



Notice is hereby given of

THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING
 on
Wednesday 18th March 2026 at 7pm at The Harlington

All Committee members are summoned to attend.

To Councillors:

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

Rita Tong, Executive Officer
 11th March 2026

AGENDA

| | |
|------------------------------------|--|
| 1. | <p>APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member’s absence are acceptable.</p> |
| 2. | <p>DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.</p> <p>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.</p> |
| 3. | <p>QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.</p> |
| 4. | <p>MINUTES OF THE PREVIOUS MEETING To receive and approve as a correct record the minutes and confidential minutes of the RLA Committee held on Wednesday 10th December 2025 (<i>copy attached</i>).</p> |
| Part 1 – ITEMS FOR DECISION | |
| 5. | <p>THE CEMETERY CLERK’S REPORT To receive a report from the Cemetery Clerk (<i>copy attached</i>)</p> <p>RECOMMENDATION To note the report.</p> |
| 6. | <p>THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT To receive for noting an update on events, hiring’s and operational activities of The Harlington and Ancells Farm Community Centre from the General Manager (<i>copy attached</i>).</p> |

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| | <p>RECOMMENDATION To note the report of the General Manager.</p> |
| 7. | <p>GREENING FLEET To receive a report from the Executive Officer (<i>copy attached</i>).</p> <p>RECOMMENDATION Members are asked to consider the current status of the Greening Fleet Campaign and agree a way forward.</p> |
| 8. | <p>PLAY EQUIPMENT AT BASINGBOURNE PARK To receive a report outlining a request from the Friends of Basingbourne to install a new piece of play equipment at Basingbourne Park (<i>copy attached</i>).</p> <p>RECOMMENDATIONS Members are asked to consider the proposal and determine whether they wish officers to:</p> <ol style="list-style-type: none"> Explore the installation of a gondolier / snake swing within the over-eights play area at Basingbourne Park. Undertake further feasibility work including site suitability, safety requirements and confirmed cost estimates. Investigate the availability of S106 funding or other external funding sources to support the project. Report back to Committee with detailed proposals and confirmed costs before any procurement is undertaken. |
| 9. | <p>OPEN AIR CIVIC AND COMMUNITY EVENTS POLICY The Current <i>Open Air Civic Policy</i> was approved in October 2017 and last reviewed October 2020. It is now due for review.</p> <p>The revised policy has been updated to:</p> <ul style="list-style-type: none"> Reflect current legislation and best practice relating to event management, including health and safety, licensing, accessibility, and emerging public safety requirements. Introduce clearer event application requirements, including expectations regarding risk assessments, event management plans, and appropriate insurance cover. Provide additional guidance on noise management in order to balance the delivery of community events with the amenity of nearby residents. Strengthen environmental and operational safeguards, including clearer expectations relating to park protection, waste management, and event organiser responsibilities. <p>RECOMMENDATION Members are asked to review and approve the updated <i>Open Air Civic and Community Events Policy</i>.</p> |
| 10. | <p>PAVILION MULTI USER POLICY The Current <i>Pavilion Multi User Policy</i> was approved in October 2017 and last reviewed October 2020. It is now due for review.</p> <p>The policy has been updated to reflect current legislation and best practice. The revised document strengthens provisions relating to insurance, safeguarding, and health and safety. It clarifies booking arrangements, annual fee review processes, and officer delegation.</p> <p>The core principle of maintaining the pavilions as inclusive, multi-purpose community facilities remains unchanged.</p> <p>RECOMMENDATION Members are asked to review and approve the updated <i>Pavilion Multi User Policy</i>.</p> |

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|------------------------------------|---|------------------------------|-------------------|-------------|------------------------------------|-----------|------------------------|
| <p>11</p> | <p>CCTV IN OPEN SPACES To provide Members with information on current CCTV coverage in Fleet’s open spaces and associated costs, and to prompt consideration of whether this provision should continue.</p> <p>RECOMMENDATION Members are invited to consider whether CCTV should continue in Fleet’s open spaces, taking into account both the financial implications and public safety benefits.</p> | | | | | | |
| <p>12.</p> | <p>CEMETERY ROAD – TARMAC REPAIRS To consider and agree on repair and maintenance works on Cemetery Road, a private road owned and maintained by Fleet Town Council, which currently has a number of potholes.</p> <p>Three quotations have been received (all costs exclusive of VAT):</p> <ul style="list-style-type: none"> • Priority 1: Richard Close to Cemetery Gates – £1,550 • Priority 2: White line marking for 8 parking bays and 2 disabled bays by the cemetery – £950 • Priority 3: Crookham Road to Richard Close – £1,100 <p>RECOMMENDATION That the Council considers the three options for tarmac repairs and line marking on Cemetery Road and select the preferred option(s).</p> | | | | | | |
| <p>13.</p> | <p>EVENT APPLICATIONS To consider the following applications to hold events on Council land:</p> <table border="1" data-bbox="199 1043 1390 1216"> <tr> <td data-bbox="199 1043 596 1144">Hart Football Club Kickathon</td> <td data-bbox="596 1043 994 1144">Ancells Farm Park</td> <td data-bbox="994 1043 1390 1144">17 May 2026</td> </tr> <tr> <td data-bbox="199 1144 596 1216">Vine Church Summer Community Event</td> <td data-bbox="596 1144 994 1216">The Views</td> <td data-bbox="994 1144 1390 1216">21 July – 26 July 2026</td> </tr> </table> <p>RECOMMENDATION To discuss and consider the event applications for approval.</p> | Hart Football Club Kickathon | Ancells Farm Park | 17 May 2026 | Vine Church Summer Community Event | The Views | 21 July – 26 July 2026 |
| Hart Football Club Kickathon | Ancells Farm Park | 17 May 2026 | | | | | |
| Vine Church Summer Community Event | The Views | 21 July – 26 July 2026 | | | | | |
| <p>14.</p> | <p>CALTHORPE PAVILION To receive a report from the Executive Officer (<i>copy attached</i>).</p> <p>RECOMMENDATION Members are asked to consider the report and its recommendations.</p> | | | | | | |
| <p>15.</p> | <p>BASKETBALL COURT AT ANCELLS FARM PARK The Council has received correspondence from a local resident, writing on behalf of themselves and other residents, suggesting the installation of a dedicated basketball court at Ancells Farm Park.</p> <p>The resident notes that the park currently has only one basketball hoop and suggests that a proper basketball court would provide an improved facility for people of all ages to stay active, socialise, and enjoy the park.</p> <p>Members are asked to note the suggestion and consider whether they wish officers to investigate the feasibility of providing a basketball court at Ancells Farm Park, including potential location, costs, and funding opportunities.</p> <p>RECOMMENDATION Members are asked to consider the request and advise Officers how they wish to proceed.</p> | | | | | | |

Part 2 – ITEMS TO NOTE**16. ANCELLS KITCHEN**

Three quotes were sought in line with Financial Regulations, although only two were received. The lowest quote of £14,554 + VAT was accepted (budget £20,000) and includes updates to the Creche kitchenette. Works are currently being scheduled to take place during the Easter holidays.

17. HALLMASTER REPORT TO 28 FEBRUARY 2026

To receive the Hallmaster report to 28 February 2026 (*copy attached*).

18. BASINGBOURNE WOODLAND – POTENTIAL ENCROACHMENT

The Facilities and Open Spaces Manager to give an update on this issue.

19. ANNOUNCEMENTS

To receive any announcements from the Executive Officer.

20. FUTURE EVENTS

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

| | | |
|-----------------------------|--|------------------------------|
| Fleet Marathon | 29th March 2026 | Calthorpe Park |
| Easter Egg Hunt | 4 th April 2026 | Oakley Park |
| Circus World | 19 th April-26 th April 2026 | The Views |
| Brass Band Concert | 14 th June 2026 | Oakley Park |
| Councillors' Coffee Morning | 20 th June 2026 | The Harlington |
| Fleet Carnival | 4 th July 2026 | Calthorpe Park & High Street |
| Oakley Park Summer Fete | 18 th July 2026 | Oakley Park |
| Lions Beerfest | 1 st August 2026 | The Harlington |
| Music On The Views | 22 nd August 2026 | The Views |

21. DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure & Amenities Committee will be held on Wednesday 17th June 2026, 7pm at The Harlington.

Part 3 – CONFIDENTIAL ITEMS

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

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

There are no confidential matters for consideration.



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 10th December 2025 at 7pm

* Councillor Einchcomb (Chairman)

* Councillor Taylor (Vice Chairman)

* Councillor Chenery
Councillor Fang
* Councillor Holt
* Councillor May
* Councillor Oliver
* Councillor Powell

* Councillor Schofield
* Councillor Stanton
* Councillor Tilley
Councillor Wildsmith
* Councillor Woods

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

Also in attendance:

Rita Tong – Executive Officer
Facilities and Open Spaces Manager (FOSM)
Friends of Basingbourne Park representative
Friends of Oakley Park representative

RLA DECEMBER 2025 ITEM 1

APOLOGIES

Members received and accepted the apologies as noted above.

RLA DECEMBER 2025 ITEM 2

DECLARATIONS OF INTEREST

Councillor Taylor declared an *Other Registrable Interest* in Agenda Item 9 as he is a leader of a Scouts group that hires space at Ancells Farm Community Centre.

RLA DECEMBER 2025 ITEM 3

QUESTIONS FROM THE PUBLIC

Given that Friends of Basingbourne Park are permitted to use Basingbourne Pavilion free of charge for group-related activities, and that Wildlife Explorer events align with the Park Development Plan and are typically co-hosted with Friends of Basingbourne Park, could Friends of Basingbourne Park formally co-host any future Pavilion-based Wildlife Explorer sessions? This would minimise administrative work for FTC, avoid any VAT issues linked to hiring out the Pavilion, and would only involve one or two indoor sessions per year.

Members agreed that this made administrative sense and approved the request. FOSM requested that any such events be put into the Hallmaster booking system.

RLA DECEMBER 2025 ITEM 4

MINUTES OF PREVIOUS MEETING

Members received and approved as a correct record the minutes of the Recreation, Leisure and Amenities Committee meeting held on 17th September 2025.

RLA DECEMBER 2025 ITEM 5**THE CEMETERY CLERK'S REPORT**

Members received a report from the Cemetery Clerk.

Members wished to formally thank the Cemetery Clerk for her proactive care and attention to the cemetery, including her ongoing work with the grounds maintenance team and grave owners to keep standards high. Her efforts contributed significantly to the cemetery achieving Gold in the SSEIB awards.

RESOLVED

To note the Cemetery Clerks report.

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

Members considered the report from the General Manager on events, hirings, and operational activities of The Harlington and Ancells Farm Community Centre.

Members noted that the report did not include any forward-looking information and requested that future reports provide this. In particular, Members would like updates on forward sales for events within the next three to six months, together with the General Manager's assessment of whether operations are on track to achieve the full-year budget targets.

RESOLVED

That future reports from the General Manager include forward-looking information, specifically forward sales for events within the next three to six months and an assessment of progress against full-year budget targets.

RLA DECEMBER 2025 ITEM 7**HALLMASTER REPORT TO 31 OCTOBER**

Members received the Hallmaster report to 31 October 2025. Members noted that, as Hallmaster was implemented in April 2025, there is currently no historical data available to provide meaningful seasonal comparisons.

Members requested that future Hallmaster reports be provided on a monthly rather than quarterly basis, and that usage data be presented in hours rather than minutes.

RESOLVED

That the Hallmaster Report to 31 October 2025 be noted, and that future reports be provided monthly and expressed in hours.

RLA DECEMBER 2025 ITEM 8**FLEET CRICKET CLUB**

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

- Commissioning of a Schedule of Condition for the leased premises, at a quoted cost of £1,700–£1,800.
- Transfer of responsibility for grass cutting of the cricket area to the Council, costed at £110 + VAT per occasion.
- Transfer of responsibility for maintenance of trees within the lease area to the Council, with estimated costs of £510 + VAT for 2025 and £500–£2,000 + VAT in subsequent years.

