungalow.</li> <li>• A neighbour is challenging the legality of the development.</li> <li>• Again this is a retrospective application to change a planning condition.</li> <li>• However logical it may appear to build in a red brick which is more in keeping with local development, the change should be resisted as the developer is seeking an endorsement of another element of their unapproved development.</li> <li>• If there was an issue with the approved materials it should have been raised at the appropriate time, not after the development has been completed.</li> </ul> <p>OBJECTION</p>
6	<p><b>To Note:</b></p> <p>Review of weekly lists</p>
7	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>17<sup>th</sup> June</p>
8	<p><b>Date of Next Development Control Committee Meeting</b></p> <p>26<sup>th</sup> May</p>
<p><b>Meeting closed: 7.45pm</b></p> <p><b>Signed:</b>.....</p> <p><b>Date:</b> .....</p>	





## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on 27<sup>th</sup> April 2026  
at 7pm in The Function Room, The Harlington

**Present:**

Cllr Holt  
Cllr Schofield  
Cllr Chenery  
Cllr Hope

**Officers:** Charlotte Benham

1	<b>Apologies</b>  No apologies received
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3	<b>Public Session</b>  None present
4	<b>Approval of the Minutes</b>  The minutes of the development and control meeting held on Monday 13 <sup>th</sup> April 2026 were accepted as a correct record of the meeting.
5	26/00481/HOU 68 Kings Road, Fleet, Hampshire, GU51 3AP <a href="#">Erection of a single storey front/infill extension including open porch, erection of a single storey rear/infill extensions following demolition of existing conservatory and alteration to fenestration to ground floor side and rear</a> Comments required by 23 April  WITHDRAWN  26/00510/HOU 7 Grantley Drive, Fleet, GU52 7SA <a href="#">Erection of a single storey front extension to garage, conversion of garage into habitable accommodation and new roof</a> Comments required by 28 April

- Proposed modification to garage is in keeping with the host building – brick and tiles.
- Block plan shows three parking spaces which appear to occupy roughly 50% of the front garden – this leaves 50% which can be used for soft landscaping in compliance with Fleet Neighbourhood Plan Policy 15, Front Gardens.

NO OBJECTION subject to the block paving not covering the whole of the front garden

26/00546/HOU

13 Elvetham Road, Fleet, Hampshire, GU51 4QL

[Erection of a single storey rear extension to dining room at Sheepmoor View](#)

Comments required by 28 April

This is a very innocuous rear extension - NO OBJECTION

26/00478/HOU

135 Kings Road, Fleet, Hampshire, GU51 3DR

[Erection of single storey rear extensions following demolition of existing garage, a single storey side extension, alterations to fenestration, conversion of loft to habitable accommodation to include the raising of the ridge height to main roof, raised rear gables, insertion of rooflights to the front and rear and windows to the side and rear](#)

Comments required by 28 April

- Increase from 4 to 5-bedroom house with loft conversion by raising the ridge height by 400mm.
- Only one parking space on site which is totally inadequate for a 4 bedroom house, let alone a 5 bedroom house.
- Development is on the footprint of the existing garage, but the limited space between the house and the garage is infilled, and the extensive blank wall moved much closer to the neighbouring property.
- Creates a third floor with windows to the rear – relatively long garden so limited overlooking.
- Proposed matching materials.

OBJECTON – concern about impact on neighbour and totally inadequate parking

26/00497/HOU

55 Dukes Mead, Fleet, Hampshire, GU51 4HD

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

Comments required by 28 April

- Development all to the rear - no impact on neighbours.
- There is a reference to trees in the rear garden which appear not to be impacted by the development, but may need protection during construction

NO OBJECTION subject to tree protection measures if required

25/02098/FUL

Coach House, Cove Road, Fleet, GU51 2RT

[Change of use of coach house to dwelling to include erection first floor side extensions, replacement of flat roof with pitched roof and alterations to fenestration Request \(DJ\) for Applicants to revise design \(follows a separate visit by Conservation Officer Matthew Crook\) to the site to discuss method of revisions required, with updated \(revised\) plans received on 30 March 2026.](#)

Comments required by 5 May

- The revised design presents a better overall balance and supports the interesting host façade.
- The access onto Cove Road and the visibility of the access has been improved by the pruning of the shrubbery either side of the access gates.

NO OBJECTION

26/00444/HOU

19 Fallow Field, Fleet, Hampshire, GU51 2UU

[Conversion of loft to habitable accommodation to include the removal and raising of the roof and the erection of a dormer window to rear and the insertion of two rooflights to front and insertion of a window to first floor side](#)

Comments required by 6 May

- Looks like this property has had a significant extension in the past to increase the accommodation from 1 to 3 bedrooms, and it is now proposed to extend into the roof to create a 4<sup>th</sup> bedroom.
- 3 Parking spaces are shown by turning the whole front garden into a parking area in contravention of Fleet Neighbourhood Plan Policy 15, Front Gardens.
- This cannot be deemed good design, raising the ridge height makes the building very top heavy. This is a relatively densely developed area of Ancells with all houses of a very similar design. No evidence of other properties developing a second floor.
- Parking of two vehicles in line in the front garden is impractical, there are shared driveways that cut across the corner of the plot.
- Parking in a cul-de-sac is problematic.
- Overdevelopment of the site

OBJECTION

26/00594/HOU

Birches, Crown Gardens, Fleet, GU51 3LT

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

Comments required by 6 May

Wholly rear extension. If matching materials used to merge with the host building then NO OBJECTION

26/00598/HOU

94 Kings Road, Fleet, GU51 3DU

[Erection of a detached garage following demolition of existing detached garage](#)

Comments required by 6 May

- Not a significant increase in either plan area or height.
- Only condition is that it is not used for residential purposes.

NO OBJECTION subject to condition that it not be used for residential purposes

26/00623/HOU

9 Grenville Drive, Church Crookham, Fleet, Hampshire, GU51 5NR

[Extension of existing loft conversion to include the erection of a front dormer window, extend existing rear dormer window and chimney removal](#)

Comments required by 6 May

- Currently a 5-bedroom chalet bungalow, 2 on the ground floor and 3 in the roof space.
- Proposal is 1 bed on the ground floor and three at the first floor, but potential for two additional bedrooms from the TV room and the sitting room, so a 6-bedroom bungalow.
- Front garden is just long enough at 7.1m for a 5m parking bay and barely wide enough for 4 vehicles at 10 meters, which requires total loss of front garden to hard standing contrary to Fleet Neighbourhood Plan Policy 15, Front Gardens.
- The double pitched dormer to the front elevation does not reduce the impact of the front extension – roof is out of keeping with surrounding area
- Overdevelopment of site

OBJECTION

26/00559/HOU

55 Dinorben Close, Fleet, Hampshire, GU52 7SJ

[Erection of a single storey front extension and enlargement of the existing driveway](#)

Comments required by 6 May

- Only 2 parking spaces for a 3 bedroom house but no change in the number of bedrooms and no loss of parking area as a consequence of the front extension.

If materials match the host building then NO OBJECTION

26/00302/FUL

323 Fleet Road, Fleet, GU51 3BU

[Change of use from a barber's/hair shop to a restaurant, installation of a commercial kitchen extraction system with external ducting terminating at the side and rear elevations, together with associated internal alterations and ancillary works](#)

Comments required by 6 May

- FTC has previously commented on this application with specific reference to the side wall extractor flu.
- This was not challenged by the Environmental Health Officer but by the Conservation Officer as this is a locally listed Grade 2 building. The officer

	<p>has objected to the metal flues as being out of keeping with a listed building and suggested brick flues for both the front and the rear kitchen extractor systems.</p> <ul style="list-style-type: none"> <li>• The front extractor is taken up through a flue to a traditionally built brick chimney projecting through the sloping roof.</li> <li>• The rear flue, as required, has been taken up through a lengthy brick chimney which is totally out of keeping with any local character Overall height over 6m.</li> <li>• It is noted that the Conservation Officer has identified that a separate planning application should be submitted regarding signage to the front elevation which is the main feature of the historic building.</li> </ul> <p>OBJECTION to the second chimney at rear of building</p> <p><b>TO NOTE</b></p> <p>26/00557/PREAPP  Thurlston House, Victoria Hill Road, Fleet, GU51 4LD  Demolition of existing buildings and construction of 13 dwellings</p> <p>Would have no objection, this appears to be an appropriate development.</p>
6	<p><b>To Note:</b></p> <p>Review of weekly lists</p>
7	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>17<sup>th</sup> June</p>
8	<p><b>Date of Next Development Control Committee Meeting</b></p> <p>11<sup>th</sup> May</p>
<p><b>Meeting closed: 8.25pm</b></p> <p><b>Signed:</b>.....</p> <p><b>Date:</b> .....</p>	





## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on 13<sup>th</sup> April 2026  
at 7pm in The Function Room, The Harlington

**Present:**

Cllr Holt  
Cllr Schofield  
Cllr Chenery  
Cllr Hope

**Officers:** Charlotte Benham

1	<b>Apologies</b>  No apologies received
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3	<b>Public Session</b>  None present
4	<b>Approval of the Minutes</b>  The minutes of the development and control meeting held on Monday 23rd March 2026 were accepted as a correct record of the meeting subject to one amendment for Hideaway Cottage, N/O to OBJ.
5	26/00206/HOU 11 Wickham Road, Church Crookham, Fleet, Hampshire, GU52 6NT <a href="#">Erection of a first floor side extension with undercroft parking and installation of external stair access</a> Comments required by 9 April <ul style="list-style-type: none"><li>• This is a resubmission of a previously rejected application - it looks very much like the previous application with undercroft parking.</li><li>• New addition is an external spiral staircase to the first floor which could be the access to an annex. It does mean if used that it overlooks the neighbouring garden resulting in a loss of privacy.</li></ul>

- A metal spiral staircase is not a local characteristic, it is more in keeping with a commercial development than a residential one.
- Parking - there is the depth for 2 vehicles but not the width allowing for one parking space adjacent to a wall which requires extra width.
- There is a parking survey for local on-street parking which identifies parking on both sides of the adjacent roads which is not to be encouraged.
- The parking plan incorporates the neighbouring property which is commented on by neighbours as meaning an overall loss of at least 2 parking spaces.