The Club has also recently changed its legal status, requiring an amendment to the existing lease agreement. The Council's solicitor has quoted £1,500–£1,700 for assigning the lease. Ordinarily, such costs would be met by the tenant; however, given the Club's financial position, it is anticipated that they will request assistance in meeting this cost.

Cllr Schofield reminded Members that when the land was owned by Hart District Council, the Cricket Club paid rent to Hart, and Hart undertook the grass cutting and tree maintenance. The

Club later expressed dissatisfaction with the standard of maintenance and requested to take on these responsibilities themselves. When this change was made, the rent was waived to offset the additional costs the Club had taken on.

While not included in the formal request, the Club had also advised that a recent Fire Safety inspection had instructed them to install a dial-in fire alarm, at significant cost. Members queried the legal basis for this requirement. Cllr Schofield agreed to investigate and report back.

The Club had previously raised the need for an additional pitch due to increasing membership. Cllr Oliver noted that Hart District Council is updating its Local Plan, and that cricket pitch provision will be considered within that process.

RESOLVED

- a) That, in view of the number of tenants the Council has, Members did not wish to set a precedent for undertaking grounds maintenance or tree works on behalf of tenants, and therefore these requests be declined.
- b) That the Council will provide the Club with the results of tree surveys carried out by the Council, free of charge, to reduce the Club's costs in obtaining condition information; however, the Club will be responsible for funding any works identified.
- c) That the Club be asked to obtain its own quote for updating the lease, as they may achieve a lower cost due to their charitable status. Once obtained, the Council would be willing to consider contributing towards this cost.

RLA DECEMBER 2025 ITEM 9

FEES AND CHARGES

Members received a report on the proposed Fees and Charges for 2026/27.

It was noted that a revised approach had been adopted for setting fees for The Harlington, providing the General Manager with greater flexibility to negotiate prices. Members expressed concern regarding the potential for misuse of this discretion, but noted that appropriate safeguards were in place, including:

- Annual financial and usage targets set by Members, with progress monitored through regular reporting (including Hallmaster data – see Item 7).
- The ability for Members to request periodic reports on discounts applied to ensure oversight of the General Manager's delegated authority.

Members requested that the General Manager prepare a paper for the next meeting setting out:

- The minimum and maximum discount levels permitted;
- The circumstances in which discounts may be applied; and
- The authorisation and recording process to be followed.

It was agreed that this information would form part of internal operating procedures rather than being included within the published Price List.

RESOLVED

That the schedule of Fees and Charges for 2026/27 be approved.

RLA DECEMBER 2025 ITEM 10

TREE SURVEY WORK

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

- **Priority 1 (Immediate works):** These urgent works have already been completed at a cost of £1,020.00.
- **Priority 2 (Works to be completed within 3 months):** Scheduled to commence shortly, with a total cost of £11,058.50.
- **Priority 3 (Works to be completed within 12 months):** Estimated cost of £7,555.00.
- **Priority 4 (Works to be completed within 18 months):** Estimated cost of £125.00.
- **Resistograph survey:** Internal surveying of large trees to determine health and required works: £500.

The annual tree maintenance budget is £24,850, of which £16,498 has already been spent, leaving a remaining balance of £8,352. This is insufficient to cover the Priority 2 works in full. In light of recent legal judgements against councils concerning injuries arising from poorly maintained trees, Officers recommend completing Priority 3 works within the current financial year to minimise risk. Priority 4 works will be deferred to the 2026/27 financial year, which remains compliant with the survey's recommended timeframes.

This assessment does not include any unforeseen or reactive tree works that may arise during the year.

RESOLVED

That Members approve the completion of Priority 1 to 3 works in the current financial year, on the proviso that any additional costs are managed through savings within the overall Council budget so that the General Reserves are not used.

RLA DECEMBER 2025 ITEM 11

BASINGBOURNE PAVILION CEILING

The Council received £1,682.54 from the insurance claim made. The repairs cost £2,.24 and have now been completed.

RLA DECEMBER 2025 ITEM 12

INSURANCE FOR USER EQUIPMENT

Following an enquiry from a pavilion user regarding insurance for equipment stored in a Council building (RLA September 2025, Item 12), Officers reviewed the Terms & Conditions issued to hirers of our Community Centres. While the existing Terms & Conditions already required hirers to hold their own insurance, the wording has now been amended to remove any ambiguity and to make clear that hirers are responsible for insuring their own equipment and for holding appropriate public liability insurance.

RLA DECEMBER 2025 ITEM 13

PLAY PARK REPAIRS

Following the recent ROSPA inspection, quotes have been obtained for the necessary remedial works identified in their reports. The total cost of the "MEDIUM PRIORITY" works is estimated at £11,466.58. As of the end of November, the Play Equipment Maintenance budget has an unspent balance of £20,700. Therefore, it is anticipated that these works, including addressing low-risk items, can be accommodated within the Play Equipment Maintenance budget.

Work is scheduled to commence shortly.

RLA DECEMBER 2025 ITEM 14

THE VIEWS SKATEPARK

A meeting was held with the contractor on 10 November 2025 which included youth from Fleet Phoenix. The design was discussed and slightly amended to improve flow and safety. Fearless Ramps anticipates starting work in early 2026.

RLA DECEMBER 2025 ITEM 15

REGISTRATION OF CEMETERY LAND

The Statement of Truth regarding the absence of historic Deeds, together with an OS-compliant map of the cemetery, has been submitted to the Council's solicitors to support the registration of the cemetery land with HM Land Registry. The solicitors will now proceed to lodge the registration application on behalf of Fleet Town Council.

They have advised that, if the application is successful, FTC will be granted possessory title only, as no historical deeds are available to evidence ownership by Hart District Council prior to the land being transferred to FTC under the parish order.

Once the land has been registered with possessory title for a period of 12 years, FTC may apply to upgrade this to absolute title.

RLA DECEMBER 2025 ITEM 16

ANNOUNCEMENTS

Cllr Einchcomb announced that Hart District Council is inviting towns and parishes within Hart to propose projects and opportunities for the future use of S106 monies. Cllr Einchcomb will be attending a webinar on the matter on 14 January 2026 and asked Members to submit any project ideas for consideration.

Members proposed the following projects:

- Replacement of pavilions.
- Improved security measures for parks to prevent unauthorised encampments.
- Provision of a permanently installed external sound system for Gurkha Square.

RLA DECEMBER 2025 ITEM 17

FUTURE EVENTS

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

| | | |
|---------------------|------------------|-------------------|
| Carols in the Park | 12 December 2025 | Basingbourne Park |
| Fleet Half Marathon | 29 March 2025 | Calthorpe Park |

RLA DECEMBER 2025 ITEM 18

DATE AND TIME OF NEXT MEETING

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

The meeting closed at 9:52pm.

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

Chairman

Officer Report
RLA March 2026

OFFICER: Sian Taylor
DATE: 9th March 2026
SUBJECT: Cemetery Report

Interments

February has been an extremely busy month at the cemetery, with 16 interments, including both ashes and full burials. Following a re-evaluation of the remaining space, there are now 25 full burial plots remaining.

Badger Activity

During a recent visit to the cemetery, I was approached by the family of the grave where badgers had previously been digging. There is evidence of fresh digging, and the family expressed concern about the situation.

They understand the restrictions in place, and I have informed them that I will contact the ecologist to determine whether any action can be taken sooner.

Grave Items

Progress on addressing unauthorised or excess items on graves has been slow. Although many cases have now been resolved, a small number remain outstanding.

To minimise potential upset, I am continuing to work directly with the families involved rather than removing items without prior discussion.

Water Leak

A large water bill was received for the cemetery as a result of a leak. The water supply has since been isolated; however, a further large bill has been received, suggesting the leak may be external.

The M&E department at Castle Water has been contacted to arrange a site visit to locate the leak, and we are currently awaiting confirmation of a date.

Burial Plot Concern

Following a recent burial, I met with a lady whose husband had been buried in an adjacent plot last October. She was extremely distressed as the grave diggers had removed all items from her husband's grave (including the cross) to allow space for the new burial, which required a larger than normal plot. As a result, it appeared as though there was no one buried in her husband's plot.

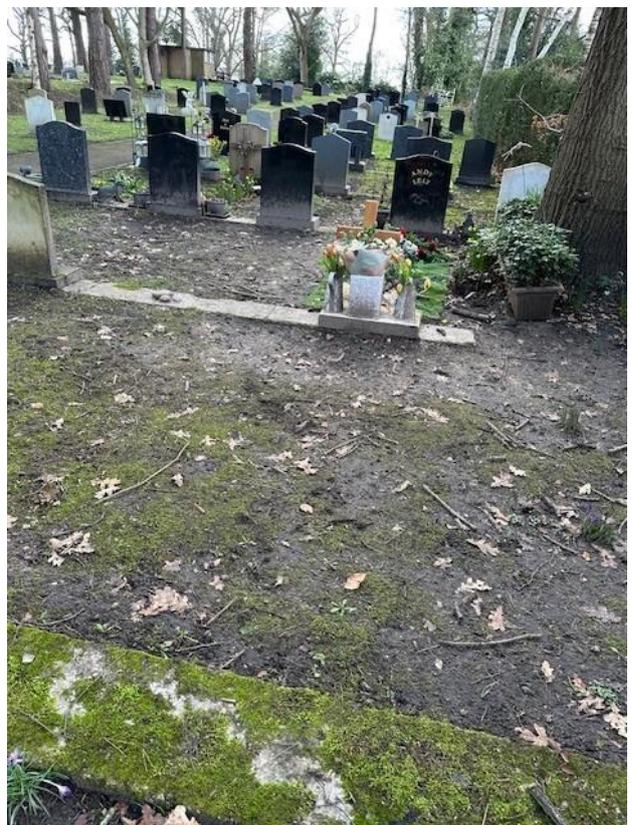
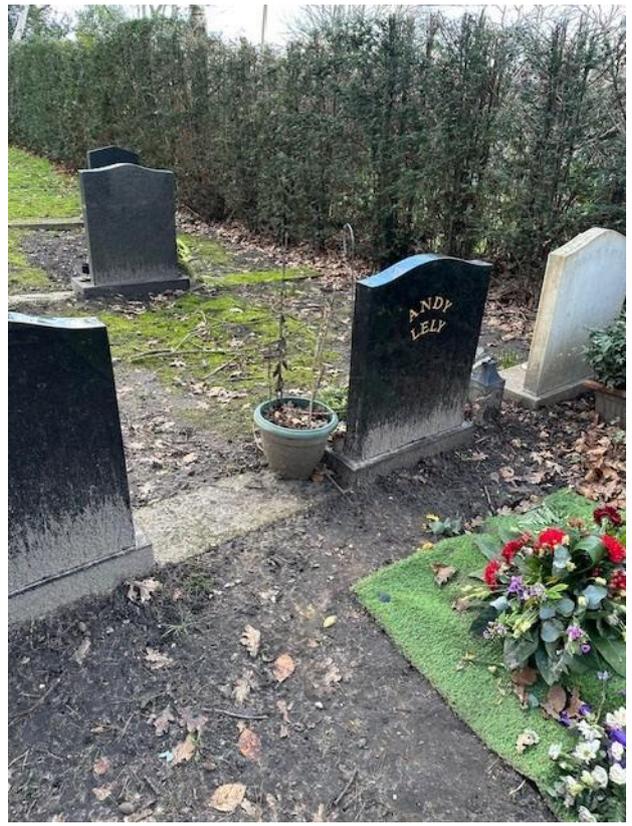
The new burial is now very close to the existing plot and, although the grave has since been reinstated, the lady feels the situation was disrespectful and extremely upsetting. I have contacted the grave diggers to gain a full understanding of the circumstances and will be meeting with them this week to discuss the matter further.

Lawn Cemetery Condition

Further complaints have been received regarding the lack of grass and the excess mud in the lawn cemetery, and the impact this is having on headstones. Over the years, a number of different solutions have been attempted to address this issue; however, these have not yet proved successful.

I am seeking approval to investigate the cost and feasibility of installing good-quality artificial grass in this area. The investigation will take into account:

- The potential impact on second interments in existing plots.
- The overall improvement in appearance and accessibility.
- Mitigation of current mud issues.



DATE: RLA meeting 18th March 2026

OFFICER: Alex Robins – General Manager

REPORT COVERING: December 2025 - February 2026

1. General overview

- It's always crucial to get good results in the last quarter of the financial year, as it can get mixed results, but it's good to see December through to February have performed very strongly, with 7 sold out shows and an average capacity of 89%. The financial year didn't start as strongly as usual due to a reduction in marketing resources, which meant that activity had to be limited through the temporary loss of the department manager. Although the assistant coped admirably, they simply didn't have the experience or hours needed to run a full campaign. Once the manager returned and spent some time building experienced activity back, results improved dramatically. This really started to take hold during the Autumn, and results have reached their peak again. The officer is particularly pleased to see the resurgence of the comedy club after much focus, which has got stronger and stronger. This goes against the national picture, which has shown current times to be very challenging for comedy clubs.

Strong ticket sales have brought high bar sales, which needed a boost after some attendance figures being lower throughout the year, and the loss of a few shows.

Hall hire will fall just short of target, due to the loss of some key hires, however a couple of show hires and a few smaller additions have helped to keep income close to budget.

The officer is meeting with Councillors Schofield and Woods on a monthly basis to discuss plans for the interim move during the Harlington refurbishment and returning to the venue after project completion.

RECOMMENDATION: FOR NOTING

2. Hall hire

- Much of December saw the venue hired out for the annual pantomime, with regular hires returning after the Christmas break. As things stand, hall hire income is looking to finish somewhere close to budget, even with the loss of some regular hires.

3. Ticket Sales

- Financial successes (over £1,000) Dec/Jan/Feb (based on net ticket sales v performance costs)

Barrioke - £3,800 contribution
Comedy Club (3 shows) - £3,600 contribution
AC/DC UK - £3,400 contribution
Jazz Club (3 shows) - £3,100 contribution
Oasish - £3,000 contribution
Adult Panto - £2,800 contribution

Mainly Madness - £2,200 contribution
Genesis Connected - £1,600 contribution
Voodoo Room - £1,500 contribution
Cheesy Bingo - £1,100 contribution

Financial losses Dec/Jan/Feb (based on net ticket sales v performance costs)

None. Every show during the 3-month period finished in the financial successes category above.

4. Bars

- With a strong last quarter, bar sales have received a good boost. The winter period has produced some high-income figures through capacity audiences, and strong bar spend. Lower attendances earlier in the year have affected bar sales, however, they've performed very strongly over the past few months, in line with higher attendances.

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

- Ancillary sales have exceeded target, and overall annual budget.

6. Ancells Farm Community Centre

- Hall hire income has exceeded annual budget. Expenditure is going to finish close to budget, however, overspends on building maintenance and repairs have been high. This is largely out of the officer's control. The annual charge for the car park is yet to be received, so this figure is unknown at present.

RECOMMENDATION: FOR NOTING

2025/26

Monthly Performance Totals (net of VAT)

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

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|-----------------------------|-------------------------|---------------------|----------------------|-------------------|---------------------|------------------------|----------------------|---------------------|------------------------|---------------------------------|--------------------------------|---------------------------------------|----------|----------|-----------|---|----------|----------|-----------|--------|-----------|----------|-----------|
| TOTALS FOR AUGUST | £ | 1,139.20 | £ | - | £ | - | £ | - | £ | 1,671.99 | £ | 668.79 | £ | 1,003.20 | £ | - | £ | 2,811.19 | £ | 668.79 | £ | 2,142.40 | |
| September | Hall Hire Income | Ticket sales | % of capacity | Perf costs | Contribution | Ancillary sales | Cost of stock | Contribution | Casual Staffing | Total performance income | Total performance costs | Total performance contribution | | | | | | | | | | | |
| Johnny Cash Roadshow | £ | - | £ | 2,291.67 | 50% | £ | 3,000.00 | -£ | 708.33 | £ | 1,032.48 | £ | 416.53 | £ | 615.95 | £ | 275.24 | £ | 3,324.15 | £ | 3,691.77 | -£ | 367.62 |
| Comedy Club | £ | - | £ | 1,791.67 | 65% | £ | 1,125.64 | £ | 666.03 | £ | 1,575.16 | £ | 636.73 | £ | 938.43 | £ | 308.60 | £ | 3,366.83 | £ | 2,070.97 | £ | 1,295.86 |
| Jazz Club | £ | - | £ | 1,641.67 | 70% | £ | 1,093.67 | £ | 548.00 | £ | 525.33 | £ | 210.60 | £ | 314.73 | £ | 27.47 | £ | 2,167.00 | £ | 1,331.74 | £ | 835.26 |
| Roller Disco | £ | 245.00 | £ | - | n/a | £ | - | £ | - | £ | 522.24 | £ | 218.62 | £ | 303.62 | £ | 88.24 | £ | 767.24 | £ | 306.86 | £ | 460.38 |
| Lunchtime Jazz | £ | - | £ | - | 45% | £ | - | £ | - | £ | 163.41 | £ | 65.63 | £ | 97.78 | £ | - | £ | 163.41 | £ | 65.63 | £ | 97.78 |
| Film Club x 2 | £ | 300.00 | £ | - | 67% | £ | - | £ | - | £ | 291.15 | £ | 116.51 | £ | 174.64 | £ | - | £ | 591.15 | £ | 116.51 | £ | 474.64 |
| Flash Tribute to Queen | £ | - | £ | 4,550.00 | 74% | £ | 3,153.60 | £ | 1,396.40 | £ | 2,425.91 | £ | 972.36 | £ | 1,453.55 | £ | 274.73 | £ | 6,975.91 | £ | 4,400.69 | £ | 2,575.22 |
| Ceroc x 4 | £ | 1,139.20 | £ | - | n/a | £ | - | £ | - | £ | - | £ | - | £ | - | £ | - | £ | 1,139.20 | £ | - | £ | 1,139.20 |
| TOTALS FOR SEPTEMBER | £ | 1,684.20 | £ | 10,275.01 | | £ | 8,372.91 | £ | 1,902.10 | £ | 6,535.68 | £ | 2,636.98 | £ | 3,898.70 | £ | 974.28 | £ | 18,494.89 | £ | 11,984.17 | £ | 6,510.72 |
| October | Hall Hire Income | Ticket sales | % of capacity | Perf costs | Contribution | Ancillary sales | Cost of stock | Contribution | Casual Staffing | Total performance income | Total performance costs | Total performance contribution | | | | | | | | | | | |
| Lunchtime Jazz | £ | - | £ | - | n/a | £ | - | £ | - | £ | 156.16 | £ | 62.94 | £ | 93.22 | £ | - | £ | 156.16 | £ | 62.94 | £ | 93.22 |
| Kast Off Kinks | £ | - | £ | 2,502.50 | 55% | £ | 1,731.77 | £ | 770.73 | £ | 1,165.91 | £ | 468.39 | £ | 697.52 | £ | 250.30 | £ | 3,668.41 | £ | 2,450.46 | £ | 1,217.95 |
| Roller Disco | £ | 245.00 | £ | - | n/a | £ | - | £ | - | £ | 654.91 | £ | 270.39 | £ | 384.52 | £ | 91.58 | £ | 899.91 | £ | 361.97 | £ | 537.94 |
| Cheesy Bingo | £ | - | £ | 3,645.00 | 100% | £ | 2,537.23 | £ | 1,107.77 | £ | 3,318.32 | £ | 1,341.36 | £ | 1,976.96 | £ | 402.94 | £ | 6,963.32 | £ | 4,281.53 | £ | 2,681.79 |
| Jazz Club | £ | - | £ | 1,958.33 | 84% | £ | 1,301.14 | £ | 657.19 | £ | 616.91 | £ | 247.96 | £ | 368.95 | £ | 54.94 | £ | 2,575.24 | £ | 1,604.04 | £ | 971.20 |
| Film Club x 2 | £ | 300.00 | £ | - | n/a | £ | - | £ | - | £ | 284.66 | £ | 114.16 | £ | 170.50 | £ | - | £ | 584.66 | £ | 114.16 | £ | 470.50 |
| Comedy Club | £ | - | £ | 1,700.83 | 62% | £ | 1,065.87 | £ | 634.96 | £ | 1,504.66 | £ | 607.33 | £ | 897.33 | £ | 238.09 | £ | 3,205.49 | £ | 1,911.29 | £ | 1,294.20 |
| Bad Manners | £ | - | £ | 7,270.83 | 79% | £ | 6,020.00 | £ | 1,250.83 | £ | 4,407.82 | £ | 1,766.13 | £ | 2,641.69 | £ | 442.60 | £ | 11,678.65 | £ | 8,228.73 | £ | 3,449.92 |
| The Witching Hour | £ | 1,544.57 | £ | - | 100% | £ | - | £ | - | £ | 2,211.73 | £ | 890.32 | £ | 1,321.41 | £ | 421.25 | £ | 3,756.30 | £ | 1,311.57 | £ | 2,444.73 |
| Ceroc x 5 | £ | 1,424.00 | £ | - | n/a | £ | - | £ | - | £ | 116.16 | £ | 46.92 | £ | 69.24 | £ | - | £ | 1,540.16 | £ | 46.92 | £ | 1,493.24 |
| TOTALS FOR OCTOBER | £ | 3,513.57 | £ | 17,077.49 | | £ | 12,656.01 | £ | 4,421.48 | £ | 14,437.24 | £ | 5,815.90 | £ | 8,621.34 | £ | 1,901.70 | £ | 35,028.30 | £ | 20,373.61 | £ | 14,654.69 |
| November | Hall Hire Income | Ticket sales | % of capacity | Perf costs | Contribution | Ancillary sales | Cost of stock | Contribution | Casual Staffing | Total performance income | Total performance costs | Total performance contribution | | | | | | | | | | | |
| Kerry Ellis | £ | - | £ | 3,725.00 | 44% | £ | 2,770.52 | £ | 954.48 | £ | 408.24 | £ | 166.52 | £ | 241.72 | £ | 152.63 | £ | 4,133.24 | £ | 3,089.67 | £ | 1,043.57 |
| Lunchtime Jazz | £ | - | £ | - | n/a | £ | - | £ | - | £ | 207.58 | £ | 83.63 | £ | 123.95 | £ | - | £ | 207.58 | £ | 83.63 | £ | 123.95 |
| Dom Martin & Blue Nation | £ | 1,197.20 | £ | - | n/a | £ | - | £ | - | £ | 1,654.57 | £ | 664.28 | £ | 990.29 | £ | 271.68 | £ | 2,851.77 | £ | 935.96 | £ | 1,915.81 |
| Film Club x 2 | £ | 300.00 | £ | - | n/a | £ | - | £ | - | £ | 143.74 | £ | 57.55 | £ | 86.19 | £ | - | £ | 443.74 | £ | 57.55 | £ | 386.19 |
| Jazz Club | £ | - | £ | 1,841.67 | 79% | £ | 1,177.56 | £ | 664.11 | £ | 573.48 | £ | 231.81 | £ | 341.67 | £ | 54.94 | £ | 2,415.15 | £ | 1,464.31 | £ | 950.84 |
| Comedy Club | £ | - | £ | 1,885.00 | 69% | £ | 1,187.06 | £ | 697.94 | £ | 1,700.24 | £ | 682.94 | £ | 1,017.30 | £ | 259.45 | £ | 3,585.24 | £ | 2,129.45 | £ | 1,455.79 |
| Creedence Clearwater Review | £ | - | £ | 4,590.00 | 100% | £ | 3,203.46 | £ | 1,386.54 | £ | 2,220.15 | £ | 891.88 | £ | 1,328.27 | £ | 330.37 | £ | 6,810.15 | £ | 4,425.71 | £ | 2,384.44 |
| Ultimate Elton | £ | - | £ | 4,221.67 | 94% | £ | 2,000.00 | £ | 2,221.67 | £ | 2,060.99 | £ | 830.69 | £ | 1,230.30 | £ | 357.16 | £ | 6,282.66 | £ | 3,187.85 | £ | 3,094.81 |
| Xmas light switch on | £ | - | £ | - | n/a | £ | - | £ | - | £ | 545.82 | £ | 219.12 | £ | 326.70 | £ | - | £ | 545.82 | £ | 219.12 | £ | 326.70 |
| 80's Rewind | £ | - | £ | 8,250.00 | 100% | £ | 3,250.00 | £ | 5,000.00 | £ | 5,659.49 | £ | 2,265.51 | £ | 3,393.98 | £ | 625.16 | £ | 13,909.49 | £ | 6,140.67 | £ | 7,768.82 |
| 80's Rewind | £ | - | £ | 8,250.00 | 100% | £ | 3,250.00 | £ | 5,000.00 | £ | 5,377.32 | £ | 2,152.47 | £ | 3,224.85 | £ | 661.81 | £ | 13,627.32 | £ | 6,064.28 | £ | 7,563.04 |
| Ceroc x 4 | £ | 1,139.20 | £ | - | n/a | £ | - | £ | - | £ | - | £ | - | £ | - | £ | - | £ | 1,139.20 | £ | - | £ | 1,139.20 |
| TOTALS FOR NOVEMBER | £ | 2,636.40 | £ | 32,763.34 | | £ | 16,838.60 | £ | 15,924.74 | £ | 20,551.62 | £ | 8,246.40 | £ | 12,305.22 | £ | 2,713.20 | £ | 55,951.36 | £ | 27,798.20 | £ | 28,153.16 |
| December | Hall Hire Income | Ticket sales | % of capacity | Perf costs | Contribution | Ancillary sales | Cost of stock | Contribution | Casual Staffing | Total performance income | Total performance costs | Total performance contribution | | | | | | | | | | | |
| Jazz Club | £ | - | £ | 3,595.83 | 100% | £ | 2,089.39 | £ | 1,506.44 | £ | 761.41 | £ | 305.40 | £ | 456.01 | £ | 54.95 | £ | 4,357.24 | £ | 2,449.74 | £ | 1,907.50 |
| Mainly Madness | £ | - | £ | 5,610.00 | 68% | £ | 3,407.40 | £ | 2,202.60 | £ | 4,169.65 | £ | 1,671.41 | £ | 2,498.24 | £ | 418.20 | £ | 9,779.65 | £ | 5,497.01 | £ | 4,282.64 |
| Comedy Club | £ | - | £ | 3,025.00 | 75% | £ | 1,265.18 | £ | 1,759.82 | £ | 1,884.74 | £ | 756.19 | £ | 1,128.55 | £ | 369.35 | £ | 4,909.74 | £ | 2,390.72 | £ | 2,519.02 |
| Panto | £ | 19,695.58 | £ | - | 75% | £ | - | £ | - | £ | 14,211.71 | £ | 6,062.44 | £ | 8,149.27 | £ | 4,509.50 | £ | 33,907.29 | £ | 10,571.94 | £ | 23,335.35 |
| TOTALS FOR DECEMBER | £ | 19,695.58 | £ | 12,230.83 | | £ | 6,761.97 | £ | 5,468.86 | £ | 21,027.51 | £ | 8,795.44 | £ | 12,232.07 | £ | 5,352.00 | £ | 52,953.92 | £ | 20,909.41 | £ | 32,044.51 |
| January | Hall Hire Income | Ticket sales | % of capacity | Perf costs | Contribution | Ancillary sales | Cost of stock | Contribution | Casual Staffing | Total performance income | Total performance costs | Total performance contribution | | | | | | | | | | | |
| Film Club x 2 | £ | 300.00 | £ | - | n/a | £ | - | £ | - | £ | 302.33 | £ | 122.50 | £ | 179.83 | £ | - | £ | 602.33 | £ | 122.50 | £ | 479.83 |
| Lunchtime Jazz | £ | - | £ | - | n/a | £ | - | £ | - | £ | 132.74 | £ | 53.30 | £ | 79.44 | £ | - | £ | 132.74 | £ | 53.30 | £ | 79.44 |
| Jazz Club | £ | - | £ | 1,725.00 | 76% | £ | 1,006.14 | £ | 718.86 | £ | 588.33 | £ | 236.49 | £ | 351.84 | £ | 54.94 | £ | 2,313.33 | £ | 1,297.57 | £ | 1,015.76 |
| Roller Disco | £ | 245.00 | £ | - | n/a | £ | - | £ | - | £ | 663.74 | £ | 281.28 | £ | 382.46 | £ | 42.73 | £ | 908.74 | £ | 324.01 | £ | 584.73 |
| Comedy Club | £ | - | £ | 2,340.00 | 89% | £ | 1,486.45 | £ | 853.55 | £ | 2,019.82 | £ | 817.56 | £ | 1,202.26 | £ | 256.40 | £ | 4,359.82 | £ | 2,560.41 | £ | 1,799.41 |