OBJECTION

26/00394/HOU

23A Guildford Road, Fleet, GU51 3ES

[Conversion of garage to habitable room to include the replacement of the garage door with a bay window](#)

Comments required by 9 April

- Front garden can accommodate three vehicles but breaches Fleet Neighbourhood Plan Policy 16, Front Gardens, however garden already predominantly under gravel.
- There is a large tree to the front garden which would impact on the parking area. If removed, tree should be compensated for.

NO OBJECTION but if loss of tree it should be compensated.

26/00419/FUL

Rear Of, 4 Kings Road, Fleet, GU51 3AD

[Erection of building with flexible use within Class E\(g\) \(i\), \(ii\) and \(iii\) and B8 storage following demolition of existing storage building](#)

Comments required by 9 April

- Looks like a near new for old replacement.
- Highways have no issue with traffic numbers.
- Request a Condition that the property will not be used for residential purposes.

NO OBJECTION

26/00434/AMCON

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

[Application to vary conditions 2 \(Approved Plans\) and 3 \(Matching Materials\) of Planning Permission 25/01710/HOU Erection of a first floor side and single storey rear extension](#)

Comments required by 10 April

The following Conditions were included in the original Approval:

*‘2 - The development hereby permitted shall be begun before the expiration of three years from the date of this permission. Reason To comply with Section 91 of the Town and Country Planning Act 1990 (as amended).*

*The development hereby approved shall be carried out in accordance with the following plan nos. and documents: D3138-02A Proposed and D3138-01A Existing Reason To*

ensure that the development is carried out in accordance with the approved plans and particulars

3 - The materials to be used in the construction of the external surfaces of the development hereby permitted shall match in type, colour, texture and bond, those on the existing building”

- There is now a proposal to change the compatible finishes with Timber cladding, Cedral Click, colour 21 – this does not match in type or colour used on the existing building.
- Side extension has been changed from a traditional cavity wall brick construction to insulated timber (SIPPS), a cost saving solution.
- Planning conditions are applied for good and justified reasons and should not be amended

OBJECTION – front elevation needs to be maintained in keeping with the host building

26/00464/CON

Murco Stop And Shop, 51 - 53 Kings Road, Fleet, GU51 3AF

[Details pursuant to condition 8 \(Land Contamination\) of Planning Permission 24/00832/FUL Demolition of derelict petrol filling station and erection of two dwellings](#)

Comments required by 10 April

- Extensive report on contamination and decontamination procedures included.
- Remedial work was contaminated soil removal and replacement.
- Construction areas will have a vapour barrier incorporated.

NO OBJECTION

26/00442/AMCON

67 Velmead Road, Fleet, Hampshire, GU52 7LS

[Application to vary condition 2 \(Approved Plans\) of Planning Permission 25/00200/HOU Erection of a single storey rear extension following demolition of existing conservatory, alterations to fenestration to ground floor front and side, cladding to entrance, blocking up of old vehicular access and creation of new vehicular access](#)

Comments required by 14 April

- This application exposes a significant flaw in Hart’s Planning procedures.
- The drawings included in the Officer’s assessment and included in Condition 2 were submitted one month after the deadline for comments and upon which the Town Council as a statutory Consultee was not able to comment.
- The access to the site was amended from that commented on by the Highways Authority – it reverted to the existing access which does not create any issues but highlights a matter of principle.
- The Officer states “Would the development appear in-keeping with the appearance of the existing dwelling, street, and area? Yes.”

The original property is exposed brick and the approved development completely renders the existing property and the extension. It is not therefore in-keeping with the appearance of the existing building. FTC commented that brick was more in keeping with the local character, this property is now ivory rendered with an Anthracite coloured door and window frames which will stand out from the local character.

- What this variation fails to identify is that in addition to the 8m rear extension, the applicant is now proposing a further 4m wide decking extension onto the rear of the extended property, significantly increasing the impermeable area of development with no drainage details.
- Additionally extending the significant area of lost soft landscaping losing valuable carbon absorbing vegetation. The potential loss of Biodiversity by the overall size of development is not addressed.
- Over development of the site and approved drawings upon which no opportunity was given to give relevant comments.

OBJECTION – loss of biodiversity and surface water drainage not addressed and out of keeping with local character.

26/00463/HOU

2 Longdown, Fleet, Hampshire, GU52 7UZ

[Demolition of garage and erection of a two storey front and side extension \(to include replacement garage\) with front dormer and single storey rear extension](#)

Comments required by 16 April

- Proposed extension is acceptable as enhances the host building and reducing the roof profile reduces the impact on the street scene.
- Block plan indicates parking provision and Fleet Neighbourhood Plan Policy 15 to retain 50% of front garden to soft land scaping but A) the integral garage is not to Hart's latest standard 6m x 3m (only 5m deep) and B) single integral garage is not recognised as a parking space so three vehicles would need to be parked on the front garden therefore breaching Fleet Neighbourhood Plan Policy 15

NO OBJECTION to extension itself but note breach of Fleet Neighbourhood Plan in terms of parking

26/00386/HOU

10 The Lea, Fleet, Hampshire, GU51 5AU

[Erection of a two storey front and side extension](#)

Comments required by 22 April

- This is very typical of other extensions on the Lea.
- Increase from 3 to 4 beds requires additional parking.
- On-site parking for 3 vehicles completely occupies the front garden which breaches Fleet Neighbourhood Plan Policy 15, Front gardens.
- Short length of front hedge requires removal to accommodate turning circle of third parked vehicle.
- Proposed extension to the property raises no issues if materials match the host building.
- Difficult to understand room uses as rooms are not annotated on plans.

	NO OBJECTION on the condition that the extensions materials match that of the existing building
6	<b>To Note:</b> Review of weekly lists
7	<b>Noted:</b>  <b>Hart Planning Meeting Dates</b>  22 <sup>nd</sup> April
8	<b>Date of Next Development Control Committee Meeting</b>  27 <sup>th</sup> April
<p><b>Meeting closed: 8.10pm</b></p> <p><b>Signed:</b>.....</p> <p><b>Date:</b> .....</p>	





## **FLEET TOWN COUNCIL**

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

**Wednesday 22<sup>nd</sup> April 2026 at 7pm  
at The Harlington**

0 Councillor Holt (Chairman)

\* Samantha Neves (Vice Chairman)

\* Councillor Einchcomb

# Councillor Fang

\* Councillor Powell

0 Councillor Richmond

\* Councillor Schofield

\* Councillor Stanton

\* Councillor Taylor

\* Councillor Tilley

\* Councillor Woods

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

Also in attendance:

Rita Tong – Executive Officer

Alex Robins – The Harlington General Manager

#### **PF APRIL 2026 ITEM 1**

#### **APOLOGIES FOR ABSENCE**

Members received and accepted the apologies as noted above.

#### **PF APRIL 2026 ITEM 2**

#### **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **PF APRIL 2026 ITEM 3**

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

There were no questions from the public.

#### **PF APRIL 2026 ITEM 4**

#### **MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on Wednesday 18<sup>th</sup> February 2026 were approved and signed by the Chairman.

#### **PF APRIL 2026 ITEM 5**

#### **QUARTERLY FINANCIAL MONITORING REPORT**

Members considered and agreed the quarterly report for the period ending 31 March 2026.

Reports for 2025/26 as at 31 March 2026:

- a. Q4 Income & Expenditure Account
- b. Q4 Budget Monitoring Report
- c. Balance sheet as at 31 March 2026
- d. List of Purchase Ledger Payments

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

Members noted the inclusion of a report categorising events held at The Harlington for 2025/26 and commented that it provided valuable insight to inform future programming.

Members also noted the report on upcoming events and the General Manager’s comments that sales were largely progressing as expected

**RESOLVED**

To receive and accept the Quarterly Report and accounts for the period ending 31 March 2026.

The Harlington General Manager left the meeting at the end of this item (approx. 7.27pm).

**PF APRIL 2026 ITEM 6 INVESTMENT REPORT**

Members considered the quarterly investment report for the period ending 31 March 2026.