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| AC/DC UK | £ | - | £ 8,213.33 | 100% | £ 4,814.83 | £ 3,398.50 | £ 3,994.24 | £ 1,599.48 | £ 2,394.76 | £ 405.99 | £ 12,207.57 | £ 6,820.30 | £ 5,387.27 |
| Adult Panto x 2 | £ | - | £ 11,878.33 | 78% | £ 9,113.28 | £ 2,765.05 | £ 1,942.74 | £ 803.45 | £ 1,139.29 | £ 528.09 | £ 13,821.07 | £ 10,444.82 | £ 3,376.25 |
| Cheesy Bingo | £ | - | £ 3,660.00 | 100% | £ 2,547.81 | £ 1,112.19 | £ 3,121.32 | £ 1,254.70 | £ 1,866.62 | £ 418.21 | £ 6,781.32 | £ 4,220.72 | £ 2,560.60 |
| TOTALS FOR JANUARY | £ | 545.00 | £ 27,816.66 | | £ 18,968.51 | £ 8,848.15 | £ 12,765.26 | £ 5,168.76 | £ 7,596.50 | £ 1,706.36 | £ 41,126.92 | £ 25,843.63 | £ 15,283.29 |
| February | Hall Hire Income | | Ticket sales | % of capacity | Perf costs | Contribution | Ancillary sales | Cost of stock | Contribution | Casual Staffing | Total performance income | Total performance costs | Total performance contribution |
| Lunchtime Jazz | £ | - | £ - | n/a | £ - | £ - | £ 180.00 | £ 72.70 | £ 107.30 | £ - | £ 180.00 | £ 72.70 | £ 107.30 |
| Genesis Connected | £ | - | £ 4,670.00 | 100% | £ 3,042.53 | £ 1,627.47 | £ 2,112.90 | £ 846.41 | £ 1,266.49 | £ 427.46 | £ 6,782.90 | £ 4,316.40 | £ 2,466.50 |
| Experience Beck (Cancelled) | £ | - | £ - | 0% | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - |
| Voodoo Room | £ | - | £ 4,070.00 | 100% | £ 2,526.79 | £ 1,543.21 | £ 2,082.65 | £ 837.59 | £ 1,245.06 | £ 333.43 | £ 6,152.65 | £ 3,697.81 | £ 2,454.84 |
| Jazz Club | £ | - | £ 1,962.50 | 84% | £ 1,044.62 | £ 917.88 | £ 674.32 | £ 271.40 | £ 402.92 | £ 70.20 | £ 2,636.82 | £ 1,386.22 | £ 1,250.60 |
| Roller Disco | £ | 245.00 | £ - | n/a | £ - | £ - | £ 639.16 | £ 266.36 | £ 372.80 | £ 88.23 | £ 884.16 | £ 354.59 | £ 529.57 |
| Comedy Club | £ | - | £ 2,769.17 | 100% | £ 1,768.84 | £ 1,000.33 | £ 1,586.83 | £ 641.14 | £ 945.69 | £ 302.71 | £ 4,356.00 | £ 2,712.69 | £ 1,643.31 |
| Film Club x 2 | £ | 300.00 | £ - | n/a | £ - | £ - | £ 348.33 | £ 142.08 | £ 206.25 | £ - | £ 648.33 | £ 142.08 | £ 506.25 |
| Barrioke | £ | - | £ 7,321.67 | 85% | £ 3,500.00 | £ 3,821.67 | £ 4,824.32 | £ 1,931.76 | £ 2,892.56 | £ 363.25 | £ 12,145.99 | £ 5,795.01 | £ 6,350.98 |
| Oasish | £ | - | £ 8,305.00 | 100% | £ 5,288.15 | £ 3,016.85 | £ 5,608.16 | £ 2,248.17 | £ 3,359.99 | £ 448.74 | £ 13,913.16 | £ 7,985.06 | £ 5,928.10 |
| TOTALS FOR FEBRUARY | £ | 545.00 | £ 29,098.34 | | £ 17,170.93 | £ 11,927.41 | £ 18,056.67 | £ 7,257.61 | £ 10,799.06 | £ 2,034.02 | £ 47,700.01 | £ 26,462.56 | £ 21,237.45 |
| TOTALS | £ | 36,180.35 | £ 204,501.33 | | £ 130,739.04 | £ 73,762.29 | £ 132,391.38 | £ 53,586.58 | £ 78,804.80 | £ 20,407.17 | £ 373,073.06 | £ 204,732.79 | £ 168,340.27 |



7. REVIEW OF THE GREENING FLEET CAMPAIGN

1. PURPOSE OF REPORT

To provide Members with an update on the current status of the Greening Fleet Campaign and to seek direction from Council on the future of the initiative.

2. BACKGROUND

The Greening Fleet Campaign was launched in 2024 as a community initiative facilitated by the Council, aimed at encouraging residents, community groups, and local organisations to take action to reduce carbon emissions and improve environmental sustainability within the town.

The campaign was structured around five key pillars:

- Energy Efficient Warmer Homes
- Space for Nature
- Climate Impacts on Health
- Waste Prevention
- Cycle of the Seed

Community members volunteered to act as pillar leads, supported by specialist advisors provided by the Greening Campaign organisation. The intention was that Fleet Town Council would act primarily as a **facilitator**, enabling community-led activity rather than directly managing the work of each pillar.

A launch event was held to introduce the campaign and engage residents, and pillar groups were initially formed to develop activity programmes.

3. CURRENT POSITION

Since the launch of the campaign, activity across the pillar groups has reduced significantly and most pillars are no longer actively progressing projects under the Greening Fleet framework.

The current position of the pillars is summarised below:

Energy Efficient Warmer Homes

This area of activity is now being coordinated by Hart District Council through its own programmes and initiatives.

Space for Nature

No active group activity is currently taking place under the Greening Fleet structure.

Climate Impacts on Health

No ongoing activities have been identified within the campaign framework.

Waste Prevention

This pillar has resulted in the establishment of the Fleet Repair Café. The Repair Café operates successfully as an independent community group and continues to provide a valuable service in reducing waste and promoting repair and reuse.

Cycle of the Seed

No ongoing organised activity has been identified under the campaign.

It should also be noted that some individuals who were previously involved in the campaign continue to undertake environmental projects locally; however, these appear to be operating independently rather than under the Greening Fleet campaign structure.

4. FINANCIAL POSITION

Fleet Town Council holds a small budget allocation for the Greening Campaign. To date, there has been limited call on this budget as the majority of activity has not progressed beyond the initial stages. It has largely been used to fund the hall hire for Fleet Repair café.

5. COMMUNICATIONS CHANNELS

A dedicated Greening Fleet Facebook page was established to support promotion and communication of campaign activities.

Should the Council decide to withdraw from coordinating the campaign, Members will need to determine the future of this communication channel. Options could include:

- Closing the page entirely
- Transferring administration to a community group or volunteers
- Retaining the page but repurposing it for broader environmental messaging

6. CONSIDERATIONS

Members may wish to consider whether the original intention of the campaign – a community-led initiative facilitated by the Council – remains achievable in its current form.

An alternative approach could include formally inviting the original pillar leads or other community representatives to discuss the current position and whether there remains sufficient community interest to continue the campaign.

However, based on current activity levels, the Council may also wish to consider whether it is appropriate to formally conclude the Greening Fleet Campaign as a Council-led initiative.

7. RECOMMENDATIONS

Members are asked to consider the current status of the Greening Fleet Campaign and agree a way forward which includes consideration of the future management or closure of the Greening Fleet social media channels.



8. PLAY EQUIPMENT AT BASINGBOURNE PARK

1. PURPOSE OF REPORT

To present a proposal from Friends of Basingbourne Park for the installation of a gondolier (“snake”) group swing within the over-eights play area at Basingbourne Park, and to seek Members’ approval to explore the feasibility of the project, including potential funding through available Section 106 developer contributions.

2. BACKGROUND

Friends of Basingbourne Park (FoBP) have approached the Council requesting the installation of a new piece of play equipment within the over-eights play area in front of the Pavilion at Basingbourne Park.

The proposal seeks to introduce equipment that better serves older children and adolescents, an age group that is currently less well catered for within the park’s play provision. The intention is to provide a piece of equipment that encourages physical activity, cooperation and shared use, allowing multiple users to participate simultaneously.

FoBP have identified a gondolier or “snake” group swing as a suitable option. This type of equipment consists of a large suspended swing frame with multiple connection points, enabling several users to swing together. The equipment is designed to promote teamwork and social interaction while providing an engaging and physically active play experience.

FoBP have undertaken initial research into available products and identified several potential suppliers. Their preferred option is a larger unit capable of accommodating up to eight users at busy times (for example after school, during organised activities at the Pavilion, or during school holidays). A smaller option accommodating approximately three users has also been identified should site constraints or cost considerations make the larger option impractical.

FoBP have raised approximately £6,000 towards the project and have indicated their willingness to continue fundraising. This contribution would be donated to the Council once suitable equipment has been identified and the project confirmed.

3. INDICATIVE COSTS

Based on initial enquiries:

- Larger units: approximately £20,000 (excluding VAT) including equipment, delivery, installation and safety surfacing.
- Smaller units: approximately £15,000 (excluding VAT) fully installed.

These figures are indicative and would require validation through a formal procurement process.

4. SITE CONSIDERATIONS

The proposed location is the over-eights play area in front of the Pavilion at Basingbourne Park. The equipment would need to:

- Accommodate users aged approximately 10 years through to young adults
- Fit safely within the available space and required safety fall zones
- Be constructed from durable materials suitable for high-use public play areas

- Include appropriate safety surfacing.

Further assessment would be required to confirm spatial requirements, ground conditions and compliance with relevant play safety standards.

5. FUNDING OPPORTUNITIES

Officers have reviewed the Council's current Section 106 developer contribution balances to determine whether funding may be available to support this project. The following allocations are currently held which could potentially be used towards the installation of new play equipment at Basingbourne Park:

| S106 Reference | Purpose | Available Balance |
|-----------------------|---|--------------------------|
| 14/00106/MAJOR | Parish Leisure & Open Space | £213.01 |
| 13/02513/MAJOR | Local Parish Projects (at the discretion of Fleet Town Council) | £32,806.87 |
| 17/00471/OUT | Parish Leisure & Open Spaces | £46,471.55 |

As the proposal relates to the installation of new recreational play equipment, it is likely to align with the intended use of the Parish Leisure and Open Space contributions. In addition, the allocation for Local Parish Projects may also be considered where appropriate, as expenditure is at the discretion of Fleet Town Council.

Subject to confirmation of eligibility and any spending deadlines attached to the contributions, these funds could potentially be used to fully or partially fund the project.

Members are therefore asked to consider whether they wish officers to pursue the use of appropriate S106 funding towards the installation of the proposed equipment.

6. RECOMMENDATIONS

Members are asked to consider the proposal and determine whether they wish officers to:

- Explore the installation of a gondolier / snake swing within the over-eights play area at Basingbourne Park.
- Undertake further feasibility work including site suitability, safety requirements and confirmed cost estimates.
- Investigate the availability of **S106 funding** or other external funding sources to support the project.
- Report back to Committee with detailed proposals and confirmed costs before any procurement is undertaken.



Open Air Civic & Community Events Policy

Full Council Approved: October 2017
Last Reviewed: March 2026
Due for Review: March 2029

1. Policy Statement

Fleet Town Council recognises the important role that civic and community events play in bringing residents together, supporting local charities, and promoting Fleet as a vibrant and welcoming town.

The Council supports appropriate open-air events that are safe, well-managed, and accessible to the community, while protecting the Council's parks and open spaces and respecting nearby residents.

2. Supported Civic and Community Events

Fleet Town Council supports a number of established annual community events which contribute significantly to civic life in the town. These currently include:

- Fleet Christmas Festival
- Fleet Lions Fireworks Display
- Fleet Carnival
- Fleet Half Marathon
- Fleet Food Festival

These events are supported as they:

- Maintain and enhance long-standing town traditions
- Support local charities and voluntary organisations
- Strengthen community cohesion
- Encourage visitors to Fleet
- Provide indirect economic benefit to local businesses and retailers

The Council may also support other appropriate community events from time to time.

3. Use of Council Parks and Open Spaces

Fleet Town Council permits the use of its parks and open spaces for community events that are appropriate to the scale and character of the venue.

Calthorpe Park is recognised as the primary location for larger organised events due to its size and ability to accommodate larger crowds safely.

Use of Council land for events will always be subject to conditions intended to:

- Protect public safety
- Minimise disruption to residents
- Protect the park environment
- Ensure compliance with relevant legislation and best practice guidance

4. Limitations and Restrictions

In recognition of historic covenants and to protect the amenity of the park:

- No more than five major events will be permitted in Calthorpe Park in any calendar year.
- Events in Calthorpe Park must conclude no later than 9:30pm.

The Council will not support:

- Events that release balloons, lanterns or similar items into the atmosphere due to environmental impact.
- Private parties or exclusive events that are not open to the wider community.

5. Responsibility for Event Licensing and Compliance

Fleet Town Council is normally not the event organiser or licensee.

Responsibility for securing any necessary licences, permissions and statutory approvals rests with the event organiser, including but not limited to:

- Premises licences or Temporary Event Notices under the Licensing Act 2003
- Traffic management approvals
- Public liability insurance
- Safety management plans

6. Council Support

Where appropriate, Fleet Town Council may support civic and community events through:

- Permission to use Council land
- Grants or financial assistance (subject to Council grant policies)
- Administrative advice and support

7. Event Applications

Anyone wishing to hold an event in a Fleet Town Council park or open space must complete and submit an Event Application Form.

Applications should normally be submitted at least 12 weeks prior to the event to allow sufficient time for review.

Applications will be assessed by officers considering:

- Event size and scale
- Suitability of the proposed location
- Potential impact on residents and park users
- Safety and operational arrangements

8. Required Documentation

Depending on the scale of the event, organisers may be required to provide:

- Event Management Plan
- Risk Assessment
- Public Liability Insurance (normally minimum £10 million)
- Site plan
- Traffic Management Plan (if applicable)
- Noise management plan
- Safeguarding arrangements (where children are involved)
- Security arrangements

For larger events, organisers may be required to follow guidance contained in The Purple Guide to Health, Safety and Welfare at Music and Other Events.

9. Event Conditions

When granting permission for use of Council land, the Council may impose conditions including:

- Event duration and hours of operation
- Set-up and dismantling periods
- Noise limits and sound monitoring requirements
- Restrictions on lighting and amplified music
- Waste management requirements
- Protection of grassed areas and infrastructure
- Vehicle access restrictions during wet weather
- Environmental protection measures

10. Damage Deposits

For some events the Council may require a refundable damage deposit.

The amount will depend on:

- Size of event
- Duration of occupation
- Infrastructure installed
- Risk of damage to the park

The deposit may be retained wholly or partially if damage occurs.

11. Safety and Security

Event organisers are responsible for ensuring their event complies with relevant legislation including:

- Health and Safety at Work etc. Act 1974
- Licensing Act 2003
- Environmental Protection Act 1990
- Equality Act 2010

Where applicable, event organisers should also consider counter-terrorism and public protection measures, including those anticipated under forthcoming Protect Duty (Martyn's Law).

For larger events, consultation may take place with the Safety Advisory Group (SAG) which includes representatives from emergency services and relevant authorities.

12. Noise Management

Fleet Town Council recognises that outdoor community events may generate temporary noise. The Council seeks to balance the benefits of community events with the need to minimise disruption to nearby residents.

Event organisers must take reasonable steps to control and manage noise generated by their event.

12.1 Event Hours

Unless otherwise agreed by the Council:

- Amplified music should normally take place between 10:00am and 9:00pm.
- All events in Calthorpe Park must conclude by 9:30pm in accordance with park covenants.

12.2 Noise Levels

Where amplified music or sound systems are used, organisers may be required to ensure that noise levels do not exceed a reasonable level at the boundary of the park or event site.

As a general guide:

- Sound levels should normally not exceed 65 dB(A) over background levels at the nearest residential boundary.
- For larger organised events, professional sound management and monitoring may be required.

Fleet Town Council may require sound checks prior to the event and monitoring during the event where appropriate.

12.3 Sound System Management

Event organisers should:

- Position speakers away from residential properties where possible.
- Use directional speakers to limit sound spread.
- Avoid unnecessary bass amplification which carries further than other frequencies.
- Ensure sound levels are reduced gradually towards the end of the event.

12.4 Complaints Procedure

Event organisers must provide a contact number for a responsible person during the event so that any noise concerns can be addressed promptly.

Where noise complaints are received, the Council may require sound levels to be reduced.

12.5 Enforcement

Failure to comply with agreed noise conditions may result in:

- Immediate instruction to reduce sound levels
- Early termination of amplified music
- Refusal of permission for future events

13. Environmental Considerations

Event organisers must minimise environmental impact, including:

- Responsible waste management
- Avoiding damage to trees and green spaces
- Avoiding releases of balloons, sky lanterns or similar items
- Protecting wildlife and habitats

14. Review and Monitoring

Officers may inspect events during operation to ensure compliance with agreed conditions.

Failure to comply with conditions may result in:

- Additional charges for damage or clean-up
- Refusal of permission for future events



Main Events User Agreement

Conditions of Use

The hirer agrees to abide by the following terms and conditions:

- All relevant documentation must be submitted and approved prior to the event. This may include risk assessments, event management plans, site plans, public liability insurance and any required bond or damage deposit.
- The event organiser is responsible for ensuring that the event complies with all relevant legislation, licences and permissions, including (where applicable) requirements under the Licensing Act 2003, health and safety legislation, and any other statutory approvals.
- Noise levels must be managed responsibly to minimise disturbance to nearby residents and must comply with any limits set out in the approved event application.
- The hours of operation must not exceed those approved within the event application.
- Amplified music or sound systems must be turned off at the times specified in the event application.
- The event organiser must provide an appropriate contact person during the event to respond to any issues or concerns raised by the Council or local residents.
- Appropriate arrangements must be made for parking, traffic management and access where required.
- Suitable toilet facilities must be provided and maintained for the duration of the event, as specified in the event application.
- The event organiser must take reasonable steps to ensure that the event does not cause unnecessary nuisance, disturbance or obstruction to local residents or other park users.
- The organiser is responsible for ensuring the site is kept clean during the event and that all litter, waste and equipment are removed at the end of the event, leaving the site in a clean and safe condition.
- Any damage to Council land, infrastructure or facilities arising from the event will be the responsibility of the organiser and may be recovered from any damage deposit held.
- The release of balloons, sky lanterns or similar items into the atmosphere is not permitted.
- The Council reserves the right to cancel or terminate an event where conditions of use are not met, where safety concerns arise, or where required documentation (including a wet weather plan where applicable) has not been provided.