Members noted that as the Council is due to pay the design architects approximately £585,000 in the next six months, the decision was made to close the Nationwide investment and transfer the monies to HSBC to cover those payments.

<b>Account</b>	<b>Funds</b>
HSBC Current Bank Account	£24,656.99
HSBC Savings Account	£1,125,944.39
Nationwide Business Instant Saver	£419,562.44
CCLA Public Sector Deposit Fund	£3,094,664.82
<b>TOTAL</b>	<b>£4,664,828.64</b>

**RESOLVED**

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

**PF APRIL 2026 ITEM 7 OPEN AIR CIVIC & COMMUNITY EVENTS POLICY**

Members reviewed the updated *Open Air Civic & Community Policy* and noted that, as all parks have nearby residents, the requirement to conclude events by 9.30pm should apply to all parks, not just Calthorpe. Additionally, the requirement to follow guidance contained in *The Purple Guide to Health, Safety and Welfare at Music and Other Events* should be mandatory.

**RESOLVED**

Subject to the amendments above, the *Open Air Civic and Community Events Policy* was approved.

**PF APRIL 2026 ITEM 8 PAVILION MULTI USER POLICY**

Members reviewed the *Pavilion Multi User Policy* and noted agreed that, whilst utility costs are included within the hire charge, this may be insufficient in cases of excessive use (for example, where heating is left on overnight). Members agreed that the Council should have a mechanism to recover any additional costs incurred.

**RESOLVED**

Subject to the amendments above, the *Pavilion Multi User Policy* was approved.

**PF APRIL 2026 ITEM 9                      TREE POLICY**

Members reviewed the updated *Tree Policy* and made no changes.

**RESOLVED**

Members approved the updated *Tree Policy*.

**PF APRIL 2026 ITEM 10                      GRANTS**

Members considered an application for grant funding from Fleet Cricket Club in the sum of £500 + VAT towards legal fees to reassign a lease.

Members noted that the Council had not been consulted or informed prior to the change in legal status and that the resulting costs had been incurred at the Club’s own discretion. Members further noted the potential for setting an undesirable precedent should such costs be supported.

Accordingly, the application was declined.

**RESOLVED**

- a) To refuse the grant application for support towards legal fees to reassign a lease.
- b) To note the record of grants awarded for 2026/27.

**PF APRIL 2026 ITEM 11                      ANNOUNCEMENTS**

The following announcements were made:

- Sam Joliffe stars in the upcoming play True West on 27 & 28 May 2026 at The Harlington.
- Councillor training and induction at 7.00pm 13 May 2026 at The Harlington.

**PF APRIL 2026 ITEM 12                      DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 22<sup>nd</sup> July 2026 at 7pm in the Harlington.

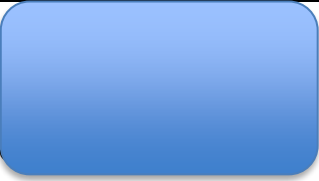

There being no further business the meeting closed at 8.10pm.

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



**Application for Co-option  
Part 1**

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

<b>Full Name &amp; Title</b>	SAMANTHA C NEVES
<b>Home Address</b>	
<b>Home Telephone</b>	
<b>Mobile Telephone</b>	
<b>Email Address</b>	
<b>Which Ward are you applying for?</b>	<b>Fleet Central Ward</b>

<b>About You</b>  Please provide the Council with some background information about yourself.
Hello.. I'm Samantha Neves, a proud Fleet resident, and previous town councillor. I work as a Global Marketing Director for a local company - Loma Systems, and am an immigrant from South Africa who has made Fleet home with my husband and two young children.
<b>Reasons for applying</b>  Please provide the council with your reasons for wanting to become a Town Councillor.

A year ago, I joined the Fleet Town Council, and during this time I have learnt an incredible amount about the ambition, process, people and dedication behind what makes our great town tick. When I applied to join the town council previously, I underestimated the sheer complexity and inner workings of what it takes to 'do' the work of council - how it supports the community by way of baseline services, through its review of financial support to deserving causes, it's considered investment in improvement projects like the Harlington and Skatepark and being a good, local employer. Through my involvement over the last year, I have just begun to learn how the magic happens; but more so the extent of incredible diversity of people and skills it requires to enable this. I now know that being a town councillor is not easy, and requires a level of dedication, commitment and servitude to truly contribute to enhancing the community we all love.

There may be interest from other parties to join the town council, but I believe that my 'head start' in understanding our council's process, people and ways of working, positions me better to progress the ambitions we have.

If re-elected, I would commit to continue my learning journey, attend 100% of town council meetings; and take a leading role in key working groups (eg. Policy & Finance) so that we can accelerate our progress in our strategic, long term projects.

Thank you for your consideration.

- Samantha Neves

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

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

## Co-option Eligibility Form Part 2

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

- a) I am registered as a local government elector for the parish; or
- b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or
- c) My principal or only place of work during those twelve months has been in the parish; or
- d) I have during the whole of twelve months resided within 4.8 km of The Parish of Fleet

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

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

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

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

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

### DECLARATION

I...SAMANTHA NEVES..... Hereby confirm that I am eligible for the vacancy of Fleet Town Councillor, and the information given on this form is a true and accurate record.

Signature.....



.....Date...12 MAY 2026

**Fleet Town Council is duty bound to treat this information as strictly confidential.**

**CO-OPTED COUNCILLOR PERSON SPECIFICATION**

<b>COMPETENCY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> <li>• Forward Thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Can bring a new skill, expertise or key local knowledge to the Council.</li> </ul>
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>• Ability to listen constructively</li> <li>• A good team player</li> <li>• Ability to pick up and run with a variety of projects Solid Interest in local matters</li> <li>• Ability and willingness to represent the Council and their community</li> <li>• Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.</li> <li>• Ability to communicate succinctly and clearly.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>• Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities).</li> <li>• Ability and willingness to undertake induction training and other relevant training.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working or being a member in a local authority or other public body</li> <li>• Experience of working with voluntary and or local community / interest groups</li> <li>• Basic knowledge of legal issues relating to town and parish Councils or local authorities</li> <li>• Experience of delivering presentations</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.</li> </ul>	



### Application for Co-option Part 1

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

<b>Full Name &amp; Title</b>	Mr Kevin Davidson
<b>Home Address</b>	[REDACTED]
<b>Home Telephone</b>	n/a
<b>Mobile Telephone</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Which Ward are you applying for?</b>	Fleet Central Ward

#### About You

Please provide the Council with some background information about yourself.

I am 59 years old and a Director of Esprit de Corps Consulting Ltd, a company I set up in August 2023 following my retirement from the BMW Group after 32 years. The main focus areas are Business Coaching & Consulting.

I was Managing Director at BMW Group Ireland from January 1<sup>st</sup> 2020 to March 2023 leading the team through the pandemic and returning the company to record profit levels in 2021 whilst leading the Premium Segment for the first time since 2008. I was previously Retailer Development Director at BMW Group UK from 2013. In this role I pioneered many programmes in partnership with BMW AG including Retail Review Board, Genius Programme, Voice of the Customer and Retail Online. Being the first market to launch these programmes allowed BMW Group UK to innovate with the support of BMW AG whilst shaping them for market suitability. I joined BMW Group in November 1991 and have experience at senior management level in many functions from BMW Financial Services to Sales to Aftersales. I was Aftersales Director at BMW Group Canada between 2005-2007 and during this time took the market to Position 1 in JD Power Survey whilst also outsourcing the Parts Distribution Centre and creating a combined Customer Interaction Centre with BMW Financial Services. I have a degree in Economic Policy and an MBA from University of Surrey. I am also qualified by the Pensions Management Institute after spending 13 years as a Trustee.

I am married to Donna and we have three adult children; Carla, Emily and Seer. I enjoy golf, walking, reading and football and I am an active member of Everyone Active, Fleet in my spare time.

## Reasons for applying

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

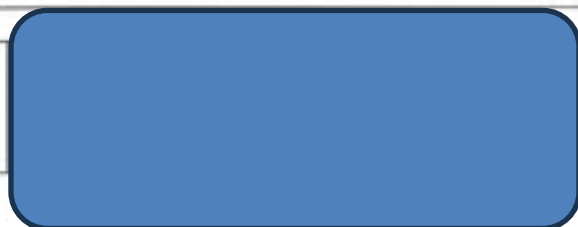
I have lived in Fleet since 2014 following a move from Godalming where I lived from 1998. I nearly moved to Fleet back in 1998 when we visited a "much smaller" Elvetham Heath at the time! I always loved the town and the area and I was so happy in 2014 when I decided to move to Fleet permanently. As well as constantly being voted as one of the happiest and desirable places to live in the UK, I love the combination of a friendly and safe town and the proximity to some of the most wonderful nature and recreation. As an avid walker we are always searching for new and interesting walks in the local area to Fleet. Our friends and family love it when they visit whether it be visiting local Cafes and restaurants, the village pubs of which there is great choice or relaxing with us in our beautiful home on Elvetham Heath.