I confirm that I am authorised to sign on behalf of the organisation and that the organisation agrees to comply with the above conditions.

| | |
|--|--|
| Name (Authorised Signatory from Organisation) | |
| Signature | |
| Date | |
| Event and Date | |
| Organisation Name | |



Open Air Civic Events

Full Council Approved: October 2017 (Reviewed October 2020)

Due for Review: October 2023

1. Fleet Town Council (FTC) sets out below its proposals for the support of major open-air community functions.
2. FTC has agreed to support five major annual events in pursuit of its vision of creating a more engaged community. These events are:
 - 2.1 Fleet Festivities – usually held at the end of November/ early December, primarily located along Fleet Road and Gurkha Square.
 - 2.1. Fleet Lions Firework Display – usually held in early November, relocated to Calthorpe Park in 2010.
 - 2.2. Fleet Carnival – usually held in July in Calthorpe Park
 - 2.3. Fleet Half Marathon – usually held in March, to continue to be located in Calthorpe Park.
 - 2.4. Fleet Food Festival usually held in May on The Views.
3. FTC has identified these events to:
 - 3.1. Maintain and enhance some traditional town focused festivities.
 - 3.2. Indirectly support local charities by supporting charitable events.
 - 3.3. Create a better sense of community, bringing Fleet's residents together on a regular basis.
 - 3.4. Make Fleet an attractive visitor destination.
 - 3.5. Bring more people into Fleet and indirectly support our local businesses and retailers.
4. Fleet Town Council continues to develop for the more effective use of the limited open green space within the urban area.
 - 4.1. Fleet Town Council will support the use of all the parks for local community events of a scale appropriate to the size of the venue.
 - 4.2. Calthorpe Park is envisioned as providing the most appropriate open space to safely attract manageable crowds to participate in large locally organised charitable events
 - 4.2.1. Annually the Firework Display, the Carnival and the Half Marathon.

- 4.2.2. Occasionally, unique, special, celebratory events such as the Queen's Jubilee.
- 4.3. In granting permission to use any land owned by FTC, the Council will place restrictions on:
 - 4.3.1 The period of occupation of the site for assembling and dismantling equipment and displays
 - 4.3.2. The hours that the event can take place
 - 4.3.3. The time at which any music or lights must be turned on or off
 - 4.3.4. The level of noise permitted by any loud speaker system measured as a prescribed level (dB) at the boundary fence to the park
 - 4.3.5. Any activity which may result in damage to the park such as vehicular access in wet weather. When hiring one of the parks or Open Spaces, a bond /cheque is required to be held in case of any damage to park, facilities etc. The amount required will depend on the type and duration of the event.
- 4.4 In recognition of the covenants that exist on Calthorpe Park, the Town Council will undertake:
 - 4.5 Not to permit more than five events in Calthorpe Park in any one calendar year
 - 4.6 Not to allow any event on Calthorpe Park to continue beyond 9:30 pm
- 5. FTC will facilitate civic and charitable functions through:
 - 5.1.1. Permission to use land held by FTC,
 - 5.1.2. The awarding of grants and
 - 5.1.3. Administrative support and advice.
- 6. FTC will not be the licensee of these events, but it will be incumbent upon the local organising body to secure any necessary licences or permissions outside the immediate use of the land authorised by FTC.
- 7. The Council will not support any events that include balloons, lanterns, fireworks etc. being released into the atmosphere.



Main Events User Agreement

Conditions of Use

The hirer agrees to abide by the following terms and conditions:

- All relevant paperwork is to be submitted prior to the event. This includes risk assessments, site plans, insurance and bond.
- Noise levels will be kept to a minimum.
- The hours the event takes place will only be those set within the event application.
- Music will be turned off at times specified in the event application.
- Appropriate parking arrangements will be made.
- Appropriate toilet facilities will be managed and maintained as specified in the event application.
- Anything that becomes of nuisance or annoyance to local residents will be dealt with as soon as possible.
- No litter is to be left behind and the site is to be left in a clean state.
- The Council reserves the right to cancel an event in the absence of the applicant's wet weather plan

| | |
|--|--|
| Name (Authorised Signatory from Organisation) | |
| Signature | |
| Date | |
| Event and Date | |
| Organisation Name | |



Pavilion Multi User Policy

Policy & Finance Committee Approved: 16 October 2017
Last Reviewed: March 2026
Due for next Review: March 2029

1. Policy Statement

Fleet Town Council is responsible for the management of the pavilions located at:

- Ancells Farm
- Basingbourne Park
- Calthorpe Park
- Oakley Park

The Council is committed to operating these pavilions as inclusive, multi-purpose community facilities that support sporting, recreational, educational and community activity.

The pavilions are not intended for exclusive occupation by a single organisation unless formally agreed by the Council under a separate legal arrangement.

2. Scope

This policy applies to:

- All hirers and users of Council pavilions
- All officers responsible for managing pavilion bookings and compliance

It does not override any specific lease, licence, or formal legal agreement approved by the Council.

3. Acceptable Use

Pavilions may be used for (but not limited to):

- Sports changing facilities
- Community meetings
- Educational activities
- Refreshments connected to authorised activities
- Short-term storage for events (by prior agreement only)

The Council reserves the right to determine whether proposed use is appropriate and in the public interest.

Use must not:

- Cause nuisance or disturbance to neighbours
- Breach planning, licensing or safeguarding requirements
- Create unacceptable health and safety risks

4. Booking and Allocation

- All use must be subject to a formal hire agreement or booking confirmation.
- No hirer shall have sole occupancy unless approved by formal Council resolution.
- Where operationally appropriate, multiple hirers may share pavilion space.
- Long-term or seasonal arrangements will be reviewed periodically.

The Executive Officer (or delegated officer) is authorised to manage bookings in accordance with this policy.

5. Charges and VAT

- Hire rates will be reviewed annually.
- New rates will take effect from 1 April each year.
- Charges will normally be inclusive of utilities (electricity, gas and water), unless otherwise agreed.
- VAT will be applied in accordance with current HMRC guidance.

Alternative charging arrangements (e.g. where bundled with pitch hire) may be approved in accordance with financial regulations.

6. Insurance Requirements

All hirers must:

- Hold valid public liability insurance appropriate to their activity (normally a minimum of £5 million cover unless otherwise specified by the Council).
- Provide proof of insurance prior to hire and on renewal.
- Ensure their activities are properly risk assessed.

Any equipment, materials or other property brought into or left within a pavilion by a hirer remains entirely at the hirer's own risk.

Fleet Town Council's building and contents insurance does not extend to hirers' equipment or property. Hirers are responsible for arranging adequate insurance cover for their own equipment, including any items stored on a short-term basis.

Failure to provide appropriate insurance documentation may result in refusal or cancellation of hire.

7. Health and Safety

Fleet Town Council will:

- Maintain the structural integrity of the buildings
- Arrange regular statutory inspections (gas, electrical, fire safety etc.)
- Provide appropriate fire extinguishers and safety equipment

Hirers must:

- Comply with all health and safety legislation
- Keep facilities clean and in good order
- Report defects promptly
- Not obstruct fire exits or safety equipment
- Ensure safeguarding measures are in place where working with children or vulnerable adults

8. Alterations and Signage

Hirers must not:

- Make internal or external alterations
- Install fixtures
- Display permanent signage

without prior written consent from the Council.

Temporary signage may be permitted subject to approval and planning requirements.

9. Cleanliness and Maintenance

Hirers are responsible for leaving the pavilion in a clean and tidy condition after use.

Fleet Town Council may, by agreement with individual hirers, undertake regular cleaning of the pavilion.

Damage beyond fair wear and tear may result in recharge to the hirer.

10. Breach of Conditions

Where a breach occurs:

1. The Council will notify the hirer in writing.
2. A reasonable period will be allowed to remedy the breach (where capable of remedy).
3. Persistent or serious breaches may result in immediate termination of hire.

The Council reserves the right to cancel bookings where continued use presents legal, safety or reputational risk.

13. Related Documents

- Hire Agreement Terms and Conditions
- Safeguarding Policy
- Health and Safety Policy



11. CCTV IN OPEN SPACES

1. PURPOSE OF REPORT

To provide Members with information on current CCTV coverage in Fleet's open spaces and associated costs, and to prompt consideration of whether this provision should continue.

2. BACKGROUND

Fleet Town Council currently operates CCTV at three locations: Calthorpe Park, Oakley Park, and Basingbourne Park. CCTV is intended to enhance public safety, deter anti-social behaviour, and provide evidence in the event of incidents.

Costs:

| Location | 2024/25 Costs | 2025/26 Costs |
|-------------------|---------------|---------------|
| Calthorpe Park | £2,748.33 | £5,906.00 |
| Oakley Park | £1,398.77 | £3,206.00 |
| Basingbourne Park | £1,398.77 | £3,206.00 |

Costs have approximately doubled in the last twelve months.

3. OPERATIONAL NOTE

- During a recent bike incident in Calthorpe Park, obtaining footage proved time-consuming. When provided, the footage was on a disk, requiring staff to convert it to USB format before it could be reviewed—a process that added administrative burden.
- Whilst trying to determine if a damaged piece of play equipment was made by general usage or intentional damage, in Calthorpe Park, CCTV was not available at that time.
- Vandalism to park signs in the Views, Oakley Park, Calthorpe and Basingbourne have been reported in the past with no footage being either captured or available.
- Damage to Play equipment at Oakley Park has been reported on two separate occasions in the last couple of year, in which no individuals could be identified or were seen causing damage.
- Calthorpe Park Table Tennis damage - No footage was captured as a result of the camera being stationary.

FTC have requested that all cameras in the parks be on a panning setting and only be made stationary at special request. It is understood that the monitoring station do not like the setting the cameras to panning mode as this increases the wear and tear of the cameras.

4. CONSIDERATIONS

Pros of Continuing CCTV:

- Enhances public perception of safety in parks and open spaces.
- Acts as a deterrent to anti-social behaviour and vandalism.
- Provides evidence for law enforcement when incidents occur.
- Supports Council's duty to maintain safe environments for residents.

Cons / Challenges:

- Significant increase in annual costs.
- Administrative burden in managing and accessing footage.
- Limited evidence of incidents resolved solely because of CCTV.
- Technology issues (e.g., outdated media formats) can hinder quick access to footage.

5. RECOMMENDATION

Members are invited to consider whether CCTV should continue in Fleet's open spaces, taking into account both the financial implications and public safety benefits.

Fleet Town Council Open Spaces

Booking Name: Hart Youth Kickathon

Rooms

Ancells Farm - 11 a-side / 9 a-side

Start Date / Time: Sun 17/05/2026 08:00

End Date / Time: Sun 17/05/2026 20:00

Estimated Cost: £396.00

Customer Name: Jon Cragg

Privacy Option: Private

Customer Email: [REDACTED]

Number of People Attending: 60

Customer Address:
[REDACTED]

Booking Status: Requested

Customer Telephone: [REDACTED]

Booking Type: Charity Event

Price Rate: Casual - Junior Users

TaxRate: No Tax

Description:

Hart Youth are planning a kickathon event on Sunday May 17th to raise money for sands.org.uk who support bereaved families.

We would love to be able do this at Ancells, for the whole day, setup the hart gazebo, get all the hart age groups along over the course of the day, choco tombola, setup a 'beat the keeper stall' and raise monies for this amazing charity (that the club has very close links with).

I have read and agree to the Open Spaces Hire T&Cs Terms and Conditions for Hiring Open Spaces:
true

Description of Event : Kickathon - keep the football moving for 12 hours, we plan to rotate through our age groups throughout the day.