When I retired from corporate life I spent the first three years setting up my own company in business coaching and consulting. However, I am very interested in helping my local Community be the "best place it can be" for people to live and thrive. I did some work with Fleet Town Council as part of the Warmer homes team on the Greening Fleet initiative and this gave me an appetite to get more involved. I met recently with Steve Forster who briefed me very well on what Hampshire, Hart and Fleet are responsible for. I found that meeting very inspirational and useful and it gave me the information and impetus to take the next step.

I'm from a working class background in Stirling, Scotland and started joining my late father on a Saturday from the age of four years old on his fruit and vegetable van that travelled around Stirling serving customers. That taught me some strong values and commercial skills that have served me well during my working career. I now have the time to give something back and to bring my skills to my local community.

In looking at the areas Fleet Town Council are responsible for, I believe my natural love for recreation and sport combined with my desire to have beautiful walking areas full of trees, birds and nature make it a good fit. I am also a regular at the Community Events; both at the Harlington Centre be it music or comedy and outside at the Concert on the Green or other events. My business skills would also be useful from a planning consultation perspective.

Signature



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

**Co-option Eligibility Form Part 2**

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

- a) I am registered as a local government elector for the parish; or
- b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or
- c) My principal or only place of work during those twelve months has been in the parish; or
- d) I have during the whole of twelve months resided within 4.8 km of The Parish of Fleet

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

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

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

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

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

**DECLARATION**

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

Signature



Date 4/5/26

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

Fleet Town Council is duty bound to treat this information as strictly confidential.




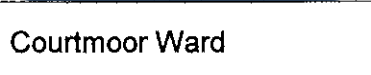
#### CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> <li>• Forward Thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Can bring a new skill, expertise or key local knowledge to the Council.</li> </ul>
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>• Ability to listen constructively</li> <li>• A good team player</li> <li>• Ability to pick up and run with a variety of projects Solid Interest in local matters</li> <li>• Ability and willingness to represent the Council and their community</li> <li>• Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.</li> <li>• Ability to communicate succinctly and clearly.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>• Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities).</li> <li>• Ability and willingness to undertake induction training and other relevant training.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working or being a member in a local authority or other public body</li> <li>• Experience of working with voluntary and or local community / interest groups</li> <li>• Basic knowledge of legal issues relating to town and parish Councils or local authorities</li> <li>• Experience of delivering presentations</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.</li> </ul>	



**Application for Co-option  
Part 1**

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

<b>Full Name &amp; Title</b>	Mr. Leslie George Holt
<b>Home Address</b>	
<b>Home Telephone</b>	
<b>Mobile Telephone</b>	
<b>Email Address</b>	
<b>Which Ward are you applying for?</b>	Courtmoor Ward

**About You**

Please provide the Council with some background information about yourself.

I was the first in my family to go to university. After graduation I joined LEO Computers, which eventually became ICL. I progressed through the ranks to general management including taking responsibility for ICL's activities with the EU commission with offices in Luxemburg and Brussels.

My real interest was in the use of computers so mid career I joined the Automobile Association. My achievements included re-engineering the working relationship between Insurance Brokers and Underwriters in the UK and the introduction of two generations of Command and Control systems.

Since retiring from full time employment I have undertaken some consultancy work and was a member of the panel for the British Computer Society IS Management Award.

Outside of work I have enjoyed bringing up my family, DIY, gardening and playing golf.

For the last six years I have been an active member of the local Fleet Probus Club including a year as President. I am currently the club's Secretary and also the organizer of their annual four night Spring Break at one of the Warners hotels.



**Application for Co-option  
Part 1**

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

<b>Full Name &amp; Title</b>	Mr. Leslie George Holt
<b>Home Address</b>	[Redacted]
<b>Home Telephone</b>	[Redacted]
<b>Mobile Telephone</b>	[Redacted]
<b>Email Address</b>	[Redacted]
<b>Which Ward are you applying for?</b>	Fleet Central Ward

<p><b>About You</b></p> <p>Please provide the Council with some background information about yourself.</p> <p>I was the first in my family to go to university. After graduation I joined LEO Computers, which eventually became ICL. I progressed through the ranks to general management including taking responsibility for ICL's activities with the EU commission with offices in Luxemburg and Brussels.</p> <p>My real interest was in the use of computers so mid career I joined the Automobile Association. My achievements included re-engineering the working relationship between Insurance Brokers and Underwriters in the UK and the introduction of two generations of Command and Control systems.</p> <p>Since retiring from full time employment I have undertaken some consultancy work and was a member of the panel for the British Computer Society IS Management Award.</p> <p>Outside of work I have enjoyed bringing up my family, DIY, gardening and playing golf.</p> <p>For the last six years I have been an active member of the local Fleet Probus Club including a year as President. I am currently the club's Secretary and also the organizer of their annual four night Spring Break at one of the Warners hotels.</p>
---

**Reasons for applying**

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

My late wife and I moved to Fleet from Wokingham 24 years ago. Wokingham was no longer the town we remembered when we moved there in the mid 80s, it had grown so fast without the corresponding investment in its infrastructure. To us Fleet looked to be the place to spend our latter years.

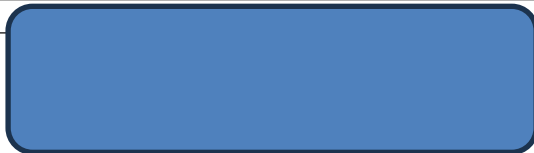
I joined Fleet Town Council with the objective of helping Fleet maintain its character and provide the facilities it deserved and have been a councillor for the last 15 years. I have endeavored to contribute to FTC's success by being an active member of many of its committees and in particular chairing the Policy and Finance Committee for over 10 years.

Since the formation of Fleet Town Council in 2010 the Council has I believe significantly improved the facilities and usage of the parks and of the Harlington whilst at the same time maintaining one of the lowest Council Tax rates for comparable towns.

I am fully committed to the Council being apolitical and the vision we agreed in 2023.

I would very much welcome the opportunity to continue on the council to support its objective of refurbishing the Harlington. The refurbished Harlington should provide an up-to-date and comfortable facility for the residents of Fleet and bring people into the town center. With the increasing move to online shopping, facilities such as the Harlington are critical to the future health of town centers.

**Signature**



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

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

**Co-option Eligibility Form Part 2**

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

- a) I am registered as a local government elector for the parish; or
- b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or
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- d) I have during the whole of twelve months resided within 4.8 km of The Parish of Fleet

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

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- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
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- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

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

**DECLARATION**

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

Signature....  Date... 5<sup>TH</sup> May 2026.

Fleet Town Council is duty bound to treat this information as strictly confidential.

**CO-OPTED COUNCILLOR PERSON SPECIFICATION**

<b>COMPETENCY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> <li>• Forward Thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Can bring a new skill, expertise or key local knowledge to the Council.</li> </ul>
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<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.</li> </ul>	

# DECLARATION OF RESULT OF POLL

Hart District Council

## Election of Councillors for

Calthorpe  
on Thursday 7 May 2026

I, Daryl Phillips, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
CHENERY Grahame Victor commonly known as CHENERY Grahame	Independent	470 Elected
FORSTER Steven Mark commonly known as FORSTER Steve	Local Conservatives	1043 Elected
HOLT Leslie George		232
WILDSMITH Peter James	Liberal Democrat	601 Elected

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	2
B voting for more Candidates than voter was entitled to	1
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	0
E rejected in part	0
Total	3

Vacant Seats: 3

Electorate: 3199

Ballot Papers Issued: 1613

Turnout: 50.42%

And I do hereby declare that, Grahame Victor Chenery, Steven Mark Forster, Peter James Wildsmith are duly elected.

Dated Friday 8 May 2026

Daryl Phillips  
Returning Officer

# Notice Of Uncontested Election

Hart District Council

Fleet Town Council - Election of Councillors for  
Ancells

on  
Thursday 7 May 2026

I, Daryl Phillips, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Councillors for Ancells.

Name of Candidate (surname first)	Home Address	Description (if any)
May Ellie Ann	(address in Hart)	
Woods George	27 Forest Dean, Fleet, GU51 2TT	Independent

Daryl Phillips  
Returning Officer

Dated Thursday 9 April 2026

Printed and published by the Returning Officer, Civic Offices, Harlington Way, Fleet,  
Hants, GU51 4AE

# Notice Of Uncontested Election

Hart District Council

Election of Councillors for  
Fleet Town Council - Courtmoor

on  
Thursday 7 May 2026

I, Daryl Phillips, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Councillors for Courtmoor.

<b>Name of Candidate (surname first)</b>	<b>Home Address</b>	<b>Description (if any)</b>
Einchcomb Paul Stephen Walter	(address in Hart)	
Oliver Alan John	(address in Hart)	Independent
Stanton Janet Joyce	(address in Hart)	Independent

Daryl Phillips  
Returning Officer

Dated Thursday 9 April 2026

Printed and published by the Returning Officer, Civic Offices, Harlington Way, Fleet,  
Hants, GU51 4AE

# Notice Of Uncontested Election

Hart District Council

Election of Councillors for  
Fleet Town Council - Fleet Central

on  
Thursday 7 May 2026

I, Daryl Phillips, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Councillors for Fleet Central.