Link to documents i.e. Risk Assessments, Site Plan, Insurance etc.. :

All part of the Hart Youth FC grassroots football - we will be rotating through our age groups to keep the ball rolling for the duration of the day.

Site Plan :

Steward Pack :

Charity Registration Number :
Hart Youth FC Grassroots football club

Commercial :

Community Event :

Amplified Music :

Portable Generator (2) :

Lost Children Point :

Marquees : 0

Toilets (Pavilion Use) :

Market Stalls :

P.A. System :

Inflatables :

Live animals :

Carnival Procession (1) :

Fireworks/pyrotechnics :

Other : We are just asking for the use of the pavillion and the main pitch for the duration of the day so we can play an ongoing game of footi for 12 hours.

Risk Assessment :

Temporary Events Notice (TEN's) :

Charity Event :

Non- Commercial :

Fund Raising :

If No, what are the approximate admission price? :
£0

Live Entertainment (1) :

Alcohol License (3) :

Barrier/Fencing :

Power Supply Required (Only Available at Calthorpe Park and The Views Upperfield) :

Food/Drink Concession :

Stewarding / Security :

Portable staging :

Motor Vehicles : 0

Fairground Equipment : 0

Ariel Displays :

BBQ :

Emergency Services - Please supply details of the first aid cover to be provided :

Coaches who are football first aid traned will be at the event during the course of the day as we rotate through the age groups.

Special Requirements:

None. We are just asking for the use of the pavillion and the main pitch for the duration of the day so we can play an ongoing game of footi for 12 hours rotating through our age groups. This is not a public event, more a Hart Youth FC event over the course of the day rotating through our age groups.

We are just asking for the use of the pavillion and the main pitch for the duration of the day so we can play an ongoing game of footi for 12 hours rotating through our age groups. This is not a public event, more a Hart Youth FC event over the course of the day rotating through our age groups.

Kickathon - keep the football moving for 12 hours, we plan to rotate through our age groups throughout the day.

We would love to invite you and your colleagues along as well.

Please do let us know. Happy to take a call to discuss further.

Will will NOT take up the whole area, just the pavillion and the the main 11v11 pitch - people coming and going all day as we rotate through our age groups.

Many thanks, Jon Cragg.



Fleet Town Council Open Spaces

Booking Name:

Vine Church Summer Community Event

Rooms

The Views - Upper Field

Start Date / Time: Tue 21/07/2026 08:00

End Date / Time: Sun 26/07/2026 18:00

Estimated Cost: £0.00

Customer Name: Sian Taylor

Privacy Option: Public

Customer Email: [REDACTED]

Number of People Attending: 200

Customer Address:
[REDACTED]

Booking Status: Requested

Customer Telephone: [REDACTED]

Booking Type: Community Event

Price Rate: Casual - Junior Users

TaxRate: No Tax

Description:

This is a free community event to promote community engagement. We hope to particularly engage with children, tennagers and families. We will have events for the children and we will also have live music and on Sunday we would like to have our Sunday Church service in the marquee which will be open to all to attend.

The Vine Church is part of a joint churches team developing a community hub in the old Livingstones book shop building which will be launched as Crossroads which will provide community space, a coffee shop and bakery. We will use this community event to advertise this new facility to encourage community involvement in this new enterprise.

We are looking to have a variety of things going on -

Set up on Tuesday

Children's club Thursday and Friday mornings aimed at primary school ages. There will be craft, games and more fun activities.

Youth event (music) on Friday evening. We intend to liaise with Fleet Phoenix and any other youth clubs in Fleet - which we will do once we have a confirmed booking.

Family fun day on Saturday followed by Braai (South African BBQ) such as bouncy castle and other fun activities for the whole family. We are investigating the possibility of a small domestic animal petting zoo.

Church meeting on Sunday morning at 10.00am through to 11.30. This is aimed at the whole family and everyone is welcome no matter what faith

Pack away Sunday afternoon - a team of volunteers will pack away with the marquee being dismantled by the suppliers. We hope that it can be removed on the Sunday afternoon, but if not it will be Monday morning.

All elements of the event will be staffed by volunteers who will have appropriate

experience and if working with children or youth will have current DBS's.

We will provide a first aid station with suitably qualified first aiders.

We will need access to electricity supply for lighting and sound equipment and for any equipment required for the fun day. We will provide bottled water for cold and hot drinks

I have read and agree to the Open Spaces Hire T&Cs Terms and Conditions for Hiring Open Spaces:

true

Link to documents i.e. Risk Assessments, Site Plan, Insurance etc.. :

https://drive.google.com/drive/folders/1njxx4d_GFRbLkcHfOrO2n6amV2Jrk-rj?usp=drive_link

Site Plan :

Steward Pack :

Charity Registration Number : 1209825

Commercial :

Community Event :

If No, what are the approximate admission price?

:

£0

Live Entertainment (1) :

Alcohol License (3) :

Barrier/Fencing :

Power Supply Required (Only Available at Calthorpe Park and The Views Upperfield) :

Food/Drink Concession :

Stewarding / Security :

Portable staging :

Motor Vehicles : 2

Fairground Equipment : 0

Description of Event : Vine Church Summer Community Event

Risk Assessment :

Temporary Events Notice (TEN's) :

Charity Event :

Non- Commercial :

Fund Raising :

If a Public Event - Is the Event Free? : Yes

Amplified Music :

Portable Generator (2) :

Lost Children Point :

Marquees : 1

Toilets (Pavilion Use) :

Market Stalls :

P.A. System :

Inflatables :

Live animals :

Carnival Procession (1) :

Ariel Displays :

Fireworks/pyrotechnics :

BBQ :

Other : Toilets will be hired and provided

Emergency Services - Please supply details of the first aid cover to be provided :

First aiders in staff - possibly hire St Johns ambulance

Special Requirements:

None

14. CALTHORPE PARK – ROOF REPAIRS AND DRAINAGE CONCERNS

1. PURPOSE OF REPORT

To inform Members of concerns regarding the condition of the roof structure at Calthorpe Park and to seek approval for remedial works following contractor inspection. The report also highlights a separate issue relating to soil erosion and drainage along a pathway within the park.

2. BACKGROUND

Correspondence has been received raising concerns regarding the condition of the underside of the roof structure at Calthorpe Park. The ceiling panels show signs of damp and deterioration and it has been suggested that the condition of the panels may present a potential health and safety concern if left unaddressed.



A contractor has inspected the roof and provided a quotation for remedial works.

The inspection identified that **rubber roof grommets have perished**, allowing water ingress through the corrugated roof sheets. This has resulted in **water damage to a number of plywood panels beneath the roofing sheets**. The contractor has advised that this deterioration is likely to worsen if the issue is not addressed.

3. PROPOSED WORKS

The contractor recommends the following works:

- Removal of existing roofing clamps.
- Careful removal of corrugated roof sheets to allow reuse.
- Removal of eight water-damaged plywood panels.
- Installation of eight new 2.4m x 1.2m x 9mm marine plywood panels.
- Reinstallation of the corrugated roof sheets.
- Installation of new roofing clamps and Dowty rubber grommets to prevent future water ingress.
- Painting of the replacement plywood panels using external Weathershield paint.

The contractor has advised that the corrugated roof sheets could also be replaced at the same time for an additional cost if Members wished to undertake this as part of the works. However, this has not been identified as essential.

4. FINANCIAL IMPLICATIONS

The cost of the recommended works is:

- £4,786 + VAT – roof repair works.

Optional additional works:

- £481 + VAT – replacement of corrugated roof sheets.

The Calthorpe Park building maintenance budget for the current financial year is £2,000, of which £875 has already been spent, leaving £1,125 remaining.

The proposed works therefore exceed the remaining budget allocation and would require additional funding to be identified or approved by Members.

5. ADDITIONAL ISSUE - PATH DRAINAGE AND SOIL ROSION

The correspondence also highlighted an issue with soil erosion resulting in mud washing onto a pathway, which is reportedly contributing to the blocking of nearby drains.

Photographs have been provided showing the affected areas. It has been suggested that the installation of a retaining wall may prevent further soil movement. This issue has not yet been assessed by officers or costed and would require further investigation before options can be presented to Members.



6. RISK IMPLICATIONS

If the roof repair works are not undertaken, further water ingress and deterioration of the roof structure may occur. This could increase repair costs over time and potentially create a health and safety risk if the internal panels continue to degrade.

The drainage issue may also lead to ongoing maintenance issues and blocked drainage infrastructure if soil erosion continues.

7. RECOMMENDATIONS

Members are asked to:

- a) **Consider the quotation of £4,786 + VAT** for the roof repair works at Calthorpe Park.
- b) **If approved, determine how the works should be funded**, noting the remaining budget of £1,125.
- c) **Consider whether the optional replacement of corrugated roof sheets (£481 + VAT)** should be undertaken at the same time.
- d) **Note the drainage and soil erosion issue** and indicate whether officers should obtain further advice and costings for potential remedial works.

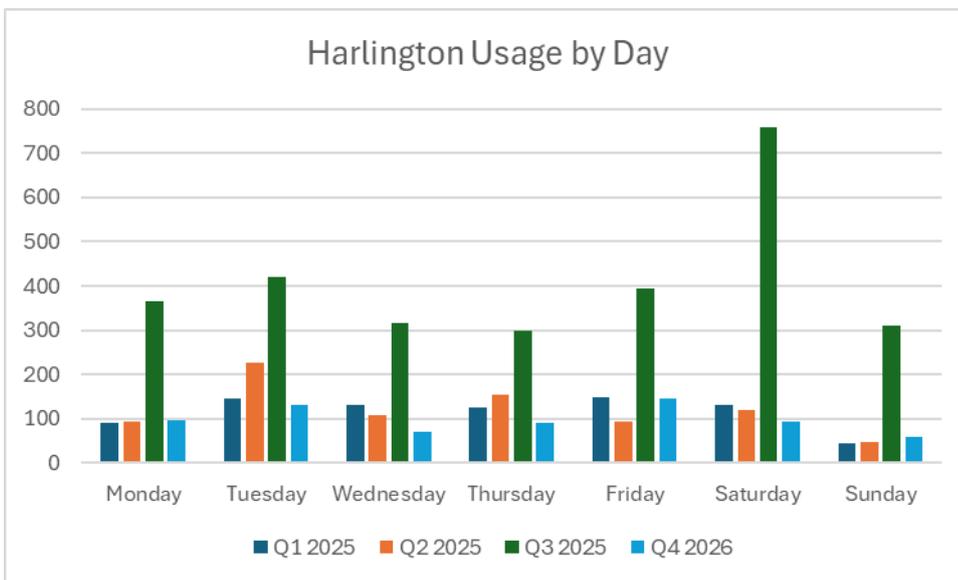


17. HALLMASTER REPORTS

1. PURPOSE OF REPORT

To present usage reports from the Hallmaster booking system for both The Harlington and Ancells Farm Community Centre covering the eleven-month period **April 2025 – February 2026**.

2. USAGE BY DAY (THE HARLINGTON)



Monday

Usage remained moderate across the year, rising from April to a spring peak in June before dipping in August. Bookings recovered strongly from September and peaked in December, reflecting seasonal community events. Activity remained steady in January and February.

Tuesday

Tuesday showed consistent mid-week demand throughout the year. Usage dipped during August but recovered steadily in autumn, with a peak in December. January and February figures indicate continued strong mid-week bookings.

Wednesday

Wednesday was one of the busier weekdays, with steady usage through spring and early summer. After the usual August slowdown, bookings recovered quickly in autumn and rose significantly in December before returning to typical levels in the new year.

Thursday

Thursday demonstrated strong and stable demand throughout the year. Following the August dip, usage increased through autumn and peaked in December. Demand remained relatively strong in January and February.

Friday

Friday bookings were more variable, reflecting their use for evening events and social functions. Activity

dropped during the summer months but increased again from September, reaching a peak in December before remaining busy into the new year.