Name of Candidate (surname first)	Home Address	Description (if any)
Engstrom Emil	(address in Hart)	Liberal Democrat
Hope Alan Howling `Laud`	59 New Barn Close, Fleet, Hants, GU51 5HU	The Official Monster Raving Loony Party
Parker Andy	(address in Hart)	Liberal Democrat
Powell Paddy	(address in Hart)	

Daryl Phillips  
Returning Officer

Dated Thursday 9 April 2026

Printed and published by the Returning Officer, Civic Offices, Harlington Way, Fleet,  
Hants, GU51 4AE

# Notice Of Uncontested Election

## Hart District Council

### Election of Councillors for Fleet Town Council - Pondtail

on

Thursday 7 May 2026

I, Daryl Phillips, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Councillors for Pondtail.

<b>Name of Candidate (surname first)</b>	<b>Home Address</b>	<b>Description (if any)</b>
Kuntikanamata Kumar	(address in Hart)	
Schofield Bob	(address in Hart)	
Taylor Dan	(address in Hart)	Liberal Democrat
Tilley Sue	(address in Hart)	Independent

Daryl Phillips  
Returning Officer

Dated Thursday 9 April 2026

Printed and published by the Returning Officer, Civic Offices, Harlington Way, Fleet,  
Hants, GU51 4AE

This is to certify that

**Rita Tong**

Has been awarded

**20 Credits at Level 3**

on a programme entitled

**Certificate in Local Council Administration**

provided by

**Society of Local Council Clerks**

Unit Title	Unit Code	Credit(s)	Level
Core Roles in Local Council Administration	AC3/3/SO/002	3	3
Law and Procedures for Local Councils	AC3/3/SO/005	5	3
Finance for Local Councils	AC3/3/SO/003	5	3
Management for Local Councils	AC3/3/SO/001	2	3
Community Engagement	AC3/3/SO/004	5	3

\* Please note that the unit(s) listed above are not regulated by Ofqual

*Phil Wilkinson*

Phil Wilkinson  
Ascentis Chief Executive

Learner Number 834127  
Date of Birth 01 Mar 1972  
Award Date 29 Nov 2016  
Certificate Number 5710593  
Date of Issue 02 Dec 2016



## FTC COMMITTEE MEMBERSHIP 2026/2027

RECREATION, LEISURE & AMENITIES	ESTABLISHMENT	PLANNING / DEVELOPMENT CONTROL
Cllr Chenery Cllr Einchcomb Cllr Engstrom Cllr Forster Cllr May Cllr Powell Cllr Stanton Cllr Taylor Cllr Tilley Cllr Woods	Cllr Einchcomb Cllr May Cllr Powell Cllr Woods	Cllr Chenery Cllr May (reserve)
	POLICY & FINANCE	
	Cllr Einchcomb Cllr Engstrom Cllr Parker Cllr Stanton Cllr Taylor Cllr Tilley Cllr Woods	

## FTC WORKING GROUP MEMBERSHIP 2026/2027

CLIMATE CHANGE	BUDGET	RISK MANAGEMENT
Cllr May Cllr Stanton Cllr Tilley	Cllr Einchcomb Cllr Parker Cllr Stanton Cllr Taylor Cllr Tilley Cllr Woods	Cllr Parker
HDC COUNTRYSIDE ENGAGEMENT	THE HARLINGTON	PARKS & OPEN SPACES
Cllr Einchcomb Cllr Stanton Cllr Tilley	Cllr Einchcomb Cllr Engstrom Cllr Forster Cllr Oliver Cllr Powell Cllr Stanton Cllr Taylor Cllr Tilley Cllr Woods	Cllr Einchcomb Cllr May Cllr Powell Cllr Stanton Cllr Tilley Cllr Woods

Note – Cllrs Hope, Kuntikanamata, Schofield & Wildsmith have not yet submitted their preferences

<b>FTC External Bodies Membership 2026/2027</b>	
<b>Business Improvement District (BID)</b>	Cllr Engstrom Cllr Parker Cllr Tilley Cllr Forster
<b>Fleet Cricket Club</b>	Cllr Oliver
<b>Fleet Connect and Community Transport</b>	Cllr Woods
<b>Fleet Phoenix (observer)</b>	Cllr Chenery Cllr Stanton
<b>Fleet Pond Society</b>	Cllr Engstrom Cllr Taylor Cllr Parker Cllr Chenery Cllr May
<b>Flood Forum</b>	Cllr Einchcomb Cllr May
<b>Hart Community Safety (QPM)</b>	Cllr Woods
<b>Hart District Association of Parish and Town Councils (HDAPTC)</b>	Cllr Einchcomb Cllr Woods Cllr Stanton Cllr Tilley
<b>Hart Voluntary Action (HVA)</b>	Cllr Woods Cllr Powell Cllr Parker Cllr Chenery Cllr Stanton

Note – Cllrs Hope, Kuntikanamata, Schofield & Wildsmith have not yet submitted their preferences



# Fleet Town Council

## Standing Orders May 2026

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# 1. Meetings of Full Council and Committees

- a **Meetings do take place in the Harlington which is licensed for the supply of alcohol as this is the most practical venue to hold Council meetings. Alcohol however is not served in the part of the building when the meeting is taking place.**
- b **When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. This will be subject to the paragraphs below and will ordinarily occur during the time set aside for public participation at the beginning of the meeting.
- e The period of time [which is at the Chair's discretion] OR [which is designated for public participation in accordance with standing order 1(d) above] shall not exceed 15 minutes unless the Chair wishes to use their discretion.
- f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and must hand a written copy of the question to the Executive Officer immediately before the meeting at the latest. The length of the question must not exceed 65 words. The total time for public participation shall not exceed 15 minutes.
- g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The question will be included in the minutes.
- h In accordance with standing order 1(g) above. Questions will be answered in one of the following ways:
  - When an answer can be given immediately, the answer will be included in the first draft of the minutes.
  - When an answer requires research to be taken over a period of up to 4 weeks, the answer, as soon it is available, will be added to the draft minutes displayed on the Council website and will be included in the minutes adopted by the next following Council meeting.
  - When an answer still cannot be answered by this Council meeting then an update will be included at item 3 on the next and every subsequent agenda, until an answer can be provided and will then be included in the next available set of minutes.
- i A summary record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j Any person speaking at a meeting shall address their comments to the Chair.
- k Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
- l A copy of the above Public Participation rules shall be placed in the public seating area at the

Council meeting.

- m** Subject to standing order 1(n), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- n** A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- o** In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- p** Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair may in their absence be done by, to or before the Vice-Chair (if any).
- q** The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- r** Subject to model standing order 1 (t) below and the meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- s** The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (*See also standing orders 2 (h) and (i) below.*)
- t** Voting on any question, with the exception of Councillor co-option, shall be by a show of hands.  
**Voting by Secret Ballot is permitted for the co-option of a Councillor.**  
**At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- u** The minutes of a meeting shall record the names of councillors present and absent also the names of officers and visiting Councillors as well as the number of members of the public.
- v** The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.
- w** An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (*See also standing order 9 below.*)
- x** No business may be transacted at a meeting unless at least one third of the whole number of members of the Council / Committee are present and in no case shall the quorum of a meeting be less than 3.

- y **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- z Meetings shall not exceed a period of 3 hours.
- aa The Chair's decision as to the application of Standing Orders at meetings shall be final.
- bb A Councillor's failure to observe Standing Orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with Standing Order 12b.
- cc **A Councillor or non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

## 2. Annual Council Meetings

*See also standing order 1 above*

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e **The election of the Chair and Vice-Chair of the Council shall be the first business completed at the annual meeting of the Council.**
- f **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair of the Council at the Annual Meeting of the Council, the order of business shall be as follows.
  - i. In an election year, delivery by Councillors of their declarations of acceptance of office.
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
  - iii. Receipt of nominations to existing committees.
  - iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
  - v. Review and adoption of appropriate standing orders (including Review of delegation

arrangements and terms of reference to committees, sub-committees, employees and other local authorities) and financial regulations in line with the requirement at SO 33b.

- vi. Review of representation on or work with external bodies and arrangements for reporting back.
- vii. Review of inventory of land and assets including buildings and office equipment.
- viii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- ix. Review of the Council's and/or employees' memberships of other bodies.
- x. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

### 3. Extraordinary Meetings

*See also standing order 1 above*

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.**
- c The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the Chair of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

### 4. Preparation for Council Meetings

- a Agenda items are not to be debated if there is no supporting report or it is circulated less than three days prior to the meeting.
- b Chairs should ensure that only items for which briefing papers have been circulated prior to the meeting are on the agenda.
- c No financial approvals shall be given unless all relevant financial information is circulated at least three days prior to the meeting.
- d Chairs are to assume that all briefing papers have been read.
- e Members are responsible for reading all background papers prior to the meeting.

### 5. Motions Requiring Written Notice

- a In accordance with standing order 7(b)(iii), below no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 5(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c If the Proper Officer considers the wording of a motion received in accordance with standing

order 5(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear days before the meeting.

- d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e Having consulted the Chair or councillors pursuant to standing order 5(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- i All Submitted Motions must have a supporting report as per Standing Order 5a.

## 6. Motions not Requiring Written Notice

- a Motions in respect of the following matters may be moved without written notice.
  - i. To appoint a person to preside at a meeting.
  - ii. To approve the absences of Councillors.
  - iii. To approve the accuracy of the minutes of the previous meeting.
  - iv. To correct an inaccuracy in the minutes of the previous meeting.
  - v. To dispose of business, if any, remaining from the last meeting.
  - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
  - vii. To proceed to the next business on the agenda.
  - viii. To close or adjourn debate.
  - ix. To refer by formal delegation a matter to a committee or an employee.
  - x. To appoint a committee, sub-committee or working group or any councillors (including substitutes) thereto.
  - xi. To receive nominations to a committee sub-committee or working group.
  - xii. To dissolve a committee, sub-committee or working group.
  - xiii. To note the minutes of a meeting of a committee sub-committee or working group.
  - xiv. To consider a report and/or recommendations made by a committee or a sub-committee or a Working Group or an employee.
  - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
  - xvi. To authorise legal deeds signed by two councillors and witnessed.  
(See *standing orders 16 (a) and (b) below.*)
  - xvii. To authorise the payment of monies up to £250.
  - xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
  - xix. To extend the time limit for speeches.

- xx. To exclude the press and public for all or part of a meeting.
- xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- xxii. To give the consent of the Council if such consent is required by standing orders.
- xxiii. To suspend any standing order except those which are mandatory by law.**
- xxiv. To adjourn the meeting.
- xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- xxvi. To answer questions from councillors.
- xxvii. To give dispensations to Councillors where appropriate (see 9)

## 7. Proper Officer

- a The Executive Officer shall be the Council's Proper Officer. The Executive Officer or other person duly authorised to so act during the Proper Officer's absence is appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer or other duly authorised person appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
  - i. **Give notice to councillors confirming the time, date, venue and the agenda for a meeting by electronic delivery at least 3 clear days before a meeting provided any such email contains the electronic signature and title of the Proper Officer.**
  - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - iii. Subject to standing orders 5a)–(e) above, include in the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it.
  - iv. **Convene a meeting of full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office, in accordance with standing order 7(b)i] and 7(b)ii] above.**
  - v. **Make available for inspection the minutes of meetings.**
  - vi. **Receive and retain copies of byelaws made by other local authorities.**
  - vii. **Receive and retain declarations of acceptance of office from councillors.**
  - viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
  - ix. Keep proper records required before and after meetings.
  - x. Process all requests made under the Freedom of Information Act 2000 and Data Protection legislation, in accordance with and subject to the Council's procedures relating to the same.
  - xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
  - xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form subject to the requirement of data protection, freedom of information legislation and other legitimate requirements (e.g. The Statute of Limitations Act 1980).
  - xiii. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.

- xiv. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

## 8. Rules of Debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair's direction for reasons of expedience.
- b Subject to standing orders 5(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to standing order 7(b)(iii) above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chair, be reduced to writing and handed to the Chair who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
  - i. to leave out words;
  - ii. to add words;
  - iii. to leave out words and add other words.
- g A proposed and not carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to Standing Order 5(h) above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
- j Pursuant to standing order 5(h) above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.
- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o Subject to standing orders 8 (m) and (n) above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.
- p During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the Chair and his decision shall be final.
- r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment

unless permission for the withdrawal of the motion or amendment has been refused.

- s Subject to standing order 8(o) above, when a Councillor's motion is under debate no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be silent or for him to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting;
  - ix. To suspend any standing order, except those which are mandatory.
- t In respect of standing order 8 (s)(iv) above, the Chair shall first be satisfied that the motion has been sufficiently debated before being put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

## 9. Code of Conduct (England)

*See also standing orders 1(v)–(w) above*

All Councillors shall observe the code of conduct adopted by the Council.

- a All Councillors shall undertake training in the code of conduct within 6 months of the delivery of their Declaration of Acceptance of Office.
- b It is a criminal offence for a member to participate and vote at a meeting on a matter which he / she is deemed to have a disclosable pecuniary interest. If a member is unsure as to whether they hold a disclosable pecuniary interest in a matter they should first seek advice from the Executive Officer well in advance of the meeting. If they feel they have a disclosable pecuniary interest then the Council will have to approve a dispensation prior to participating in the item at the meeting. Details of the dispensation will be recorded in the minutes.
- c Where a member has a disclosable pecuniary interest in a matter he / she will leave the room whilst the matter is being discussed unless they have been given a dispensation as per 9(b).

## 10. Questions

- a A Councillor may seek an answer to a question concerning any business of the Council provided 5 clear days' notice of the question has been given to the Proper Officer.
- b Every question shall be put and answered without discussion.

## 11. Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance

with standing order 6(a)(iv) above.

- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the [ Full Council OR [ ] Committee] held on [date] in respect of [item] were a correct record but his view was not upheld by the majority of the [Full Council OR [ ] Committee] and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

## 12. Disorderly Conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chair, there has been a breach of standing order 12(a) above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 12(b) above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

## 13. Rescission of Previous Resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least two-thirds of the members of the Council, or committee or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 13(a) above has been disposed of, no similar motion may be moved within a further 6 months.

## 14. Voting on Appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

## 15. Expenditure

- a **Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.**
- b **The Council's financial regulations shall be reviewed once a year.**

- c **The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

## **16. Execution of Legal Deeds**

*See also standing order 6(a)(xvi) above*

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b **In accordance with a resolution made under standing order 16(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

## **17. Committees**

*See also standing order 1 above*

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. may permit committees to determine the dates of their meetings;
  - iii. shall appoint and determine the term of office of Councillor or non-Councillor members of such a committee (unless it is a committee which regulates and controls the finances of the Council);
  - iv. may in accordance with standing orders, dissolve a committee at any time.

## **18. Sub Committees**

*See also standing order 1 above*

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

## **19. Working Groups**

*See also standing order 1 above*

- a The Council or committees may appoint Working Groups comprised of a number of Councillors and non-councillors.
- b Working Groups and any sub-Working Group may consist wholly of persons who are non-councillors.
- c Officers will not generally be required to attend Working Groups unless deemed necessary.
- d Working Groups only have power to investigate and report, unless otherwise delegated.

## **20. Accounts and Financial Statements**

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's Financial Regulations, which shall be reviewed at least annually.

- b The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 31 March, 30 June, 30 September and 31 January in each year a statement summarising the Council's receipts and payments for each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

## **21. Estimates / Precepts**

- a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than the 30<sup>th</sup> September.

## **22. Canvassing of and Recommendations by Councillors**

- a Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **23. Inspection of Documents**

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

## **24. Unauthorised Activities**

- a Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **25. Confidential Business**

- a Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A Councillor in breach of the provisions of standing order 25(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

## 26. General Power of Competence

- a The General Power of Competence (GPC) allows eligible local Councils “the power to do anything that individuals generally may do” as long as they don’t break other laws. This is the power of “first resort”.  

Eligibility criteria

Two thirds of the Council must be elected (even if the election was not contested). For Fleet Town Council this is 12 members.

The Executive Officer must hold the CiLCA qualification, including the GPC qualification, or be prepared to acquire the qualification within one year.
- b The Council is then required to revisit that decision and make a new resolution at every ‘relevant’ annual meeting of the Council to confirm that it still meets the criteria (if it does). (i.e. a ‘relevant’ annual meeting is the annual meeting of the Council after the ordinary election that normally take place every four years).

## 27. Matters Affecting Council Employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR the establishment committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Subject to the Council’s policy regarding absences from work, the Council’s most senior employee shall notify the Chair, in their absence, the Vice-Chair of any absence occasioned by illness or urgency and that person shall report such absence to the Council at its next meeting if the absence is for more than 5 days.
- c The Chair of the Council and the Chair of Establishment Committee shall in accordance with the Councils Appraisals system conduct a review of the performance and/or appraisal of the Executive Officer and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by Policy and Finance Committee.
- d Subject to the Council’s policy regarding the handling of grievance matters, the Council’s most senior employee (or other employees) shall contact the Chair or in their absence, the Vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Establishment Committee
- e Subject to the Council’s policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by the Executive Officer relates to the Chair or Vice-Chair of the Finance and Policy committee, this shall be communicated to another member of the Finance and Policy committee, which shall be reported back and progressed by resolution of the council.
- f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee’s absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 27(g) and (h) above if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 27(g) and (h) above shall be provided only to the Executive Officer and/or the Chair of the Council OR the Chair of the Policy and Finance committee.

## **28. Responsibilities to Provide Information**

*See also standing order 29*

- a** In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

*[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

## **29. Management of Information**

*See also standing order 30*

- a** The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b** The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c** The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d** Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

## **30. Responsibilities Under Data Protection Legislation**

*(Below is not an exclusive list).*

*See also standing order 29.*

- a** The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- b** The Council shall have a written policy in place for responding to and managing a personal data breach.
- c** The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- d** The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- e** The Council shall maintain a written record of its processing activities.