Saturday

Saturday usage was moderate for most of the year, with peaks in late spring and early summer. Bookings dropped sharply in August but increased again during the autumn and festive period.

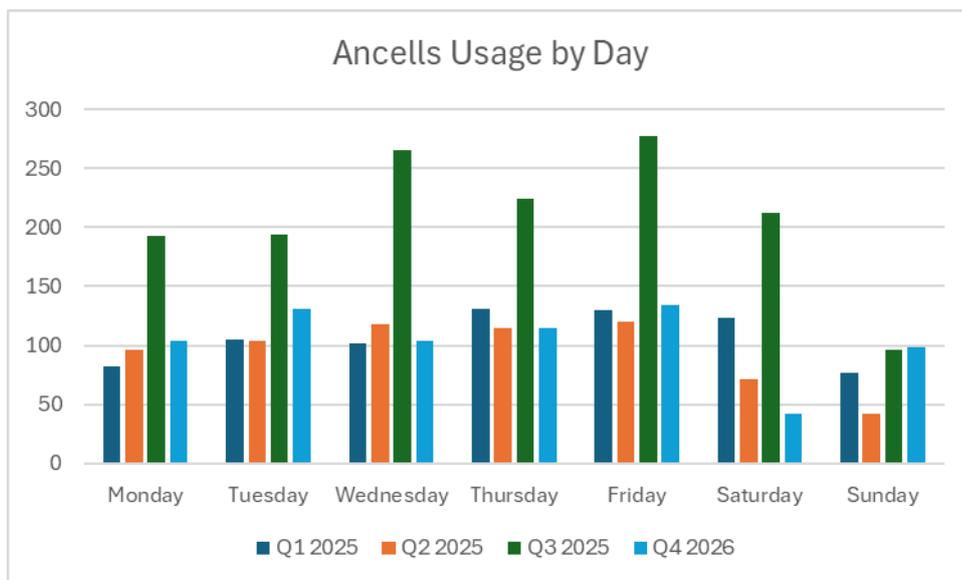
Sunday

Sunday usage was generally modest, with occasional increases linked to community events. After low activity during the summer months, bookings rose again in autumn and early in the new year.

Key Observations

- **Clear seasonal pattern**, with reduced bookings during July and August and recovery from September onwards.
- **Strong weekday demand**, particularly Tuesday to Thursday, which form the core of regular community use.
- **Fridays remain event-led**, resulting in more variable monthly usage.
- **Weekend bookings are comparatively modest**, reflecting the venue's role as a community activity space.
- **December recorded the highest overall activity**, largely due to festive events and community functions.

3. USAGE BY DAY (ANCELLS)

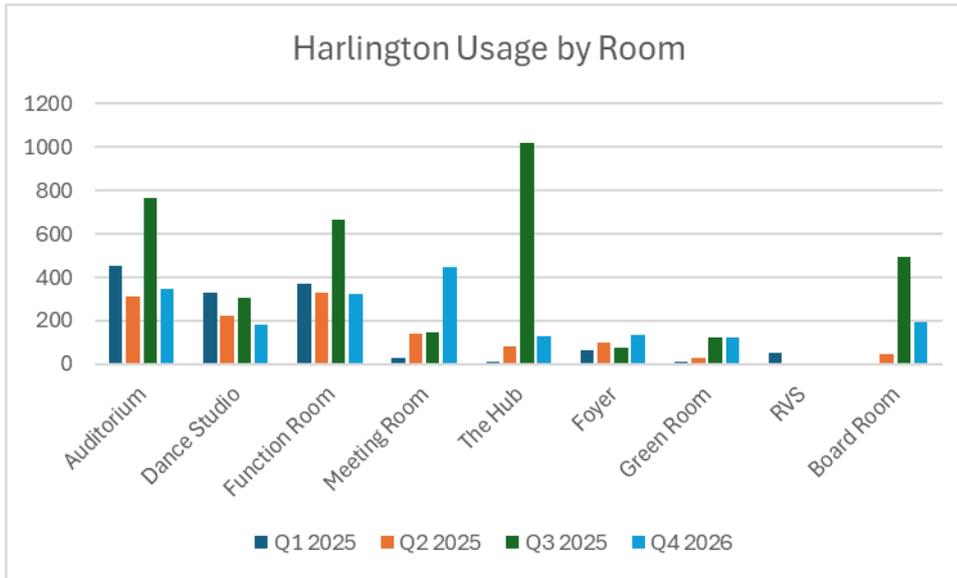


Ancells usage broadly followed the same seasonal pattern as The Harlington but with a stronger emphasis on mid-week activity.

- Tuesday to Thursday were consistently the busiest days, with Wednesday and Thursday showing the highest sustained levels of use.
- Fridays remained variable, reflecting a mix of regular bookings and occasional events.
- Weekend usage was generally lower, though some increases were recorded during the autumn and festive period.
- August saw the expected reduction in bookings across all days due to the summer holiday period.

Overall, usage strengthened from September onwards, with particularly high levels recorded in November and December, indicating strong post-summer demand and continued community use of the facility.

4. ROOM USAGE (THE HARLINGTON)



Auditorium

The Auditorium remained one of the most heavily used spaces throughout the year. Usage was strong in spring, dipped during the summer months, and increased significantly in autumn. December recorded the highest activity (380 hours), reflecting the intensive festive performance programme, before returning to more typical levels in the new year.

Dance Studio

The Dance Studio showed consistent use across most of the year, with strong activity during spring and early summer. As with other spaces, bookings declined during July and August before recovering in the autumn. January recorded the highest usage (148 hours), indicating strong demand for regular classes and rehearsals.

Function Room

The Function Room remained a high-demand space, with steady use through spring and early summer and a predictable dip during the holiday period. Bookings increased significantly from September onwards and peaked in December (310 hours), reflecting seasonal events and functions.

Meeting Room

The Meeting Room showed relatively modest usage during the first half of the year but increased steadily from late summer into autumn. A significant peak occurred in January (438 hours), suggesting the establishment of a regular high-frequency booking or programme during this period.

The Hub

Usage of The Hub was modest through spring and early summer but increased steadily from September onwards. A very significant peak occurred in November (499 hours) and December (431 hours). The November figure largely reflects the public consultation on The Harlington renovation project, held between 1 and 15 November, during which the space was used extensively to host displays and public engagement activities. Activity remained relatively high in January before dropping back to normal levels in February.

The Foyer

The Foyer maintained steady but moderate usage across most of the year, supporting events and activities taking place elsewhere in the building. January saw a notable increase in activity (127 hours), likely reflecting its use in conjunction with seasonal events and performances.

RVS Room

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

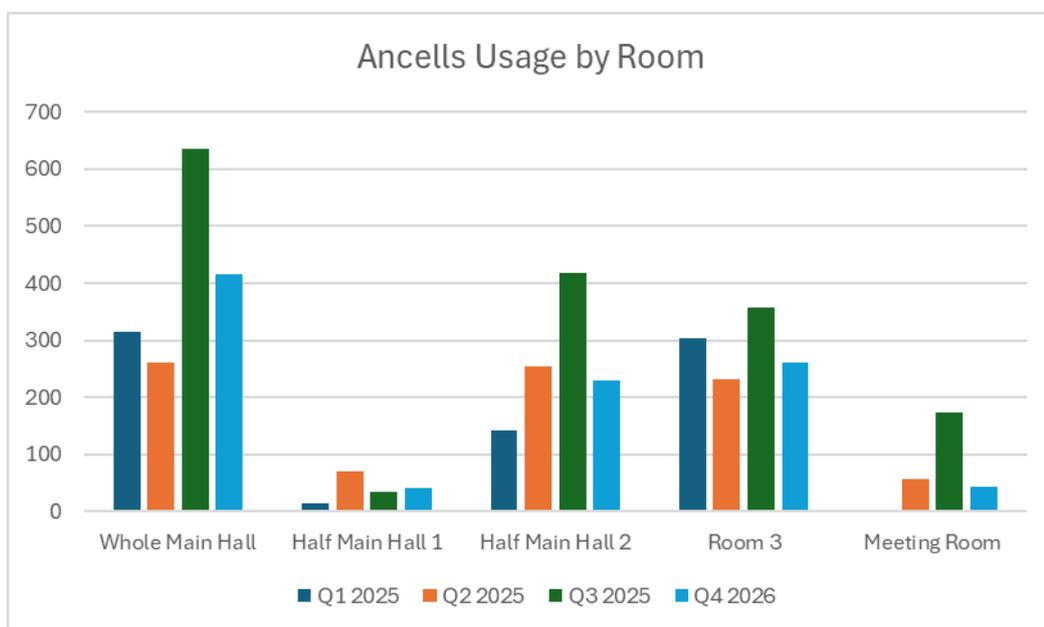
Music Room

The Music Room saw relatively low usage during the spring and early summer months but increased significantly from September onwards. December recorded a substantial peak (385 hours), indicating heavy use during the festive programme and rehearsals, before activity returned to more typical levels early in the new year.

Summary

Room usage data confirms strong demand for the main performance and event spaces, particularly during the autumn and festive periods. Temporary spikes in usage, most notably in The Hub during November, reflect specific programming such as the public consultation on the Harlington renovation, while overall patterns remain consistent with the venue's established seasonal activity cycle.

5. ROOM USAGE (ANCELLS)



Room 1 (Whole Main Hall)

The Main Hall remained the most consistently used space at Ancells Farm. Usage was strong throughout the year, with high demand in May and October before rising significantly in November and December. December recorded the highest figure (292 hours), reflecting seasonal events and community functions. Activity remained strong into January and February.

Room 2 – Half Main Hall 1

Usage of this subdivided space remained relatively modest overall, though a notable increase occurred in July (53 hours). Activity fluctuated thereafter with occasional bookings, suggesting the space is used primarily for smaller or shorter-duration hires when the hall is divided.

Room 2 – Half Main Hall 2

This half of the main hall recorded substantially higher usage than the other subdivided section. Demand rose sharply in June and July and recovered strongly after the August closure. High levels of activity continued through autumn and peaked in December (231 hours), indicating strong demand for this configuration.

Room 3 (Previously Crèche)

Room 3 remained one of the most consistently used spaces throughout the year, largely due to its regular use by **Ancells Preschool during term time**. Usage levels therefore remained high across most months, typically ranging between 85 hours and 115 minutes. Activity dropped significantly in August when the preschool does not operate, before returning to normal levels from September onwards. Higher figures in December and January reflect continued term-time use alongside additional seasonal activities.

Meeting Room (Committee Room)

The Meeting Room was lightly used during the early part of the year but saw increased bookings from July onwards. A notable spike occurred in December (151 hours), suggesting increased meeting or small-group activity during the festive period before returning to more typical levels in the new year.

Summary

Ancells Farm Community Centre demonstrates strong and consistent demand for its main activity spaces, particularly the Main Hall and Room 3. Usage dips during the summer months but increases again from September, with December representing the busiest period of the year due to seasonal events and community functions.

6. IMPLICATIONS FOR MANAGEMENT

With Hallmaster data now available from April 2025 onwards, clearer usage trends are beginning to emerge across both venues.

- **Strong seasonal patterns** are evident, with reduced activity during July and August and a significant increase in bookings from September through to December.
- **The Harlington** continues to operate primarily as a performance and events venue, with the Auditorium and Function Room generating the highest levels of activity and particularly strong demand during the autumn and festive programme.
- **Ancells Farm Community Centre** shows a strong mid-week community focus, with the Main Hall and Room 3 (used regularly by Ancells Preschool during term time) providing the most consistent levels of use.
- **Weekend demand differs between venues**, with The Harlington experiencing higher event-based usage, while Ancells Farm remains more focused on weekday community activity.
- Temporary spikes in usage, such as the public consultation on The Harlington renovation project held in The Hub during November, reflect specific programming rather than long-term changes in demand.

Overall, the data indicates stable and healthy utilisation across both facilities, with different but complementary roles within the Council's community venue provision.

7. RECOMMENDATIONS

Members are asked to note the report.