## 31. Freedom of Information Act 2000

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chair of the Finance and Policy committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under Standing Order 7(b)(x) above.

## 32. Relations with the Press / Media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

## 33. Liaison with District and County Councillors

- a An invitation to attend a meeting of the Council shall be sent electronically, together with the agenda, to the Councillors of the District or County Council representing its electoral wards.
- b Unless the Council otherwise orders, a copy of each letter sent to the District or County Council shall be sent electronically to the District or County Councillor representing its electoral ward.
- c District and County Councillors may participate in Council meetings at the discretion of the Chair.

## 34. Financial Matters

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the accounting records and systems of internal control;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent Internal Auditor in accordance with proper practices and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
  - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
  - v. whether contracts with an estimated value below £60,000 excluding VAT due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 including VAT but less than the relevant thresholds in standing order 34(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer or other duly appointed person in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules.**
- g. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by legal professionals acting in disputes;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Executive Officer / RFO shall act after consultation with the Chairman and Vice Chairman of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

## 35. Allegations of Breaches of the Code of Conduct

- a All allegations of breaches of the Code of Conduct will be forwarded to the Monitoring Officer to investigate and deal with the complaint.

## 36. Variation, Revocation and Suspension of Standing Orders

- a Any or every part of the standing orders, except those which are **mandatory by law**, which are highlighted in bold, may be suspended by resolution of at least two-thirds of the councillors at a meeting in relation to any specific item of business.
- b A motion to permanently add to or to vary or to revoke one or more of the Council's Standing Orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

## ~~37. Standing Orders to be Given to Councillors~~

- ~~a The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of his declaration of acceptance of office.~~

## 38. Delegation and Terms of Reference to the Planning Committee

- a To consider and respond to all applications for planning permission and planning appeals referred to Town Council by Local Planning Authorities;
- b To consider all matters relating to Listed Building Consents, Buildings of Special Architectural Interest, Historic Buildings and the Conservation Areas;
- c To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission;
- d To consider and comment on all planning matters relating to the Town of Fleet and advise the District and Town Council as necessary;
- e To comment upon and monitor Tree Applications, Tree Preservation Orders and to seek approval for further TPOs if deemed necessary;
- f To commit to engage with residents and developers for pre-application consultation;
- g To actively promote the needs of the Town for s106 contributions;
- h To consider and comment on all planning policy matters relating to the town of Fleet and provide recommendations for report to the Town Council;
- i To respond to all relevant consultation documents relating to planning policy and associated matters;
- j Facilitate the development of a Neighbourhood Plan for approval by the whole council and review at least every five years.

## 39. Delegation and Terms of Reference to Policy and Finance Committee

- a To regulate, manage and control the finance and resources of the Town Council, including the recommendation to Town Council of the annual budgets and precept within the Council's Financial Regulations;
- b To review the expenditure on capital schemes and all budgets set by the Council;
- c To review the asset register and make recommendations to Council for amending the register;
- d To provide guidance to Committees and Council on overall levels of income and expenditure, and the financial implication of its policies;
- e To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and any other information;
- f To ensure the preservation of probity and good financial and other practices within the Council;
- g To consider and take appropriate action on all reports arising from both internal and external auditors;
- h On the recommendation of the Risk Working Group, to take steps to identify and update key risks facing the Council, and to recommend to council appropriate measures to avoid, reduce or control those risks or their consequences including the provision of insurance cover;
- i To review quarterly performance against budget and take any necessary action;

- j To consider and where appropriate, authorise any requests for supplementary expenditure from spending committees, providing it falls within the overall approved Council budget and excluding General Reserves which must be authorised by Council;
- k To manage the central administration budget;
- l To agree grants to organisations making a contribution to the local community in accordance with Grants Policy;
- m To keep the Council's policies and procedures under review in accordance with the Councils Policy timetable and adopt all new policies as and when required.

## **40. Delegation and Terms of Reference to Recreation Leisure and Amenities Committee**

- a Oversee the management and improvement of the Council's recreational facilities;
- b To oversee the management of Fleet Cemetery;
- c Agree and monitor contracts for the maintenance of the Council's facilities;
- d Recommend fees for the use of the Council's facilities;
- e Oversee the maintenance of recreation grounds (Including children's play areas), recreational and amenity areas;
- f Review regular inspection of recreation ground equipment by an outside agency;
- g To consult with interest groups and Fleet residents about matters within the committee's remit;
- h To approve first time event applications.

## **41. Delegation to the Establishment Committee**

- a To set the level of staff resources together with matters relating to terms and conditions of employment, and level of salary within budgetary limits and guidelines;
- b To ensure the Council complies with all legislative requirements relating to the employment of staff:
  - i. To advertise, interview and negotiate acceptable terms and conditions and
  - ii. make recommendations to employ the Senior Officer positions including Executive Officer and Senior Line Managers. For the sake of clarity all other positions shall be appointed by the Executive Officer or the Harlington General Manager as appropriate in accordance with the staffing resources, terms and conditions and salary levels determined by the Policy and Finance Committee and within budgetary provision;
- c All members of the Establishment Committee must be members of the Town Council;
  - i. The maximum number of this committee shall be 8, including ex-officio members, so that there remains a pool of other councillors from whom 3 can be selected for any employment appeal hearing;
- d To hear and resolve Grievance and Disciplinary hearing appeals;
- e To agree annual bonuses in line with Council policy and contracts of employment;
- f To recommend annual pay reviews to be incorporated into annual budgets;
- g To develop **and review** policies related to the employment of staff.

## **42. Delegation to a Disciplinary Panel**

- a Comprising three members of the Establishment Committee, to hear and resolve Disciplinary matters which may include sanctions up to dismissal of staff.

## **43. Delegation to a Grievance Panel**

- b Comprising three members of the Establishment Committee, to hear and resolve Grievance matters which may include sanctions up to dismissal of staff.

## **44. Delegation to an Appeals Panel**

- a Comprising three members of the Establishment Committee not involved in the Disciplinary Panel or the Grievance Panel, to hear and resolve appeals regarding Disciplinary Panel or Grievance Panel decisions.

## **45. Delegation to the Executive Officer**

- a To act as the Councils Proper Officer wherever referred to;
- b Power to spend all Council Budgets, and to delegate these to appropriate staff, within the limitations of the Council's Financial Regulations;
- c Responsibility to manage all those employees who undertake Town Council functions and to oversee the management of The Harlington;
- d Responsibility for the day to day management of The Councils facilities, finances and assets;
- e Overall responsibility for Health and Safety of the Council's facilities including The Harlington and Ancells Farm Community Centre;
- f To make appropriate Grant Applications to support the Councils Capital programme and service delivery;
- g To appoint all employees who carry out the Town Council function save for Senior Line Managers;
- h To deal with all Freedom of information Act requests in accordance with Legislation and Council Policy;
- i Grant permission for event applications in line with Council Policy where it is a repeat application or a minor event;
- j Power to grant block dispensations as per item 9 Code of Conduct.

## **46. Delegation to The Harlington and Ancells Farm Community Centre General Manager**

- a Responsibility to appoint and manage employees who carry out The Harlington and Ancells Farm Community Centre (as opposed to the Town Council) function;
- b Day to day responsibility for the management and implementation for the Health and Safety of The Harlington and Ancells Farm Community Centre Facilities.

## **47. Councillor Training**

- a All new Town Councillors shall undertake training provided by the Hampshire Association of Local Councils, or a similar body, appropriate to their role as a new Councillor within 6 months of signing the Declaration of Acceptance of Office.

13. REVIEW OF STANDING ORDERS

<b>FTC Standing Order</b>	<b>Recommendation</b>
37.a The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of his declaration of acceptance of office.	Remove entire clause  Standing Orders can be found on the Council's website.
41.g To develop policies related to the employment of staff.	And the words 'and review' as currently it reads that Committee can only develop new policies but not review existing ones.



## Fleet Town Council Meetings Timetable 2026/2027

2026/2027 Meetings	Jan 2026	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan 2027	Feb	Mar	Apr	May
<b>Annual Residents' Meeting</b> 7pm, annually in March			10												9		
<b>Town Council</b> 7pm monthly, first Wednesday (except the Annual meeting held in May and in an election year)	7	4	4	1	20 (A)	3	1		2	7	4	2	6	3	3	7	5 (A)
<b>Establishment Committee</b> 7pm, 3 times per year		25					8				18			24			
<b>Recreation, Leisure and Amenity Committee</b> 7 pm, quarterly, third Wednesday of the month			18			17			16			9			17		
<b>Policy and Finance Committee</b> 7pm, quarterly, third Wednesday of the month		18		22			22			21				17			
<b>Planning and Development Control Committee</b> 7pm, second and fourth Monday except where there is a Monday Bank Holiday	12	9	9	13	11	8	13	10	14	12	9	14	11	8	8	12	10
	26	23	23	27	26	22	27	24	28	26	23		25	22	22	26	24
<b>Risk Management Working Group</b> 2pm, 2 times per year, Wednesday	28						1						27				



Fleet Phoenix  
The Point Youth Centre  
Harlington Way  
Fleet  
Hampshire  
GU51 4BP  
01252 812 308  
[www.fleetphoenix.co.uk](http://www.fleetphoenix.co.uk)  
9<sup>th</sup> March 2026

Dear Fleet Town Council,

Fleet Phoenix would like Fleet Town Council to consider supporting us yet again this year with a grant to cover our rent due to you for the period April 2026 to December 2026.

As with so many other organisations we continue to struggle to make ends meet with expenses that we are unable to apply for grants and funding for i.e. Rent, Insurance, office expenses, Health & Safety, staff training, licenses etc. Anything that is not face-to-face work. These expenses are essential for us to ensure we remain compliant & safe for young people & staff, and we can't open without them.

Fleet on paper is still considered a wealthy area (but we all know that this is not the case) and we continue to be told by national funders that we need to look locally for funding for these types of expenses.

For your information,

Fleet Phoenix client split at present is as follows for the last 12 months:

Town	Number of Clients
Aldershot	39
Basingstoke	30
Blackwater	27
Camberley	18
Church Crookham	582
Crookham Village	13
Elvetham Heath	21
Farnborough	101
Farnham	14
<b>Fleet</b>	<b>575</b>
Frimley	3
Hartley Wintney	31
Hook	402

Odiham	24
Other (further afield)	45
Unknown	258
Yateley	34

This represents a dramatic increase in clients accessing services from 1416 to 2217 individual young people for the past 12 months.

Other Parish councils are now supporting and contributing to our services, including Hook, Church Crookham, Crookham Village, Elvetham Heath & Odiham Parish Council are supporting our troubled families' work and sessional activities, and Hart District Council have also been incredibly supportive with our more targeted projects.

We continue to seek further support from other Parish Councils to try and make contributions more equitable for our funders.

We continue to be genuinely grateful to Fleet Town Council for the support you continue to offer us.

If you have any queries or comments, please do not hesitate to contact me.  
If you want to attend a Council meeting to discuss this or present, please just tell me when and where.

I look forward to hearing from you.

Kind regards,



Charlotte Tickner  
Managing Director  
Fleet Phoenix

**Bank Reconciliation Statement as at 31/03/2026  
for Cashbook 1 - Bank Current/Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC	31/03/2026	938	24,656.99
			<u>24,656.99</u>
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
31/03/2026 BACS Pymnt BACS P/L Pymnt Page 2903		158,882.66	
			<u>158,882.66</u>
			-134,225.67
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			-134,225.67
		<b>Balance per Cash Book is :-</b>	<b>-134,225.67</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**SUBJECT: INVESTMENT AND CURRENT ACCOUNTS**

Account balances for Fleet Town Council as of 31 March 2026

<b>Account</b>	<b>Funds</b>	<b>Interest Rate</b>	<b>Comment</b>
HSBC Current Bank Account, Account No: 61539272	£24,656.99		
HSBC Savings Account, Account No: 91620886	£1,125,944.39	1.35% per annum	Interest paid into HSBC Savings account monthly.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£419,562.44	2.40%	Interest paid into Nationwide Business 35 Day Saver, interest paid monthly
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£3,094,664.82	3.74% per annum	Interest paid into CCLA, monthly.
<b>TOTAL</b>	<b>£4,664,828.64</b>		

**Please note:**

Interest received on 31 March 26 into Nationwide account:

Nationwide

£853.47

Interest received on 31 March 26 into CCLA account:

CCLA

£8,907.38

Interest received on 31 March 26 into HSBC Savings account:

HSBC Savings

£1,286.94

**Recommendation**

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

## List of Payments made between 01/03/2026 and 31/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2026	HSBC	dd1171	48.08		bank charges 8/1-7/2/26
02/03/2026	Global Payments - Direct Debit	dd1172	147.31		card charges 1/1-31/1/26
03/03/2026	BACS P/L Pymnt Page 2878	BACS Pymnt	183,096.35		BACS P/L Pymnt Page 2878
09/03/2026	Fleet Town Council	BACS	100.00		melda af00158 depo refund
10/03/2026	BACS P/L Pymnt Page 2882	BACS Pymnt	30,456.35		BACS P/L Pymnt Page 2882
10/03/2026	Total Energies	dd1175	85.63		gas 28/12-31/1/26
10/03/2026	Total Energies	dd1176	5,909.98		gas 28/12-31/1/26
10/03/2026	Total Energies	dd1173	548.00		gas 28/12-31/1/26
10/03/2026	Fleet Town Council	DD	4,244.90		L&G Pension mar 26
10/03/2026	Booker Limited	dd1174	99.52		Purchase Ledger DDR Payment
11/03/2026	Sage UK Ltd	dd1177	49.80		payroll 6/3-5/4/26
12/03/2026	HSBC	dd1178	117.76		bank charges 1/1-31/1/26
13/03/2026	Payment Sense Ltd	dd1179	264.20		card charges 1/2-28/2/26
13/03/2026	Payment Sense Ltd	dd1180	31.29		card charges 1/2-28/2/26
16/03/2026	Castle Water Limited	dd1181	1,839.75		water 1/2-28/2/26
16/03/2026	Castle Water Limited	dd1183	598.59		water 1/2-28/2/26
16/03/2026	HSBC	DD1182	1,898.64		CREDIT CARD FEB 2026
17/03/2026	Xero (UK) Ltd	dd1184	78.00		accounts 13/3-12/4/26
17/03/2026	Global Payments - Direct Debit	dd1185	670.16		card charges 31/1-27/2/26
18/03/2026	BACS P/L Pymnt Page 2892	BACS Pymnt	22,084.50		BACS P/L Pymnt Page 2892
18/03/2026	NPower - Direct Debits	dd1186	26.96		elec 1/1-31/1/26
18/03/2026	NPower - Direct Debits	dd1187	35.51		elec 1/1-31/1/26
18/03/2026	Castle Water Limited	dd1188	17.83		water 1/2-28/2/26
18/03/2026	NPower - Direct Debits	dd1189	156.64		elec 1/1-31/1/26
18/03/2026	NPower - Direct Debits	dd1190	179.44		elec 1/1-31/1/26
18/03/2026	NPower - Direct Debits	dd1192	48.81		elec 1/1-31/1/26
18/03/2026	Castle Water Limited	dd1191	17.83		water 1/2-28/2/26
20/03/2026	Fleet Town Council	BACS	32,369.27		PAYROLL MARCH 2026
20/03/2026	Payment Sense Ltd	dd1193	113.94		online charges 14/2-13/3/26
20/03/2026	Payment Sense Ltd	dd1194	17.88		online charges 1/3-31/3/26
23/03/2026	Croner Group Ltd	dd1195	408.99		H&S and HR Mar 26
25/03/2026	BOC Ltd	dd1196	238.39		gas - bar
25/03/2026	All Service 4 U Ltd	dd1197	9.00		smart lock jan 26
25/03/2026	Fleet Town Council	DD	12,291.58		inland rev mar 26
25/03/2026	BACS P/L Pymnt Page 2899	BACS Pymnt	22,311.40		BACS P/L Pymnt Page 2899
29/03/2026	HSBC	DD1198	47.01		bank charges 8/2-7/3/26
30/03/2026	Focus 4 U Ltd	DD1199	56.40		broadband 1/4-30/4/26
30/03/2026	Global Payments - Direct Debit	DD1200	53.21		card charges 1/2-28/2/26
31/03/2026	BACS P/L Pymnt Page 2903	BACS Pymnt	158,882.66		BACS P/L Pymnt Page 2903
Total Payments			479,651.56		



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

9 September 2024

Dear Rita

**Engagement Letter – Local Authority**

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

**1. Period of engagement**

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

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

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

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

### 3. Scope of audit

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

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

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

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

#### **5. Communication**

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

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

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

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

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

#### **8. Fees**

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

**9. Cancellation of services**

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

**10. Agreement of terms**

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

Yours sincerely



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

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

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

**11/09/2024**



**STATEMENT OF COUNCILLOR ATTENDANCE**

**AT**

**ORDINARY FULL COUNCIL MEETINGS  
MAY 2025 – APRIL 2026**

12 meetings held (11 council + extraordinary meeting in June)

<b>Councillor Name</b>	<b>No. of attendances</b>	<b>Apologies presented</b>	<b>Absences</b>
<b>Cllr Chenery</b>	11	1	
<b>Cllr Einchcomb</b>	12		
<b>Cllr Fang</b>	7	2	3
<b>Cllr Holt</b>	10	2	
<b>Cllr Hope</b>	6	2	4
<b>Cllr Kuntikanamata (joined May 2025)</b>	7	3	1
<b>Cllr May</b>	9	3	
<b>Cllr Neves</b>	8	3	1
<b>Cllr Oliver</b>	10	2	
<b>Cllr Powell (joined Sept 2025)</b>	6	1	
<b>Cllr Richmond</b>	9	3	
<b>Cllr Schofield</b>	12		
<b>Cllr Stanton</b>	9	3	
<b>Cllr Taylor</b>	11	1	
<b>Cllr Tilley</b>	10	2	
<b>Cllr Wildsmith</b>	7	1	4
<b>Cllr Woods</b>	12		